

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

Number 16

March 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
SUPERINTENDENT'S BOARD OF EDUCATION BULLETIN**

Number 16

March 23, 2017

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

ITEMS FOR DISCUSSION

I. LA – LEADERSHIP ACTIONS – LEROY SEITZ, ED.D.

1. **Ratification of the Board/Local 32 MOA 2016-2020**

**Local 32 2016-2020 A
RATIFICATION**

BE IT RESOLVED that the Board of Education and Local 32 have negotiated a successor to the 2013-2016 Agreement. The successor Memorandum of Agreement for the term of July 1, 2016 through June 30, 2020 is attached and presented for ratification by the Board of Education. The membership of Local 32 ratified this Agreement on March 16, 2017.

2. **Policy 5111**

**POLICY B
5111**

BE IT RESOLVED that the Board approve the request by Christopher Waack principal of Intervale School, that student A; and a request by Mark Gray, principal of Central Middle School, that Student B be allowed to complete the 2016-2017 school year as per Board of Education Policy 5111.

II. GA – GENERAL ADMINISTRATION – JONI BENOS

3. 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
LeRoy Seitz	NJASA Spring Conference	May 17-19, 2017	Atlantic City, NJ	\$850.00
Taylor Egan Karen Snell	Guided Math	May 22, 2017	Newark, NJ	\$245.00 ea/Title IIA
Robin Tedesco Lyanna Rios	Public School Bidding	April 12, 2017	Rutgers – New Brunswick, NJ	\$239.00 ea
Robin Tedesco Lyanna Rios	NJASBO	June 7-9, 2017	Atlantic City, NJ	\$700.00 ea
Anthony Giordano	NJASA Spring Conference	May 17-19, 2017	Atlantic City, NJ	\$1,033.32

4. Field Trip Destinations

FIELD TRIP DESTINATIONS

BE IT RESOLVED that the Board approve the potential Field Trip destinations named below for the 2016-2017 school year.

Destination

What Trip Would be For

Lunt-Fontanne Theatre
New York, New York

Drama Class

iPlay America
Freehold, New Jersey

Students in Action class (annual competition)

5. **Overnight Field Trip Approval**

**OVERNIGHT
FIELD TRIPS** C

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

Grade 10-12 April 25-30, 2017 – DECA International Competition
Anaheim, CA

Correction:

NJ All State Choir, Atlantic City, NJ
From: April 8-11, 2017 To: April 5-8, 2017

6. **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:

Lake Hiawatha School

The Lake Hiawatha PTA has donated \$550.00 to the Board of Education to help support cultural arts events to be held at Lake Hiawatha School.

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

7. **Independent Study**

IND STUDY

BE IT RESOLVED that the Board approve the following independent study program requests for the 2017-18 school year for the students indicated. An outline of studies has been submitted as part of the application process.

Advanced Calculus

William Yang – PHHS

Shivani Patel - PHHS

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

8. **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 assignment for the 2016-2017 school year:

ADD:

Parsippany Hills High School

Melissa Olsen Wellness Room Supervisor \$1,869.00

9. **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 for the 2016-2017 school year:

Brooklawn Middle School

Matthew Dalakian Baseball

**Parsippany Hills High School – Overnight Chaperones for Disney
Band Trip**

Anina Schumann

10. **Resignation – PTHEA**

RESIGN

PTHEA

BE IT RESOLVED that the Board approve the resignation of Allison Salerno, Teacher at Brooklawn Middle School, effective June 22, 2017.

11. **Resignation – PTHESA**

**RESIGN
PTHESA**

BE IT RESOLVED that the Board approve the resignation of Hara Lee, Instructional Paraprofessional at Lake Hiawatha Elementary School, effective March 22, 2017.

12. **Resignation–Noontime**

**RESIGN
NOONTIME**

BE IT RESOLVED that the Board approve the resignation of Megalaisooriy Venugopal, Noontime Aide at Rockaway Meadow Elementary School, effective March 23, 2017.

