

**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS
SUPERINTENDENT'S BOARD OF EDUCATION BULLETIN**

Number 2 ADDENDUM

July 21, 2016

The following motions are non-controversial, a matter of routine business and will be voted on by one motion:

ITEMS FOR DISCUSSION

53. Human Resources Consultant Review

HR REVIEW I

BE IT RESOLVED that the Board approve Mr. Brian Bonanno to critically review the operations of the Human Resources Department during the 2016-2017 school year and make recommendations to increase the effectiveness and efficiency. Mr. Bonanno shall receive \$100.00/per hour, not to exceed one hundred (100) hours.

54. Resolution

**RESO
AGREEMENT**

BE IT RESOLVED, that the Parsippany-Troy Hills Board of Education ("Board") hereby approve the Agreement and Promissory Note with employee I.D. #31160 in accordance with the terms and conditions therein a copy which shall remain on file in the Office of the Business Administrator.

55. Transfer of Assignment – Administrator

BE IT RESOLVED that the Board approve the following voluntary transfer of assignment for Eileen Hoehne effective September 13, 2016, or sooner, necessitating no change in salary and benefits as indicated below:

From: Acting Human Resources Director - \$164,222 + \$3,000 (L);
Non-Affiliate

To: Assistant Principal – Parsippany Hills High School \$164,222 + \$3,000 (L);
APSA

56. **Curriculum Work – CHANGE**

BE IT RESOLVED that the Board approve payment of \$41.00/hour for the teachers listed on revised list who will complete additional hours on curriculum revisions and should be compensated for their services.

From:

Supervisor	Description	Teachers	Hours/Pay	Total
Vicky Santana	Italian 3/3Honors	Marta DeCandia - PHS	2 hrs. X \$41.00/hr.	\$82.00
		George Clark - PHHS	2 hrs. X \$41.00/hr.	\$82.00
Cathy Jo Speidel	AP Chemistry	Christine Nagel - PHHS	8 hrs. X \$41.00/hr.	\$328.00
		Rohe Ahmad - PHS	8 hrs. X \$41.00/hr.	\$328.00
	Current Issues	TBD -	10 hrs. X \$41.00/hr.	\$410.00

To:

Supervisor	Description	Teachers	Hours/Pay	Total
Vicky Santana	Italian 3/3Honors	Marta DeCandia - PHS	6 hrs. X \$41.00/hr.	\$246.00
		George Clark - PHHS	6 hrs. X \$41.00/hr.	\$246.00
Cathy Jo Speidel	AP Chemistry	Christine Nagel - PHHS	10 hrs. X \$41.00/hr.	\$410.00
		Rohe Ahmad - PHS	10 hrs. X \$41.00/hr.	\$410.00
	Current Issues	Shari Ellis - PHS	10 hrs. X \$41.00/hr.	\$410.00

57. **Curriculum Work – Additional Hours**

**CURR WORK
ADDL HOURS**

BE IT RESOLVED that the Board approve payment of \$41.00/hour for the teachers listed below who will complete additional hours on curriculum revisions and should be compensated for their services.

Supervisor	Description	Teachers	Hours/Pay	Total
Cathy Jo Speidel	Honors Chemistry	Christine Nagel - PHHS	5 hrs. X \$41.00/hr.	\$205.00
		Rohe Ahmad - PHHS	5 hrs. X \$41.00/hr.	\$205.00
	Chemistry	Christine Nagel - PHHS	5 hrs. X \$41.00/hr.	\$205.00
		Rohe Ahmad - PHHS	5 hrs. X \$41.00/hr.	\$205.00
		David Wolckenhauer - PHHS	5 hrs. X \$41.00/hr.	\$205.00

Supervisor	Description	Teachers	Hours/Pay	Total
	Conceptual Chemistry	Christine Nagel – PHHS	5 hrs. X \$41.00/hr.	\$205.00
		Rohe Ahmad - PHHS	5 hrs. X \$41.00/hr.	\$205.00
	Honors Biology	Susan Muheisen – PHS	10 hrs. X \$41.00/hr.	\$410.00
	Biology	Susan Muheisen – PHS	5 hrs. X \$41.00/hr.	\$205.00
		Heather Aschmann – PHHS	5 hrs. X \$41.00/hr.	\$205.00
	Biological Science	Shari Ellis – PHS	5 hrs. X \$41.00/hr.	\$205.00
		Laura McCluskey – PHHS	5 hrs. X \$41.00/hr.	\$205.00
		Heather Aschmann - PHHS	5 hrs. X \$41.00/hr.	\$205.00
	Advanced Foods	Vicky Collado – PHS	5 hrs. X \$41.00/hr.	\$205.00
		Kristy Jaheriss – PHHS	5 hrs. X \$41.00/hr.	\$205.00
	Introduction to Food Preparation and Nutrition	Vicky Collado – PHS	5 hrs. X \$41.00/hr.	\$205.00
		Kristy Jaheriss – PHHS	5 hrs. X \$41.00/hr.	\$205.00

58. **Curriculum Work – NEW A/C #11.000.223.104.000.140**

**CURR WORK
NEW**

BE IT RESOLVED that the Board approve payment of the amounts indicated based on \$41.00/hour to the individuals named below for the development of the following curriculum revisions:

