

**PARSIPPANY-TROY HILLS
BOARD OF EDUCATION**

REGULAR MEETING OF
THURSDAY, MARCH 27, 2014

The Parsippany-Troy Hills Board of Education held its Regular Meeting on Thursday, March 27, 2014 at the Board of Education Building, 292 Parsippany Road, Parsippany, NJ 07054.

CALL TO ORDER**CALL TO ORDER**

President Orthwein called the meeting to order at 7:05 p.m.

MEETING NOTICE**MEETING NOTICE**

President Orthwein stated that in compliance with Chapter 231, Public Law 1975 entitled Open Public Meetings Act, adequate notice of this meeting has been provided as specified in the Act. A meeting notice was published in the Daily Record and at the district website, www.ptahsd.k12.nj.us on March 24, 2014. Additionally the Notice of Meeting was posted at the Municipal building and copy of Notice filed with the Township Clerk on March 24, 2014. This is an official meeting.

FIRE NOTICE**FIRE NOTICE**

The Fire Notice was read by President Orthwein.

ROLL CALL**ROLL CALL**

Present: Dr. Frank Calabria
Mr. James Carifi
Mr. Joseph Cistaro
Mrs. Alison Cogan
Mrs. Susy Golderer
Mr. Gary Martin
Mr. Sharif Shamsudin
Mr. Frank Neglia
Mrs. Fran Orthwein

Also Present: Dr. John Fitzsimons, Interim Superintendent
Dr. Nancy Gigante, Director of Curriculum & Instruction
Mrs. Susan Tindal, Assistant Board Secretary
Mrs. Joan Benos, Administrative Assistant to Superintendent
Ms. Kristina Berrios, Parsippany High School Representative
Ms. Alexandra Warner, Parsippany Hills High School Representative

SALUTE TO THE FLAG**SALUTE TO THE FLAG**

President Orthwein led the assembly in a salute to the flag.

ADJOURN TO EXECUTIVE SESSION**ADJOURN TO
EXEC SESSION**

At 7:10 p.m. a motion was made by Mr. Neglia and seconded by Mrs. Cogan and was unanimously approved by roll call vote to adjourn to closed session for the purpose of personnel, HIBs, and student matters.

1. This public meeting is hereby recessed into a private session where the public shall be excluded for the purpose of discussion and consideration of the following: personnel, HIBs, and student matters.
2. It is the determination of the Board that a discussion of the aforementioned subject matter may be prejudicial to the interests of the parties involved and could result in a possible invasion of a right of privacy and be detrimental to the parties involved.
3. Discussion and/or action of the Board with regard to the above mentioned subject matter shall be (or not be) disclosed to the public within 60 days hereof.

On a motion by Mrs. Golderer, seconded by Mr. Cistaro, and unanimously approved by voice vote, the regular meeting reconvened at 7:40 p.m.

Superintendent Fitzsimons announced that Mr. Lew Ludwig who was formerly an Interim Principal at Parsippany Hills High School passed suddenly due to a heart attack last week.

STUDENT COMMITTEE REPORTS

STUDENT COMM REPTS

Kristina Berrios, student representative, reported on activities at Parsippany High School.

Allexandra Warner, student representative, reported on activities at Parsippany Hills High School.

APPROVAL OF MINUTES

APPROVAL OF MINUTES

None.

CORRESPONDENCE

CORRESPONDENCE

None.

UNFINISHED BUSINESS

UNFINISHED BUSINESS

The elementary lunch program POS will move forward beginning at Littleton Elementary School on Monday, March 31st. The remaining elementary schools will be rolled out approximately every two weeks thereafter.

COMMITTEE REPORTS

COMMITTEE REPORTS

Mr. Martin – Transportation: the cancelled meeting will be rescheduled.

Mrs. Golderer – Critical Issues: will be scheduling a meeting.

President Orthwein noted that an evaluation of Superintendent Fitzsimons must be done.

Mr. Cistaro – Buildings/Grounds & Safety: met on March 25th and discussed ESIPs and other projects.

