

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

**Number 15**

**March 10, 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. **Board of Education Goals**

**BOE  
GOALS**

BE IT RESOLVED that the Board approve the Board of Education Goals for the 2015-2016 school year:

**2015-2016 Board of Education Goals**

**Objective:** to set parameters of goals that Board members will strive to accomplish in the 2015-2016 year.

1. **Boardsmanship** – To strengthen our abilities through inservice and development by taking advantage of workshops and seminars that will enhance our Boardsmanship; and review of internal policies and procedures regarding committees.
2. **Communication** – To expand opportunities for community engagement.
3. **Strategic Planning** – To define the Board and District's priorities and goals for the next five years.
4. **Student Achievement** – To increase our understanding of the effectiveness of our current initiatives to increase student achievement; and planned future initiatives.
5. **Budget 2016-2017** - To direct the administration to adhere to the following goals in the construction of the annual school operating budget:
  1. Manage and control expenses in the operating budget to ensure an end of the year surplus of 2.5% of the total operating budget without diminishing current services to students.
  2. Provide adequate funding in support of capital improvements that is not less than 3% of the approved operating budget without diminishing current services to students.
  3. Ensure a tax levy of 2% exclusive of the SGLA (spending growth adjustments).

2. **2015-2016 Revised School Year Calendar**

**REVISED  
CAL 15-16**

BE IT RESOLVED that the Board approve the revision to the 2015-2016 school year calendar due to the unusually warm and dry winter as indicated below. **Additional snow days will be given back in April if they are not needed.**

**DAY/DATE**

<b>Monday, March 28</b>	<b><u>Schools Closed</u></b>
<b>Tuesday, March 29</b>	<b><u>Schools Closed</u></b>

**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.

<b>Name</b>	<b>Purpose</b>	<b>Date</b>	<b>Location</b>	<b>Estimated Expenses</b>
Susy Golderer Board Member	Analyzing and Constructing Salary Guides	March 12, 2016	Mercerville, NJ	\$299.00
Despina Lagis	Use Melody to Effectively Engage non-verbal learners	March 24, 2016	Edison, NJ	\$229.99 IDEA
Judy Corrente	ISTE International Technology Education conference	June 25-30, 2016	Denver, CO	\$3,010.76
Angelina Martino-Finnegan	NAESP Best Practices for Better Schools	July 5-8, 2016	National Harbor, MD	\$1,990.00

**4. Field Trip Destinations**

**Destination**

Anchorage, Alaska

**What the trip would be for**

Parsippany High School  
Academic Decathlon Nationals

**5. Board Policies**

**BOARD POLICIES**

BE IT RESOLVED that the Board approve the following new Policy and revised ByLaw at this first of two readings.

ByLaw #0155 Board Committees - REVISED

**A**

Policy #4159 Support Staff Member/School District Reporting Responsibilities – NEW

**B**

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

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

6. **Resignation – PTHEA**

**RESIGN  
PTHEA**

BE IT RESOLVED that the Board approve the resignation of Rachel Fountain, Teacher at Knollwood Elementary School, effective April 25, 2016 or sooner pending a suitable replacement is found.

7. **Certificate of Retirement – Local 32**

**RETIRE  
LOCAL 32**

BE IT RESOLVED that the Board approve the resignation of Jerome Davis, Driver, for the purpose of retirement in accordance with the Board/Local 32 Agreement effective March 1, 2016.

8. **Resignation – Noontime Aide**

**RESIGN  
NOONTIME**

BE IT RESOLVED that the Board approve the resignation of Angela Petzinger, Noontime Aide at Lake Hiawatha Elementary School, effective February 29, 2016.

