

Personnel/Policy Committee

Agenda

June 19th, 2017

Attendance: Melissa Varley, Alita Thomas, Yvonne Cali, Charles Shanley

**POLICY:**

1. **Approve** the minutes of the May 30, 2017 Regular Board Meeting.
2. **Approve** the minutes of the May 30, 2017 Regular Board Meeting Executive Session.
3. **Approve** the job description Dean of Students. *(On file in Administration Offices)*
4. **Approve** the first reading of the following bylaws, policies and regulations;  
(Alert 211 Summary) (Alert 212 Summary)

0000.02 Introduction (M)  
 1240P & R Evaluation of Superintendent (M)  
 2415.06P Unsafe School Choice Option (M)  
 2464P Gifted & Talented Students (M)  
 2622P Student Assessment (M)  
 5620P Expulsion (M)  
 8350P Records Retention

Dr. Varley stated that these policies are only changing by code. The administration has the other policies to ensure they are aligning with our current practices.

5. **Approve** the following fundraisers for the 2017-2018 school year:

Fundraiser	School	Organization/Staff Member	Dates
Color Run 2017	DIST	PTA	9/22/17 (10/6/17 Rain Date)

**PERSONNEL:**

**1. Appointments:**

Code	Name	Action	Loc	Position/UPC	FTE	Degree/Step	Salary	GAAP Code	Eff.	Term.
E	Esposito, Nicholas	Appoint	DIST	Summer Technology Assistant		Per Contract	160 Hours	11-402-100-100	7/1/17	8/31/17
B	Esteves, Erin	Appoint	RMS	Science/ REG.001.SCI.01	1	MA/Step 2	\$57,075.00	11-130-100-101	9/1/17	
B	Scorsone, Jessica	Appoint MLR (NS)	BWD	IPS / SED.001.LTR.08	1	BA/Step 1	\$48,775.00	11-105-100-101	9/1/17	1/5/18

**2. Additional Compensation:**

Code	Name	Action	Loc	Position/UPC	FTE	Degree/Step	Salary	GAAP Code	Eff.	Term.
B	Adochio, Jennifer	Additional Compensation	BWD	Mentoring		Per State	\$238.33	11-120-100-101	6/15/17	
B	Avanzato, Daria	Additional Compensation	BWD	Mentoring		Per State	\$289.47	11-120-100-101	6/15/17	
B	Avanzato, Daria	Additional Compensation	BWD	Mentoring		Per State	\$379.76	11-120-100-101	6/15/17	
D	Bierly, Suzanne	Additional compensation	DIST	Washington DC Trip			\$1,000.00	11-190-100-106	6/16/17	
B	Calafati, Christine	Additional Compensation	BWD	Mentoring		Per State	\$550.00	11-120-100-101	6/15/17	
B	Chonowski, Jane	Additional Compensation	BWD	Mentoring		Per State	\$293.33	11-120-100-101	6/15/17	
B	Chonowski, Jane	Additional Compensation	BWD	Mentoring		Per State	\$294.00	11-120-100-101	6/15/17	
E	Christ, Peter	Additional compensation	RMS	Washington DC Trip		Non-contract	\$300.00	11-190-100-106	6/16/17	
E	Cosenza, Devon	Additional Compensation	RMS	Chaperone - Spring Concert	2 hours	\$32/hr	\$64.00	11-401-100-100	6/9/17	
B	Esposito, Nicholas	Additional Compensation	RMS	Mentoring		Per State	\$1,000.00	11-120-100-101	6/15/17	
E	Fano, Rebecca	Additional compensation	RMS	Washington DC Trip		Non-contract	\$300.00	11-190-100-106	6/16/17	
B	Ford, Karen	Additional Compensation (Summer)	RMS	Guidance Counselor 10 Hours		Per Contract			7/5/17	8/31/17
E	Foster, Robert	Additional compensation	RMS	Washington DC Trip		Non-contract	\$300.00	11-190-100-106	6/16/17	
B	Franklin, Roseann	Additional Compensation	BKL	Mentoring		Per State	\$550.00	11-120-100-101	6/15/17	
E	Gruenwald, Jeffrey	Additional Compensation	RMS	Chaperone - Spring Concert	2 hours	\$32/hr	\$64.00	11-401-100-100	6/9/17	
B	Harris, Michaela	Additional Compensation	RMS	Mentoring		Per State	\$307.35	11-120-100-101	6/15/17	
E	Harris, Michaela	Additional compensation	RMS	Washington DC Trip		Non-contract	\$300.00	11-190-100-106	6/16/17	
B	Hauck, Linda	Additional Compensation	DIST	Mentoring		Per State	\$242.65	11-120-100-101	6/15/17	
E	Janes, Karen	Additional Compensation	RMS	Chaperone - Spring Concert	2 hours	\$32/hr	\$64.00	11-401-100-100	6/9/17	
E	Janes, Karen	Additional compensation	RMS	Washington DC Trip		Non-contract	\$300.00	11-190-100-106	6/16/17	
E	LaValle, Joseph	Additional compensation	RMS	Washington DC Trip		Non-contract	\$300.00	11-190-100-106	6/16/17	