Mr. Neglia – Finance: the next meeting is scheduled for April 10th.

Mr. Neglia – Personnel: the next meeting is scheduled for April 10th.

Mr. Shamsudin – Sports: will be scheduling a meeting.

Mr. Carifi – Policy: meeting earlier this evening reviewed updates of policies.

Dr. Calabria – Teaching & Learning: no report.

Mrs. Cogan – Communications: met and discussed the goals of the committee.

Superintendent Fitzsimons presented his Bulletin #16 with addenda and read-ins.

He then conducted a public hearing of the Violence & Vandalism Report submitted to the State.

He also answered question from Board members.

**SUPERINTENDENT’S BULLETIN
Number 16**

**SUPER’S BULLTN
March 27, 2014**

I. The Superintendent Reports. . .

A. ITEMS FOR DISCUSSION

B. ITEMS FOR ACTION/EDUCATION

1. Board Policies and Regulations

**BOARD
POLICIES**

BE IT RESOLVED that the Board approve the following new and revised Board Policies/Guidelines and Procedures at this second and final reading:

Policy and Regulation 3221 Evaluation of Teachers

A

Policy and Regulation 3222 Evaluation of Teaching Staff Members,
Excluding Teachers and Administrators

B

Policy 4124 – Employment contract

C

2. Harassment, Intimidation, and Bullying Report 9-1-13-12-31-13

**HIBS
9-1-13-12-31-13**

D

BE IT RESOLVED, that the Board approve, pursuant to P.L. 2010, c. 122, the bi-annual HIB report of the Superintendent of Schools and hereby directs that a copy of the report be posted on the district’s website in accordance with the law and guidance issued by the Department of Education.

3. **Electronic Vandalism, Violence and Substance Abuse Report
Period 1 – 2-13-2-14** **ELECTRONIC VIOLENCE,
VANDALISM &
SUBSTANCE
ABUSE
2013-2014** **E**
- BE IT RESOLVED, pursuant to N.J.S.A. 18A 17-46-48, each local district is required to hold a public hearing to report all acts of vandalism and violence which occurred during the 2013-2014 school year.
4. **Resolution – Interim Superintendent** **INTERIM SUPT** **F**
- BE IT RESOLVED that the Parsippany-Troy Hills Board of Education hereby appoints Dr. Vincent Aniello to the position of Interim Superintendent of Schools effective April 24, 2014 at the rate of \$625.00 per day, up to four days a week, through June 30, 2014. Contract may be terminated on 30-days notice in accordance with its terms.
5. **Policy 5111** **POLICY 5111** **G**
- BE IT RESOLVED that the Board approve the following request from Mark Gray, principal of Eastlake, that students A & B be allowed to complete the 2013-2014 school year as per Board of Education Policy 5111.
6. **Field Trip Destinations** **FIELD TRIP DESTINATIONS**
- BE IT RESOLVED that the Board approve the potential Field Trip destinations named below for the 2013-2014 school year.
- | | |
|--|--|
| Hyatt Regency, Atlanta
Atlanta, Georgia 30303 | International DECA Conference
(Competition) |
| New Amsterdam Theatre, NYC
New York, NY | Gr. 9-12 Choir |
7. **Travel and Work Related Expenses** **TRAVEL & EXPENSES**
- WHEREAS**, N.J.A.C. 6A:23B-1.1 et. seq. requires that each Board of Education adopt a formal policy and procedures relating to travel and expense reimbursement for its employees and Board members; and
- WHEREAS**, the Parsippany-Troy Hills Board of Education (the “Board”) adopted a Travel Expense Reimbursement Policy that addresses the reimbursement of travel-related expenses by Board members and employees of the District; and
- WHEREAS**, the Board has considered all other relevant guidelines and circulars associated with the adoption of its Travel Expense Reimbursement Policy; and
- WHEREAS**, the Board has determined that the travel listed in this Resolution is educationally necessary and fiscally prudent; and
- WHEREAS**, the Board has concluded that the travel and expense reimbursements listed in this Resolution are directly related to and within the scope of the employee’s current responsibilities; and
- WHEREAS**, the Board has determined that the travel and expense reimbursements listed in this Resolution are for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, the Board has concluded that the travel and expense reimbursements listed in this Resolution are in compliance with State travel reimbursement guidelines as established by the Department of Treasury and incorporated herein;

