

**WEST ORANGE BOARD OF EDUCATION**  
**Public Board Meeting - 6:00 p.m. – May 21, 2012**  
**WASHINGTON ELEMENTARY SCHOOL**  
**289 Main Street**

**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 9, 2012.
  - B. That said notice was sent by regular mail to the West Orange Township Clerk and 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 May 7, 2012 (Att. #1)
- IV. SUPERINTENDENT'S AND/OR BOARD'S REPORTS
  - A. Student Recognitions: Essex County Association's Rights of Persons with Disabilities Essay Contest
  - B. Marie DeMaio - 50 Years of Service Recognition
  - C. Second Reading of the Following Board Policies:

Drugs, Alcohol, Steroids, Tobacco (Substance Abuse)	5131.60
Alternative Educational Programs	6172.00
  - D. HIB Report/EVVRS Presentation
  - E. Literacy Presentation
- V. REPORTS, DISCUSSIONS, AND RECOMMENDATIONS

**A. PERSONNEL**

**1. Resignations**

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

Elena Ameres, Science Teacher, Liberty School, effective 6/30/12

Judith Shiffer, Instructional Aide, Washington School, for retirement purposes, effective 10/1/12

**2. Appointments**

- a.) Superintendent recommends the reappointment of non-tenured certified and non-certified staff for the 2012-2013 school year (Att. #2)

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

Arielle Samra, Special Education Teacher, WOHS, medical leave replacement, BA-1, \$240 per diem, effective 5/22/12-6/8/12 (replacement)

Michelle Morais, SLC Coordinator, WOHS, \$4,003 stipend (prorated), funded through SLC Grant, for the 2011-2012 school year

Iona Santa Cruz, Library Aide, Non-degree Step 3, \$25,979, effective 9/1/12, (additional .4 – previously part-time)

Co-curricular recommendations, WOHS, for the 2012-2013 school year, as per the attached (Att. #3)

Child Study Team staff to work during the summer months with Preschool Referrals and Evaluations as per specifications in the attached (Att. #4)

Nicole Handler, School Psychologist, 4 days in the summer, to assist Guidance Department, at a per diem rate of \$400 (Att. #5)

Extended School Year 2012 Staff Assignments as per attached (Att. #6)

**Anita Dellal, K-1 Summer Primary Assessment/NCLB Program Evaluations, 8 days (7.5 hours/day), at a hourly rate of \$39, for a total of \$2,340 to be funded through Title I NCLB**

**Summer 2012 Guidance as per attached: (Att. #7)**

- **WOHS, \$20,000**
- **Middle Schools, \$12,000**
- **Elementary Schools, \$8,400**

**Unrecognized Position Titles in accordance with N.J.A.C. 6A:9-5.5 (Att. #8)**

**Additions to the 2011-2012 Substitute List as per the attached (Att. #9)**

**3. Leave(s) of Absence**

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

**Carlene Hernandez, Social Worker, Edison School, disability maternity leave of absence, effective retroactive to 5/3/12-6/30/13**

**Janet Wysocki, School Nurse, Redwood School, medical leave of absence effective retroactive to 5/14/12-6/20/12**

**James Giordano, Special Education Teacher, WOHS, medical leave of absence, effective retroactive to 4/27/12-6/20/12**

**Ana Shaw, Social Worker, WOHS, maternity leave of absence, effective 6/8/12-9/28/12**

**Kathleen Rothenbucher, Behavior Analyst, Pleasantdale School, medical leave of absence, effective retroactive to 5/8/12-6/20/12**

**Meredith Schwartz, Physical Education Teacher, WOHS, medical leave of absence effective 5/29/12-6/20/12**

**Debby Cohen, Special Education/Social Studies Teacher, Liberty School, maternity leave of absence, effective 9/1/12-12/14/12**

**Antonio Fernandez, Custodian, Gregory School, medical leave of absence, effective retroactive to 5/15/12 until released by physician**

**B. CURRICULUM AND INSTRUCTION**

1. Recommend approval of Field Trip requests for the 2011-2012 school year (Att. #10)

**C. FINANCE**

1. Recommend approval of the 5/21/12 Bills Lists: (Att. #11)

Payroll/Benefits	\$ 5,043,488.14
Transportation	\$ 424,499.05
Special Ed. Tuition	\$ 364,837.29
Instruction	\$ 65,967.27
Facilities	\$ 207,013.17
Capital Outlay	\$ 11,550.55
Grants	\$ 126,940.99
Food Services	\$ 4,588.09
Textbooks/Supplies/Athletics/Misc.	\$ 29,647.98
	<u>\$ 6,278,532.53</u>

