

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

Number 12

January 5, 2016

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

1. NJ DOE HIB GRADE REPORT

HIB GRADE REPORT A

BE IT RESOLVED that the Board of Education accepts the presentation of the NJ DOE HIB Grade Report.

2. Committee & Liaison Appointments

**COMMITTEE/LIAISON B
APPOINTMENTS**

The Board Committee Appointments and Board Liaison Appointments are attached for the 2015-2016 school year.

3. Policy 5111

**POLICY C
5111**

BE IT RESOLVED that the Board approve the request by Natalie Betz, principal of Brooklawn Middle School, that student A be allowed to complete the 2015-2016 school year as per Board of Education Policy 5111.

II. GA – GENERAL ADMINISTRATION – JONI BENOS

4. 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
Lisa Vallacchi	BERG Bureau of Education & Research	February 4, 2016	New Brunswick, NJ	\$239.00
Nancy Rosikiewicz	NJ Pupil Transportation Conference	March 10-11, 2016	Atlantic City, NJ	\$395.00
Susan Jamieson	Effective Dealing with Disruptive Students	February 3, 2016	New Brunswick, NJ	\$239.00 IDEA
Amanda Beyer Nicole Jordan	Guided Reading	March 2, 2016	Fairfield, NJ	\$239.00ea IDEA
Karen McDougall Nicole Jordan	What’s New in Children’s Books	February 24, 2016	West Orange, NJ	\$245.00ea IDEA
Bryan Hershkowitz Tracy Carroll Michelle Mizerek Joy Asaro	Guided Reading: Differentiating Reading	February 11, 2016	Fairfield, NJ	\$239.00 \$239.00ea IDEA
Christine Henze	Close Reading of Informational Text	February 29, 2016	Newark, NJ	\$239.00 IDEA
Felice Pagnotta	NJASA Techspo	January 28-29, 2016	Atlantic City, NJ	\$420.00
Christine M. O’Connor Jacqueline Levinson Rose Defilippo Nicole Jordan Karen D’Aurizio Melanie Dully Susan Krivanec Lorraine Esposito Lisa DeCaro Christina Lopez Bayley Clayton	Response to Intervention: Practical Strategies	February 4, 2016	New Brunswick, NJ	\$219.00 ea Title II A
Lorensianna F. Lorenzo	Autism Across the Spectrum	March 3, 2016	Parsippany, NJ	\$219.99 Title IIA
Jacqueline Fairweather	Conference for NJ Preschool Teachers	February 22-23, 2016	Atlantic City, NJ	\$469.22 Title IIA
Karen Lane	Association of Student Assistance	February 25-26, 2016	Atlantic City, NJ	\$295.00 Title IIA
Merisa Rosa Angelina Martino-Finnegan	I Am Reading: Nurture Young children	April 20, 2016	Livingston, NJ	\$239.00
Deanna Plumb (Approved 9-24-15)	Orton-Gillingham Comprehensive Training	December 14-18, 2016	Hackensack, NJ	(Correction) From: \$975.00 To: \$1,068.00 Title IIA

5. **Gifts to the District**

GIFTS TO THE DISTRICT

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

Parsippany Hills High School

Jane Ullman has donated \$54.00 to the Board of Education to help purchase practice T-shirts for Boys Basketball at Parsippany Hills High School.

6. **Field Trip Destinations**

FIELD TRIP DESTINATIONS

BE IT RESOLVED that the Board approve the potential Field Trip destinations named below for the 2015-2016 school year.

<u>Destination</u>	<u>What the trip would be for</u>
Ramapo High School Franklin Lakes, New Jersey	Grades 9-12 ACDEC
The Kimmel Center for the Performing Arts Philadelphia, PA 19102	Band and Choir classes
Fiesta Banquet Hall Wood-Ridge, New Jersey	Grades 9-12 Academic Decathlon

7. **Overnight Field Trip Approvals**

OVERNIGHT FIELD TRIPS

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

Parsippany High School

Grade 9-12 February 17-19, 2016 – FBLA State Conference
Atlantic City, NJ

Grade 9-12 April 1-3, 2016 – Key Club International Convention
Long Branch, NJ

Grade 9-12 February 21-23, 2016 – DECA State Conference
Cherry Hill, NJ

Parsippany Hills High School

Grade 9-12 February 19-21, 2016 – Junior Statesmen of America
Arlington, VA

Grade 9-12 March 22-23, 2016 – FCCLA State Conference
Cherry Hill, NJ

III. AP – ACADEMIC PROGRAMMING – NANCY GIGANTE, ED.D.

8. Mini-Grants 2015-2016

MINI GRANTS

BE IT RESOLVED that the Board approve the mini-grants for the persons and projects as described below. A panel consisting of three teachers read and evaluated the proposals submitted this fall. Eleven proposals were selected to receive Mini-Grants for the 2015-2016 school year. In addition to the award winners, the three teachers who comprised the anonymous panel also deserve a sincere thank you for their efforts and the hours they spent after school reading the proposals.

