

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

Number 7 ADDENDUM

October 22, 2015

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

LA 15-16 04 **NJQSAC Statement of Assurance – 2015-2016** NJQSAC-SOA LA-A

BE IT RESOLVED that the Board approve the NJQSAC Statement of Assurance for 2015-2016 for sections Instruction & Program, Fiscal Management, Governance, Personnel, and Operations, as reviewed and outlined on the attached, pursuant to N.J.S.A. 18A:7A-11 and N.J.A.C. 6A30-3.1(a).

IV. HR – HUMAN RESOURCES – EILEEN HOEHNE

HR 15-16 187 **Employment – Part-time Paraprofessional** **EMPLOY
PT PARA**

BE IT RESOLVED that the Board approve the part-time paraprofessional at the hourly rate indicated below the 2015-2016 school year effective October 23, 2015:

Eastlake School
Medha Patankar Preschool 3 hours/day \$14.40/hour

HR 15-16 188 **Mentor Training** **MENTOR
TRAINING**

BE IT RESOLVED that the Board approve the stipends for the individuals named below who have completed their mentoring workshop and should be compensated for hours indicated at \$41.00 per hour subject to any guide placement or other salary adjustment that may be due upon completion of the negotiations between the Board of Education and PTHEA:

Jamie Wall 6 hrs.
Katherine Johnson 6 hrs.
Melanie Jensen 4 hrs.
Carol Sack 6 hrs.
Laura Long 6 hrs.

HR 15-16 189 **Employment –One-to-One Co-Curricular Aide** **EMPLOY
ONE-TO-ONE AIDE**

BE IT RESOLVED that the Board approve the employment of the individual named below to serve as a One-to-One Co-Curricular Aide for the 2015-2016 school year at the hourly rate of \$18.00 per hour, not to exceed \$3,330.00:

Parsippany Hills High School
Mui Fong Yip (accompanied student to homecoming dance)

- HR 15-16 190 **Change of Assignment PTHEA– 2015-2016** **CHANGE
ASSIGN PTHEA**
- BE IT RESOLVED that the Board approve the change of assignment for the individual named below necessitating the change in contract, subject to any guide placement or other salary adjustment that may be due upon completion of the negotiations between the Board of Education and PTHEA, as indicated:
- Marcela Rumbarger – Teacher of Spanish – Effective 9/1/2015**
From: \$20,568.00 2/5
To: \$51,420.00 5/5
- HR 15-16 191 **Major-Extra Responsibility Assignment** **MAJOR-EXTRA**
- BE IT RESOLVED that the Board approve the individual named below who has accepted major-extra responsibility assignment for the 2015-2016 school year; subject to any guide placement or other salary adjustment that may be due upon completion of the negotiations between the Board of Education and PTHEA:
- Brooklawn Middle School**
Edward Young Coach Boys Basketball Step 3 \$5,991.00
- Parsippany High School**
Mina Kelaid Assistant Coach Winter Track & Field Step 3 \$6,646.00
- HR 14-15 192 **Resignation – Coach** **RESIGN
COACH**
- BE IT RESOLVED that the Board approve the following resignation as indicated:
- Brooklawn Middle School**
Evan Totka Coach Boys Basketball 8/1/2015
- HR 15-16 193 **Transfer of Assignment – ESAPTH** **ESAPTH**
- BE IT RESOLVED that the Board approve the transfer of assignment, replacing Wanda DiVintantonio, with no change in salary effective December 1, 2015:
- Deborah Egidio**
From: Secretary A - 12 month - Step 5 - JRW
To: Secretary A - 12 month - Step 5 - Parsippany High School
- HR 15-16 194 **Resignation – PTHEA** **RESIGN PTHEA**
- BE IT RESOLVED that the Board approve the resignation of Matthew Lee, Parsippany Hills High School Teacher of Music Vocal, effective December 21, 2015.

HR 15-16 195 **Maternity Leave of Absence** **MATERNITY LEAVE**

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

Employee #43783, Physical Therapist, has requested a maternity leave of absence on or about December 7, 2015 through January 21, 2016 utilizing her accumulated sick leave.