2. Recommend approval of Application for School Business Request, in the amount of \$6,686, (\$5,037 funded through Title III) (Att. #12)
3. Acceptance of \$171,924 from the New Jersey Department of Education related to tuition reimbursement for the students enrolled in the West Orange Public Schools as a result of the earthquake in Haiti in 2010.
4. Receipt of the Board Secretary's Report for the month of March, 2012 (Att. #13- available in the Business Office)
5. Receipt of the Treasurer of School Monies Report for the month of March, 2012 (Att. #14 – 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 June 4, 2012 at Liberty Middle School.**

**VIII. PETITIONS AND HEARINGS OF CITIZENS**

**IX. ADJOURNMENT**

**West Orange Board of Education  
 2012-2013 Rehires**

	<b>Position</b>	<b>Location</b>	<b>Name</b>
1	Director of Athletics and Health and Physical Education	WOHS	Bligh
2	Lunch Aide	Mt. Pleasant	Dellacqua
3	Lunch Aide	Mt. Pleasant	Dellacqua
4	Lunch Aide	Mt. Pleasant	DiOrio
5	Lunch Aide	Mt. Pleasant	Scaglione
6	Lunch Aide	Gregory School	Veith

# West Orange High School

Public Agenda  
Date: 5/21/12  
Attachment # 3



## MEMORANDUM

To: Dr. Anthony Cavanna, Superintendent  
Dr. Donna Rando, Assistant Superintendent  
Mrs. Fran Neceskas, Director of Human Resources

From: Mr. Arthur Alloggiamento, Principal  
Dr. Kimberly Mancarella, Assistant Principal

Date: May 4, 2012

Below please find our co-curricular recommendations for the 2012-2013 school year. Please have these recommendations approved at the next board meeting. Mr. Louis Quagliato is sending his Fine Arts recommendations under separate cover. Thank you.

<u>Co-Curricular Stipend</u>	<u>Recommended Advisor</u>	<u>*Total Amount of Stipend</u>
Anime Club	Anthony Prasa	1359
Art Club	Jennifer Kitchen	1359
Audio Visual Aide Club	Marty Kale	4688
AVID Coordinator	Frank Iannucci	4003
Boys' Step Team	William Farley	3507
Chess Club	Ara Berberian	1359
Chinese Club/Chinese Honor Society	Yajing Li	2031
Community/School Based Programs	Victor Paglio	4003
Drama Club	Sandra VanDyke	1359
Drill Team	William Farley	3496
	SPLIT	1359
Esriptus, National English Honor Society	Erica DePalo(\$679.50) Tynia Thomassie (\$679.50)	
ESL Club	Raquel Feliciano	1359
	SPLIT	2378
Fight for Green (1.75)	Sonia Lauren (\$1189) Hope Stewart (\$1189)	
French Club/French Honor Society	Dana Peart	2031
	SPLIT	2031
Freshman Class Advisor	Michelle Morais (\$1015.50) Lauren Feehan (\$1015.50)	
Frisbee (non-stipend)	Jonathan Tick	0
	SPLIT	1359
Future Business Leaders of America (FBLA)	Anne Hanson (\$679.50) Deborah Sharkey (\$679.50)	
GSA	Stephen Simon	1359
Interact Service Club	Lori Bollotta	1359
	SPLIT	
Italian Club/Italian Honor Society	Vincenza Amabile(\$1015.50) Rosanna Zamloot (\$1015.50)	2031
	SPLIT	4008
Junior Class Advisor	Gina Paradiso (\$2004.00) Kimberly Theobald (\$2004.00)	

Junior State of America Club	Craig Champagne	1359
Literary Magazine (Cobblestone)	Katie Baran	1359
Math Honor Society (Mu Alpha Theta)	SPLIT Jonathan Tick (\$679.50) Cristina Gonzalez (\$679.50)	1359
Math Team	1/3 EACH Katelyn Busby (\$677.00) Lynne Steinberg (\$677.00) Jonathan Tick (\$677.00)	2031
Mock Trial	Julie Brady	1359
Model UN	Rachel Ostanski	1359
Tri M - Music Honor Society	Lisa Swanick	1359
National Art Honor Society	Heather Young	1359
National Honor Society	SPLIT Mary Kehoe (\$679.50) Gueryn Millington (679.50)	1359
Newspaper (Pioneer)	William Ehrlich	3343
Photography Club	David Vodofsky	1359
Project Adventure Coordinator	SPLIT Keith Appello (\$679.50) Danielle Tracy (679.50)	1359
Robotics Coordinator	SPLIT Marvin Kron (2001.50) Mark Kirchenbauer (2001.50)	4003
Science National Honor Society	SPLIT Ronald Brandt (\$679.50) Sonia Lauren (679.50)	1359
Senior Class Advisor	SPLIT Loretta Holmok (\$2004) John Worobetz (\$2004)	4008
Science Team Advisor	SPLIT Michelle Schultz 70% (\$1421.50) Tagen Jacobus 30% (609.50)	2031
Screenwriters Society	William Bradley	2031
Sophomore Class Advisor	SPLIT Shannon Core (\$1015.50) Michelle Ifode (\$1015.50)	2031
Spanish Club/Spanish Honor Society	TBA	2031
Student Council	David Vodofsky	4688
Unity Club	David Sehr	1359
Yearbook	Megan Kiczek	4008
Middle States (2)	TBA	2031
**Skills USA	Cheryl Dunlap	1359
**Technology Student Association	Marvin Kron	1359
**FCCLA	SPLIT Cynthia Critelli (\$679.50) Dora Wong-Macias (\$679.50)	1359