13. **Employment – PTHESA**

**EMPLOY
PARAS**

BE IT RESOLVED that the Board approve the individuals named below who has been employed for the 2016-2017 school year as a paraprofessional in the area indicated, subject to any salary adjustment that may be due upon completion of the negotiations between the Board of Education and PTHESA:

Eastlake Elementary School

Ami Patel One-to-One \$20,318.00 (prorated) effective 3/24/2017

Rockaway Meadow Elementary School

Megalaisooriy Venugopal One-to-One \$20,318.00 (prorated) effective 3/24/2017

14. **Employment – Noontime Aide**

**EMPLOY
NOONTIME**

BE IT RESOLVED that the Board approve the individual named below as a Noontime Aide for the 2016-2017 school year at the rate of \$15.90 per hour:

Lake Hiawatha Elementary School

Ronnie Petzinger 10 hrs/week effective 3/27/2017

15. **Employment – Local 32**

**EMPLOY
LOCAL 32**

BE IT RESOLVED that the Board approve the employment of Efthimios Gizas, who has successfully completed his 150-day probationary period as a Driver. A new contract should be issued to him in the amount of \$20,711.00 (prorated) for the 2016-2017 school year, effective March 7, 2017, subject to any guide placement or other salary adjustment that may be due upon completion of the negotiations between the Board of Education and Local 32.

16. **Maternity Leave of Absence**

**MATERNITY
LEAVE**

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

Employee #30240, teacher at Parsippany Hills High School, has requested a maternity leave of absence on or about May 22, 2017 through June 22, 2017 utilizing her accumulated sick leave. Pursuant to the Family Leave Act she is also requesting an unpaid childcare leave of absence from August 31, 2017 through November 22, 2017.

17. **Additional Sick Days – PTHEA**

**ADDITIONAL
SICK DAYS PTHEA**

BE IT RESOLVED that the Board approve thirty (30) additional non-accumulative sick days for Employee #10633, Teacher at Northvail, effective April 18, 2017 through May 30, 2017 pursuant to Article X of the Board/PTHEA Agreement.

18. **Additional Sick Days – ESAPTH**

**ADDITIONAL
SICK DAYS ESAPTH**

BE IT RESOLVED that the Board approve thirty (30) additional non-accumulative sick days with pay for Employee #30119, Secretary, effective March 17, 2017 through April 28, 2017 pursuant to Article X of the Board/ESAPTH Agreement.

19. **Leaves of Absence**

LOA

BE IT RESOLVED that the Board approve a medical leave of absence for Employee #10633, Teacher at Northvail, effective March 13, 2017 through April 17, 2017 utilizing accumulated sick leave, and an unpaid medical leave of absence from May 31, 2016 through June 22, 2016.

BE IT RESOLVED that the Board approve an unpaid medical leave of absence for Employee #10136, Bus Aide, effective February 28, 2017 through June 22, 2017.

BE IT RESOLVED that the Board approve a one-year unpaid leave of absence for the 2017-2018 school year for Employee #31118, Teacher at Parsippany Hills High School.

BE IT RESOLVED that the Board approve an unpaid medical leave of absence for Employee #49613, Bus Aide, effective February 13, 2017 through April 15, 2017.

20. **Leave of Absence – Extension**

**LOA
EXTENSION**

BE IT RESOLVED that the Board approve the extension of the unpaid leave of absence for the 2017-2018 school year for Employee #30330, teacher at Brooklawn Middle School.

BE IT RESOLVED that the Board approve the extension of the unpaid leave of absence for the 2017-2018 school year for Employee #30033, teacher at Brooklawn Middle School.

21. **Employment – Equipment Operator**

**EMPLOY EQUIP
OPERATOR**

BE IT RESOLVED that the Board approve the employment of Adam Welch as an Equipment Operator at the rate of \$8.38 per hour for auditorium sound and lights at Parsippany High School for the 2016-2017 school year.