HR 15-16 196 **Resignation - Long-Term Assignment** **RESIGN**

BE IT RESOLVED that the Board approve the following resignation of long-term assignment as indicated effective October 30, 2015:

Amanda Beyer – for Employee #11426 at Mt. Tabor Elementary School

HR 15-16 197 **Long-Term Assignment** **LONG-TERM ASSIGN**

BE IT RESOLVED that the Board approve the following long-term assignment effective as indicated:

Heather Church as a long-term substitute for Employee #11426, a teacher at Mt. Tabor Elementary School who is on maternity leave, at \$110.00 per diem effective November 2, 2015 through December 4, 2015.

HR 15-16 198 **Approval of Employment** **EMPLOY CERTIF STAFF**

BE IT RESOLVED that the Board approve the employment of the individuals named below, for the 2015-2016 school year and that a contract be issued in accordance with the provisions of the 2012-2015 Agreement between the Board of Education and the PTHEA subject to any guide placement or other salary adjustment that may be due upon completion of the negotiations between the Board of Education and PTHEA.

<u>Amanda Beyer</u>	<u>Teacher of Elementary</u>
Degree:	BA/Montclair 2015
Certification:	Preschool through Grade 3
Experience	Student Teacher
Guide Placement:	BA, Step 1, \$51,420.00
Effective:	11/2/2015
Assignment	Lake Hiawatha School (Addition)

<u>Xufin Yeoh</u>	<u>Teacher of Elementary</u>
Degree:	BA/William Paterson 2012
Certification:	Elementary K-6
Experience	Student Teacher
Guide Placement:	BA, Step 1, \$51,420.00
Effective:	11/2/2015
Assignment	Lake Hiawatha School (Addition)

HR 15-16 199 **Additional Sick Days – PTHEA**

**ADDITIONAL
SICK DAYS**

BE IT RESOLVED that the Board approve thirty (30) additional non-accumulative sick days, minus substitute pay, for Employee #30514, Teacher at Eastlake Elementary School, effective November 11, 2015 through January 4, 2016 pursuant to the Article X of the Board/PTHEA Agreement.

BE IT RESOLVED that the Board approve twenty (20) additional non-accumulative sick days, minus substitute pay, for Employee #30569, Teacher at Troy Hills Elementary School, effective October 23, 2015 through November 23, 2015 pursuant to the Article X of the Board/PTHEA Agreement.

HR 15-16 200 **Medical Leave of Absence**

**LEAVE OF
ABSENCE**

BE IT RESOLVED that the Board approve a medical leave of absence for Employee #30514, Teacher at Eastlake Elementary School, utilizing accumulated sick leave effective October 20, 2015 through January 4, 2016, and an unpaid Family Medical leave of absence effective January 5, 2016 through March 31, 2016.

HR 15-16 201 **Weekend Building and Boiler Checks**

**WEEKEND
BOILER CHECKS**

BE IT RESOLVED that the Board approve the individuals named below for the weekend building and boiler check stipends from October 15, 2015 through April 15, 2016 for the 2015-2016 school year as indicated:

Weekend Building and Boiler Checks

SCHOOL	EMPLOYEE	STIPEND AMOUNT	1/2 PAID DECEMBER	1/2 PAID JUNE
Parsippany High	Michael Prall	\$ 3,002.00	\$ 1,501.00	\$ 1,501.00
Parsippany Hills	Ronald Cupitt	\$ 3,002.00	\$ 1,501.00	\$ 1,501.00
Brooklawn	Jeff Stolfi	\$ 3,002.00	\$ 1,501.00	\$ 1,501.00
Central	Michael Osborne	\$ 3,002.00	\$ 1,501.00	\$ 1,501.00
Eastlake	Jose Rodriguez	\$ 1,892.00	\$ 946.00	\$ 946.00
Intervale	Edwin Rivera	\$ 1,892.00	\$ 946.00	\$ 946.00
Knollwood	James Price	\$ 1,892.00	\$ 946.00	\$ 946.00
Lake Hiawatha	Brian Dohm	\$ 1,892.00	\$ 946.00	\$ 946.00
Lake Parsippany	Maria Cataldo	\$ 1,892.00	\$ 946.00	\$ 946.00
Littleton	Rolando Burce	\$ 1,892.00	\$ 946.00	\$ 946.00
Mt. Tabor	Mario Idrobo	\$ 1,892.00	\$ 946.00	\$ 946.00
Northvail	Jaime Alarcon	\$ 1,892.00	\$ 946.00	\$ 946.00
Rockaway Meadow	Zenon Bilanych	\$ 1,892.00	\$ 946.00	\$ 946.00
Troy Hills	Juan Castro	\$ 1,892.00	\$ 946.00	\$ 946.00
Board Office	Zeonid Khrapko	\$ 1,892.00	\$ 946.00	\$ 946.00

NJ Quality Single Accountability Continuum (NJQSAC)

Statement of Assurance - School Year 2015-16

District Information and Score Summary Page

District Name	Parsippany-Troy Hills	
County Name	Morris	
District Superintendent Name	Dr. Nancy Gigante, Ed.D., Acting	
District Mailing Address	292 Parsippany Road, Parsippany, NJ 07054	
Superintendent Email	superintendent@pthsd.k12.nj.us	

SOA Area	Score # of Yes Responses	Score % of Yes Responses
Instruction and Program	5	100%
Fiscal Management	10	100%
Governance	9	90%
Personnel	5	100%
Operations	20	100%

NJQSAC Statement of Assurance - School Year 2015-16

District Name: Parsippany-Troy Hills Township Schools

Instruction and Program	Yes or N/A = 1 No = 0	Comments
1. Reports to the district board of education and the public on the performance of all students on the New Jersey standardized testing system (N.J.A.C. 6A:8-3.1).	1	
2. Communicates district graduation requirements to all high school students, their families, and the community annually (N.J.A.C. 6A:8-5.1).	1	
3. Implements board-approved new and/or revised curricula that clearly and specifically align with the most recent State Board adopted version of the New Jersey Common Core Curriculum Standards (NJCCCS) and Common Core State Standards (CCSS) and with the timeline for implementation of curriculum for each content standard (N.J.A.C. 6A:3-3.1).	Yes or N/A = 1 No = 0	In the boxes below, enter the district board adoption date for each content area. If the content area has not been aligned to the standards, provide an explanation.
English Language Arts: (June 2010)		1/6/2015
Math (June 2010)		1/6/2015
Science (June 2009)		1/6/2015
Social Studies (September 2009)		1/6/2015
World Languages (June 2009)	1	1/6/2015
Technology (June 2009)		1/6/2015
21st Century Life and Careers (June 2009)		1/6/2015
Visual and Performing Arts (June 2009)		1/6/2015
Comprehensive Health and Physical Education (June 2009)		1/6/2015
Instruction and Program	Yes or N/A = 1 No = 0	Comments
4. Aligns the approved career and technical education program with the State Plan for Career and Technical Education and evaluates the program annually, including the required safety and health program (N.J.A.C. 6A:19 et seq.).	1	

NJQSAC Statement of Assurance - School Year 2015-16

District Name: Parsippany-Troy Hills Township Schools

Instruction and Program	Yes or N/A = 1 No = 0	Comments
5. Has a preschool program plan approved by NJDOE Div. of Early Childhood Education, as per N.J.A.C. 6A:13A-3.1 (if district receives State preschool education aid). For those school districts receiving full State funding under the School Funding Reform Act (SFRA) funded per pupil amount determined by the formula, the preschool Self-Assessment Validation System is complete, per N.J.A.C. 6A:13A-8.1.	1	
Instruction & Program Subtotal	5	
Fiscal Management	Yes or N/A = 1 No = 0	Comments
The district:		
1. Follows a budget calendar that was developed and shared with the board annually and that reflects all applicable legal and management requirements.	1	
2. Bases the tuition estimate on an analysis of prior year expenditures and the current year schedule of out-of-district placements from existing contracts.	1	
3. Bases appropriations for capital projects on the district's Long Range Facilities Plan (N.J.A.C. 6A:26-2.1) and the comprehensive maintenance plan (N.J.A.C. 6A:26-20).	1	
4. Supports other budget lines by a trend analysis of historical expenditures.	1	
5. Includes only line-item transfers or appropriations of surplus for new programs and initiatives contained in the original budget certified for taxes (excluding transfers for health and safety related items and awards of additional state aid or grants for new purposes).	1	