\*Amounts to be adjusted thereafter in accordance with new negotiations

\*\*These three clubs will be paid for with Perkins Grant funds

**WEST ORANGE PUBLIC SCHOOLS**  
DEPARTMENT OF STUDENT SUPPORT SERVICES

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

*Public Agenda*  
Date: 5/21/12  
Attachment # 4

Ms. CONSTANCE SALIMBENO, DIRECTOR

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

MRS. DAWN RIBEIRO, SUPERVISOR, 9-12

To: Dr. Anthony Cavanna

From: Constance Salimbeno

Date: May 11, 2012

Re: Agenda Item  
(Approval of Preschool Child Study Team)

Below is a list of staff (Child Study Team and Related Service Providers) that are recommended to work during the summer months with the Preschool Referrals and evaluations. Rates are \$300.00 per evaluation and \$49.00 per hour for case management.

- Laura Lison (School Psychologist)
- Shari Kramer (Social Worker)
- Alexis DeCarlo (Social Worker)
- Madelaine Werner (Speech Therapist)
- Lois Menkin (Occupational Therapist)

cc: Kathy Papa, Business Office  
Peggy Simmons, Payroll Dept.  
Denise Keastead, Payroll Dept.  
Iris Zaback, Human Resources



**WEST ORANGE PUBLIC SCHOOLS**  
DEPARTMENT OF STUDENT SUPPORT SERVICES

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MS. CONSTANCE SALIMBENO , DIRECTOR

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

MRS. DAWN RIBEIRO, SUPERVISOR, 9-12

To: Dr. Anthony Cavanna

From: Constance Salimbeno

Date: May 11, 2012

Re: Agenda Item  
(Approval of Summer Child Study Team)

Below is a list of staff (Child Study Team) that is recommended to work during the summer months with the Preschool Referrals and evaluations. Rates are \$350.00 per evaluation and \$73.00 per hour for case management.

- Suzanne Lee (School Psychologist)
- Susan Wright (LDTC – as needed)

cc: Kathy Papa, Business Office  
Peggy Simmons, Payroll Dept.  
Denise Keastead, Payroll Dept.  
Iris Zaback, Human Resources

**WEST ORANGE PUBLIC SCHOOLS**  
DEPARTMENT OF STUDENT SUPPORT SERVICES

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*Public Agenda*

*Date:* 5/21/12  
*Attachment #* 5

MS. CONSTANCE SALIMBENO, DIRECTOR

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

MRS. DAWN RIBEIRO, SUPERVISOR, 9-12

To: Dr. Anthony Cavanna

From: Constance Salimbeno  
Dawn Ribeiro

Date: May 11, 2012

Re: Agenda Item  
(Approval of Summer Guidance Work for Case Manager)

Below is a list of staff (Child Study Team) that is recommended to work for four days during the summer months in the Guidance Department to rectify student schedules. The rate is the current summer guidance rate of \$400 per day.

- Nicole Handler (School Psychologist)

cc: Kathy Papa, Business Office  
Peggy Simmons, Payroll Dept.  
Denise Keastead, Payroll Dept.  
Iris Zaback, Human Resources

**WEST ORANGE PUBLIC SCHOOLS**  
DEPARTMENT OF STUDENT SUPPORT SERVICES

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Ms. CONSTANCE SALIMBENO, DIRECTOR

*Public Agenda*  
Date: 5/21/12  
Attachment # 6

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

MRS. DAWN RIBEIRO, SUPERVISOR, 9-12

To: Dr. Anthony Cavanna

From: Constance Salimbeno  
Kristin Gogerty

Date: May 14, 2012

Re: Agenda Item  
(Recommended Staff – Extended School Year Program)

The District will be conducting the Extended School Year Program for students who are Eligible for Special Education and Related Services, as directed by their IEP. The program will run for 23 days (Monday-Friday) June 26 to July 27, 2012 (excluding July 4th). Classes for the elementary level will be held at Pleasantdale Elementary School, while classes at the middle and high school level will be held at Liberty Middle School.