Mini-Grant	Award	Teacher(s)	School
Immigration Experience – Back in Time	\$550.00	Lucia Contuzzi Michele Mizerek	Eastlake
A Musical With a Twist	\$550.00	Kathy Serrao	Northvail
Jazz Conception: A New Approach to Teaching and Learning How to Play and Improvise Jazz	\$510.70	Michael Iappica	Parsippany Hills
The Tomatosphere Space Project: An Out of this World Experiment	\$499.85	Laura McCluskey	Parsippany Hills
PHHS Physical Education Portable Bluetooth Speaker	\$320.99	Peter Anzelone	Parsippany Hills
Generalizing Speech/Language and Literacy into Functional Life Skills via Cooking	\$300.00	Julia Libeskind	Rockaway Meadow
Health and Wellness – Are You On The Right Track?	\$499.75	Karen Brzezinski	Parsippany Hills
Science Olympiad Robotics Apparatus	\$294.34	Brian DeVito	Parsippany Hills
A Study of Ethical Dilemma Through Video, Journals and Ultimately Theme-based Works of Fiction	\$524.99	Julianne Buccino	Central
Book Buddies	\$542.84	Donna Leigh Wrightston Christine Vittorio	Knollwood
“Be the Change...” Service Learning Project	\$450.00	Samantha Payerl Melissa Churchwell	Brooklawn

9. Summer Curriculum Work

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
K-2 Reading Workshop		
Cathleen Sullivan	25	\$1,025.00
Jessica Hall	25	\$1,025.00
Nicole Jordan	25	\$1,025.00
Laura Breiten	20	\$ 820.00

IV. **HR – HUMAN RESOURCES – EILEEN HOEHNE**

10. **Employment – Local 32**

**EMPLOY
CUSTODIAN**

BE IT RESOLVED that the Board approve the employment of Alec Thomas, who has successfully completed his 150-day probationary period as a Custodian. A new contract should be issued to him in the amount of \$29,050.00 (prorated) + \$1,436 (2nd shift) for the 2015-2016 school year, effective January 15, 2016.

11. **Employment – Permanent Substitute**

**EMPLOY
PERM SUB**

BE IT RESOLVED that the Board approve the following employment as indicated below:

Olivia Crapis – Northvail Elementary School effective 1/22/2016

12. **Employment – Bus Aide**

**EMPLOY
BUS AIDE**

BE IT RESOLVED that the Board approve the individual named below who has been employed for the 2015-2016 school year as Bus Aide at the rate of \$15.50 per hour as indicated:

Brandon Gregory 5.5 hours/day effective 1/22/2016

13. **Employment – Paraprofessionals**

**EMPLOY
PTHEA**

BE IT RESOLVED that the Board approve the individuals named below who have been employed for the 2015-2016 school year as Paraprofessionals in the areas indicated:

Intervale Elementary School

Aimee Lemaldi One-to-One – 1st Year \$20,318.00 1/19/2016

Rockaway Meadow Elementary School

Melissa Welborn One-to-One – 1st Year \$20,318.00 1/22/2016

14. **Major-Extra Responsibility Assignments**

MAJOR-EXTRA

BE IT RESOLVED that the Board approve the individuals named below who have accepted major-extra responsibility assignments 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:

Parsippany Hills High School

Stephanie Tocko Head Coach Girls Lacrosse Step 1 \$6,995.00

Brooklawn Middle School

Elena Gerber Coach Softball Step 3 \$5,991.00

15. **Appointment – Volunteer Extra-Curricular Athletic Aide**

**APPOINT VOL
EXTRA CURR AIDE**

BE IT RESOLVED that the Board approve the appointment of the following individual as volunteer extra-curricular athletic aide in the area indicated for the 2015-2016 school year effective January 4, 2016:

Parsippany Hills High School
Nicholas DiGiacomo Winter Track/Spring Track

16. **Employment – Substitutes**

EMPLOY SUB

BE IT RESOLVED that the Board approve the employment of the individuals named below who hold the appropriate number of credits or the proper certification, and who have indicated their interest in serving as substitutes in the areas indicated during the 2015-2016 school year:

Effective 1/4/2016
Olivia Crapis Teacher

Effective 1/22/2016
Bassam Daher Teacher
Gabriella Davino Bus Aide

17. **Change in Start Date**

**CHANGE START
DATE**

BE IT RESOLVED that the Board approve the change in start date for the individual named below:

Sarbjit Kaur – Noontime Aide – Littleton Elementary School
From: Pending To: January 11, 2016

18. **Certificate of Retirement – PTHEA**

**RETIRE
PTHEA**

BE IT RESOLVED that the Board approve the resignation of Gloria Lieberman, Art Teacher at Northvail and Troy Hills Elementary Schools, for the purpose of retirement in accordance with the Board/PTHEA Agreement effective April 1, 2016.

19. **Medical Leave of Absence**

**MEDICAL
LEAVE**

BE IT RESOLVED that the Board approve a medical leave of absence for Employee #30262, School Counselor, effective January 4, 2016 through February 2, 2016 utilizing accumulated sick leave.