22. **Contract Revision of Training Level Advancement – Upgrading**

UPGRADING

BE IT RESOLVED that the Board approve in accordance with Board Policy, as written under the terms of the Board/PTHEA Agreement and as designated in the provisions for the salary guide for teachers and nurses, the staff member named below who has submitted proof of degree and/or course credits necessary to be advanced to the next higher training level effective September 1, 2016 – June 30, 2017:

Upgrade from BA+15 to BA+30

Name	Step	Salary
Laura Champion	5	\$58,870.00

23. **Corrections**

CORRECTIONS

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

Maternity Leave of Absence

Employee #31229

From: on or about May 12, 2017 through June 22, 2017 utilizing accumulated sick leave. Pursuant to the Family Leave Act, she is also requesting an unpaid childcare leave of absence from August 31, 2017 through November 22, 2017.

To: on or about May 5, 2017 through June 22, 2017 utilizing accumulated sick leave. Pursuant to the Family Leave Act, she is also requesting an unpaid childcare leave of absence from August 31, 2017 through November 22, 2017.

Employee #30774

From: on or about November 28, 2016 through January 31, 2017 utilizing accumulated sick leave. Pursuant to the Family Leave Act, she is also requesting an unpaid childcare leave of absence from February 1, 2017 through May 3, 2017.

To: on or about November 28, 2016 through January 31, 2017 utilizing accumulated sick leave. Pursuant to the Family Leave Act, she is also requesting an unpaid childcare leave of absence from February 1, 2017 through May 3, 2017; and then a PTHEA leave of absence effective May 4, 2017 through June 22, 2017.

Leave of Absence

Employee #40086

From: an unpaid leave of absence from January 17, 2017 through March 24, 2017, pursuant to the Family Medical Leave Act.

To: an unpaid leave of absence from January 17, 2017 through March 31, 2017, pursuant to the Family Medical Leave Act.

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

24. **Community Based Instruction Sites** **COMM BASED SITES**

BE IT RESOLVED that the Board approve Barnes and Noble and Zinburger, Route 10, Morris Plains, as Community Based Instruction Sites for the 2016-2017 school year.

25. **NCLB Grant Amendment No. 1 Acceptance 2016-2017** **NCLB ACCEPT**

BE IT RESOLVED that the Board approve the acceptance of the NCLB Grant Amendment No 1 for the 2016-2017 school year by the New Jersey Department of Education as follows:

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

26. **ABA-Trained Paraprofessionals** **ABA PARAS**

BE IT RESOLVED that the Board approve the following staff members as ABA-trained Paraprofessionals 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>
Kelly Carluccio	Northvail	9/7/16
Renee Davino	Northvail	9/7/16
Angela Lorraine Davis	Lake Hiawatha	2/17/17
Carol Dimmelmeir	Northvail	9/7/16
Jessica Iannetta	Lake Hiawatha	12/15/16
Donna Nesser	Northvail	12/5/16 through 2/24/17 only
Melissa Prunty	Lake Hiawatha	2/1/17
Ildiko Staudinger	Lake Hiawatha	2/17/17

27. **Morning Enrichment Program** **AM ENRICH PROGRAM**

BE IT RESOLVED that the Board approve the addition of Julie Perrone to provide a Morning Enrichment Program beginning January 9, 2017 through June 1, 2017, four mornings per week, at the Knollwood, Lake Hiawatha, Lake Parsippany and Rockaway Meadow Schools, at the rate of \$50 per session, originally approved January 5, 2017, Bulletin No. 11.

28. **Student Assistance**

STUDENT ASSIST

BE IT RESOLVED that the Board approve Erin Gibson, who assisted a student in the PHHS Drama Club on March 10, 2017, for five hours, in the absence of Stephanie Tyrone, who was originally approved in the December 15, 2017 Bulletin. Erin will be paid at her hourly rate of \$20.66.