THEREFORE; BE IT RESOLVED, Pursuant to N.J.A.C. 6A:23B and Board Policy and upon the recommendation of the Superintendent, that the Parsippany-Troy Hills Board of Education, in the County of Morris, New Jersey, approve the travel requests below.

Name	Purpose	Date	Location	Estimated Expenses
Candace Stout	Council for Exceptional children	April 11, 2014	Philadelphia, PA	\$199.00
Susan Miele-Motyka	NJTESOL Spring Conference	May 28/29, 2014	New Brunswick, NJ	\$278.00 Title III
Joe Gesumaria	NJTESOL Spring Conference	May 28/29, 2014	New Brunswick, NJ	\$278.00 Title III
Mary Pantina	Natl Science Education Conf	April 3 rd , 2014	Boston, MA	\$602.50 IDEA

8. **Overnight Field Trip Approvals**

OVERNIGHT FIELD TRIPS H

BE IT RESOLVED that the Board approve the following overnight field trips for Parsippany Hills High School.

PHHS Grade 9-12 April 12/13, 2014 Junior States of America
 Parsippany, NJ

9. **Home Instruction**

HOME INSTRUCTION I

BE IT RESOLVED that the Board approve the home instruction for the students named on the attached list for the reasons indicated.

10. **Gift to the District**

GIFT TO THE DISTRICT

BE IT RESOLVED that the Board accept the following gift and that the Superintendent send a letter of appreciation:

Parsippany Hills High School

Mr. Fred Douglas has donated a 1994 Nissan Serial # 1N4EB 31P3R C8664 49 to Parsippany Hills Auto Shop.

II. PERSONNEL

11. **Substitute Approval**

SUBSTITUTE APPROVAL J

BE IT RESOLVED that the Board approve the individuals named on the attached list, New – Substitutes – Teachers – March 27, 2014, all of whom hold the appropriate number of credits or the proper certification, and have indicated their interest in serving as substitutes during the 2013-2014 school year.

12. **Month-to-Month Substitutes**

MONTH-TO-MONTH SUBS K

BE IT RESOLVED that the Board approve the individuals named on the attached list who have been recommended for employment/re-employment as month-to-month substitutes for the periods indicated.

13. **Employment – Noontime Aides**

**EMPLOYMENT L
NOON AIDES**

BE IT RESOLVED that the Board approve the individuals named on the attached list who have been recommended for employment as noontime aides at the rate of \$14.87/per hour for the 2013-2014 school year as indicated.

14. **Employment – PACE**

**EMPLOY
PACE**

BE IT RESOLVED that the Board approve the following individuals for employment at PACE for the 2013-2014 school year effective March 28 2014:

SKIP - ADD

<u>Name</u>	<u>Position</u>
Jessica Leo	SKIP Teacher 3 hrs./week @ \$22.00
Courtney Sole	SKIP Teacher 15 hrs./week @ \$22.00

From: Shobhana Shah SKIP Substitute

To: Shobhana Shah SKIP Aide AM 7.5 hrs. and PM 12 hrs. @ \$14.87/hr. and Substitute Aide Sub

15. **Bedside Instructors**

**BEDSIDE
INSTRUCTORS**

BE IT RESOLVED that the Board approve the individuals named below who have indicated their willingness to serve as Bedside Instructors for the 2013-2014, at the rate of \$40.31/per hour.

