

Personnel/Policy Committee
Minutes
June 17, 2019
Attendance: Melissa Varley, Alita Thomas, Yvonne Cali, Brian Perillo

POLICY

Upon recommendation of the Superintendent, move to:

1. **Approve** the minutes of the May 28, 2019 Regular Board Meeting.
Motion; Second; BP FC YC LR KH AT NR
2. **Approve** the minutes of the May 28, 2019 Regular Board Meeting Executive Session.
Motion; Second; BP FC YC LR KH AT NR
3. Approve the minutes of the June 11, 2019 Special Board Meeting.
Motion; Second; BP FC YC LR KH AT NR
4. Approve the minutes of the June 11, 2019 Special Board Meeting Executive Session.
Motion; Second; BP FC YC LR KH AT NR
5. **Approve** the minutes of the June 17, 2019 Curriculum Work Session Meeting.
Motion; Second; BP FC YC LR KH AT NR
6. **Approve** the minutes of the June 17, 2019 Curriculum Work Session Meeting Executive Session.
Motion; Second; BP FC YC LR KH AT NR
7. **Approve** the following job description for the FY19. (On file in Administration Offices)
 - A. District Summer Technology Assistant
Motion; Second; BP FC YC LR KH AT NR
This is a position that we approve each year to help Jim Stiles with the Chromebooks and other technology needs
8. **Approve** the first reading the following policy.
 - A. Policy 1523 - Comprehensive Equity Plan
Motion; Second; BP FC YC LR KH AT NR

9. Approve the following events/fundraisers for the 2018-2019 school year:

Fundraiser	School	Organization/Staff Member	Dates
18-19 Spring Concert	RMS	Music / Leone/Paulson	5/4/19

Motion; Second; BP FC YC LR 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.
B	Bagnara, Rosemarie	Appointment	ESY19	District Occupational Therapist	112.5	Per	Contract	N/A	7/8/19	8/9/19
B	Bernstein, Cheryl	Appointment	CST19	Anti-Bullying Coordinator/Guidance	50	Per	Contract	N/A	7/8/19	8/9/19
C	Biedka, Rose	Appointment	ESY19	Staff Assistant	100	Per	Contract	N/A	7/8/19	8/9/19
B	Burrows, David	Appointment	CST19	Speech-Language Therapist	30	Per	Contract	N/A	7/8/19	8/9/19
B	Burrows, David	Appointment	ESY19	Speech-Language Therapist	75	Per	Contract	N/A	7/8/19	8/9/19
B	Cantwell, Danielle	Appointment	CST19	Teacher(s) to attend IEP meetings	30	MA/13	Per Contract	11-213-100-101	7/8/19	8/9/19
C	Capuano, Amanda	Appointment	ESY19	Staff Assistant	100	Per	Contract	N/A	7/8/19	8/9/19
B	Chichelo, Janice	Appointment	ESY19	Bus Aide	180	N/A	N/A	N/A	7/8/19	8/9/19
B	Cicarelli, Gina	Appointment	ESY19	District Physical Therapist	40	Per	Contract	N/A	7/8/19	8/9/19
C	Cocco, Elizabeth	Appointment	ESY19	Staff Assistant	100	Per	Contract	N/A	7/8/19	8/9/19
B	Cochario, Brenda	Appointment	CST19	Teacher(s) to attend IEP meetings	30	MA/13	Per Contract	11-130-100-101	7/8/19	8/9/19
B	Cogan, Kathleen	Appointment	CST19	Teacher(s) to attend IEP meetings	30	MA/20	Per Contract	11-120-100-101	7/8/19	8/9/19
B	Cogan, Kathleen	Appointment	ESY19	Teacher	112.5	Per	Contract	N/A	7/8/19	8/9/19
E	Cogan, Kathleen	Appointment	DIST	Curriculum Writing	25	\$34/hr	\$850.00	11-403-100-101	9/3/19	6/30/20
C	Costa, Kathleen	Appointment	ESY19	Staff Assistant	100	Per	Contract	N/A	7/8/19	8/9/19
E	Crosetto, Kevin	Appointment	DIST	Curriculum Council	117	\$34/hr	\$3,978.00	11-403-100-101	9/3/19	6/30/20
C	Dattolo, Clara	Appointment	CST19	Clerical Support Aide	50	N/A	\$9.00/hr	N/A	7/8/19	8/9/19
C	D'Ambola, Nicole	Appointment	ESY19	Staff Assistant	100	Per	Contract	N/A	7/8/19	8/9/19
B	Davis, Jaclyn	Appointment	ESY19	Substitute Teacher	N/A	N/A	\$13.58/hr	11-1XX	7/8/19	8/9/19
B	Desai, Vishakha	Appointment	ESY19	Teacher	112.5	Per	Contract	N/A	7/8/19	8/9/19
B	Dolan, Lori-Jane	Appointment	CST19	LDT-C	60	Per	Contract	N/A	7/8/19	8/9/19
B	Dillion, Melissa	Appointment	CST19	Teacher(s) to attend IEP meetings	30	MA / 4	Per Contract	11-213-100-101	7/8/19	8/9/19
B	Esposito, Nick	Appointment	DIST	Summer Technology Position	160	BA / 8-9	Per Contract	11-130-100-101	7/1/19	8/30/19
B	Fano, Rebecca	Appointment	ESY19	Teacher	112.5	Per	Contract	N/A	7/8/19	8/9/19
C	Fitzgerald, Diana	Appointment	ESY19	Staff Assistant	100	Per	Contract	N/A	7/8/19	8/9/19
B	Fernandes, Theresa	Appointment	CST19	District Behaviorist	15	Per	Contract	N/A	7/8/19	8/9/19
B	Fernandes, Theresa	Appointment	ESY19	District Behaviorist	75	Per	Contract	N/A	7/8/19	8/9/19
B	Foster, Robert	Appointment	ESY19	Substitute Teacher	N/A	N/A	\$13.58/hr	11-1XX	7/8/19	8/9/19
E	Franklin, Roseann	Appointment	DIST	Curriculum Council	117	\$34/hr	\$3,978.00	11-403-100-101	9/3/19	6/30/20
B	Frishberg, Rachel	Appointment	BKL	Special Ed. Teacher / SED.001.RRM.02	1.00	MA / 4	\$60,405.00	11-213-100-101	9/3/19	6/30/20

