

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

Number 14

February 23, 2017

MISSION STATEMENT

The mission of the Parsippany-Troy Hills Township School District, in partnership with families and the greater community, is to challenge and nurture all students academically and to develop confident learners who are compassionate, generous, appreciative, and invested in their diverse world. This will be accomplished through innovative opportunities that inspire life-long learning, critical thinking and problem solving, creative exploration, and the democratic collaboration among students and staff.

Date Adopted: 12/15/16

Public Comments

In an effort to align our meeting practices with those of the Township and to insure an orderly meeting, effective this evening the following guidelines must be adhered to for all of those who wish to speak during the public comment section of tonight's meeting and all future meetings:

1. Each person must sign in and will have three minutes to speak to the Board.
2. Each person must address the presiding officer.
3. Each person must recognize the authority of the presiding officer and end his or her comments at the end of three minutes.
4. After everyone who wishes to speak has had that opportunity to do so, a person may speak one more time to the Board for one minute.
5. Please note that we have included copies of Board of Education Bylaw 0167 – Public Participation in Board Meeting which detail the Board's expectations and guidelines for addressing the Board of Education.

**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS
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The following motions are non-controversial, a matter of routine business and will be voted on by one motion:

ITEMS FOR DISCUSSION

Anthony Giordano, Barry Haines, Deborah Huffman, Heather Peltack and Emily Alston will be providing an overview of the preschool programs; and a brief history of its evolution over the years with regard to the use of technology.

I. LA – LEADERSHIP ACTIONS – LeROY SEITZ, Ed.D.

II. GA – GENERAL ADMINISTRATION – JONI BENOS

1. 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
Rosemary Moore Melissa Warcholk	Behaviors: Practical Strategies	March 30, 2017	West Orange, NJ	\$245.00ea Title 2A
Judy Corrente	ISTE Conference	June 23-26, 2017	San Antonio, TX	\$2,693.29

III. ACADEMIC PROGRAMMING – JEFF CHARNEY, ED.D.

2. Independent Study

**INDEPENDENT
STUDY**

BE IT RESOLVED that the Board approve the following independent study program request for the student indicated. An outline of studies has been submitted as part of the application process.

T.V. Production III

Daniel Gardner

IV. **HR – HUMAN RESOURCES – ROBERT SUTTER, ED.D.**

3. **Waivers of Teaching Load**

WAIVERS

BE IT RESOLVED that the Board approve the waivers of teaching load for the following individuals who will provide class coverage as indicated below during the 2016-2017 school year:

Name	Location	Subject	Amount	Effect. Dates	Total Classes
Rohe Ahmad	PHHS	Science	\$1,854.30	2/24/2017 – 4/21/2017	42
Michelle Perry	PHHS	Science	\$2,023.92	2/24/2017 – 4/21/2017	27
Les Odorico	PHHS	Science	\$570.90	2/24/2017 – 4/21/2017	8
Emily Rogers	PHHS	Science	\$1,668.45	2/24/2017 – 4/21/2017	35
Smita Shukla	PHHS	Science	\$297.06	2/24/2017 – 4/21/2017	6
Christine Mulroy	PHHS	Science	\$284.62	2/24/2017 – 4/21/2017	7
Christine Mann	PHHS	Science	\$1,981.00	2/24/2017 – 4/21/2017	35
Michelle Coolbaugh	PHHS	Science	\$381.43	2/24/2017 – 4/21/2017	7
Heather Aschmann	PHHS	Science	\$595.05	2/24/2017 – 4/21/2017	15

Spanish Waivers

Name	Location	Subject	Amount	Effect. Dates	Class Load	Formula
Rosabella Lopes	PHS	Spanish	\$3,985.44	2/27/2017-6/22/2017	5 classes/week	1/7
Damaris Delgado	PHS	Spanish	\$5,423.36	2/27/2017-6/22/2017	5 classes/week	1/7
Jay Duhl	PHS	Spanish	\$5,840.60	2/27/2017-6/22/2017	5 classes/week	1/7
Olenka Acosta	PHS	Spanish	\$6,180.32	2/27/2017-6/22/2017	10 classes/week	1/7

4. **Resignation – Noontime Aide**

**RESIGN
NOONTIME**

BE IT RESOLVED that the Board approve the resignation of Teresa Mitchell, Noontime Aide at Lake Parsippany Elementary School, effective February 10, 2017.