NJQSAC Statement of Assurance - School Year 2015-16

District Name: Parsippany-Troy Hills Township Schools

Fiscal Management	Yes or N/A = 1 No = 0	Comments
6. Submits initial applications, revisions and final reports for all entitlement and discretionary grants in a timely manner.	1	
7. Maintains separate accounts and keeps records, by grant (IDEA, Title I, IDEA-ARRA, Education Jobs Funds, etc.) and location as required (Title I, etc.), and/or consolidates accounts for approved school-wide programs as allowed in accordance with the approved budget.	1	
8. Expends federal funds consistent with the approved indirect cost rate.	1	
9. At a minimum, performs a semi-monthly review of the budget status (budget to actual) to ensure that sufficient appropriations are available.	1	
10. Approves purchase orders approved only by the purchasing agent and issued in advance of goods received or services rendered and encumbered for the full contractual amount. There are no confirming orders.	1	
Fiscal Management Subtotal	10	
Governance	Yes or N/A = 1 No = 0	Comments
The district:		
1. Establishes policies and procedures for the provision of educational programs and services to all students (N.J.A.C. 6A:7 et seq).	1	
2. Establishes a nepotism policy (N.J.A.C. 6A:23A-6.2)	1	
3. Follows all requirements for the annual organization meeting (N.J.S.A. 18A:10-3 et seq. and 15-1 et seq.).	1	

NJQSAC Statement of Assurance - School Year 2015-16

District Name: Parsippany-Troy Hills Township Schools

Governance	Yes or N/A = 1 No = 0	Comments
4. Drafts minutes of all meetings, including executive sessions, that reflect all board actions and makes the minutes publicly available within two weeks or by the next board meeting (N.J.S.A. 18A:17-7). When appropriate, the board obtains public input and provides information to district staff as it relates to community expectations. The board also implements the Open Public Records Act (OPRA) pursuant to N.J.S.A. 47:1A-1 et seq.).	0	
5. Requires each board member and administrator to file a timely and properly completed financial and personal/relative disclosure statement each year (N.J.S.A. 18A:12-26). Annually discusses the School Ethics Act and has not been found in violation of the School Ethics Act (N.J.S.A. 18A:12-22).	1	
6. Establishes a travel and related expense reimbursement policy and ensures school board members and all employees operate in accordance with that policy (N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7).	1	
7. Submits new, renegotiated, amended, altered or extended contracts for superintendents, deputy superintendents, assistant superintendents and school business administrators to the Executive County Superintendent (ECS) for review and approval. Takes no formal action to approve or implement such contracts prior to ECS review and approval (N.J.S.A. 18A:7-8, N.J.A.C. 6A:23A-3.1).	1	

NJQSAC Statement of Assurance - School Year 2015-16

District Name: Parsippany-Troy Hills Township Schools

Governance	Yes or N/A = 1 No = 0	Comments
8. Approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees only by a roll call majority vote of the full membership of the board upon the recommendation of the Chief School Administrator and acts within 60 days of the CSA's recommendation (N.J.S.A. 18A:27-4.1).	1	
9. Approves the monthly board secretary's and treasurer's reports within 60 days of month's end and certifies in the minutes that the major funds (general fund, special revenue and capital projects fund) have not been over-expended (N.J.A.C. 6A:23A-16.10).	1	
10. Conducts a public hearing on the proposed budget and formally adopts the budget at a public meeting (N.J.A.C. 18A:22-7 et seq. and N.J.A.C. 23A:8-1).	1	
Governance Subtotal	9	
Operations	Yes or N/A = 1 No = 0	Comments
The district:		
1. Conducts all required trainings for school district employees (N.J.S.A. 18A and N.J.A.C. 6A).	1	
2. Submits all required NJSMART files by the due dates and has an error rate of less than 2% for each file.	1	
3. Adopts and distributes to all school staff, students and parents a code of student conduct that contains all required elements (N.J.A.C. 6A:16-7.1).	1	