Current rates of pay are:

Coordinators	Stipend \$5,000.00
Assistant to the Coordinator	\$49.00/hour
Teachers	\$49.00/hour
OT/Speech Therapist/ Social Skills	\$49.00/hour
Behavior Analysts	\$49.00/hour
Nurses	\$49.00/hour
Instructional Assistants	\$23.00/hour

Attached are the programs and recommended staff

cc: Kathy Papa, Business Office  
Peggy Simmons, Payroll Dept.  
Denise Keastead, Payroll Dept.  
Iris Zaback, Human Resources

Pleasantdale School  
Extended School Year 2012  
Staff Assignments

*Kristin Gogerty, Coordinator*  
*Nicholas Galante, Assistant to Coordinator*  
*Mary Berke, Secretary Assistant*

<b>PSD I / Rm</b>	<b>Teacher:</b> <b>Assistant:</b>	Aliza Grutt Wally Paul / Donna Pfarr
<b>PSD-II / Rm</b>	<b>Teacher:</b> <b>Assistants:</b> <b>Ind. Assistant:</b>	Lisa Okyle Karen Weinstein
<b>PSD III / Rm</b>	<b>Teacher:</b> <b>Assistants:</b>	Dianna Carpenito Nancy Franchino / Donna Zarro
<b>PSD IV / Rm</b>	<b>Teacher:</b> <b>Assistants:</b>	Diane Sinisi Michelle Coppola / Kimberly MacDonald
<b>PSD V / Rm</b>	<b>Teacher:</b> <b>Assistants:</b>	Krista Penkalski Donna Pecora
<b>PSD ABA / Rm</b>	<b>Teacher:</b> <b>Ind. Assistants:</b>	Elizabeth Rubin Lauren Porter / Ashley Fiory
<b>Primary Autistic I – 1-2-3-4 Rm</b>	<b>Teacher:</b> <b>Ind. Assistants:</b>	Ashley Johnston Carlos Arenas / Paula Correia Nicole Ortiz / Francesca Romaine Eileen Duggan
<b>Primary Autistic II– K-1-2-3 Rm</b>	<b>Teacher:</b> <b>Ind. Assistants:</b>	Jill Deardorff Anthony Romano / Brittany Hipkins Laura Amendola
<b>Primary Autistic III – 4-5 Rm 104</b>	<b>Teacher:</b> <b>Ind. Assistants:</b>	Kristin Pavone Mark Minnitti / Joe Russomano Nicole Chirip / Anthony Carsillo David Grant / Christina Scarbrough
<b>Primary Autistic IV – 3-4-5</b>	<b>Teacher:</b> <b>Ind. Assistants:</b>	Joseph Postiglione Lauren Julich / Jessica Siegel

<b>Primary Autistic V – 1-2</b>	<b>Teacher:</b> <b>Ind. Assistants:</b>	Darlene Sardinsky Nancy Hopkins / Christina Quagliato
<b>Elementary MCI K-3 / Rm</b>	<b>Teacher:</b> <b>Assistants:</b>	Nicole Suriano Angela Toutounis / Helene Blake
<b>Elementary MCI 4-5 / Rm</b>	<b>Teacher:</b> <b>Assistants:</b>	Stephanie Edwards Jennifer Paul / Cynthia Christiano
<b>LLD I – K-1 / Rm</b>	<b>Teacher:</b> <b>Assistants:</b>	Mallory Rapp Jeannette Galante / Irma Morales
<b>LLD II – K-1 / Rm</b>	<b>Teacher:</b> <b>Assistants:</b> <b>Ind. Assistants:</b>	Alison Urban Ann Krauser Antoinette Miller / Kevan Murphy
<b>LLD I – 2-3 / Rm</b>	<b>Teacher:</b> <b>Assistants:</b> <b>Ind. Assistants:</b>	Andrea Ferrara Mini Thapar / Samantha Zarro Alecia Marzullo
<b>LLD II - 2-3 / Rm</b>	<b>Teacher:</b> <b>Assistants:</b> <b>Ind. Assistants:</b>	Simona Lieberman Nick Gonnella / Jim Holik Jaime Neyburger
<b>LLD I – 3-4-5 / Rm</b>	<b>Teacher:</b> <b>Assistants:</b>	Nick Salese Mike Schiavo
<b>LLD II - 4-5 I / Rm</b>	<b>Teacher:</b> <b>Assistants:</b>	Kathleen Waldron Aicha Sylla / Bonnie Goodman
<b>LLD (4-5) III / Rm</b>	<b>Teacher:</b> <b>Assistant:</b> <b>Shared Assistant:</b>	Patty Rudy Vanessa Bailey Charmaine Cousins

• **Related Services:**

Danielle Emmolo	Speech / Language Therapist – Rm
Kim Fields Murphy	Speech / Language Therapist – Rm
Patricia Guerriero	Occupational Therapist – Rm
Shaina Weitz	Occupational Therapist – Rm

