

Personnel/Policy Committee

Agenda

January 23, 2019

In attendance: Melissa Varley, Alita Thomas (by phone), Yvonne Cali, Charles Shanley

POLICY

Upon recommendation of the Superintendent, move to:

1. **Approve** the minutes of the December 17, 2018 Regular Board Meeting.

Motion; Second; FC YC LR SS KH AT NR

2. **Approve** the minutes of the December 17, 2018 Regular Board Meeting Executive Session.

Motion; Second; FC YC LR SS KH AT NR

3. **Approve** the minutes of the January 3, 2019 Reorganization Board Meeting

Motion; Second; FC YC LR SS KH AT NR

4. **Approve** the minutes of the January 23, 2019 Curriculum Work Session Meeting.

Motion; Second; FC YC LR SS KH AT NR

5. **Approve** the calendar for the 2019-2020 School Year.

Motion; Second; FC YC LR SS KH AT NR

Dr. Varley discussed that the calendar has a change with conferences being placed on teachers convention week. This will prevent some of the issues that have occurred this year.

6. **Approve** the calendar for the 2019-2020 District 12 Month Employee Calendar.

Motion; Second; FC YC LR SS KH AT NR

7. **Approve** the following event/fundraisers for the 2018-2019 school year:

Fundraiser	School	Organization/Staff Member	Dates
Spring Cleaning Collection	RMS	8th Grade Dance 2019 / Jenn Casola/Sharon Treiber	4/5/2019
Lawn Sign Sale	RMS	8th Grade Dance 2019 / Jenn Casola/Sharon Treiber	3/11/2019 - 4/12/2019
My Food Days Direct Donation	RMS	8th Grade Dance 2019 / Jenn Casola/Sharon Treiber	4/29/2019 - 5/7/2019
8th Grade DC Trip Car Wash	RMS	8th Grade DC Trip / Karen Stein	4/6/2019
Panera Fundraiser	RMS	8th Grade Dance 2019 / Jenn Casola/Sharon Treiber	3/20/2019
12 Celebrates Videographer	BWD	PTA / Lisa Rossi/Alexis Seubert	6/14/2019
2nd Grade Fun Night	BWD	PTA / Lisa Rossi/Alexis Seubert	3/20/2019
End of the Year DJ Dance Party	BWD	PTA / Lisa Rossi/Alexis Seubert	6/26/2019
Preschool Field Day T-shirt giveaway	BWD	PTA / Lisa Rossi/Alexis Seubert	6/14/2019
Field Day T-shirt giveaway	BWD	PTA / Lisa Rossi/Alexis Seubert	6/17/2019
2nd Grade Step up day /T-shirt sale	BWD	PTA / Lisa Rossi/Alexis Seubert	6/10/2019
2nd Grade Play Videographer	BWD	PTA / Lisa Rossi/Alexis Seubert	5/22/2019

Motion; Second; FC YC LR SS KH AT NR

8. Approve the following job description for the FY19. (On file in Administration Offices)

- A. Classroom Teacher
- B. Content Area Supervisor/Director (Pre K-8) Job Description
- C. Elementary School Guidance Counselor K-8 Job Description
- D. Instructional Team Leader Job Description
- E. Occupational Therapist Job Description
- F. Payroll / Benefits Specialist Job Description
- G. Principal Job Description
- H. Reading Specialist Job Description
- I. RMS Vocal Music
- J. Staff Assistant Job Description
- K. Technology Coordinator
- L. Technology Club Advisor Job Description
- M. Theatrics / Drama Advisor Job Description
- N. Theatrics Coordinator Job Description
- O. Treasurer of School Moneys Job Description
- P. Wrestling Coach Job Description
- Q. Yearbook Advisor Job Description

Motion; Second; FC YC LR SS KH AT NR

9. Approve the abolishment of the position of Auditor:

Motion; Second; FC YC LR SS KH AT NR

PERSONNEL

1. Upon recommendation of the Superintendent, move to approve the following Personnel Items:

A. Appointments/Resignations

Code	Name	Action	Loc	Position/UPC	FTE	Degree/Step	Salary	GAAP Code	Eff.	Term.
C	Costa, Kathleen	Appointment	BWR	Staff Assistant / SED.999.CLA.06	0.75	Step 1	\$14,010.86	11-000-217-10 0		6/30/19
E	Esteves, Erin	Appointment	RMS	Yearbook Advisor	N/A	\$34/hr	N/A	11-403-100-10 1	1/8/19	6/30/19
C	Homyak, Wanda	Appointment	BWD	Staff Assistant / SED.999.CLA.35	0.75	Step 1	\$14,010.86	11-000-217-10 0		6/30/19
E	McCarthy, Liznette	Appointment	BWR	Staff Assistant / SED.999.CLA.31	0.75	Step 1	\$14,010.86	11-216-100-10 6	2/6/19	6/30/19
E	McParland, Brian	Appointment	RMS	Baseball Coach	N/A	\$34/hr	N/A	11-403-100-10 1	1/8/19	6/30/19
E	Kaluzavich, David	Appointment	BKL	Gr.4 Team Leader (Interim Replacing ML)	N/A	\$34/hr	N/A	11-403-100-10 1	3/1/19	6/30/19
B	Leach, Kenneth	Retirement	DIST	Senior Custodian / OMP.999.CUS.05	1.00	Step 12	\$67,905.00	11-000-262-10 0	6/30/19	6/30/19