5. **Major-Extra Responsibility Assignment**

**MAJOR-EXTRA
ASSIGN**

BE IT RESOLVED that the Board approve the additions/changes/resignations named below in major-extra responsibility coaching assignments for the 2016-2017 school year:

ADD:

Parsippany Hills High School

Karen Brzezinski Asst. Coach Girls Track Step 1 \$6,038.00

Justin Altschul Asst. Coach Boys Track Step 1 (split) \$3,019.00

Resignation:

Parsippany Hills High School

Karen Brzezinski Wellness Room Supervisor

6. **Low Pressure – Black Seal Boiler Operator License**

**BOILER
LICENSE**

BE IT RESOLVED that the Board approve the stipend of \$1,304.00 (prorated) for Alec Thomas, Custodian, effective February 1, 2017.

7. **Employment – Acting Head Custodian**

**ACTING HEAD
CUSTODIAN**

BE IT RESOLVED that the Board approve the individuals named below who worked as Acting Head Custodians and are entitled to a prorated portion of the Head Custodian stipend of \$5,324.00:

Troy Hills Elementary School

Eric Ambrose 12/15/2016 through 1/6/2017 (14 days)

Eastlake Elementary School

Virginia Rivera 12/21/2016 through 1/17/2017 (16 days)

Northvail Elementary School

Walter Mosuriak 1/3/2017 through 1/17/2017 (10 days)

8. **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 area indicated for the 2016-2017 school year:

Parsippany Hills High School – Overnight Chaperones for Disney Band Trip

Julia Burke	Katherine Roekaert
Lori Kertesz	Michael Seredvick
Helen Love	Lynn Wald

Parsippany High School

Gionna Florey	Softball
Adam Starr	Baseball

9. **Additional Sick Days – Local 32**

**ADDL SICK
DAYS**

BE IT RESOLVED that the Board approve thirty (30) additional non-accumulative sick days at one-half pay for Employee #11231, Maintenance Worker, effective November 16, 2016 through January 3, 2017.

10. Corrections

CORRECTIONS

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

Leave of Absence

Employee #11231

From: effective October 13, 2016, through October 26, 2016 utilizing accumulated sick leave, and from October 27, 2017 through November 15, 2017 utilizing accumulated vacation days. Pursuant to the Family Leave Act, he is also requesting an unpaid leave of absence from November 16, 2016 through February 8, 2017. He is also requesting an unpaid leave of absence from February 9, 2017 through March 31, 2017.

To: effective October 13, 2016, through October 26, 2016 utilizing accumulated sick leave, and from October 27, 2017 through November 15, 2017 utilizing accumulated vacation days. Pursuant to the Family Leave Act, he is also requesting an unpaid leave of absence from January 4, 2017 through March 29, 2017.

Employee #43939

From: an unpaid medical leave of absence for employee #43939, maintenance worker, effective January 9, 2017 through February 9, 2017 pursuant to the Family Medical Leave Act.

To: an unpaid medical leave of absence for employee #43939, maintenance worker, effective January 9, 2017 through February 14, 2017 pursuant to the Family Medical Leave Act.