B	Frishberg, Rachel	Appointment	ESY19	Teacher	112.5	Per	Contract	N/A	7/8/19	8/9/19
B	Gatti, Jessica	Appointment	CST19	Teacher(s) to attend IEP meetings	30	BA/4	Per Contract	11-120-100-101	7/8/19	8/9/19
B	Gatti, Jessica	Appointment	ESY19	Substitute Teacher	N/A	N/A	\$13.58/hr	11-1XX	7/8/19	8/9/19
C	Gautam, Namita	Appointment	ESY19	Staff Assistant	100	Per	Contract	N/A	7/8/19	8/9/19
B	George, Lyndsay	Appointment	RMS	ELA/BSI Teacher / REG.001.TLA.02	1.00	BA / 7	\$57,135.00	11-130-100-101	9/3/19	6/30/20
B	Goldin, Samantha	Appointment	RMS	Special Ed Teacher / SED.001.RRM.14	1.00	BA+30 / 2	\$56,705.00	11-213-100-101	9/3/19	6/30/19
C	Ginsberg, Audrey	Appointment	ESY19	Staff Assistant	138	Per	Contract	N/A	7/8/19	8/9/19
C	Glynn, Debi	Appointment	ESY19	Staff Assistant	100	Per	Contract	N/A	7/8/19	8/9/19
C	Guerin, Linda	Appointment	ESY19	Sub Bus Aide	N/A	Per	Contract	N/A	7/8/19	8/9/19
B	Harris, Michaela	Appointment	CST19	Teacher(s) to attend IEP meetings	30	MA/22	Per Contract	11-130-100-101	7/8/19	8/9/19
B	Harris, Michaela	Appointment	ESY19	Teacher	112.5	Per	Contract	N/A	7/8/19	8/9/19
E	Harris, Michaela	Appointment	DIST	Curriculum Council	117	\$34/hr	\$3,978.00	11-403-100-101	9/3/19	6/30/20
B	Karl, Beth	Appointment	CST19	Teacher(s) to attend IEP meetings	30	MA/12	Per Contract	11-130-100-101	7/8/19	8/9/19
E	Karl, Beth	Appointment	DIST	Curriculum Writing	25	\$34/hr	\$850.00	11-403-100-101	9/3/19	6/30/20
B	Kasmin, Martine	Appointment	CST19	Teacher(s) to attend IEP meetings	30	MA / 1-2	Per Contract	11-213-100-101	7/8/19	8/9/19
B	Klymko, Lindsay	Appointment	ESY19	Substitute Teachers	N/A	N/A	\$13.58/hr	11-1XX	7/8/19	8/9/19
B	Kenter, Marian	Appointment	ESY19	Nurse	112.5	Per	Contract	N/A	7/8/19	8/9/19
B	Lentine, Stephanie	Appointment	CST19	Teacher(s) to attend IEP meetings	30	MA/1-2	Per Contract	11-216-100-101	7/8/19	8/9/19
B	McSweeney, Lauren	Appointment	CST19	Teacher(s) to attend IEP meetings	30	MA/8-9	Per Contract	11-120-100-101	7/8/19	8/9/19
B	McSweeney, Lauren	Appointment	ESY19	Teacher	112.5	Per	Contract	N/A	7/8/19	8/9/19
B	Montasr, Sarah	Appointment	RMS	LLD Teacher / SED.001.LLD.02	1.00	BA / 2-3	\$52,105.00	11-204-100-101	9/3/19	6/30/20
