

WEST ORANGE BOARD OF EDUCATION
Public Board Meeting – 6:00 p.m. – February 6, 2012
Administration Building
179 Eagle Rock Avenue

FINAL AGENDA

- I. ROLL CALL OF THE MEMBERS AND PLEDGE OF ALLEGIANCE
- II. NOTICE OF MEETING:
Please take notice that adequate notice of this meeting has been provided in the following manner:
 - A. That a written notice was sent from the Office of the Secretary of the Board at 4:00 p.m. on May 10, 2011.
 - B. That said notice was sent by regular mail to the West Orange Township Clerk and by e-mail to the Editors of the West Orange Chronicle and the Star-Ledger.
 - C. That said notice was posted in the lobby of the Administration Building of the Board of Education.
- III. CONSIDERATION OF THE CLOSED AND PUBLIC MEETING MINUTES OF January 23 and 30, 2012 (Att. #1)
- IV. SUPERINTENDENT’S AND/OR BOARD’S REPORTS
 - A. Student Recognition: New Jersey Governor’s Awards in Arts Education Awards
 - B. Superintendent’s Mid-Year Report
 - C. HIB Report
- V. REPORTS, DISCUSSIONS, AND RECOMMENDATIONS
 - A. PERSONNEL
 - 1. Resignations

- a.) Superintendent recommends approval of the following resignation(s):

Brittany Daidone, General Education Aide, Kindergarten, Mt. Pleasant School, effective 2/1/12

Elizabeth DeDreu, Special Education Teacher Aide, Mt. Pleasant School, effective 2/2/12

William Hulligan, Maintenance Worker, Buildings and Grounds, for disability retirement purposes, effective 4/1/12, contingent upon acceptance by the State Pension Office of Disability

2. Appointments

- a.) Superintendent recommends approval of the following appointment(s) at the stipulated contractual rates:

Jennifer Hubler, Special Education Teacher Aide, Autistic, Mt. Pleasant School, BA-1, \$26,140, effective 2/1/12 (replacement)

David Gadallah, Cisco Instructor, Business Education, WOHS, medical leave replacement, MA-1, \$256.28 per diem, effective retroactive to 1/31/12 (replacement)

Jessica Clancy, Grade 2 Teacher, Pleasantdale School, extension of maternity leave replacement until 3/30/12, MA-1, \$256.28, per diem (original termination of assignment 3/6/12)

Shanna Fox, Math Teacher, Liberty School, extension of maternity leave replacement until 6/20/12, MA-1, \$256.28 per diem (original termination of assignment 2/10/12)

Rosa Guzman, Spanish Teacher, WOHS, maternity leave replacement, MA-1, \$256.28 per diem, effective 3/1/12-6/23/12 (replacement)

Betty Sugaste, Administrative Assistant, Athletics and Physical Education Department, Column 2 Step 1, \$30,501, effective 2/7/12 (replacement – previously clerical aide in attendance)

Maria Blanco, Spanish Teacher, West Orange Achievement Program (WOAP), maternity leave replacement, effective 3/9/12-6/23/12, at an hourly rate of \$73 (if more than 2 students, 1.5 times hourly rate)

Instructors for the Language Arts HSPA Prep Program, for a projected amount of \$1,460, retroactive to 1/19/12, as per the attached (Att. #2)

Instructors for the Math HSPA Saturday Prep Program, for a projected amount of \$6,570, retroactive to 1/21/12, as per the attached (Att. #3)

Staff to provide instruction for HSPA preparation classes for the 2011-2012 school year as per attached (Att. #4)

WOHS Co-Curricular Spring Musical appointments:

- **Andrea Rommel, Pit Orchestra Director, \$1,359 stipend**
- **Bonnie Pomeroy, Vocal Director Musical, \$1,359 stipend**
- **Bonnie Pomeroy, Piano Accompanist, \$1,359 stipend**

Additions to the 2011-2012 Substitute List as per the attached (Att. #5)

Staff to provide home instruction on an “as needed” basis for the 2011-2012 school year (Att. #6)

Position of Assistant Lacrosse Coach, WOHS, \$8,033 stipend

3. Leave(s) of Absence

- a.) Superintendent recommends approval of the following leave(s) of absence:**

Kelly McGovern, Grade 2 Teacher, Pleasantdale School, maternity leave extension until 4/2/12 (original return date 3/2/12)

Jessica Corino, Mathematics Teacher, Edison School, maternity leave of absence, effective 3/26/12-6/30/13

Carl Jackson, Monitor, Transportation Department, medical leave of absence, effective 1/27/12 until released by physician