20. **Long-Term Assignment**

LONG-TERM ASSIGN

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

Christina Reneo will serve as a long-term substitute for Employee #31189, a Teacher at Brooklawn Middle School who is on Family Medical leave of absence, at \$110.00 per diem effective January 19, 2016 through March 11, 2016.

21. **Unpaid Leave of Absence**

**MEDICAL
LEAVE**

BE IT RESOLVED that the Board approve an unpaid medical leave of absence for Employee #11161, Paraprofessional, effective January 26, 2016 through February 5, 2016.

22. **Corrections**

CORRECT

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

Unpaid Family Medical Leave of Absence

Employee #31189, Teacher

From: effective January 4, 2016 through January 29, 2016.

To: effective January 4, 2016 through March 11, 2016.

Approval of Employment

Alexa Fazzini – Education Tech Teacher – Brooklawn Middle School

From: BA, Step 1, \$51,420.00 (prorated)

To: BA+15, Step 1, \$53,820.00 (prorated)

Medical Leave of Absence

Employee # 31041, Teacher

From: effective November 24, 2015 through January 4, 2016.

To: effective November 24, 2015 through December 23, 2015 utilizing accumulated sick leave and an unpaid medical leave of absence effective January 4, 2016 through January 8, 2016.

Long-Term Assignment

Julia Wall for Employee #31041

From: November 24, 2015 through January 4, 2016.

To: November 24, 2015 through January 8, 2016.

Donald Scazafave for Employee #31189

From: at \$110.00 effective September 1, 2015 through December 2, 2015, and effective December 3, 2015 through December 23, 2015 at the per diem rate of \$257.10; 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.

To: at \$110.00 effective September 1, 2015 through December 2, 2015, and effective December 3, 2015 through January 15, 2016 at the per rate of \$257.10; 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.

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

23. **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 (pro-rated), for the 2015-2016 school year:

<u>Name</u>	<u>School</u>	<u>Effective Date</u>
Samantha Monks	Northvail	1/4/16
David Tuesta	Lake Parsippany	1/4/16

Jason Koellhoffer is no longer eligible for the ABA stipend as of 1/4/16 and should be removed from the list of paraprofessionals receiving the ABA stipend.

24. **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>
27352	PHHS	10	Administrative
33338	MT	5	Emotional
27299	PHHS	10	Administrative
40274	MT	5	Emotional
28894	PHHS	12	Surgery

25. **Corrections**

CORRECT

BE IT RESOLVED that the Board approve the following corrections to Bulletin #10, December 17, 2015, PS Item #52, Home Program:

Tara McDonagh – corrected name is Taylor McDonagh
Salary Rate of \$40.31 per hour – corrected rate is \$41.00 per hour

BE IT RESOLVED that the Board approve the following correction to Bulletin #7, October 22, 2015, PS Item #36, Saturday Academy Program:

Susan Vicari – change from staff member receiving \$150 per session to Site Manager receiving \$175 per session as of January 22, 2016.

26. **Extended School Year**

EXT SCHOOL YEAR

BE IT RESOLVED that the Board approve Alex Fertig as the Coordinator of the 2015-2016 Extended School Year Program at a stipend of \$8,500.

27. **Home Program**

HOME PROGRAM

BE IT RESOLVED that the Board approve Taylor McDonagh, paraprofessional, to provide a home-based program at the hourly rate of \$41, as per the student's IEP, for eight hours in total, for the 2015-2016 school year.

28. **Harassment, Intimidation, and Bullying**

HIB

BE IT RESOLVED that the Board of Education affirms the Harassment, Intimidation, and Bullying (HIB) report for January 121, 2016.

Suspensions

SUSPENSIONS E

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

VI. BUSINESS/FINANCE – DAVID CORSO

29. **Payment of Bills**

PAYMENT OF BILLS

BE IT RESOLVED that the Board of Education approve the payment of current bills for January 21, 2016 for the 2015-16 school year in the amount of \$12,221,055.16.

30. BE IT RESOLVED that the Board of Education approve the payment of current bills/outstanding warrants for school activities for the month of December 2015-2016 school year in the amount of \$35,302.52.

31. **Transfer of Funds**

TRANSFER OF FUNDS F

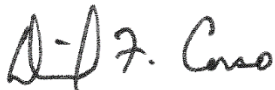
BE IT RESOLVED that the Board of Education authorize the transfers in the 2015-2016 budget per detail of transfers report, December 1 - 31 for the 2015-2016 school year, per state law S1701.

32. **Secretary/Treasurer Report**

SECRETARY REPORT

BE IT RESOLVED that the Board of Education acknowledge and accept the report of the Board Secretary and Treasurer of School Monies for the period ending November 1-30, 2015.

Pursuant to N.J.A.C. 6:20-2:13(d), I certify that as of the end of November 2015 no budgetary line item account has been over expended in violation of N.J.A.C. 6:20-2:13(a).



David F. Corso
Assistant Superintendent for Business/CFOO

Pursuant to N.J.A.C. 6:20-2:13(a), we certify that as of November 30, 2015 after review of the Secretary's monthly financial report for November, 2015 (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.