9. **Appointment – Volunteer Extra-Curricular Athletic Aides**

**APPOINT VOL  
EXTRA CURR 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 2015-2016 school year effective March 11, 2016:

**Parsippany High School**  
Anthony Paterno     Baseball

**Parsippany Hills High School**  
Zachery Mann     Baseball

10. **Long-Term Assignments**

**LONG-TERM  
ASSIGNS**

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

**Olenka Acosta** will serve as a long-term substitute for Employee #30850, a Teacher at Central Middle School who is on maternity leave, at \$110.00 per diem effective February 29, 2016 through April 8, 2016.

**Wendy Chesnov Dratler** will serve as a long-term substitute for Employee #30569, a Teacher at Troy Hills Elementary School who is on maternity leave, at \$110.00 per diem effective April 1, 2016 through June 24, 2016.

**Rebecca Hadjiloucas** will serve as a long-term substitute for Employee #31189, a Teacher at Brooklawn Middle School, at \$44.00 (2/5) per diem effective March 14, 2016 through June 14, 2016, and effective June 15, 2016 through June 24, 2016 at the per diem rate of \$110.24 (2/5); 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.

**Long-Term Assignments - continued**

**Kyle Risch** will serve as a long-term substitute for Employee #11718, a Teacher at Knollwood and Troy Hills Elementary School who is on maternity leave, at \$110.00 per diem effective March 9, 2016 through June 9, 2016, and effective June 10, 2016 through June 24, 2016 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.

**Sarah Monarch** will serve as a long-term substitute for Employee #30987, a Teacher at Northvail and Troy Hills Elementary Schools who is retiring, at \$110.00 per diem effective April 4, 2016 through June 24, 2016.

**Christina Rodriguez** will serve as a long-term substitute for Employee #30318, a Teacher at Brooklawn Middle School who was transferred, at \$110.00 per diem effective March 7, 2016 through June 7, 2016, and effective June 8, 2016 through June 24, 2016 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.

**David Wolckenhauer** will serve as a long-term substitute for Employee #31175, a Teacher at Parsippany High School who will be on maternity leave, at \$110.00 per diem effective March 21, 2016 through June 21, 2016, and effective June 22, 2016 through June 24, 2016 at the per diem rate of \$275.60; 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.

11. **Building Webmaster**

**WEBMASTER**

BE IT RESOLVED that the Board approve Marjorie Ng who has been employed as the Building Webmaster at Rockaway Meadow Elementary School and should receive a stipend of \$250.00 for the 2015-2016 school year, effective February 29, 2016.

12. **Employment – Paraprofessional**

**EMPLOY  
PTHESA**

BE IT RESOLVED that the Board approve the individual named below who has been employed for the 2015-2016 school year as Paraprofessional in the area indicated:

**Parsippany Hills High School**

Erin Irvine One-to-One – 1<sup>st</sup> Year \$20,318.00 (prorated) 3/21/2016

13. **Change in Start Dates – Noontime Aide**

**CHANGE START DATES**

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

**Eastlake Elementary School**

Swapna Mokashi  
From: Pending  
To: February 29, 2016

**Littleton Elementary School**

Stacy Ward  
From: Pending  
To: March 7, 2016

**Troy Hills Elementary School**

Sudha Balasundaram  
From: Pending  
To: March 4, 2016

14. **Resolution - Suspend**

**SUSPEND**

BE IT RESOLVED that the Board of Education of the Township of Parsippany-Troy Hills approve the recommendation of the Interim Superintendent of Schools that Employee #43943 was suspended with pay effective February 22, 2016 to February 26, 2016.

15. **Approval of Employment**

**EMPLOY CERTIF STAFF**

BE IT RESOLVED that the Board approve the employment of the individual 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.

**Christine Mulroy**

Degree:  
Certification:  
Experience  
Guide Placement:  
Effective:  
Assignment

**Teacher of Biology Special Education**

BS/Montclair State University 2016  
Biology  
Student Teacher  
BA, Step 1, \$51,420.00 (prorated)  
2/29/2016  
Parsippany Hills High School  
(Replacement)

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 3/11/2016**

Jill Catherwood	Secretary
Leigh Ann Fedkenheuer	Teacher
Augustus Lewis	Bus Driver

17. **Resignation – PTHESA**

**RESIGN  
PTHESA**

BE IT RESOLVED that the Board approve the resignation of Renee Fabbriatore, One-to-One Paraprofessional at Eastlake Elementary School, effective March 18, 2016.