Antonio Fernandez, Custodian, Gregory School, medical leave of absence, effective 2/7/12 until released by physician

Cheryl Ann Dunlap, Business Education Teacher, WOHS, change in medical leave return date from 2/1/12 to 3/1/12

4. Transfers

- a.) Superintendent recommends approval of the following transfer(s):

Special Education Transfers for the 2011-2012 school year (Att. #7)

5. Superintendent recommends the approval of the job description for Human Resources Specialist (Att. #8)

B. CURRICULUM AND INSTRUCTION

1. Recommend approval of Field Trip requests for the 2011-2012 school year (Att. #9)

C. FINANCE

1. Recommend approval of the 2/6/12 Bills List: (Att. #10 summarized below)

Payroll/Benefits	\$ 3,333,524.23
Transportation	\$ 274,146.27
Special Ed. Tuition	\$ 351,362.75
Instruction	\$ 44,004.18
Facilities	\$ 86,955.17
Capital Outlay	\$ 69,445.00
Grants	\$ 127,160.13
Food Service	\$ 11,056.61
Capital Projects	\$ 5,000.00
Textbooks/Supplies/Athletics/Misc.	<u>\$ 378,594.63</u>
	<u>\$ 4,681,248.97</u>

2. Recommend approval of tuition for the 2011-2012 School Year Out-of-District placements, retroactive to 1/23/12, in the amount of \$93,727, as per attached (Att. #11 - confidential)

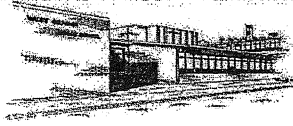
3. **Receipt of the Board Secretary's Report for the month of December, 2011 (Att. #12 - available in the Business Office)**
4. **Receipt of the Treasurer of School Monies Report for the month of December, 2011 (Att. #13 - available in the Business Office)**

D. REPORTS

- VI. **REPORT FROM THE BOARD PRESIDENT AND/OR BOARD MEMBERS**
- VII. **MOTION FOR THE NEXT BOARD MEETING to be held at 6:00 p.m. on February 28, 2012 at the Administration Building.**
- VIII. **PETITIONS AND HEARINGS OF CITIZENS**
- IX. **ADJOURNMENT**

West Orange High School
Arthur J. Alloggiamento, Principal

Public Agenda
Date: 2/6/12
Attachment # 2



To: Dr. Anthony Cavanna

From: Arthur J. Alloggiamento

Date: January 10, 2012

Re: Language Arts HSPA Prep Program

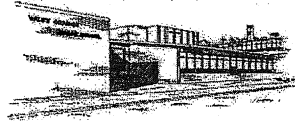
The teachers listed below are being recommended to serve as instructors in the Language Arts Prep Program as per posting below, page 2. The hourly rate will be \$73.
Start date is January 19, 2012.

Subject Area	Teacher	Estimated Hours	Projected Cost
Language Arts	Craig Champagne Kimberly Theobald Katie Baran Jesse Aporta	5 hours each	4 x 5 x \$73 = \$1,460

Projected Total = \$1,460

West Orange High School
Arthur J. Alloggiamento, Principal

Public Agenda
Date: 2/6/12
Attachment # 3



To: Dr. Anthony Cavanna
From: Arthur J. Alloggiamento
Date: January 10, 2012
Re: Revised - HSPA Math Saturday Prep Program

The teachers listed below are being recommended to serve as teachers in the HSPA Math Saturday Prep Program as per posting below, page 2. The hourly rate will be \$73.
Start date is January 21, 2012.

Subject Area	Teacher	Estimated Hours	Projected Cost
Mathematics	Kerri Coyne Caniece Montague Kaitlyn Busby Chris O'Neil Jan DeRosa Elizabeth Kelleher	15 hours each	6 x 15 x \$73 = \$6,570

Projected Total = \$6,570

WEST ORANGE PUBLIC SCHOOLS
DEPARTMENT OF STUDENT SUPPORT SERVICES

Public Agenda
Date: 2/6/12
Attachment # 4

179 Eagle Rock Avenue • West Orange • New Jersey • 07052
Telephone: 973-669-5400 Ext. 20539
Fax: 973-669-8601

MS. CONSTANCE SALIMBENO, DIRECTOR

Ms. KRISTIN GOGERTY, SUPERVISOR, PRESCHOOL, K – 8

MRS. DAWN RIBEIRO, SUPERVISOR, 9-12

MEMORANDUM

DATE: January 24, 2012

TO: Anthony Cavanna, Superintendent
Fran Necessas, Director of Human Resources

FROM: Constance Salimbeno, Director Student Support Services
Dawn Ribeiro, Supervisor Student Support Services, 9-12

SUBJECT: Agenda Item
HSPA Preparation Classes

Recommend approval of the following staff to provide instruction for HSPA preparation classes for the 2012 school year.