BE IT RESOLVED that the Board approve Erin Gibson who will assist a student, as per the student's IEP, for two band rehearsals in preparation for the Disney World Florida band trip scheduled for April, 2017, at her hourly rate of \$20.66, as follows:

March 22, 2017 – 2 Hours

March 29, 2017 – 2 Hours

29. **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>
30120	PHS	9	Medical
32821	PHHS	12	Medical

30. **Harassment, Intimidation, and Bullying**

HIB

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

Suspensions

SUSPENSIONS D

Fifteen 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

31. Payment of Bills

PAYMENT OF BILLS

BE IT RESOLVED that the Board of Education approve the payment of current bills for March 23, 2017 for the 2016-2017 school year in the amount of \$5,499,619.26.

32. Renewal Membership in Pooled Insurance Program of NJ

**RENEW MEMBRSHP E
POOLED INS PRGM OF NJ**

WHEREAS, a number of Boards of Education in various Counties have joined together to form a Joint Insurance Pool as permitted by N.J. Title 18A-18B; and,

WHEREAS, said Pool was approved effective July 1, 1984 by the New Jersey Commissioner of Insurance and has been in operation since that date; and,

WHEREAS, the Bylaws and regulations governing the creation and operation of this Insurance Pool contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Pool; and,

WHEREAS, the Board of Education of Parsippany-Troy Hills has determined that membership in the Pooled Insurance Program of New Jersey is in the best interest of the District;

NOW THEREFORE, BE IT RESOLVED that the Board of Education of Parsippany-Troy Hills does hereby agree to join/renew membership in the Pooled Insurance Program of New Jersey and hereby accept the Bylaws as approved and adopted. The renewal term is from July 1, 2017 to June 30, 2020.

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized to execute the application for membership and the accompanying certification on behalf of the District; and,

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the Pool as are required by the Group's Bylaws and to deliver the same to the Executive Director.

33. **Educational Services Commission of Morris County**
Joint Transportation Agreement 2017-2018

ESC MORRIS CTY F
JNT TRANS AGREE

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

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

MEMORANDUM OF AGREEMENT

OPEIU Local 32

AND

PARSIPPANY-TROY HILLS TOWNSHIP BOARD OF EDUCATION

THIS AGREEMENT, made and executed this 22 day of February, 2017 by and between ParsIPPany-Troy Hills Board of Education (the "Board") and the OPEIU Local 32 ("Local 32").

WITNESSETH:

WHEREAS, the Board is the public employer of all employees classified in the titles of maintenance, custodial and driver; and

WHEREAS, all such employees are represented for purposes of collective negotiations by the Local 32; and

WHEREAS, the parties have negotiated in good faith in agreeing to terms and conditions of employment covering Local 32 members from July 1, 2016 through June 30, 2020; and

WHEREAS, the parties wish to memorialize those terms and conditions of employment governing the parties' labor relations for the aforesaid period of time;

NOW, THEREFORE, in consideration of the promises and the mutual covenants herein contained, and for other good and valuable considerations:

1. All terms and conditions of employment shall remain in full force and effect, except as expressly modified in this Agreement.
2. The base salary for each member shall be increased by the following amounts:
 - (i) for 2016-2017, effective December 1, 2016 base salary increase 2.6%;
 - (ii) for 2017-2018, base salary shall increase by 2.6%;
 - (iii) for 2018-2019, base salary shall increase by 2.6%
 - (iv) for 2019-2020, base salary shall increase by 2.4%
3. This Agreement shall be construed in accordance with and governed by the laws of the State of New Jersey.

4. The parties' respective negotiations committees hereby agree to the proposed changes to the Agreement as set forth herein and agree to endorse these changes to their respective constituencies for ratification. (attached)
5. The Local 32 shall conduct a ratification meeting as soon as practical and shall notify the Board of the result of the vote. In the event that the Local 32 ratifies the Agreement, the Memorandum of Agreement shall be presented to the Board for approval. Once both parties execute the Memorandum of Agreement and ratify the terms and conditions of the new contract, a new contract will be drafted.
6. This Agreement shall cover all current, retired, and resigned employees for the period from July 1, 2016 to June 30, 2020, with all changes retroactive to the commencement date of the successor contract unless otherwise noted.