	Hours	Amount
AP Chemistry		
Christine Nagel	10	\$410.00
Rohe Ahmad	10	\$410.00
Honors Chemistry		
Christine Nagel	5	\$205.00
Rohe Ahmad	5	\$205.00
Conceptual Chemistry		
Christine Nagel	5	\$205.00
Rohe Ahmad	5	\$205.00
Italian 3/3 Honors		
George Clark	6	\$246.00
Italian 5		
George Clark	2	\$82.00

	Hours	Amount
ESL II Science		
Maggie Konner	15	\$615.00
Laura McCluskey	15	\$615.00
ESL Science		
Laura McCluskey	10	\$410.00
Intro to Foods		
Vicky Collado	5	\$205.00
Kristy Jaheriss	5	\$205.00
Advanced Foods		
Vicky Collado	5	\$205.00
Kristy Jaheriss	5	\$205.00
Honors Human Development		
Vicky Collado	10	\$410.00
Kristy Jaheriss	10	\$410.00
Natural Science		
Mary DeRenzis	10	\$410.00
Cristy Mulroy	10	\$410.00
Grade 6 Science		
Elena Gerber	10	\$410.00
Kris Skinner	10	\$410.00
Grade 7 Science		
Donna Ricker	10	\$410.00
Grade 8 Science		
Jen Flynn	10	\$410.00
Grade 8 Science IPS		
Jen Flynn	10	\$410.00
Spanish 5		
Lori Caruso	4	\$164.00
Carolina Sylvan	4	\$164.00

59. **Policy 5111**

**POLICY J
5111**

BE IT RESOLVED that the Board approve the request by Michael DiSanto, principal of Parsippany Hills High School, that student A be allowed to complete his senior year during the 2016-2017 school year as per Board of Education Policy 5111.

60. **Weekend Field Supervisors**

BE IT RESOLVED that the Board approve the following individuals as Weekend Field Supervisors for the 2016-2017 school year at the rate of \$150/day:

Theresa Corigliano
Rocco Zicoello

61. **Student Accident Insurance**

STUDENT INSUR

BE IT RESOLVED, that the Board of Education of Parsippany-Troy Hills approve the renewal of Bollinger, Inc. Student Accident Insurance coverage effective August 15, 2016 through August 14, 2017 at a cost not to exceed \$144,923.00.

62. **Student Transportation Service**

**STUDENT
TRANSPORTATION**

WHEREAS, the Board of Education advertised and received bids for transportation of students to and from school for the 2016-2017 school year; and

WHEREAS, a singular bid was opened on Wednesday, July 20, 2016 which bid was responsive;

NOW THEREFORE BE IT RESOLVED, that the Parsippany-Troy Hills Board of Education hereby awards a contract to Jordan Transportation, Inc., 65 Route 46, Pinebrook, NJ 07058 in an amount not to exceed \$2,728,242.00 to provide student transportation to and from school during the 2016-2017 which shall incorporate the terms and conditions set forth in the bid specifications in their entirety.

Human Resources Review Proposal

Parsippany-Troy Hills Township School District

July 2016

Goal

To critically review the operations of the HR department, make recommendations to increase the effectiveness and efficiency of the HR department, and to lend support and mentorship to the District's Assistant Superintendent of Human Resources. Review will provide guidance and recommendations with regard to the assignment of tasks and responsibilities in the HR office, reviewing general processes and procedures and building relationships within the district and community at large.

Services

Interview HR staff and District Administrators for data collection, resulting in a survey summary

Negotiated contract review / negotiation preparation assistance if applicable

Mentoring – unlimited email and phone access

Ten pre-planned site visits (Aug. [2], Sept., Oct., Jan., Feb., April, May, June)

- o Five days prior to December 31; topics to include
 - Staff interviews / data collection
 - Staff interviews and interview summary
 - Building relationships
 - Union leadership
 - Community
 - Process and procedure review
 - Interview process
 - HRIS data management
 - BOE approval process
 - Benefits
 - Onboarding
 - Staff evaluation
 - o Process
 - o Timeline
 - o Assignments
 - Investigations / grievances
 - Job Descriptions
 - Working with the Business Office
 - The Board's Attorney
 - Preparing for the opening of school
 - New staff orientation
 - Teacher mentors/ "buddies" & PTP
 - Budget review
 - Staffing summaries
 - Current year staff cuts/additions
 - Recruitment

Human Resources Review Proposal

Parsippany-Troy Hills Township School District

July 2016

- Postings
- Job fairs
- o Five days after 1/1/17; topics to include
 - Budget planning
 - Class size
 - Itinerant teachers
 - New staff requests
 - Scheduling Efficiencies
 - Increment withholdings
 - Process
 - Evidence
 - Notification
 - Approval
 - Non renewals
 - Process
 - Evidence
 - Notification
 - Renewals
 - Process
 - Evidence
 - Notification
 - Approval
 - Corrective Action Plans
 - Closing of school
 - Budget changes
 - Staffing needs
 - Summer PD
 - Prepare for opening

Objectives

The objective of this mentorship is to review and/or prepare for;

- o the assignments and workload structure within the department,
- o procedures, protocols and best practices,
- o efficient workflow in the HR office, and
- o annual / cyclical milestones.

Documents requested

Sample Board Meeting Agenda and personnel exhibits

List of personnel office staff and job descriptions

Organizational Chart

Human Resources Review Proposal

Parsippany-Troy Hills Township School District

July 2016

Negotiated contracts
District Calendar

Fees

I estimate the services described above will encompass between 80 and 100 hours. Services rendered will be billed at \$100 per hour, billed in two instalments the first on 12/15/16 and on final 6/15/17.