

Pursuant to the recommendation of the Superintendent of Schools, and on behalf of the Personnel Committee, I hereby move the following resolutions:

I. TEACHERS/PROFESSIONAL STAFF

A. Retirement

1. Accept the resignation of **Denise L. Jackson**, instructional aide at the Middle School, for the purpose of retirement, effective July 1, 2013.

Addendum1

B. New Hires

1. **Approve the appointment of Stephen Barrow as a social studies/humanities teacher at the High School effective February 20, 2013 at the annual salary of \$63,370 (pro-rated) (BA+30, Step 1).**
2. **Approve the appointment of April Capitanelli as a special education teacher at Fernbrook School at the annual salary of \$22,261(pro-rated) (.43) (BA, Step 1) effective February 1, 2013.**
3. **Approve the Stephanie Delpome as a long term substitute elementary teacher at Ironia School effective February 20, 2013 at the rate of \$258.85 per diem.**
4. **Approve the appointment of the following substitute teachers for the 2012-2013 school year:**

**Karly Barrett
Lisa Saparito
Wendy De Ring**

**Michael Romano
Andrew Schwartz
Josephine Calvay**

Laura Van Bendegem

C. Assignment & Daily Rate Change

1. Approve the following assignment and daily rate change for the employee listed below effective ½ day on February 1, 2013:

Jessica Allison

From:
Substitute Tchr
District
\$90.00 per diem

To:
Long Term Sub Phys Ed Tchr
Middle School
\$258.85 per diem

D. Leaves of Absence

1. Approve the change in the effective date for the unpaid Federal Leave of Absence to care for her own disability for the employee identified on **Schedule A** as follows:

<u>From:</u> February 14, 2013	<u>To:</u> February 15, 2013
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2. Approve an unpaid Federal and State Family Leave of Absence for the employee identified on **Schedule B** effective February 21, 2013 to care for a newborn infant (Note: Medical and Dental benefits continue while on an approved FMLA Leave).

3. Approve an unpaid Federal and State Family Leave of Absence for the employee identified on **Schedule C** effective January 15, 2013 to care for a newborn infant (Note: Medical and Dental benefits continue while on an approved FMLA Leave).

4. Approve an unpaid Federal Leave of Absence for the employee identified on **Schedule D** effective January 29, 2013 to care for her own disability. (Note: Medical and Dental benefits continue while on an approved Leave of Absence).

5. Approve an unpaid Child Rearing Leave of Absence, effective March 15, 2013 for the remainder of the 2012-2013 school year, for the employee identified on **Schedule E**.

6. Approve an unpaid Child Rearing Leave of Absence, effective February 19, 2013 for the remainder of the 2012-2013 school year, for the employee identified on **Schedule F**.

Addendum1

7. Approve an unpaid Federal and State Family Leave of Absence for the employee identified on Schedule G effective January 29, 2013 to care for a newborn infant (Note: Medical and Dental benefits continue while on an approved FMLA Leave).

8. Approve an unpaid Federal and State Family Leave of Absence for the employee identified on Schedule H effective February 1, 2013 to care for a newborn infant (Note: Medical and Dental benefits continue while on an approved FMLA Leave).

9. Approve an unpaid Federal Leave of Absence for the employee identified on Schedule I effective February 20, 2013 to care for her own disability. (Note: Medical and Dental benefits continue while on an approved Leave of Absence).

E. Stipends

1. Approve the appointment of **John Rittweger** as the High School Musical Pit Orchestra pianist for a total of \$610 for all rehearsals and performances.

2. Approve the end date of January 24, 2013 for **Matthew Swiss** as High School's Jazz Ensemble at the pro-rated stipend of \$1,418.50.

Personnel and Administration

February 19, 2013

3. Approve the appointment of the following District Children's Choir Directors at the stipend of \$1,275 each:

Brenda Rappeport

Cynthia Feeney

4. Rescind the appointment of **Marybeth Foran** as assistant softball coach for the 2012-2013 school year.

5. Rescind the appointment of **Colleen Suflay** as Girls' Basketball Wellness Initiatives Advisor for the 2012-2013 school year.

6. Approve the appointment of **Matthew Siegel** as Girls Basketball Wellness Initiatives Advisor at the stipend of \$1,207 for the 2012-2013 school year.

7. Approve the appointment of the following Fernbrook School staff as co-facilitators of Learning Together for Grades 2/4 at the annual shared stipend of \$1,275:

Katherine Thorn

Michele Savvides

Addendum1

8. Approve the appointment of Kerry Eberhardt as assistant softball coach for the 2012-2013 school year at the stipend of \$6,129 (Step 1).

9. Approve the appointment of Andrew Finland as assistant wrestling coach effective December 13, 2012 through February 3, 2013 at the stipend of \$2,075.05 (pro-rated) (Step 1).

F. Volunteer Coaches

1. Approve the appointment of the following volunteer coaches for the 2012-2013 school year.

<u>Name</u>	<u>Position</u>
Kelly Lambert	Asst. Girls' Softball
James Sheppard	Asst. Baseball
Jeffrey Todd	Asst. Baseball
Joseph Mazzarella	Asst. Baseball

G. Extra Duty

1. Approve the appointment of Brianne McBreen to teach a 6th period special education class beginning September 1, 2012 and ending on November 9, 2012 at the pro-rated amount of \$1,880.00.