IN WITNESS WHEREOF, the parties have set their hands and seals the day and year first above written.

ATTEST:

Ramon C. Tedesco
WITNESS 2/22/2017

Parsippany-Troy Hills Board of Education

James P. Bernier
Alison Logan
Field Rep

ATTEST:

Caroline G. Jones
WITNESS

OPEIU Local 32

Michael J. Kelly
2-22-17

Anthony Egan
WITNESS

James B. Johnson

Stipends – 1.5 % increase to all stipends in year 1, except for Boiler Checks

Boiler Checks - \$200 increase to stipend in year 1

4 hours regular pay for drivers only for Safe Training

Driver Step Move as provided by Local 32 to \$15,962

Reduction of Driver's clothing allowance to \$300.00

Article XIV Temporary Leaves of Absence – Accept 3 days for 10 month employees

ARTICLE III – Drivers Page 4 – 2nd Paragraph

CHANGE

Currently there are two classifications of drivers: ~~types of trip packages and drivers~~, trip packages drivers and to/from school packages drivers. A request for change in assignment either from a to/from school package driver or a trip package driver may be made within the period of time a position becomes available. ~~Such changes will only be made when positions become available.~~ Trip packages drivers who are currently hired for and holding these positions will have first selection rights. ~~given to those drivers who are currently hired for and holding these positions.~~ If a to/from school packages driver wishes to choose a trip package they can do so only if a position becomes available, i.e.: a trip packages driver resigns or chooses to opt for an available to/from school package assignment.

ARTICLE XIII – Sick Leave Page 13 C.

CHANGE

C. The Board agrees to pay full wages to employees on Workmen’s Compensation for up to one (1) year in accordance with NJ Statutes. ~~It is understood that said employee will sign the compensation check and return it to the Board.~~ (No longer valid as check comes to the BOE)

ARTICLE XVI – Vacations

ADD:

Employees may carryover three (3) vacation days per year; to be used by June 30th of the succeeding year.

ARTICLE XXI – Miscellaneous and General Provisions

ADD:

Upon written request from the Union to the Business Administrator, Shop Stewards shall be granted up to three (3) days for Union Business per year.

February 22, 2017

The prescription drug plan will be as follows for all new employees effective July 1, 2017:

A 3 Tier Program with a \$20/\$40/\$60 Co-pay Retail and 2x mail order

The Board of Education proposes:

Year 1 16-17	Year 2 17-18	Year 3 18-19	Year 4 19-20
2.6%	2.6%	2.6%	2.4%
Retroactive to December 1, 2016			

4/25/17

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

Appendix C

OVERNIGHT FIELD TRIP APPROVAL FORM

PLEASE COMPLETE ALL OF THE NECESSARY INFORMATION ON THE ATTACHED REGULATIONS BEFORE SUBMITTING THIS FORM. THE TRIP ARRANGEMENTS CANNOT BE MADE WITHOUT BOARD OF EDUCATION APPROVAL

School: Parsippany Hills High School

Date: 3/2/17

Date of Trip: 4/25/17-4/30/17

Grade Level & Subject: 10-12 DECA

Number of Students: 7

Co-Curricular Activity/Group: DECA

Destination*: Sheritan Park Hotel, Anaheim CA

Phone#: (714)750-1811

*If co-curricular activity what is the rationale for missing instructional time? International Competition Students will apply business theory in a competitive situation

Address: 1855 South Harbor Blvd Anaheim, CA 92802

Description of Program: International Career Development Conference - National DECA Business Competition

How is this trip related to the curriculum at this grade level? Please be specific.

Students will compete in events relating to marketing, management, entrepreneurship, finance, and economics.