PTHESA - Perfect Attendance

ADD:

Maureen Cappuccino

Fraula Demarest

V. **PS – PUPIL PERSONNEL SERVICES – ANTHONY GIORDANO**

11. **Out-of-District Tuition 2016-2017**

OOD TUTION 16-17

BE IT RESOLVED that the Board approve the placement of the following students with disabilities who will require an out-of-district special program for the 2016-2017 school year. The students have been classified by the Child Study Team in accordance with Title 18A:46. The new placement costs are as indicated below:

<u>School</u>	<u>Per Diem Rate</u>	<u>No. of Days</u>	<u>Prorated Tuition</u>
Change of Placement			
Gramon School	\$330.58	91	\$30,082.78
New Placement			
P.G. Chambers	\$346.94	88	\$30,530.72

12. **NCLB Grant Amendment No. 1 2016-2017**

NCLB SUBMIT 16-17

BE IT RESOLVED that the Board approve the submission of the NCLB Grant Amendment No. 1 for the 2016-2017 school year as follows:

Title I Carryover	\$34,085
Title II A Carryover	\$ 6,592
Title III Carryover	\$55,186
Title III Immigrant Carryover	\$28,451

13. **Student Assistance**

STUD ASSIST

BE IT RESOLVED that the Board approve Erin Gibson, Paraprofessional, to assist a student who will participate in the PHHS choir concert, as per the student's IEP, not to exceed five hours, on March 2, 2017 at her hourly rate of \$20.66.

14. **ABA-Trained Paraprofessionals**

ABA PARA

BE IT RESOLVED that the Board approve the following staff member as an ABA-trained Paraprofessional with a stipend of \$1,200 (prorated), for the 2016-2017 school year, as follows:

<u>Name</u>	<u>School</u>	<u>Effective Date</u>
Hanadi Khamis	Knollwood	11/14/16

15. **Correction in Hourly Rates for Paraprofessional for 2016-2017** **CORRECT RATE**

BE IT RESOLVED that the Board approve the change in the hourly rate for the 2016-2017 school year for the following paraprofessional who is assisting a student in extracurricular activities, as per the student's IEP:

<u>Name</u>	<u>From</u>	<u>To</u>
Stephanie Tyrone	\$24.52	\$27.73

16. **Vendor Approval** **VENDOR**

BE IT RESOLVED that the Board approve Strength For Change as a related services vendor for the 2016-2017 school year, to provide risk assessments, substance abuse evaluations and group therapy, not to exceed \$395 per evaluation.

17. **Wide Word of Summer** **WWS DIRECTORS**

BE IT RESOLVED that the Board approve John Englishmen and Evan Totka as Co-Directors for Wide World of Summer 2017 with a stipend of \$15,000.00 each.

18. **Home Instruction** **HOME INSTRUCTION**

BE IT RESOLVED that the Board approve the following students who are on home instruction:

<u>Student</u>	<u>School</u>	<u>Grade</u>	<u>Reason</u>
27294	PHS	11	Medical
29019	PHHS	12	Medical

19. **Student Assistance – Correction in Hours Worked** **CORRECT HOURS**

BE IT RESOLVED that the Board approve the correction in hours worked for Erin Gibson, Paraprofessional, who assisted a student at the PHHS Winter Concert on December 20, 2016, as indicated below, originally approved on December 15, 2016, Bulletin No. 10, Item #22:

FROM: 6:00 – 9:00 p.m. TO: 6:00 – 9:30 p.m.

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

BE IT RESOLVED that the Board of Education affirms the Harassment, Intimidation, and Bullying (HIB) report for February 9, 2017.

Suspensions **SUSPENSIONS A**

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

VI. BUSINESS/FINANCE – ROBIN C. TEDESCO

21. Payment of Bills

**PAYMENT OF
BILLS**

BE IT RESOLVED that the Board of Education approve the payment of current bills for February 23, 2017 for the 2016-2017 school year in the amount of \$9,823,561.61.

**22. Somerset County Educational Services Commission
Joint Transportation Agreement 2017-18**

SOMERSET CTY ESC **B
JOINT TRANS AGREE 2017-18**

BE IT RESOLVED that the Board of Education approve the Joint Transportation Agreement between the Somerset County Educational Services Commission and the Parsippany-Troy Hills Township Board of Education for transportation for the 2017-2018 school year per attached.