E	Montasr, Sarah	Appointment	DIST	Curriculum Council	117	\$34/hr	\$3,978.00	11-403-100-101	9/3/19	6/30/20
B	Munzer, Jennifer	Appointment	CST19	Teacher(s) to attend IEP meetings	30	MA/10	Per Contract	11-213-100-101	7/8/19	8/9/19
B	Nowaki, Anna	Appointment	CST19	Speech-Language Therapist	30	Per	Contract	N/A	7/8/19	8/9/19
C	Patra, Rumana	Appointment	ESY19	Staff Assistant	100	Per	Contract	N/A	7/8/19	8/9/19
B	Pearl, Bruce	Appointment	ESY19	Bus Aide	180	N/A	N/A	N/A	7/8/19	8/9/19
E	Regan, Cindy	Appointment	DIST	Curriculum Writing	25	\$34/hr	\$850.00	11-403-100-101	9/3/19	6/30/20
B	Rinaldi, Kate	Appointment	CST19	Psychologist	60	Per	Contract	N/A	7/8/19	8/9/19
C	Roma, Sharon	Appointment	ESY19	Staff Assistant	138	Per	Contract	N/A	7/8/19	8/9/19
C	Sejdija, Mizacete	Appointment	ESY19	Staff Assistant	100	Per	Contract	N/A	7/8/19	8/9/19
B	Spender, Matthew	Appointment	ESY19	Teacher	112.5	Per	Contract	N/A	7/8/19	8/9/19
C	Spiegel, Steven	Termination	DIST	Bus Driver / STS.999.SBD.07	1.00	Step 14	\$34,912.20	11-000-270-161	5/31/19	5/31/19
B	Spindler, Kristen	Appointment	ESY19	Teacher	75	Per	Contract	N/A	7/8/19	8/9/19
B	Sirimis, Louise	Appointment	DIST	School Psychologist / SED.001.PSY.02	1.00	MA / 2-3	\$59,505.00	11-000-219-104	9/3/19	6/30/20
E	Smoot, Katy	Appointment	DIST	Curriculum Writing	25	\$34/hr	\$850.00	11-403-100-101	9/3/19	6/30/20
E	Stein, Karen	Appointment	DIST	Curriculum Writing	25	\$34/hr	\$850.00	11-403-100-101	9/3/19	6/30/20
E	Stumpf, Jane	Appointment	DIST	Curriculum Council	117	\$34/hr	\$3,978.00	11-403-100-101	9/3/19	6/30/20
B	Stumpf, Jane	Appointment	ESY19	Teacher	112.5	Per	Contract	N/A	7/8/19	8/9/19
B	Taylor, Janet	Appointment	ESY19	Bus Aide	180	N/A	N/A	N/A	7/8/19	8/9/19
E	Tedesco, Wendy	Appointment	DIST	Curriculum Council	117	\$34/hr	\$3,978.00	11-403-100-101	9/3/19	6/30/20
B	Tierney, Kaitlyn	Appointment	CST19	Teacher(s) to attend IEP meetings	30	BA / 1-2	Per Contract	11-120-100-101	7/8/19	8/9/19
B	Tierney, Kaitlyn	Appointment	ESY19	Substitute Teachers	N/A	N/A	\$13.58/hr	11-1XX	7/8/19	8/9/19
B	Ventola, Allison	Appointment	BKL	Teacher / SED.001.RRM.18	0.70	MA / 1	\$41,303.50	11-213-100-101	9/3/19	6/30/20