What academic preparation has been done prior to this trip?

Course of study, sample exams, sample role play simulations, and qualifying participation at regional and state competitions

List follow-up activities to be done in class after the trip.

1. Review student's written exam and role plays
2. Oral Presentation
3. Written Critique

How is this proposed trip the best method available for achieving the desired learning outcome?

Hands on business simulations relating to business career clusters. Top students from across the country are recognized.

Transportation Information

Means of Transportation: Air/Transfers

Provider: United (through Nautine Vista Travel)

Cost: \$614.40

Phone #: (732) 574-1100

Departure from School: 8 AM 4/25/17

Arrival at Destination: 3:41 PM 4/25/17

Departure from Destination: 8AM 4/30/17

Arrival at School: 6PM 4/30/17

Total Cost Information

Admission/Registration Cost: Reg \$125 Hotel 233.3

Cost to Parent: \$690

Funding Source: Cost of trip is split between student and Parsippany Board of Education

PLEASE CHECK THAT YOU HAVE READ THE FIELD TRIP REGULATIONS

Names of Teachers/Staff Members:

Names of Non-Staff Chaperones:

Elizabeth O'Boyle

NURSE NEEDED YES

NO

DESTINATION ON APPROVED LIST

YES

NO

APPROVED PRINCIPAL

DATE

APPROVED CENTRAL OFFICE

DATE

APPROVED BY BOARD OF EDUCATION

**POOLED INSURANCE PROGRAM OF NEW JERSEY
FUND MEMBERSHIP, INDEMNITY AND TRUST AGREEMENT**

THIS AGREEMENT, made this first day of July 2017 in the County of Morris, State of New Jersey By and Between: POOLED INSURANCE PROGRAM OF NEW JERSEY Hereinafter referred to as the Pool; and the Board of Education of Parsippany-Troy Hills a duly constituted unit of government hereinafter referred to as the Board:

WITNESSETH:

WHEREAS, several local school districts have collectively formed or are in the process of forming a School Board Pool as such an entity is authorized and described in NJSA 18A: 18B and the administrative regulations promulgated pursuant thereto and:

WHEREAS, the Board has agreed to renew membership in the Pool and to share in the obligations and benefits flowing from such membership with other members of the Pool in accordance with and to the extent provided for in the Bylaws of the Pool and in consideration of such obligations and benefits to be shared by the membership of the Pool:

NOW THEREFORE, it is agreed as follows:

1. The BOARD accepts the Pool's Bylaws as approved and adopted and agrees to be bound by and to comply with each and every provision of the said Bylaws and the pertinent Statutes and Administrative Regulations pertaining to the same.
2. The BOARD agrees to participate in the POOL with respect to the types of insurance offered by the POOL: Self-Insured Workers' Compensation, Property, Liability, Auto, Crime, Excess Liability, Environmental, School Board Legal and any other insurance offered by the POOL, allowed by law.
3. The BOARD agrees to renew membership in the Pool for the period of three (3) years, the commencement of which shall be July 1, 2017.
4. The BOARD certifies that it has never defaulted any claims if self-insured and has not been canceled for non-payment of insurance premiums for a period of at least two years prior to the date hereof.
5. In consideration of membership in the Pool the BOARD agrees that it shall jointly and severally assume and discharge the liability of each and every member of the Pool, all of whom as a condition of membership in the Pool shall execute a

verbatim counter-part of this Agreement and by execution hereof the full faith and credit of the BOARD is pledged to the punctual payment of any sums which shall become due to the Pool in accordance with the Bylaws thereof, this Agreement or any applicable Statute.

6. If the Pool in the enforcement of any part of this Agreement shall incur necessary expense or become obligated to pay an attorney's fees and/or Court costs the BOARD agrees to reimburse the Pool for all such reasonable expenses, fees and costs on demand.

7. The BOARD and the Pool agree that the Pool shall hold all monies paid by the BOARD to the Pool as fiduciaries for the benefit of Pool claimants all in accordance with NJSA 18a;18b.