**APE Teacher:**

Bob Berke	5 days per week
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**Nurses:**

Oluwakeme Aborisade	5 days per week
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**Behavior Analysts:**

Meredith Johnson	(Pleasantdale – M-T-W; Liberty – Th, Fri)
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**Library Media Specialist:**

Barbara Krawiec	3 days per week
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**Wilson Reading:**

Kelly Dower	5 days per week
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**Social Skills Groups**

Cindy Rotbaum	5 days per week
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**Liberty Middle School  
Extended School Year 2012  
Staff Assignments**

Sanhita Kar, Coordinator – Room 102  
Judy Damiano, Floater, Secretary Assistant – Room 102

<b>MCI I (6-7-8) / Rm</b>	<b>Teacher:</b> <b>Assistants:</b> <b>Ind. Assistants:</b> <b>Shared Assistant:</b>	Monika DiPani Mavis Brown Dan Schoch Ofelia Rodriguez
<b>MCI I (6-7-8) / Rm</b>	<b>Teacher:</b> <b>Ind. Assistants:</b>	Kristen Azzato Nick Alfano / Gisele Montoya
<b>MCI – 9-10 / Rm.</b>	<b>Teacher:</b> <b>Assistants:</b> <b>Ind. Assistant:</b>	Kim Buckley Amanda Greelees Nubia Rodriguez
<b>MCI – 11-12 / Rm.</b>	<b>Teacher:</b> <b>Ind. Assistants:</b>	Elieen Cardone Ruysdael Georges / Jamae Sippio
<b>Autistic - MS / Rm</b>	<b>Teacher:</b> <b>Ind. Assistants:</b>	Mollie Cain David Sinisi / Joe Chango Derek Smith / Domenica Alessi
<b>Autistic - HS / Rm</b>	<b>Teacher:</b> <b>Ind. Assistants:</b> <b>Shared Assistant:</b>	Joe Spina Chris DeMarco / Maria Gonzalez Mallory DeMarco
<b>18 yrs. – 21 yrs. Program Rm</b>	<b>Teacher:</b> <b>Assistants:</b>	Christine Shahadi Diane Dixon / Pierpaolo Mancarella Darrel Favors
<b>LLD I– 6<sup>th</sup> Grade / Rm</b>	<b>Teacher:</b> <b>Assistant:</b> <b>Ind. Assistant:</b>	Jeanette DePalma Geoff Grivalsky Nicole Jusulavage
<b>LLD II - 6th Grade / Rm</b>	<b>Teacher:</b> <b>Assistant:</b>	Floyd Gray Corinn Giaquinto

<b>LLD – 7<sup>th</sup> Grade / Rm</b>	<b>Teacher:</b> <b>Assistant:</b> <b>Ind. Assistant:</b>	Janet Wiggins Fred Barnwell Henry Chang
<b>LLD – 8<sup>th</sup> Grade / Rm</b>	<b>Teacher:</b> <b>Assistant:</b> <b>Ind. Assistant:</b>	Anton Carrera Gary Roberts Tom Fortune
<b>LLD – 9<sup>th</sup> Grade / Rm</b>	<b>Teacher:</b>	Marcia Grivalsky Steve Simon
<b>LLD – 10 -11 Grade / Rm</b>	<b>Teacher:</b> <b>Assistant:</b>	Sil Bastaio Brittany Bur
<b>MD Program – 6-8 Grade / Rm</b>	<b>Teacher:</b>	Dan Capriola

**Related Services:**

TBD	Occupational Therapist
TBD	Speech/Language Therapist

**APE Teacher:**

Kevin Reily	3 days per week
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**Nurses:**

Rosemary Murray	5 days per week
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**Behavior Analysts:**

Meredith Johnson	(Pleasantdale – M-T-W; Liberty – Th, Fri)
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**Wilson Reading / Edmark:**

Maryann Solimo

**Social Skills Groups**

Jodie Goldstein	2 days per week
Lee Cohen	

<b>nd. Assistants:</b>	Nancy Festa / Maria Orban
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# WEST ORANGE PUBLIC SCHOOLS

CHERYL BUTLER, EXECUTIVE DIRECTOR OF GUIDANCE  
51 CONFORTI AVENUE · WEST ORANGE, NJ · 07052-2829 · 973-669-5301, Ext. 31611 · FAX 973-669-5184  
E-mail: [cbutler@woboe.org](mailto:cbutler@woboe.org)

Public Agenda  
Date: 5/21/12  
Attachment # 7

To: Dr. Anthony Cavanna  
From: Cheryl Butler  
Date: May 16, 2012  
Re: Summer Hours for Guidance Counselors

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The following is a request for the summer of 2012