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

**BOILER  
LICENSE**

BE IT RESOLVED that the Board approve the stipend of \$1,304.00 (prorated) for the individuals named below who received their Black Seal Boiler License effective December 1, 2015:

Sergio Mendoza	Maintenance Worker
Jose Reyes	Custodian

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

**ADDITIONAL  
SICK DAYS**

BE IT RESOLVED that the Board approve thirty (30) additional non-accumulative sick days at one-half pay for Employee #11758, Custodian, effective March 12, 2016 through April 23, 2016.

20. **Transfer of Assignment**

**TRANSFER OF  
ASSIGN**

BE IT RESOLVED by the recommendation of the Interim Superintendent, the Board assign Fred Douglas, necessitating no change in salary, to CMS Guidance for Employee #40686 who is currently on maternity leave, effective March 7, 2016.

21. **Waiver of Teaching Loads Quarter IV**

**WAIVERS**

BE IT RESOLVED the Board approve the waivers of the teaching load for the following individuals who will provide class coverage as indicated below during the 2015-2016 school year:

Name	Location	Subject	Amount	Effective Dates	Class Load	Formula
Churchwell, Melissa	BMS	Language Arts	\$4,668.29	3/18/16 – 6/23/16	1 class 5x per week	1/7
Kopas, Christine	BMS	Language Arts	\$4,705.59	3/18/16 – 6/23/16	1 class 5x per week	1/7
Perrone-McCann, Juliana	BMS	Language Arts	\$4,551.31	3/18/16 – 6/23/16	1 class 5x per week	1/7
Payerl, Sam	BMS	Language Arts	\$2,541.61	3/18/16 – 6/23/16	1 class 5x per week	1/7
Schreiner, Marlene	BMS	Language Arts	\$3,917.60	3/18/16 – 6/23/16	1 class 5x per week	1/7
Tobjy, Brittany	BMS	Language Arts	\$2,937.77	3/18/16 – 6/23/16	1 class 5x per week	1/7
Wiegand, James	BMS	Language Arts	\$2,977.25	3/18/16 – 6/23/16	1 class 5x per week	1/7
Buccino, Julianne	CMS	Language Arts	\$4,351.55	3/18/16 – 6/23/16	1 class 5x per week	1/7
Winick, Gregory	CMS	Language Arts	\$3,292.54	3/18/16 – 6/23/16	1 class 5x per week	1/7
Mahr, Jamie	CMS	Language Arts	\$3,292.54	3/18/16 – 6/23/16	1 class 5x per week	1/7
Cook, Kelly	CMS	Forensics	\$3,261.25	3/18/16 – 6/23/16	1 class 5x per week	1/7
Flynn, Jen	CMS	Forensics	\$4,540.24	3/18/16 – 6/23/16	1 class 5x per week	1/7
Malloy, Kellie	BMS	Forensics	\$4,010.98	3/18/16 – 6/23/16	1 class 5x per week	1/7
Pantina, Mary	BMS	Forensics	\$3,679.80	3/18/16 – 6/23/16	1 class 5x per week	1/7
Ricker, Donna	BMS	Forensics	\$4,099.07	3/18/16 – 6/23/16	1 class 5x per week	1/7
Butterfield, Jeffrey	BMS	Intro to Engineer	\$2,719.72	3/18/16 – 6/23/16	1 class 5x per week	1/7
Matarazzo, Mary	BMS	Art	\$2,541.61	3/18/16 – 6/23/16	1 class 5x per week	1/7
Miller, Lou	BMS	Banking/Wall	\$4,724.85	3/18/16 – 6/23/16	1 class 5x per week	1/7
Schlosser, Andy	BMS	Analyz Stats	\$3,680.28	3/18/16 – 6/23/16	1 class 5x per week	1/7
Hill, Andrew	CMS	Banking/Wall	\$2,541.61	3/18/16 – 6/23/16	1 class 5x per week	1/7
Araujo, Stacy	BMS	Spanish	\$2,719.72	3/18/16 – 6/23/16	1 class 5x per week	1/7
Kralik, Jennifer	BMS	French	\$3,180.62	3/18/16 – 6/23/16	1 class 5x per week	1/7
Hunt, Karen	BMS	Spanish	\$3,513.97	3/18/16 – 6/23/16	1 class 5x per week	1/7

