



**CEDAR GROVE SCHOOL DISTRICT ESSENTIAL STAFF LIST, HOURS AND DUTIES**

Category	Hours	Duties/Work Stream	Employee Names
<b>Administration</b> <i>Central Office</i>	Onsite Periodically	Onsite periodically; operating out of the BOE offices primarily.  BA and Supt coming into office for budget, virtual board meetings and on an as needed basis.  Business Office Personnel - Payroll working remotely, but still coming in to run paychecks. Accounts Payable coming in a couple of times to review bills and pay vendors that need to be paid. Secretaries coming in once a week to pick up mail and sort.	Michael Fetherman (Superintendent) Michael DeVita (Business Administrator) Mario Gaita (Supervisor of B&G) John Bannon (Asst. Supvr. of B&G) Sabrina Zunic Deb Carpino Michele Spilewski Theresa Lombardi MaryLynn Benanti Marie Criscuolo Patricia Arbucci
<b>Administration</b> <i>Central Office Directors and Supervisors</i>	Remote	Remotely only; will be called in only under emergent circumstances.	Janine Barboza (Math/Science Supervisor) Bart Pierson (LA Supervisor) Chris Kinney (Director of Sp. Services) James Walsh (Director of IT) Robert Gogerty (Director of Athletics)
<b>Administration</b> <i>Principals</i>	Remote	Remotely only; will be called in only under emergent circumstances.	Lynn DiMatteo (Admin. Assistant: Nancy Anderson) Traci Dyer (Admin. Assistant: Vicky Sinisi) Rick Mangili (Admin. Assistant: Nereida Mejias) Nick DeCorte (Admin. Assistant: Janice Kennedy)
		Remotely only; job duties include online virtual	

<b>Teachers &amp; Certificated Staff</b>	Remote	instruction; no onsite reporting for the duration of school closures, unless needed on an emergent basis.	NA
<b>Technology</b>	Remote	Remote only; will be called in only under emergent circumstances.	James Walsh Angel Perez Nick Franciosa
<b>Food Services</b>	Onsite on a Rotating Basis	Onsite; working with Passaic Valley School District through Pomptonian Foods Service. Our custodians pick up meals at PVHS and deliver to our eligible students. We originally offered the lunch program at our CGHS kitchen, but no one showed up the first couple of days, so we decided to deliver.	
<b>Custodians/ Buildings &amp; Grounds</b>	Onsite on a Rotating Basis	<p>Onsite on a rotating basis; performing daily building checks on all facilities and reporting any problems; picking up lunches and delivering to eligible students in the district.</p> <p>The staff members noted to the right represent a comprehensive list of all Custodians/B&amp;G staff. When working on the premises and/or in our buildings, PPE will be provided and social distancing guidelines will be in effect at all times. Outside maintenance (i.e. grass cutting, weed whacking, miscellaneous repairs, etc.) will also involve social distancing guidelines.</p>	Mario Gaita (Supervisor) John Bannon (Supervisor) Pat Marciano Ryan Pagano Concepcion Amaya Ray Franciose Gerry Nibaldi Michael Cusumano Jerry Williams Frank Pfeil Jetnor Rustemlliu Regina Purcell Michael Salluce Valentino Salerno Howard Munck

		All other duties deemed necessary by the superintendent and/or BA shall be tended to with the safety of the employees in mind (i.e. social distancing, PPE, etc.)	Earlie Hankerson Novo Ljekocevic Frank Pedicini Sean Riordan Vincent DeFlorio Anthony Longo Gordon Wickham Marc Cifelli Jeff Sefjack
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