NJQSAC Statement of Assurance - School Year 2015-16

District Name: Parsippany-Troy Hills Township Schools

Operations	Yes or N/A = 1 No = 0	Comments
4. Collects and reports annually, incidents of violence, vandalism, substance abuse and disruptive behavior to the NJDOE on the Electronic Violence and Vandalism Reporting System (EVVRS). Reports to the board all incidents from the previous year, annually at a public hearing. Analyzes these incidents and identifies activities to address them (<i>N.J.A.C. 6A:16-5.3</i>).	1	
5. Develops and implements policies and procedures prohibiting harassment, intimidation and bullying (HIB); distributes them to students, parents and staff; and posts the policies and procedures on the district's website (<i>N.J.S.A. 18A:37-14-18 and N.J.A.C. 6A:16-7.7</i>).	1	
6. Satisfies all requirements of the Gun-Free Schools Act, 20 USC 7151 and the Title IV Section 4141 of NCLB (<i>N.J.S.A. 18A:37-7-12 and N.J.A.C. 6A:16-5.5</i>).	1	
7. Provides for the safety and protection of students through the annual review, development and implementation of a memorandum of agreement (MOA) with law enforcement and implementation of board-approved policies to facilitate cooperate cooperation between school staff and law enforcement (<i>N.J.A.C. 6A:16-6.2</i>)	1	
8. Implements procedures to review and resolve transportation incidents to avoid safety violations and ensures the safety of children including but not limited to meeting Motor Vehicle Commission requirements for bus driver inspections before loading and after drop-off and evacuation drills (<i>N.J.A.C. 6A:27-11 and 12.1(g)</i>).	1	

NJQSAC Statement of Assurance - School Year 2015-16

District Name: Parsippany-Troy Hills Township Schools

Operations	Yes or N/A = 1 No = 0	Comments
9. Adopts and implements policies and procedures designed to report missing and abused children to law enforcement and child welfare authorities. Appoints and school district liaison and provides training to district employees, volunteers and interns working in the school district (N.J.A.C. 6A:16-11).	1	
10. Provides school health services, screenings and examinations to identify the need for medical services for public and nonpublic students. Maintains student health records (N.J.A.C. 6A:16-2.1 et seq).	1	
11. Implements the NJDOE-approved school health nursing services plan (N.J.A.C. 6A:16-2.1(b)).	1	
12. Implements a board-approved comprehensive guidance and academic counseling program for all students (N.J.A.C. 6A:8-3.2).	1	
13. Coordinates a comprehensive career education and counseling program with transition services for students with disabilities beginning at age 14 or younger as determined by the Individualized Education Program team (N.J.A.C. 6A:14-3.7(e)(11-13)).	1	
14. Ensures that each school building has a multidisciplinary team (such as Intervention and Referral Services Team, Pupil Assistance Team and School Resource Committee) as part of its coordinated system for the planning and delivery of intervention and referral services (N.J.A.C. 6A:16-8).	1	
15. Provides educational services, either in school or out of school, within five days of the student's removal for disciplinary reasons or absence due to chronic or temporary illness (N.J.A.C. 6A:16-7.2; 7.3 and 10). If the district is a County Special Services School District, it develops and implements procedures for notifying resident district of disciplinary removals or absences due to chronic or temporary illness.	1	