**1. High School – minimum of 5 (five) days**

**The request is that ten (10) counselors work 5(five) days each. The cost of this would be \$20,000 (5 days @ \$400 per day = \$2000; \$2000 x 10 = \$20,000).**

**Justification:**

- **Scheduling.** Counselors need to adjust schedules due to class balancing and refinements of the master schedule, as well as checking the final schedule for each student enrolled. During the summer some students attend summer school and the necessary adjustments must be made. Course requests need to be updated once failures are in and summer school registration has been completed.
- **Special Education scheduling.** Counselors need to ensure proper accommodations and placements for classified students, especially new entrants during the summer, or those IEPs that have been changed by re-evaluations. We need to make sure that these students are in the right classes to stay in compliance
- **Registering new students into the district.** Because the transition into a new school is a big one, we feel that welcoming new students and their parents into the West Orange district with a tour of our building is important. We can also get a background on the new student since most transcripts are incomplete, etc. The high school has approximately 120 new students each year. These students have register beginning in the summer and continue the registration through September. Being available to schedule these students during the summer would be a better transition for the students. Waiting until September decreases the delay of the number of students starting classes in September.
- **Review Transcripts.** Transcripts need to be checked for accuracy before they are sent out to the colleges/universities. This needs to be done the week after school ends. Final transcripts should be mailed out to colleges/universities no later than July 15 to complete the final step in the admission's process.

**2. Middle Schools– minimum of 5 (five) days**

**The request is that six(6) counselors work 5(five) days each. The cost of this would be \$12,000 (5 days @ \$400 per day = \$2000; \$2000 x 6 = \$12,000).**

Mr. Fitzgerald is requesting **2 additional days** for his counselors since Edison is now a state-designated focused school. Additional student identification will be needed for classroom placement for Accelerated Math and Language Arts classes using Performance Matters, and for those students who are economically disadvantaged as well. If Edison is switched back to a 9-period day schedule, Mr. Fitzgerald is requesting a **minimum of 10 days**.

**Justification:**

- **Registering new students into the district.** Because the transition into a new school is a big one, we feel that welcoming new students and their parents into the West Orange district with a tour of our building is important. Counselors can also get a background on the new student since most transcripts are incomplete, etc.
- **Master scheduling.** The middle school counselors are responsible for every aspect of scheduling on Power School. The counselors are the only ones who were trained and feel comfortable using the program. Counselors need to adjust the master schedule to reflect each building's new initiatives.
- **Special Education scheduling.** Counselors need to ensure proper accommodations and placements for classified students, especially new entrants during the summer, or those IEPs that have been changed by re-evaluations. Counselors need to make sure that these students are in the right classes to stay in compliance.
- **Top/Honors classes.** Because the NJ ASK test is in May, we do not get our scores until August counselors need to monitor and move students in/out of those recommended for top/honors classes to adhere to the district's criteria.
- **Scheduling.** Counselors need to adjust schedules due to class balancing and refinements of the master schedule, as well as checking the final schedule for each student enrolled.

**3. Elementary Guidance Counselors – minimum of 3 days**

**The request is that seven(7) counselors work 3(three) days each. The cost of this would be \$8400 (3 days @ \$400 per day = \$1200; \$1200 x 7 = \$8400).**

**Justification:**

- Review and refine procedures for the I&RS and 504 Process in order to develop consistency and continuity.
- Understand the RTI process since counselors will be very important with the implementation of the process.
- With the implementation of the Bullying Law review issues and concerns that existed and develop consistent school-wide initiatives that would address issues and concerns related to bullying.

OFFICE OF THE ESSEX COUNTY SUPERINTENDENT OF SCHOOLS

**REQUEST FOR PERMISSION TO USE AN UNRECOGNIZED POSITION TITLE**

DISTRICT: West Orange SCHOOL YEAR: 2012-2013 DATE SUBMITTED: May 21, 2012

**N.J.A.C. 6A:9-5.5 Assignment of titles**

If a district board of education determines that the use of an unrecognized position title is desirable, or if a previously established unrecognized title exists, the district board of education shall submit to the county superintendent a written request for permission to use the proposed title, prior to appointing a candidate. Such request shall include a detailed job description. The county superintendent shall exercise his or her discretion regarding approval of the request and determine the appropriate certification and title for the position. The county superintendent shall review annually all previously approved unrecognized position titles and determine whether such titles shall be continued for the next school year. Decisions rendered by county superintendents regarding titles and certificates for unrecognized positions shall be binding upon future seniority determinations on a case-by-case basis.

Permission is requested to use the following unrecognized position title:

**Dean of Students and Teacher-in-Charge of Attendance, Discipline and In-School Suspension**

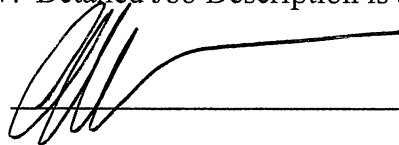
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**NAME OF UNRECOGNIZED TITLE**

         This is a **NEW** request. Detailed Job Description is attached.