Christine O'Neill - Math Classes(Thursdays): February 2, February 9, February 23, March 1 2:20-3:20 p.m. - -West Orange High School

Simona Lieberman - Language Arts Classes (Wednesdays): February 1, February 8, February 15, February 29 – 2:20-3:20 p.m. – West Orange High School

C: Peggy Simmons, Payroll Dept.
Denise Keastead, Payroll Dept.
Kathy Papa

Substitutes for 2011-2012
February 6, 2012

Name	Subject Area
Daniels, Gloria	Lunch Aide & Administrative Assistant
Gautieri, Stephania	K-12 TOSD
Jaeger, Susan	Administrative Assistant
Mendoza, Krystle	K-8, Spec Ed
Savitz, Sheldon	K-12

WEST ORANGE PUBLIC SCHOOLS
DEPARTMENT OF STUDENT SUPPORT SERVICES

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Fax: 973-669-8601

MS. CONSTANCE SALIMBENO, DIRECTOR

MS. KRISTIN GOGERTY, SUPERVISOR, PRESCHOOL, K-8

MRS. DAWN RIBEIRO, SUPERVISOR, 9-12

MEMORANDUM

DATE: January 30, 2012
TO: Anthony Cavanna, Superintendent
FROM: Constance Salimbene, Director
Student Support Services
SUBJECT: Agenda Item
Approval of Home Instruction for Certified Teaching Staff

Recommend approval for the attached list of staff to provide home Instruction, on an "as needed" basis, for the 2011-2012 school year.

CS: idg

C: Peggy Simmons, Payroll Dept.
Denise Keastead, Payroll Dept.
Kathy Papa

Applicants to provide Home Instruction – 2011-2012 School Year

District Employees

<u>Name</u>	<u>Where Employed</u>	<u>Certifications</u>
Abernathy, Yun	WOHS	HQT: Chinese
Champagne, Craig	WOHS	HQT: Language Arts
Cohen, Todd	Liberty	HQT: Social Studies/Math
Costanza, Jodi	WOHS	HQT: Biology;Special Ed.
David, Maria	Liberty	HQT: Science, k-8 Gen. Ed
Lynch, Tamara	Liberty	HQT: Language Arts; Reading
Miller, Larry	WOHS	HQT: Math
O'Toole, Will	Liberty	HQT: Language Arts;History
Palazzolo, Linda	Roosevelt	HQT: Science;
Ribardo, Bryan	WOHS	HQT: Secondary English
Struncis, Lisa	St.Cloud/Pleasantdale	HQT: Counselor
Todd, Chris	Liberty	HQT: Secondary Social Studies
Urban, Alison	Pleasantdale	HQT: TOH;Elementary

**The Public Schools
West Orange, New Jersey**

I. Title of Position Human Resources Specialist

II. Qualifications:

1. High school diploma; secretarial training
2. Minimum experience in general or school office work as determined by the board
3. Knowledge of automated office equipment and excellent word processing and secretarial skills
4. Strong analytical, communication and human relations skills
5. Knowledge of Database maintenance and programming for systems such as Systems3000 and Aesop
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

III. Organizational Responsibilities:

Reports to: Director of Human Resources

IV. Job Goal:

To serve as a confidential Human Resources administrative assistant; to perform all administrative assistant duties pertaining to attendance for the district as well as coordinating substitute coverage for absences; to organize and maintain accurate records for all provisional teachers working towards their standard certifications with the NJ Department of Education.

V. Performance Responsibilities

1. Customize and program the Aesop attendance/substitute system for the entire district
2. Train new administration and staff members on the use of the Aesop system
3. Complete quarterly and yearly statistic reports regarding Attendance
4. Organize and schedule interviews for prospective substitutes
5. Inform substitutes of training workshops and updates to Aesop system
6. Schedule workshops for Substitute Training
7. Enroll and maintain files for all Provisional Teachers requiring mentors through the District Access Database
8. Schedule and organize mentor training for new mentors and mentor/provisional teacher meetings
9. Work with the NJ State Department of Education concerning Provisional Teacher documentation
10. Supervise and assist in the preparation of all correspondence and reports
11. Scan and maintain electronic personnel filing system through Docushare, as well as a set of locked confidential files, and process incoming correspondence

12. Assist in compiling data and preparing state reports using Systems 3000 Visual Personnel database
13. Perform other related duties as may be assigned.