Code	Name	Action	Loc	Position/UPC	FTE	Degree/Step	Salary	GAAP Code	Eff.	Term.
B	Marchatette, Jaclyn	Additional Compensation	BKL	Mentoring		Per State	\$275.05	11-120-100-101	6/15/17	
B	Paulson, Sondra	Additional Compensation	RMS	Mentoring		Per State	\$676.50	11-120-100-101	6/15/17	
E	Russo, Richard	Additional compensation	RMS	Washington DC Trip		Non-contract	\$300.00	11-190-100-106	6/16/17	
B	Sabatino, Nicole	Additional Compensation	BWD	Mentoring		Per State	\$710.53	11-120-100-101	6/15/17	
E	Stein, Karen	Additional Compensation	RMS	Chaperone - Spring Concert	2 hours	\$32/hr	\$64.00	11-401-100-100	6/9/17	
E	Stein, Karen	Additional compensation	RMS	Washington DC Trip		Non-contract	\$300.00	11-190-100-106	6/16/17	
B	Volpe, Christe	Additional Compensation	BKL	Mentoring		Per State	\$256.67	11-120-100-101	6/15/17	
E	Wasserman, Cheryl	Additional Compensation	RMS	Chaperone - Spring Concert	2 hours	\$32/hr	\$64.00	11-401-100-100	6/9/17	
E	Williver, Katie	Additional Compensation	RMS	Chaperone - Spring Concert	1.5 hours	\$32/hr	\$48.00	11-401-100-100	6/9/17	
E	Williver, Katie	Additional compensation	RMS	Washington DC Trip		Non-contract	\$300.00	11-190-100-106	6/16/17	

### 3. College Student Placements:

Code	Name	Action	Loc	Position/UPC	FTE	Degree/Step	Salary	GAAP Code	Eff.	Term.
F	Casolaro, Dante	Internship	BKL	Liberty University: Counseling (Bernstein)					8/30/17	12/20/17
F	D'Amore, Stephanie	Revise Dates-Field Experience	BKL	Kean: Social Worker (Caponegro/CST)					9/1/16	6/9/17

### 4. Leave of Absences:

Code	Name	Action	Loc	Position/UPC	FTE	Degree/Step	Salary	GAAP Code	Eff.	Term.
C	Brasowski, Anna	Dock/Unpaid Leave	BWD	Staff Assistant / SED.999.CLA.12					5/26/17	5/26/17
B	Calafati, Christine	Dock/Unpaid Leave	BWD	Teacher / SED.001.BSI.01					6/19/17	6/22/17
C	Stiles, James	Leave of Absence	RMS	Technology Coordinator/ IIP.001.TEK.01					8/22/17	9/6/17
C	Vasquez-Lugo, Shirley	Dock/Unpaid Leave	BKL	Staff Assistant / SED.999.CLA.27					6/15/17	6/15/17
C	Williams, Vera	Dock/Unpaid Leave	BKL	Staff Assistant / SED.999.CLA.10					6/16/17	6/19/17

### 5. Movement on Guide:

Code	Name	Action	Loc	Position/UPC	FTE	Degree/Step	Salary	GAAP Code	Eff.	Term.
B	Marchatette, Jaclyn	Movement on guide	BKL	Teacher / SED.001.RRM.10	1	MA/Step 4	\$58,940.00	11-213-100-101	9/1/17	
B	Napolitano, Carmellina	Movement on guide	BWD	Teacher / SED.001.PSD.01	1	MA/Step 2	\$57,075.00	11-216-100-101	9/1/17	

### 6. Reimbursement:

Code	Name	Action	Loc	Position/UPC	FTE	Degree/Step	Salary	GAAP Code	Eff.	Term.
A	O'Connor, Christy	Reimbursement NJL2L Mentor Fee	DIST	Supervisor / IIP.001.SUP.02			\$1,500.00		6/30/17	

### 7. Resignations/Retirements:

Code	Name	Action	Loc	Position/UPC	FTE	Degree/Step	Salary	GAAP Code	Eff.	Term.
B	Christian, Judith	Retirement	RMS	12 Month Secretary / SAP.999.SEC.02					9/1/17	9/1/17
C	D'Amore, Stephanie	Resignation	BKL	Staff Assistant / SED.999.OOA.02					6/9/17	6/9/17
C	Greene, Shereka	Resignation	BKL	Staff Assistant / SED.999.CLA.23					6/30/17	6/30/17