Name	Location	Subject	Amount	Effective Dates	Class Load	Formula
Ricculli, Alessia	BMS	Italian	\$2,705.27	3/18/16 – 6/23/16	1 class 5x per week	1/7
Sudak, Norma	BMS	World Cultures	\$3,195.31	3/18/16 – 6/23/16	1 class 5x per week	1/7
Walker, Stephen	BMS	Learning Strategies	\$2,475.18	3/18/16 – 6/23/16	1 class 5x per week	1/7
Balletto, Laura	CMS	SS Co Teaching	\$2,719.72	3/18/16 – 6/23/16	1 class 5x per week	1/7
Caruso, Lori	CMS	Spanish	\$2,653.29	3/18/16 – 6/23/16	1 class 5x per week	1/7
Gillespie, Marisa	CMS	World Cultures	\$2,985.91	3/18/16 – 6/23/16	1 class 5x per week	1/7
Gonzalez, Giselle	CMS	Spanish	\$2,914.67	3/18/16 – 6/23/16	1 class 5x per week	1/7
Pettinelli, Carolyn	CMS	SS CO Teaching	\$4,117.60	3/18/16 – 6/23/16	1 class 5x per week	1/7
Franz, Allison	BMS	Robotics I	\$4,099.07	3/18/16 – 6/23/16	1 class 5x per week	1/7
Wohl, Jared	BMS	Robotics II	\$2,503.10	3/18/16 – 6/23/16	1 class 5x per week	1/7
Mekita, Brigid	CMS	Computers	\$3,326.24	3/18/16 – 6/23/16	1 class 5x per week	1/7
Velazquez, Alissa	CMS	Intro to Engineering	\$2,475.18	3/18/16 – 6/23/16	1 class 5x per week	1/7

22. **Resignation – Administrator**

**RESIGN**

BE IT RESOLVED, that the Board approve the resignation of David Corso, Assistant Superintendent for Business/Board Secretary, effective May 15, 2016.

23. **Corrections**

**CORRECTIONS**

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

**Major-Extra Responsibility Assignment**

**Parsippany High School – Assistant Coach Softball**

**Effective March 4, 2016**

From: Stephanie Fasano    Step 3    \$6,646.00  
 To:    Stephanie Fasano    Step 3    \$3,323.00  
       Kelsey Principe    Step 3    \$3,323.00

**Leave of Absence**

Employee #31172, Teacher

From: effective February 11, 2016 through March 11, 2016 utilizing accumulated sick leave.

To: effective February 11, 2016 through March 28, 2016 utilizing accumulated sick leave.



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

24. **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 2015-2016 school year:

<b><u>Name</u></b>	<b><u>School</u></b>	<b><u>Effective Date</u></b>
Kristina Gentile	Littleton	2/10/16
Teuta Istrefi	Eastlake	3/1/16
Taylor Landy	Knollwood	1/25/16

25. **Nursing Services**

**NURSING  
SVCS**

BE IT RESOLVED that the Board approve Ashley Grande, substitute nurse, to work during kindergarten registration on March 7, 2016 from 6:00 to 8:00 p.m. at Mt. Tabor School, at the hourly rate of \$23.57.