**23. Essex Regional Educational Services Commission
Joint Transportation Agreement 2017-18**

ESSEX REGIONAL ESC **C
JOINT TRANS AGREE 2017-18**

BE IT RESOLVED that the Board of Education approve the Joint Transportation Agreement between the Essex Regional Educational Services Commission and the Parsippany-Troy Hills Township Board of Education for transportation for the 2017-2018 school year per attached.

2017-2018 School Year

Resolution/Agreement for Participation in Coordinated Transportation Services

WHEREAS Parsippany-Troy Hills Township School District ("Board") desires to transport special education, public and vocational school students to specific destinations; and

WHEREAS, the Somerset County Educational Services Commission ("SCESC") offers coordinated transportation services; and

WHEREAS, the SCESC will organize, provide and schedule routes to achieve the maximum cost effectiveness;

NOW THEREFORE, it is agreed the Board will pay prorated contract costs, plus an administration fee of 4%, as presented to the Board as calculated by the billing formula adopted by the SCESC. The total amount to be charged to the Board will be adjusted based on actual costs. Payments will be due within 30 days of receipt by the district and deemed late after 60 days with an additional 1% fee for late payments. At the discretion of the SCESC, late fee charges may be waived for extenuating circumstances.

- 1) The SCESC will provide the following services:
 - a) Routes coordinated with other districts when possible to achieve a maximum cost reduction while maintaining a realistic capacity and travel time;
 - b) Monthly billing and invoices;
 - c) Computer print-outs of student lists for all routes coordinated by SCESC;
 - d) All information necessary for the accurate submission of the District Report of Transported Resident Students;
 - e) All necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;
 - f) Constant/timely review and revision of routes;
 - g) Transportation as soon as possible after receipt of the formal written request;
 - h) Timely submission of contracts, contract renewals or contract addenda to the county office for approval.

SOMERSET COUNTY EDUCATIONAL SERVICES COMMISSION

2017-2018 School Year

Resolution/Agreement for Participation in Coordinated Transportation Services

- 2) It is further agreed that the Board will provide the SCESC with the following:
 - a) Copies of district policies as they relate to ride time or other specific transportation parameters;
 - b) Request for transportation on forms to be provided by the SCESC, completed in full and signed by authorized district personnel;
 - c) Forms will contain all necessary and relevant information, medical or otherwise, regarding individual student's condition and transportation needs;
 - d) Withdrawal from any transportation in writing, signed by authorized district personnel; and
 - e) Strict adherence to the established payment schedule.
- 3) **Additional Cost:** All additional costs generated by unique requests, including but not limited to, mid-day runs or early dismissals, will be borne by the district making such request.
- 4) It is understood that any change in the number of students being transported on each route, or changes in mileage during the course of the year will necessitate a reapportionment and adjustment of costs.
- 5) The SCESC accepts no responsibility for assuring a pupil's use of arranged transportation or attendance on an established route. Once assigned to a route, the monthly billings for the pupil's reserved seat will continue until the SCESC is otherwise notified, in writing, to delete the pupil from the assigned route.
- 6) The SCESC will contract transportation each day while school or classes attended are in session unless the Board's district is closed due to weather conditions (snow, ice, flooding, etc.). The SCESC accepts no responsibility for defaults by transportation contractors; however, the SCESC will make every effort to re-establish transportation expediently.
- 7) **Other Services:** The SCESC also provides coordinated regional bus maintenance services, safety training, and other related transportation services for an additional fee as a shared services program, the Board may participate at any time.

SOMERSET COUNTY EDUCATIONAL SERVICES COMMISSION

2017-2018 School Year

Resolution/Agreement for Participation in Coordinated Transportation Services

- 8) Length of Agreement: This agreement and obligations and requirements therein shall be in effect between September 1, 2017 and August 31, 2018.
- 9) Entire Agreement: This agreement constitutes the entire and only agreement between the parties and may be amended by an instrument in writing over authorized signature.
- 10) It is understood and agreed by the parties hereto that this agreement shall be without force and effect until it shall have been approved by the Executive County Superintendent of the County of Somerset and any additional County Superintendent, where applicable.