### 8. Revisions:

Code	Name	Action	Loc	Position/UPC	FTE	Degree/Step	Salary	GAAP Code	Eff.	Term.
E	Francis, Jayme	Revise Hours	RMS	Science Club Advisor	37.5	\$32/HR	\$1,200.00	11-401-100-100	9/1/16	
E	Stein, Karen	Revise Hours	RMS	Science Club Advisor	12.5	\$32/HR	\$400.00	11-401-100-100	9/1/16	

### 9. Substitutes:

Code	Name	Action	Loc	Position/UPC	FTE	Degree/Step	Salary	GAAP Code	Eff.	Term.
D	Cruz, Jessica	Add to 17-18 Substitute List	DIST	Per Diem Substitute			Per Contract	11-1XX	9/1/17	6/30/18
D	Dwyer, Sheila	Add to 16/17 ESY Sub List	DIST	ESY Per Diem Substitute			Per Contract		7/5/17	8/8/17
D	Rodgers, Miles	Add to 17-18 Substitute List	DIST	Per Diem Substitute			Per Contract	11-1XX	TBD	6/30/18
D	Takla, Nicole	Add to 16/17 ESY Sub List	DIST	ESY Per Diem Substitute Nurse			Per Contract		7/5/17	8/8/17

Dr. Varley wanted to highlight the resignation for Judy Christian. She has worked for the district for a total of 35 years.

10. **Approve** the certificated and non-certified staff assignments, salaries and other compensation for the 2017-2018 school year. (On file in Administration Offices)

11. **Approve** the completion of the following qualitative merit goals and quantitative merit goals for the FY17 for the Superintendent of Schools. *(On file in Administration Offices)*

- a. Qualitative Merit Goal #1- To foster a more positive climate and culture in the district.
- b. Qualitative Merit Goal #2- The superintendent will change the student registration process using Powerschool, making all forms and documents online for ease of use.
- c. Quantitative Merit Goal #1- 1:1 chrome book initiative in grade 6.
- d. Quantitative Merit Goal #2- Move to paperless board meetings.
- e. Quantitative Merit Goal #3- Create a response manual that is comprehensive and specifically contains information and procedures on no less than 10 crisis situations should a situation present itself.

A	Varley, Melissa	Qualitative Merit Goal #1	DIST	Superintendent / GAP.001.CSA.01			\$3,625.00	11-000-230-100	6/30/17	
A	Varley, Melissa	Qualitative Merit Goal #2	DIST	Superintendent / GAP.001.CSA.01			\$3,625.00	11-000-230-100	6/30/17	
A	Varley, Melissa	Quantitative Merit Goal #1	DIST	Superintendent / GAP.001.CSA.01			\$4,828.50	11-000-230-100	6/30/17	
A	Varley, Melissa	Quantitative Merit Goal #2	DIST	Superintendent / GAP.001.CSA.01			\$4,828.50	11-000-230-100	6/30/17	
A	Varley, Melissa	Quantitative Merit Goal #3	DIST	Superintendent / GAP.001.CSA.01			\$4,828.50	11-000-230-100	6/30/17	

12. **RESOLVED**, that upon recommendation of the Superintendent, the Florham Park Board of Education approves John R. Csatlos, Business Administrator/Board Secretary, effective July 1, 2017 through June 30, 2018 in accordance with the contract, approved by the Executive County Superintendent, and

**BE IT FURTHER RESOLVED**, that the Board President is authorized to execute the contract on behalf of the Board of Education. *(On file in Administration Offices)*

13. **Approve** the FY18 Merit Goals for John Csatlos, Business Administrator/Board Secretary. *(On file in Administration Offices)* Dr. Varley stated that she and Mr. Csatlos have discussed taking over Work Family Connection in the following years. She will align one of her merit goals with Mr. Csatlos'

14. **Approve** the following contracts for the FY18. *(On file in Administration Offices)*

- a. District Technology Coordinator
- b. Supervisor of Buildings and Grounds

Mr. Stiles has taken on a great deal more work in the past two years and has truly stepped up to take over the technology department. Mr. Infantolino is always reliable, works hard, and makes sure everything in the district is working properly.

15. **District Office Administrative Assistant Contracts**

In May, we discussed the district office admin contracts and their proposed raise. There were several iterations discussed however, it was determined that the district secretaries would receive the same raises as those who are in the FPEA contract.

16. **Shewa Bayat-Hawkins Settlement Contract**

The committee was given a copy of a contract with Ms. Bayat-Hawkins delineating the fact that she was no longer employed by the Florham Park Board of Education and a sum of tuition is owed to the board. Mr. Shanley raised the fact that Mrs. Bayt-Hawkins hadn't been employed by the district since October and that this has taken a long time. Dr. Varley stated that it had been difficult to get the information from Mrs. Bayat-Hawkin's attorney.