C	Verladi, Dawn	Appointment	ESY19	Staff Assistant	100	Per	Contract	N/A	7/8/19	8/9/19
B	Vitiello, Janice	Appointment	CST19	Teacher(s) to attend IEP meetings	30	MA / 16	Per Contract	11-213-100-101	7/8/19	8/9/19
B	Vitiello, Janice	Appointment	ESY19	Teacher	112.5	Per	Contract	N/A	7/8/19	8/9/19
C	Vitiello, Alicia	Appointment	CST19	Intern	180	N/A	\$9.00/hr	N/A	7/8/19	8/9/19
B	Williver, Katie	Appointment	ESY19	Teacher	112.5	Per	Contract	N/A	7/8/19	8/9/19
C	Zipeto, Mona	Appointment	ESY19	Staff Assistant	138	Per	Contract	N/A	7/8/19	8/9/19
B	Zurbach, Alexis	Appointment	BKL	Teacher / REG.001.K25.32	1.00	BA / 2-3	\$52,105.00	11-120-100-101	9/3/19	6/30/20
B	Zuckerman, Linda	Appointment	ESY19	Substitute Nurse	N/A	N/A	\$28.58/hr	11-1XX	7/8/19	8/9/19

B. Additional Compensation

Code	Name	Action	Loc	Position/UPC	FTE	Degree/Step	Salary	GAAP Code	Eff.	Term
B	Berland, Jeffrey	Additional compensation	RMS	Washington DC Trip	N/A	Non-contract	\$300.00	11-130-100-101	6/17/19	N/A
A	Christ, Peter	Additional compensation	RMS	Washington DC Trip	N/A	Non-contract	\$300.00	11-130-100-101	6/17/19	N/A
B	Couto, Sonia	Additional compensation	RMS	Washington DC Trip	N/A	Non-contract	\$300.00	11-130-100-101	6/17/19	N/A
A	Csatlos, John	Merit Goal	DIST	SBA / CAP.001.SBA.01	N/A	N/A	\$4,497.00	11-000-251-100	6/13/19	6/13/19
A	Csatlos, John	Merit Goal	DIST	SBA / CAP.001.SBA.01	N/A	N/A	\$2,898.00	11-000-251-100	6/13/19	6/13/19
A	Csatlos, John	Merit Goal	DIST	SBA / CAP.001.SBA.01	N/A	N/A	\$2,898.00	11-000-251-100	6/13/19	6/13/19
B	Foster, Robert	Additional compensation	RMS	Washington DC Trip	N/A	Non-contract	\$300.00	11-130-100-101	6/17/19	N/A
B	Harris, Michaela	Additional compensation	RMS	Washington DC Trip	N/A	Non-contract	\$300.00	11-130-100-101	6/17/19	N/A
B	Kentner, Marian	Additional compensation	RMS	Washington DC Trip	N/A	Non-contract	\$300.00	11-130-100-101	6/17/19	N/A
C	Marrero, Heidi	15 Year Longevity	BKL	Staff Assistant / SED.999.CLA.18	0.75	Step 16	\$900.00	11-000-217-100	9/1/19	9/1/19
B	Perruso, Christopher	Additional compensation	RMS	Washington DC Trip	N/A	Non-contract	\$300.00	11-130-100-101	6/17/19	N/A
B	Tighe, Maghan	Movement on Guide	BWD	Teacher / REG.001.K25.10	1.00	BA+30 / 3	\$51,325.00	11-120-100-101	6/17/19	6/17/19
B	Smoot, Kathryn	Additional compensation	RMS	Washington DC Trip	N/A	Non-contract	\$300.00	11-130-100-101	6/17/19	N/A
B	Stein, Karen	Additional compensation	RMS	Washington DC Trip	N/A	Non-contract	\$300.00	11-130-100-101	6/17/19	N/A
A	Varley, Melissa	Merit Goal	DIST	Superintendent / GAP.001.CSA.01	N/A	N/A	\$5,161.50	11-000-230-100	6/12/19	6/12/19
A	Varley, Melissa	Merit Goal	DIST	Superintendent / GAP.001.CSA.01	N/A	N/A	\$3,875.00	11-000-230-100	6/12/19	6/12/19