H. Athletic Event Workers

1. Approve the appointment of the following staff members as School Athletic Event Workers for the various activities and rates listed below for the 2012-2013 school year. (Note: Any staff member may be placed at any position at an event during the course of the school year.):

**Michael Suk
Lisa O’Leary
Michael Sorge**

<u>Event Assignments:</u>	<u>Rates Per Event</u>
Clock & Announcer	\$91.00
Varsity & JV Clock	94.00
Announcer	61.00
Tickets	61.00
Site Manager	71.00

I. Increment Restoration Resolution

RESOLUTION RESTORING INCREMENT

WHEREAS, Employee I.D. #4266 is a teaching staff member employed by the Board; and

WHEREAS, the Board previously took formal action to withhold the employee’s salary increment for the 2003-04 school year, pursuant to N.J.S.A. 18A:29-14; and

WHEREAS, subsequent to the aforesaid increment withholding, the Employee’s professional performance and conduct has demonstrated that a restoration of his increment is warranted; and

WHEREAS, the employee has requested that the Board restore his increment based upon his performance; and

WHEREAS, the Superintendent of Schools has reviewed the employee’s professional performance and conduct and finds that they justify his recommendation that the Board restore said increment and he does so recommend; and

WHEREAS, the School Laws of New Jersey permit the Board to restore the employee’s increment under these circumstances; and

WHEREAS, the Board agrees with and adopts the Superintendent’s recommendation;

Personnel and Administration
February 19, 2013

NOW, THEREFORE, BE IT RESOLVED, that Employee I.D. #4266's salary increment is hereby restored effective as of September 1, 2012, by placing the employee on the salary step on which he otherwise would have been placed had his increment not been withheld previously; and it is

FURTHER RESOLVED that the employee will receive retroactive compensation to September 1, 2012 reflecting this restoration, such compensation to be paid pursuant to regular business office practices.

II. Support Staff

Addendum1

A. New Hire

1. Approve the appointment of Elayne Faduska as a substitute secretary effective February 20, 2013 at the rate of \$12.00 per hour.

B. Extra Hours

1. Approve the appointment of **Lulzime Feti** to work twelve hours at the rate of \$26.96 per hour, prior to her start date of January 28, 2013, to assist in her transition as the new Facilities secretary.

C. Change in Assignment

1. Approve the following change in assignment for the employee listed below effective January 17, 2013:

Nita Kromidas	<u>From:</u>	<u>To:</u>
	Sub Cafeteria/Recess Aide Fernbrook	Cafeteria/Recess Aide Fernbrook

2. Approve the following change in the hourly rate for the employee listed below effective November 20, 2012, due to receipt of County Substitute Certification:

Nita Kromidas	<u>From:</u>	<u>To:</u>
	\$11.00 per hour	\$13.00 per hour

III. RANDOLPH COMMUNITY SCHOOL

1. Approve the following position correction for the employee listed below effective January 16, 2013:

Cassandra Kepler	<u>From:</u>	<u>To:</u>
	Senior Aide	Program Aide

Addendum1

2. Approve the following Camp Discovery and Summer Stars site coordinators, effective February 1, 2013, for up to 60 hours of planning and preparation at the rate of \$30.00 per hour:

Peter Cervona (Camp Discovery)

Joseph Bocchino (Summer Stars)

IV. JOB DESCRIPTIONS

1. Resolved that the Board hereby adopts the newly revised job descriptions for the following positions:

Aides

Cafeteria Aide
Recess Aide
School Aide Employee

Custodial

Chief of Custodians
Chief of Facilities
Custodian
Head Custodian
Maintenance Person
Security Guard
Shift Foreman – District Custodial

Food Services

Cafeteria Worker

Professional-Administrative

Assistant Athletic Director
Assistant Principal – Elementary
Assistant Principal – High School
Assistant Principal – Middle School
Assistant Superintendent
Athletic Director
Board Secretary
Business Administrator
Director of Guidance
Director of Special Services
Elementary Supervisor
Principal
School Board Attorney
School Medical Inspector
Superintendent
Supervisor
Supervisor of Special Services

Personnel and Administration

February 19, 2013

Professional – Non-Administrative

Assistant Coach
Athletic Trainer
Behavior Specialist
Co-Curricular Advisor
Head Coach
Learning Disabilities Teacher Consultant
Library Media Specialist – Elementary
Library Media Specialist – High School
Library Media Specialist – Middle School
School Counselor – Elementary School
School Counselor – High School
School Counselor – Middle School
School Nurse
School Psychologist
School Social Worker

Speech Language Specialist
Substance Awareness Coordinator
Substitute Teacher
Teacher

Secretarial/Office Personnel

Administrative Assistant
Administrative Secretary
Benefits Coordinator
Bookkeeper
Managerial Secretary
Operations Manager
Payroll Supervisor
Supervisory Secretary
Transportation Secretary

Transportation

Bus Driver
Director of Transportation
Level I Mechanic
Level II Mechanic
Mail Courier
Master Mechanic

Technology

Computer Data Specialist
Computer Technician – District
Computer Technician – Elementary
Computer Technician – High School
Computer Technician – Middle School
Network Administrator/Email Administrator