Erica Coviello	Effective March 12, 2014
Mary DeRenzis	Effective January 23, 2014
Monika Castillo	Effective March 19, 2014

16. **SAT Classes 11-12**

**SAT
CLASSES**

BE IT RESOLVED that the Board approve the payment of \$58/per hour to the following individuals for the completion of proctoring SAT Prep classes:

Parsippany Hills High School

Cristine Hild	-	9 hours
William Kadar	-	9 hours

17. **Appointment – Volunteer Extra-Curricular Athletic Aides**

**APPOINT VOL
EXTRA AIDES**

BE IT RESOLVED that the Board approve the appointment of the following individuals as volunteer extra-curricular athletic aides in the areas indicated.

CMS Baseball Robert Mesloh

PHS Baseball Michael Plescia
PHHS Baseball Francis Ahearn

18. **Termination of Employment** **TERMINATE**

BE IT RESOLVED that the Board approve the termination of employment for Employee #2373, an Instructional Paraprofessional at Parsippany High School effective March 17, 2014 for cause.

19. **Certificate of Retirement** **RETIRE**

BE IT RESOLVED that the Board approve the resignation of Susan Tindal, Assistant to the Business Administrator/Assistant Board Secretary, for the purpose of retirement effective June 1, 2014.

20. **Resignation** **RESIGN**

BE IT RESOLVED that the Board approve the resignation indicated below:

Adam Campbell Part-time Custodian
Effective March 28, 2014

21. **Long-term Assignments** **LONG TERM
ASSIGN**

BE IT RESOLVED that the Board approve the long-term assignments indicated below:

Heather Kozimor, is serving as a long term substitute for Employee #2335 a teacher at Central Middle School who is on maternity leave. Ms. Kozimor will be compensated at the per diem rate of \$97.87 effective December 2, 2013 through April 1, 2014.

22. **Maternity Leave of Absence** **MATERNITY
LEAVE**

BE IT RESOLVED that the Board approve the maternity leave of absence as indicated below:

Employee #2474, Rockaway Meadow teacher, has requested a maternity leave of absence on or about September 2, 2014 through November 4, 2014 utilizing her accumulated sick leave.

23. **Employment/Re-employment Paraprofessionals** **EMPLOY/
REEMPLOY** **M**

BE IT RESOLVED that the Board approve the individuals named on the attached list who have been re-employed/employed for the 2013-2014 as paraprofessionals in the areas indicated.

24. **Corrections**

CORRECT

BE IT RESOLVED that the Board approve the corrections listed below:

Unpaid Leave of Absence

Employee #1956

From: unpaid medical leave of absence

To: unpaid Family Leave of absence

Long-Term Assignments

Marcela Rumbarger

From: Parsippany High

To: Parsippany Hills High

Coaching Assignments

Parsippany High School Softball

Samantha Payerl

From: 3/17/14-3/23/14

To: 3/17/14

Stephanie Fasano

From: 3/24/14

To: 3/18/14

Central Softball

Francine Dahlhaus

From: \$150 Longevity

To: \$250 Longevity

One-to-One Winter & Spring Track

Stephanie Lyons

From: \$14.16 per hr

To: \$17.74 per hr

Maternity Leaves

Employee #1858

From: through March 27, 2013 and through March 27, 2014

To: through March 10, 2013 and through March 10, 2014

Employee #2299

From: on or about May 1, 2014 through June 5, 2014 utilizing her accumulated sick leave. Pursuant to the Family Leave Act she is also requesting an unpaid childcare leave of absence from June 6, 2014 through June 20, 2014.

To: on or about April 30, 2014 through June 4, 2014 utilizing her accumulated sick leave. Pursuant to the Family Leave Act she is also requesting an unpaid childcare leave of absence from June 5, 2014 through June 20, 2014.

Resignation

Neelam Patel

From: Effective March 7, 2014

To: Effective March 14, 2014

Long-Term Assignments

Noelle Congero

From: April 1, 2014 through June 20, 2014

To: April 24, 2014 through June 20, 2014

Substitutes 2013-2014

Renee Levy

DELETE: One-to-One

25. **Harassment, Intimidation, and Bullying** **HIB**

BE IT RESOLVED that the Board of Education affirms the Harassment, Intimidation, and Bullying (HIB) report for March 27, 2014.