  **X**   This is a request to **RENEW**. Detailed Job Description is attached.

Signature of District Superintendent



\*\*\*\*\***DO NOT WRITE BELOW THIS LINE – COUNTY OFFICE USE ONLY**\*\*\*\*\*

The school certification requirement(s) for this unrecognized position title are as follows:

Standard Teaching Certificate

         Approval

         Non-Approval

          
Essex County Superintendent

          
Date

# OFFICE OF THE ESSEX COUNTY SUPERINTENDENT OF SCHOOLS

## REQUEST FOR PERMISSION TO USE AN UNRECOGNIZED POSITION TITLE

DISTRICT: West Orange      SCHOOL YEAR: 2012-2013      DATE SUBMITTED: May 21, 2012

**N.J.A.C. 6A:9-5.5 Assignment of titles**

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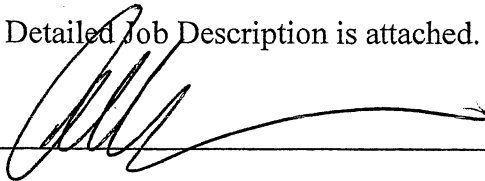
**NCLB/Title I Project Manager**

**NAME OF UNRECOGNIZED TITLE**

This is a **NEW** request. Detailed Job Description is attached.

This is a request to **RENEW**. Detailed Job Description is attached.

Signature of District Superintendent



**\*\*\*\*\*DO NOT WRITE BELOW THIS LINE – COUNTY OFFICE USE ONLY\*\*\*\*\***

The school certification requirement(s) for this unrecognized position title are as follows:

Elementary School Teacher Certification

Approval

Non-Approval

\_\_\_\_\_  
Essex County Superintendent

\_\_\_\_\_  
Date

OFFICE OF THE ESSEX COUNTY SUPERINTENDENT OF SCHOOLS

REQUEST FOR PERMISSION TO USE AN UNRECOGNIZED POSITION TITLE

DISTRICT: West Orange

SCHOOL YEAR: 2012-2013

DATE SUBMITTED: May 21, 2012

**N.J.A.C. 6A:9-5.5 Assignment of titles**

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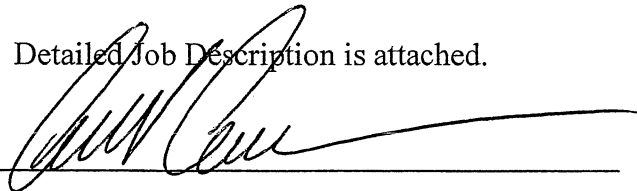
**Director of Human Resources**

**NAME OF UNRECOGNIZED TITLE**

         This is a **NEW** request. Detailed Job Description is attached.

  **X**   This is a request to **RENEW**. Detailed Job Description is attached.

Signature of District Superintendent



**\*\*\*\*\*DO NOT WRITE BELOW THIS LINE – COUNTY OFFICE USE ONLY\*\*\*\*\***

The school certification requirement(s) for this unrecognized position title are as follows:

Principal/Principal CE

         Approval

         Non-Approval

          
Essex County Superintendent

          
Date

OFFICE OF THE ESSEX COUNTY SUPERINTENDENT OF SCHOOLS

REQUEST FOR PERMISSION TO USE AN UNRECOGNIZED POSITION TITLE

DISTRICT: West Orange

SCHOOL YEAR: 2012-2013

DATE SUBMITTED: May 21, 2012

**N.J.A.C. 6A:9-5.5 Assignment of titles**

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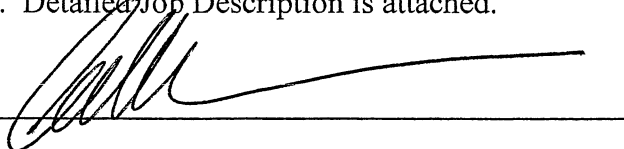
**Director of Athletics and Health and Physical Education**

NAME OF UNRECOGNIZED TITLE

This is a **NEW** request. Detailed Job Description is attached.

This is a request to **RENEW**. Detailed Job Description is attached.