Authorized Signatures

**Somerset County
Educational Services Commission**

**Parsippany-Troy Hills Township School
District**

_____	_____	_____	_____
SCESC Board President	Date	Board President	Date
_____	_____	_____	_____
SCESC Business Administrator/ Board Secretary	Date	School Business Administrator/ Board Secretary	Date
_____	_____	_____	_____
Somerset Executive County Superintendent of Schools	Date	Morris Executive County Superintendent of Schools	Date

Your Board President and Board Secretary are required to sign **four** copies of this resolution and return all to SCESC with a certified copy of the minute's extract approving the resolution.

SCESC will return a confirmed copy for your records after the agreement is signed by both of the Executive County Superintendents.

ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION

Appendix C

TRANSPORTATION DIVISION

TRANSPORTATION SERVICES AGREEMENT

SCHOOL YEAR 2017- 2018

The Board of Directors of the Essex Regional Educational Services Commission hereby agrees to furnish school transportation to all students of Parsippany of whom applications for transportation are submitted. Transportation will be arranged by the Board of Directors of the Essex Regional Educational Services Commission through contractual agreement with responsible school bus contractors. The Essex Regional Educational Services Commission shall inform the bus contractors of any specialized instructions for any Special Education who need transportation. In turn, the bus contractors shall duly inform the bus drivers in writing of these specialized services prior to picking up the students the first time.

The Board of Directors of the Essex Regional Educational Services Commission agrees to transport all students in accordance with State Law and Code and with the rules and regulations governing pupil transportation as set down by the State Board of Education. All vehicles used to transport students will be approved by the Interim Executive County Superintendent (Essex County).

The Board of Directors of the Essex Regional Educational Services Commission agrees to provide all the necessary administration and supervision inherent in providing this service for an administrative fee of 4.75%.

The Board of Directors of the Essex Regional Educational Services Commission will bill its member and participating districts for transportation costs as follow:

Districts will be billed monthly for all pupils assigned to a route. The Commission does not accept responsibility for a pupil who arranges other transportation or fails to be transported on an assigned route. Once assigned to a route, the billing for the pupil's reserved seat will continue until the Commission is otherwise notified in writing. The timely remittance of the monthly bills to the Commission by the contracting district is of utmost importance in order for the Commission to meet its contractual obligations; therefore; in the event a district fails to forward the necessary funds within 30 days the Commission shall have the right to discontinue services immediately, without further notice.

Since the final billing must be presented during the month of June, no cancellations to route lists can be made after June 1, 2018. After this date, the Commission will commence final billing and all pupils assigned and listed on a route will be included in the billing for the remainder of the school year.

The terms of this Agreement shall be in effect from July 1, 2017 to June 30, 2018.

The Board of Education of Parsippany hereby agrees to submit applications for transportation for all students by June 1, 2017 for initial bidding purposes. The Board of Directors of the Essex Regional Educational Services Commission agrees to accept applications through the school year as additions to existing routes and if necessary, subsequent bidding procedures.

The Board of Education of Parsippany agrees to allow the Board of Directors of the Essex Regional Educational Services Commission to act its agent in the routing, scheduling, bidding, and awarding of all routes.

The Board of Education of Parsippany agrees to pay the Board of Directors of the Essex Regional Educational Services Commission a sum of money equal to a proportionate share of monthly transportation route costs on all routes on which there are students from the district.

BOARD OF DIRECTORS OF THE ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION

Approved:

Richard W. ... 1-2-07
President (ERESC) (Date)

J. ... 1/30/07
Secretary (ERESC) (Date)

BOARD OF EDUCATION OF THE DISTRICT OF *Parsippany*

Approved:

President (District) (Date)

Secretary (District) (Date)

Approved:

County Superintendent (of district other than Essex County)

Approved:

Interim Executive County Superintendent (of Essex County)

The Essex Regional Educational Services Commission is an Equal Opportunity Employer and as such, is governed by the employment goals promulgated by the Treasurer pursuant to New Jersey Public Laws of 1975, Chapter 127 as amended and supplemented from time to time.