C. ITEMS FOR INFORMATION

Suspensions

SUSPENSIONS N

Nine secondary students have been suspended by their building principals as per New Jersey Statutes Title 18A:37-2-2.

26. **Retirement - PTHEA** **RETIRE
DISABILITY**

BE IT RESOLVED that the Board approve the resignation of Employee #1905 Teacher at Parsippany High School, for the purpose of an ordinary disability retirement effective March 1, 2014.

27. **Technology Services and Solutions** **TSS**

BE IT RESOLVED that the Board approve Michael Wilson, Manager of Network Operations and Diane Schiller, Manager of Technical Support, to begin piloting a new structure in the Technology Services and Solutions Department effective March 28, 2014 through June 30, 2014. They each should receive a stipend of \$2,500.

28. **Employment – Superintendent of Schools** **SUPT OF
SCHOOLS O**

BE IT RESOLVED by the Parsippany-Troy Hills Board of Education it hereby appoints Scott E. Rixford to a five-year term as Superintendent of Schools, beginning July 1, 2014 and ending July 1, 2019, at an initial salary of \$175,000 per year, upon the terms and conditions set forth in the contract attached hereto and on file with the Board Secretary.

Superintendent's Bulletin No. 16
March 27, 2014
Read-Ins

Page/Number	Explanation
<i>Page 2 #8</i>	<u>Overnight Field Trip approval</u> ADD: PHHS Grade 12 May 2-7, 2014 International DECA Conference, Atlanta, GA
<i>Page 5 # 23</i>	<u>Employment/Re-employment Paraprofessionals</u> ADD: Sara Sheffield From: PHHS To: Lake Hiawatha Effective: March 31, 2014

Mrs. Tindal presented the Secretary's Report.

SECRETARY REPORT

SECRETARY REPORT

The following motions recommended by the Board Secretary are non-controversial, a matter of business, and will be voted on by one motion.

Treasurer Report

TREASURER REPORT

1. BE IT RESOLVED that the Board of Education acknowledge and accept the reports of the Board Secretary and Treasurer of School Monies for the period ending January 31, 2014.

Pursuant to N.J.A.C. 6:20-2:13(d), I certify that as of the end of January, 2014 no budgetary line item account has been over expended in violation of N.J.A.C. 6:20-2:13(a).



H. Ronald Smith
Interim Board Secretary

Pursuant to N.J.A.C. 6:20-2:13(a), we certify that as of January 31, 2014 after review of the Secretary's monthly financial report for January, 2014 (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6:20-2:13(b) and that sufficient funds are available to meet the district's financial obligations.

Payment of Bills

PAYMENT OF BILLS

2. BE IT RESOLVED that the Board of Education approve the payment of current bills for the 2013-2014 school year in the amount of \$7,075,322.76.

**Parental Contract for Out-of-District
Student Transportation**

**PARENT CNTRCT
OUT-OF-DIST STUDNT TRANSP**

3. BE IT RESOLVED that the Board of Education approve the parental contracts for out-of-district student transportation for parent S.C. and parent J.G. who have both complied with the guidelines as required by the office of the Executive County Superintendent and;

FURTHERMORE BE IT RESOLVED that each parent be approved for mileage reimbursement to transport their child(ren) to and from the out-of-district placement in accordance with the terms of those contracts which are on file in the Office of the Board Secretary.

**Educational Services Commission Morris County
Agreements 2014-15**

**ESC MORRIS CO
AGREEMENTS 2014-15**

4. BE IT RESOLVED that the Board of Education approve the participation in the following Shared Services Agreements operated by the Educational Services Commission of Morris County for the 2014-2015 school year per **EXHIBIT A**.