Went through all new hires, ESY hires, merit goal payments, etc. with the committee

C. Leave

Code	Name	Action	Loc	Position/UPC	FTE	Degree/Step	Salary	GAAP Code	Eff.	Term
C	Capuano, Amanda	Dock/Unpaid Absence	BWR	Staff Assistant / SED.999.CLA.09	0.75	Step 2	\$14,443.63	11-213-100-106	6/14/19	6/14/19
B	Ocejo, Lauren	Maternity Leave	BWD	Teacher / SED.001.RRM.12	1.00	BA / 7	\$56,450.00	11-213-100-101	5/28/19	12/1/19

D. Student Teacher

Code	Name	Action	Loc	Position/UPC	FTE	Degree/Step	Salary	GAAP Code	Eff.	Term.
F	Kratch, Amy	Appointment	RMS	Student Teaching - Observing Teacher L. DeFonte	N/A	N/A	N/A	N/A	9/9/19	4/26/20
F	Wachulec, Jacqueline	Appointment	RMS	Student Teaching - Observing Teacher S. Paulson	N/A	N/A	N/A	N/A	9/3/19	3/6/20

Motion; Second; BP FC YC LR KH AT NR

2. **Approve** the certified and non-certified staff assignments, salaries and other compensation for the 2019-2020 school year. (On file in Administration Offices)

Motion; Second; BP FC YC LR KH AT NR

3. **Approve** the additional summer hours for Karen Ford for guidance needs from July 1, 2019 to August 30, 2019 for a total of 15 days.

Motion; Second; BP FC YC LR KH AT NR

4. **Approve** the following contract for the School Business Administrator/Board Secretary for the 2019 - 2020 School Year. (On file in Administration Offices)

Motion; Second; BP FC YC LR KH AT NR

Discussed with the personnel committee that this is a new contract for our SBA. All members were in agreement.

5. **Approve** authorizing the Superintendent of Schools to hire personnel as needed to fill vacancies and ensure proper staffing for the SY20 during the months of July and August 2019.

Motion; Second; BP FC YC LR KH AT NR

6. **Approve** the completion of the following qualitative merit goals and quantitative merit goals for the FY19 for the School Business Administrator. (On file in the Administration Offices)

- a. Merit Goal #1: Research and implement best practices for the creation of a Food Service Fund. Update the District Internal Control Manual and System 3000 to account for the Food Service Fund.
- b. Merit Goal #2: Research and implement best practices in Web Site Design in the area of Student Transportation to enhance content, effectiveness and transparency.
- c. Merit Goal #3: Research and implement best practices in Web Site Design in the area of School Finance and School Facilities to enhance content, effectiveness and transparency.

Motion; Second; BP FC YC LR KH AT NR

7. **Approve** the completion of the following qualitative merit goals and quantitative merit goals for the FY19 for the Superintendent of Schools. (On file in Administration Offices)

This year we are implementing an intervention period for each student who is in special education. There will be an extra 20 minutes of instruction using LLI. Using this intervention program, I expect to see the average of students in grades K-2 to increase at least 3 levels for 3.33% , 2 levels for 2.33% and 1 level for 1.33%

- 1) Due to our job descriptions being out of date (some dating back to 1992), I will revise 100% of our district job descriptions. I will collaborate with districts who have recently revised their job descriptions as well as our staff who fill the positions.

Motion; Second; BP FC YC LR KH AT NR

8. **Approve** the Briarwood School Principal Search Feedback/Input Survey and the Principal Search Action Plan.

Motion; Second; BP FC YC LR KH AT NR

Discussed how Mr. Csatos had found these items and how they would be a great fit for our new position.

Briarwood Teacher Moves-Discussed rationale and reasoning. Need our youngest and most vulnerable learners in a central location with bathrooms, the BCBA, social worker, OT/PT, etc. If we move those classrooms, we must move the other classrooms elsewhere.