VI. Terms of Employment: Twelve-month

VII. Evaluation:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of non certified staff.

Board Approved Date

The Public Schools
West Orange, New Jersey

Public Agenda

Date: 2/6/12

Attachment # 9

To: Dr. Anthony Cavanna, Superintendent
From: Donna Rando Ed.D., Assistant Superintendent *DR*
Date: January 26, 2012
Re: Field Trips

Please place the following on the West Orange Board of Education Meeting Agenda of Monday, February 6, 2012 under *Curriculum and Instruction*.

“Recommend acceptance of field trip requests submitted for Board of Education approval.”

See attached.

Thank you.

C: M. Kenney
P. Nicholais
D. Daniel

**Field Trip Requests
February 6, 2012**

School	Destination	Course/Grade	Teacher	Describe How Activity Relates to Curriculum	Transportation Cost	Source of Funds (i.e., District, School, PTA, Student Activity Account, Student)
Gregory	WO Public Library	Kindergarten	Quinn	Reading/Writing	\$104	District
Gregory	WO Public Library	Kindergarten	Mace	Reading/Writing	\$104	District
Gregory	WO Public Library	Kindergarten	Kelly	Reading/Writing	\$104	District
Gregory	WO Public Library	Kindergarten	Glomb	Reading/Writing	\$104	District
Gregory	WO Public Library	Kindergarten	Varhaul/Suriano	Reading/Writing	\$104	District
Mt. Pleasant	Lincoln Harbor	Grade 5	Kinnealy	End of Year Activity	\$264	PTA/Students
Mt. Pleasant	Morristown NJ	Grade 4	Celebre	Foster Fields Living Historical Farm	\$462	PTA/Students
Pleasantdale	Livingston Mall	Grade 5	Grade 5	Music Performance	\$311	District
St. Cloud	Medieval Times, Lyndhurst	Grade 5	Aiello/Franck	Social Studies, Lang. Arts	\$340	Students
St. Cloud	Montclair State Univ.	Grade 1	Munoz	Literature	\$240	Students
Edison	Livingston Mall	Music	Romano	Music Performance	\$414	District
Roosevelt	Livingston Mall	Chorus/Orchestra	Stanton/Rees	Music Performance	\$83	Student Orchestra Account
WOHS	Essex County Veterans Courthouse	Mock Trial	Brady	Mock Trial Competition	\$345	District
WOHS	Livingston Mall	Jubilee Choir/Step Teams	Farley	Music Performance	\$276	District
WOHS	Livingston Mall	Musical Cast & Crew	Van Dyke	Music Performance	\$414	District
WOHS	West Milford HS	Jazz Band 2	Kelly	Jazz Competition	\$966	District
WOHS	Pequannock Twp HS	Indoor Percussion Ensemble	Denburg/Kelly	Competition	\$966	District
WOHS	Fair Lawn HS	Indoor Percussion Ensemble	Denburg/Kelly	Competition	\$966	District
WOHS	Montclair University	Grade 9, 10 & 11 Minority Males	Goodson/Furey	Male Empowerment Conference	\$414	District: SLC Grant
WOHS	Bodies Exhibit/New York	AP Biology/Anatomy & Physiology	Schultz/Costanza	Enhance Students' Understanding of Human Bodies	\$690	District
WOHS	Kean University	Drama/Thespians	Van Dyke	Theatre Festival Competition	\$552	District
WOHS	Fairleigh Dickinson University	Drama	Van Dyke	To View & Critique a Play	\$276	District
WOHS	Old Bridge HS	Indoor Percussion Ensemble	Denburg/Kelly	Competition	\$966	District

**Field Trip Requests
February 6, 2012**

School	Destination	Course/Grade	Teacher	Describe How Activity Relates to Curriculum	Transportation Cost	Source of Funds (i.e., District, School, PTA, Student Activity Account, Student)
WOHS	Fairborn, Ohio	Winter Color Guard	McClure	Competition	\$7,000	District \$2500.00 Students \$350.00 each
WOHS	Eagle Rock Reservation	French & Spanish Clubs/Honor Societies	Pearl/Perez	End of Year Awards	\$69	District
WOHS	JP Stevens HS, Edison, NJ	Jazz Band 1	Kelly	Jazz State Finals	\$966	District
WOHS	Roosevelt MS	HS Students	Casale	Meet with Incoming Freshmen	\$138	District
WOHS	Liberty MS	HS Students	Casale	Meet with Incoming Freshmen	\$138	District