8. The Pool shall establish separate Trust Accounts for each of the following categories of risk and liability:

- a) Claims or Loss Retention Fund
- b) Administrative
- c) Workers' Compensation Premium

The Pool shall maintain Trust Accounts aforementioned in accordance with NJSA 18A:18B, the Pool's Bylaws and such other Statutes as maybe applicable. Specifically, the "Claims or Loss Retention Fund" Trust Account shall be utilized solely for the payment of claims, allocated claim expense and excess insurance or re-insurance premiums for each such risk or liability or as "surplus",

9. Each BOARD who shall become a member of the Pool shall be obligated to execute this Agreement.

PIP-NJ _____
POOL

BOARD OF EDUCATION

BUSINESS ADMINISTRATOR/
BOARD SECRETARY

EDUCATIONAL SERVICES COMMISSION OF MORRIS COUNTY

JOINT TRANSPORTATION AGREEMENT 2017-2018

THIS AGREEMENT is entered into this 1st day of July, 2017 between The Board of Education of Parsippany-Troy Hills, whose address is 292 Parsippany Road Parsippany, NJ 07054 (hereinafter referred to as the "Board" or the "District"), and the Board of Directors of Educational Services Commission of Morris County whose post office address is Box 1944, Morristown, New Jersey 07962 (hereinafter referred to as the "Commission"), pursuant to official action taken by the Board to approve this Agreement at a duly advertised Board meeting held on _____. In consideration of the mutual promises and covenants contained herein, the parties hereto agree as follows:

1. The Commission agrees to transport public, nonpublic and special education pupils on established routes as assigned in writing by the Board, for each day that school is in session during the 2017/2018 school year;
2. In consideration of the performance of paragraph 1, the Board agrees to pay the Commission the total sum of estimated costs, including administrative fees in accordance with the provisions of the payment policy established by the Board of Directors (4% surcharge with the exception of Public In District contracts which will be a 2% surcharge) and distributed to every Board:
Advance payment of 10% of the previous year's final special education cost by August 30th and monthly payments in full for actual transportation costs incurred from September through June. Any credit balance due to the district will be refunded;
3. It is understood that any change in the number of children being transported on each route or changes in mileage during the course of the year will necessitate a reapportionment and adjustment of costs. Apportioned costs also include an aide, if assigned to the vehicle. A personal or health aide will be billed to the district placing the request;
4. The Commission 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 Commission is otherwise notified, in writing, to delete the pupil from the assigned route;
5. The Board agrees that all requests sent to the Commission are for the purpose of making arrangements for the transportation of the pupil(s) referred, and not for the purpose of obtaining pricing information. If the Board or its administrators wishes to obtain pricing information, it must be so identified, in writing, thirty (30) days prior to the date that the requested transportation is to start;

6. The Commission agrees to process Private School Transportation Applications for aid in lieu of transportation for those nonpublic school pupils who are unable to be placed on established or competitively bid routes. This process includes bi-annual certification of pupil attendance and preparation of payment vouchers. Such payments are to be made by the Board directly to the parents of eligible pupils. The Board agrees to pay the Commission an administrative fee for processing aid in lieu of transportation payment vouchers in accordance with the rates established by the Board of Directors of the Commission;
7. It is understood and agreed by the parties hereto that this agreement shall be without force and effect until such time it has been approved by the Superintendent of Schools of the County of Morris.

IN WITNESS THEREOF, the parties have by duly adopted resolutions approved this Agreement and authorized and directed their respective President and Secretary to affix their signatures.

The Board of Education of
Parsippany-Troy Hills
 Of Morris County

By _____
 President

ATTEST

By _____
 Secretary

Dated: _____

The Board of Directors of the
 Educational Services Commission
 of Morris County

By _____
 President

ATTEST

By _____
 Secretary

Dated: _____

 Morris County Superintendent of Schools

 Date