Signature of District Superintendent



\*\*\*\*\*DO NOT WRITE BELOW THIS LINE - COUNTY OFFICE USE ONLY\*\*\*\*\*

The school certification requirement(s) for this unrecognized position title are as follows:

Supervisor and Health and Physical Education Standard Certificates

Approval

Non-Approval

\_\_\_\_\_  
Essex County Superintendent

\_\_\_\_\_  
Date

OFFICE OF THE ESSEX COUNTY SUPERINTENDENT OF SCHOOLS

REQUEST FOR PERMISSION TO USE AN UNRECOGNIZED POSITION TITLE

DISTRICT: West Orange SCHOOL YEAR: 2012-2013 DATE SUBMITTED: May 21, 2012

**N.J.A.C. 6A:9-5.5 Assignment of titles**

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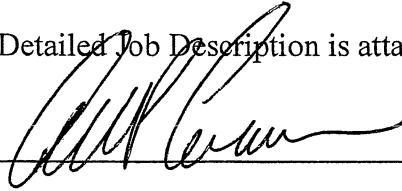
**Executive Director of Guidance Services**

\_\_\_\_\_  
**NAME OF UNRECOGNIZED TITLE**

\_\_\_\_\_ This is a **NEW** request. Detailed Job Description is attached.

X This is a request to **RENEW**. Detailed Job Description is attached.

Signature of District Superintendent \_\_\_\_\_



**\*\*\*\*\*DO NOT WRITE BELOW THIS LINE – COUNTY OFFICE USE ONLY\*\*\*\*\***

The school certification requirement(s) for this unrecognized position title are as follows:

\_\_\_\_\_  
Student Personnel Services and School Administrator and Supervisor

\_\_\_\_\_ Approval

\_\_\_\_\_ Non-Approval

\_\_\_\_\_  
Essex County Superintendent

\_\_\_\_\_  
Date

OFFICE OF THE ESSEX COUNTY SUPERINTENDENT OF SCHOOLS

REQUEST FOR PERMISSION TO USE AN UNRECOGNIZED POSITION TITLE

DISTRICT: West Orange SCHOOL YEAR: 2012-2013 DATE SUBMITTED: May 21, 2012

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Permission is requested to use the following unrecognized position title:

**Director of Student Support Services**

**NAME OF UNRECOGNIZED TITLE**

           This is a **NEW** request. Detailed Job Description is attached.

  **X**   This is a request to **RENEW**. Detailed Job Description is attached.

Signature of District Superintendent \_\_\_\_\_

**\*\*\*\*\*DO NOT WRITE BELOW THIS LINE – COUNTY OFFICE USE ONLY\*\*\*\*\***

The school certification requirement(s) for this unrecognized position title are as follows:

Principal/Principal CE/Teacher of the Handicapped or Teacher of Students with Disabilities

\_\_\_\_\_ Approval

\_\_\_\_\_ Non-Approval

\_\_\_\_\_  
Essex County Superintendent

\_\_\_\_\_  
Date



Substitutes for 2011-2012 May 21, 2012	
Name	Subject Area
Hoatson, Julianne	K-12
Centrella, Anita	Admin. Assistant
Resind Carol Fastiggi from Substitute list	

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

Public Agenda  
Date: 5/24/12  
Attachment # 19

**To:** Dr. Anthony Cavanna, Superintendent  
**From:** Donna Rando Ed.D., Assistant Superintendent *DR*  
**Date:** May 17, 2012  
**Re:** Field Trips

Please place the following on the West Orange Board of Education Meeting Agenda of Monday, May 21, 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 Trips Requests  
May - June, 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	Degnan Park	Grade 4	Grade 4	End of Year Activity	\$138	District
Mt Pleasant	East Lake School	Grade 3	Gilbert	Pen Pal Picnic	\$264	Students: \$125 PTA: \$139
Mt Pleasant	Turtle Back Zoo	Primary Autism	Postiglione	Animals and their Habitats	\$264	Students: \$125 PTA: \$139

*The Public Schools  
West Orange, New Jersey*

Public Agenda  
Date: 5/21/12  
Attachment # 12

**To:** Dr. Anthony P. Cavanna, Superintendent  
**From:** Donna Rando, Ed.D., Assistant Superintendent *DR*  
**Date:** May 17, 2012  
**Re:** Agenda Item

Please place the following on the West Orange Board of Education Meeting agenda of May 21, 2012 under "Finance."

"Recommend acceptance of *Application for Absence for School Business* request submitted for Board of Education approval."

<b>Date(s)</b>	<b>Conference</b>	<b>Location</b>	<b>Teacher/ Administrator</b>	<b>Total Travel Amount</b>
5/27/12-6/29/12	Hot Topics in ELL Education	Washington, D.C.	Ana Marti	\$1739.00*
6/27/12-6/29/12	Hot Topics in ELL Education	Washington, D.C.	Carmen Sanchez	\$1649.00*
6/27/12-6/29/12	Hot Topics in ELL Education	Washington, D.C.	Lissette Santa	\$1649.00
6/27/12-6/29/12	Hot Topics in ELL Education	Washington, D.C.	Ann Zaaijer	\$1649.00*

\* Title III Funds

C: Mr. M. Kenney