OT Services
PT Services
Speech Services
Non-Public Nursing
Non-Public Technology
Non-Public Textbook
Chapter 192/193
Non-Public IDEA-B

Mt. Tabor Elementary School New Exterior Elevator

**MT. TABOR ELEM
NEW EXT ELEV**

5. WHEREAS the Board of Education advertised and received bids for the Mt. Tabor Elementary School New Exterior Elevator and the bids were opened and accepted on Tuesday, March 11, 2014 @ 11:00 a.m. from the following 3 vendors:

Mt. Tabor ES New Exterior Elevator PS Bid Opening: Tuesday, March 11, 2014 @ 11:00 a.m.		
Vendor		TOTAL
1	Howard Storer Boonton, NJ	\$116,900.00
2	Arista Builders & Designers, Inc. Jackson, NJ	\$147,900.00
3	William Kohl - General Contractors Lincroft, NJ	\$148,400.00

NOW, THEREFORE BE IT RESOLVED that the Board approve the award of bid for the Mt. Tabor Elementary School New Exterior Elevator to Howard Storer of Boonton, NJ, in the amount of \$116,900.00 as noted above.

NEW BUSINESS

NEW BUSINESS

The Parsippany Hills High School cheerleading team won 2nd place in the State competition. Mr. Carifi made a motion to recognize them, Mr. Shamsudin seconded. A discussion ensued followed by a roll call vote with 4 Ayes and 5 Noes; the motion was defeated.

Superintendent Fitzsimons noted that the Morris County Council of Education held an exhibit at the Rockaway Mall. The following three winners from Knollwood Elementary School will be recognized at award ceremony: Aryan Bansal, Faith Duncan, and Jack Davis.

HEARING OF PUBLIC

HEARING OF PUBLIC

Monica Sclafani – elevator project at Mount Tabor Elementary School.

Bob Venenzia – funding of artificial fields; the Board of Education should use budget rather than referendum.

Sandy Giercyk – Parsippany Hills High School admission to play; she is happy about Dr. Aniello returning as the Interm Superintendent.

John Jackman – inquired about Exhibit A to the Secretary Report.

Liz Kadian – lunch program pilot; PTA would like to donate air conditioning to the elementary schools.

**ROLL CALL VOTES: SUPERINTENDENT’S BULLETIN #16
AND SECRETARY’S REPORT**

ROLL CALL VOTES

President Orthwein requested to vote on #4, Resolution – Interim Superintendent, and #28, Employment – Superintendent of Schools separately.

Mr. Neglia moved and Mrs. Cogan seconded a motion that the Board approve the Superintendent’s Bulletin #16, Resolutions #1-3 and #5-27. The resolutions were unanimously approved by roll call vote.

Mr. Cistaro moved and Mr. Neglia seconded a motion that the Board approve the Superintendent’s Bulletin #16, item #4, Resolution – Interim Superintendent. The resolution was approved by roll call vote with 8 Ayes and 1 Recuse by Dr. Calabria

Mrs. Cogan moved and Mr. Shamsudin seconded a motion that the Board approve the Superintendent’s Bulletin #16, item #28, Employment – Superintendent of Schools. The resolution was approved by roll call vote with 8 Ayes and 1 Recuse by Dr. Calabria

Mr. Cistaro moved and Mr. Martin seconded a motion that the Board approve the Secretary's Report, Resolutions #1-5. The resolutions were unanimously approved by roll call vote.

ADJOURN

ADJOURN

There being no further business the public meeting was adjourned at 8:30 p.m. on a motion by Mr. Martin, seconded by Mr. Cistaro and unanimously approved by voice vote.

Respectfully submitted,

Susan Tindal
Assistant Board Secretary

**FOR ALL APPENDICES AND EXHIBIT
ATTACHMENTS AFOREMENTIONED IN
THESE MINUTES, PLEASE REFER TO THE
SUPERINTENDENT'S BULLETIN #16
INCLUSIVE OF THE SECRETARY REPORT
INITIALLY RECEIVED IN THE BOARD
PACKET AND NOW POSTED AT THE
DISTRICT WEBSITE**