E	Letchinger, David	Appointment	BKL	Tech. Club Advisor	10	\$34/HR	\$340.00	11-403-100-10 1	12/18/18	6/30/19
E	Roberts, Kerin	Appointment	RMS	Team Leader Gr. 6	N/A	\$34/hr	N/A	11-403-100-10 1	1/8/19	6/30/19
B	Ryzhik, Ellina	Appointment	BWD	Psychologist / SED.001.PSY.01 (Replacing LE)	0.70	MA / 5	\$44,275.00	11-000-219-10 4	1/29/19	6/30/19

B. Substitutes

Code	Name	Action	Loc	Position/UPC	FTE	Degree/Step	Salary	GAAP Code	Eff.	Term.
D	Barofsky, Allison	Appointment	DIST	Substitute Teacher	N/A	N/A	\$95.00/day	11-1XX	1/28/19	N/A
D	Galdi, Lucis	Appointment	DIST	Substitute Teacher	N/A	N/A	\$95.00/day	11-1XX	1/28/19	N/A
D	Muccilli, Meghan	Appointment	DIST	Substitute Teacher	N/A	N/A	\$95.00/day	11-1XX	1/28/19	N/A

C. Leave of Absence

Code	Name	Action	Loc	Position/UPC	FTE	Degree/Step	Salary	GAAP Code	Eff.	Term.
B	Dillon, Melissa	Maternity Leave	BKL	Teacher / SED.001.RRM.03	1.00	MA / 4	\$59,675.00	11-213-100-101	6/3/19	11/4/19
B	Volpe, Christe	Maternity Leave Extension	BKL	Teacher / SED.001.RRM.08	1.00	MA / 20	\$91,290.00	11-213-100-101	12/18/18	9/3/19
C	Liaw, Bernadine	Dock/Unpaid	RMS	Staff Assistant / SED.999.CLA.16	0.75	Step 11	\$17,977.90	11-204-100-106	3/13/19	3/26/19
B	Mele, Jennifer	Dock/Unpaid	BKL	Teacher / SED.001.RRM.02	1.00	BA / 1	\$50,405.00	11-213-100-101	4/23/19	4/23/19
B	Munzer, Jennifer	Maternity Leave Extension	BKL	Teacher / SED.001.RRM.11	1.00	MA / 10	\$67,050.00	11-213-100-101	5/1/19	9/1/19

D. Salary Adjustment

Code	Name	Action	Loc	Position/UPC	FTE	Degree/Step	Salary	GAAP Code	Eff.	Term.
B	Stiles, Jim	Salary Adjustment	DIST	Technology Coordinator / IIP.001.TEK.01	1.00	Per Contract	85,804.00	11-000-252-10 0	7/1/18	6/30/19

E. Revisions

Code	Name	Action	Loc	Position/UPC	FTE	Degree/Step	Salary	GAAP Code	Eff.	Term.
C	Artigliere, Jeannie	Dock/Unpaid	BWD	Staff Assistant / SED.999.CLA.11	0.75	Step 1	\$14,010.86	11-213-100-106	2/3/19	2/13/19
B	Desai, Vishakha	Appointment Extension	BKL	Teacher / SED.001.RRM.11 (Replacing JM)	1.00	BA / 1-2	\$50,405.00	11-213-100-101	5/17/19	6/30/19
B	Kasmin, Martine	Appointment Extension	BKL	Teacher / SED.001.RRM.08 (Replacing CV)	1.00	MA / 1-2	\$57,075.00	11-213-100-101	4/18/19	6/30/19

Motion; Second; FC YC LR SS KH AT NR

2. **Approve** the following position for the FY19 Summer Custodial Program with regular rate of pay, and furthermore approve the posting of said position;

Summer Custodians 14 Positions \$9.00/HR

Motion; Second; FC YC LR SS KH AT NR

3. **Approve** the Florham Park School District to accept Hanover Park Regional School District's "Tomorrow's Teachers" and students performing their Senior Project.

Motion; Second; FC YC LR SS KH AT NR

Dr. Varley discussed a few personnel issues. She also discussed the RFP that was conducted on January 11th. We are awaiting approval from the state to contract employee services.