NJQSAC Statement of Assurance - School Year 2015-16

District Name: Parsippany-Troy Hills Township Schools

Operations	Yes or N/A = 1 No = 0	Comments
16. Forwards all student records, including disciplinary records, to the school district to which the student has transferred within 10 school days after the transfer has been verified by the requesting school district. Forwards disciplinary records, with respect to suspensions and expulsions, to nonpublic schools (<i>N.J.A.C. 6A:32-7.5(f)10iii and 6A:16-7.10</i>).	1	
17. Provides services and programs to nonpublic school students in accordance with Chapter 192 Auxiliary Services (<i>N.J.S.A. 18A:46A-1 et seq. and N.J.A.C. 6A:14-6.1 et seq</i>) and Chapter 193 Remedial Services for the Handicapped (<i>N.J.S.A. 18A:46-19.1 et seq and N.J.A.C. 6A:14-6.1</i>).	1	
18. Disseminates information about and implements a comprehensive alcohol, tobacco and other drug abuse program. Adopts and disseminates to all school staff, students and parents policies and procedures for the prevention, assessment, intervention, referral for evaluation referral for treatment, discipline for students using alcohol or other drugs and continuity of care (<i>N.J.S.A. 18A:40A-B and N.J.A.C. 6A:16-1.4(a)18: 6A:16-3-4</i>).	1	
19. Annually reviews, revises or develops, and implements safety and security plans, procedures and mechanisms in consultation with law enforcement, health, social service and emergency management agencies and other community members, including parents (<i>N.J.A.C. 6A:16-5.1 et seq</i>).	1	
20. Implements the NJDOE-approved Comprehensive Equity Plan (CEP) designed to eliminate discrimination according to race, age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender, religion, disability, socioeconomic status, pregnancy or parenthood (<i>N.J.A.C. 6A:7-1.4</i>).	1	
Operations Subtotal	20	

NJQSAC Statement of Assurance - School Year 2015-16

District Name: Parsippany-Troy Hills Township Schools

Personnel	Yes or N/A = 1 No = 0	Comments
The district:		
1. Utilizes board-approved job descriptions and standards for appointment of each teaching staff member, substitute teacher and other staff including paraprofessional positions. Ensures that all staff are appropriately certified and credentialed for their assignment (<i>N.J.A.C. 6A:32-4</i> and <i>N.J.A.C. 6A:9-6.5</i>).	1	
2. Confirms that new employees have a successful criminal history record check within three months of employment and that they have not been disqualified for employment (<i>N.J.S.A. 18A:6-7.1 et. seq.</i> , <i>18A:39-19.1</i> and <i>18A:6-4.13 et. seq.</i>).	1	
3. Adopts written policies and procedures for the physical examination of new and existing employees and maintains personnel health records in a secure separate location from personnel files (<i>N.J.A.C. 6A:32-6.2</i> and <i>6.3</i>).	1	
4. Adopts policies and procedures for the annual evaluation of all tenured and non-tenured teaching staff members by appropriately certified personnel. Distributes the policies to all tenured teaching staff members, including administrators and supervisor. by October 1 (<i>N.J.A.C. 6A:10</i>).	1	
5. Uses multiple data sources, (e.g., test scores, needs assessments, attendance data, violence reports) to address current and projected needs and priorities for all school/district staff when providing professional development opportunities. Uses the data sources to analyze the alignment of the district's Professional Development Plan with teaching staff needs (<i>N.J.A.C. 6A:9-15 et. seq.</i>).	1	
Personnel Subtotal	5	

NJ QUALITY SINGLE ACCOUNTABILITY CONTINUUM STATEMENT OF ASSURANCE - SCHOOL YEAR 2015-16

DECLARATION PAGE

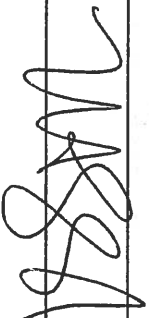
Morris

Parsippany-Troy Hills Township Schools

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By signing below, the Chief School Administrator and Board President are affirming the accuracy of this document.

POSITION	NAME	SIGNATURE
Chief School Administrator	Nancy A. Gigante, Ed.D.	
Board of Education President	Frances Orthwein	
Board Resolution Date: October 22, 2015		