26. **Vendor Approval**

**VENDOR  
APPROVAL**

BE IT RESOLVED that the Board approve the following vendor for the 2015-2016 school year:

Oxford Consulting Services – related services - \$60 per hour

27. **Home Instruction**

**HOME  
INSTRUCTION**

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

<b><u>Student</u></b>	<b><u>School</u></b>	<b><u>Grade</u></b>	<b><u>Reason</u></b>
27352	PHHS	10	Administrative
33338	MT. TABOR	5	Emotional
24648	PHS	11	Emotional
21931	OOD	12	Administrative

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

**HIB**

BE IT RESOLVED that the Board of Education affirms the Harassment, Intimidation, and Bullying (HIB) report for February 25, 2016.

**Suspensions**

**SUSPENSIONS C**

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 March 10, 2016 for the 2015-2016 school year in the amount of \$5,879,389.40.

BE IT RESOLVED that the Board of Education approve the payment of current bills/outstanding warrants for school activities for the month of February 2015-2016 school year in the amount of \$60,957.05.

30. **Transfer of Funds**

**TRANSFER OF FUNDS D**

BE IT RESOLVED that the Board of Education authorize the transfers in the 2015-2016 budget per detail of transfers report, February 1 - 29 for the 2015-2016 school year, per state law S1701.

31. **Adoption 2016-2017 Tentative Budget**

**TENTATIVE BUDGET**

**Capital Reserve Account Withdrawal**

RESOLVED that the Parsippany-Troy Hills Board of Education requests the approval for a capital reserve withdrawal in the amount of \$1,000,000. The district intends to utilize these funds for the following:

Parsippany High School Partial Roof Replacement	\$600,000.00
Brooklawn Middle School Partial Window Replacement	\$400,000.00

**Travel and Related Expense Reimbursement 2016-2017**

**WHEREAS**, the Parsippany-Troy Hills Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

**WHEREAS**, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

**WHEREAS**, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

**WHEREAS**, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

**THEREFORE, BE IT RESOLVED**, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

**BE IT FURTHER RESOLVED**, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$138,080.00 for all staff and Board members.

**Adoption of Tentative Budget 2016-2017**

**BE IT RESOLVED** that the tentative budget be approved for the 2016-2017 School Year using the 2016-2017 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<b>GENERAL</b>	<b>SPECIAL</b>	<b>DEBT</b>	
	<b>FUND</b>	<b>REVENUES</b>	<b>SERVICE</b>	<b>TOTAL</b>
<b>2016-17 Total Expenditures</b>	\$141,203,765	\$2,145,337	\$3,395,213	\$146,744,315
<b>Less: Anticipated Revenues</b>	<u>13,093,053</u>	<u>2,145,337</u>	<u>606,046</u>	<u>15,844,436</u>
<b>Taxes to be Raised</b>	<u>128,110,712</u>	<u>0</u>	<u>2,789,167</u>	<u>130,899,879</u>

And to advertise said tentative budget in the *Star Ledger* and *Daily Record* in accordance with the form suggested by the State Department of Education and according to law; and

**BE IT FURTHER RESOLVED**, that a public hearing be held at the Dr. Frank A. Calabria Education Center, 292 Parsippany Road, Parsippany, New Jersey on April 28, 2016 at 7:00 pm for the purpose of conducting a public hearing on the budget for the 2016-2017 School Year.

**Professional Services**

**WHEREAS**, pursuant to N.J.A.C. 6A:23A-5.2, a Board of Education must establish a maximum dollar limit for professional services and public relations, as defined in N.J.A.C. 6A:23A-9.3©14

**NOW THEREFORE, BE IT RESOLVED**, that the Parsippany-Troy Hills Board of Education hereby establishes the following maximums for the 2016-2017 year as follows:

Architecture/Engineering	\$250,000
Legal	\$225,000
Audit	\$77,000
Physician	<u>\$82,000</u>
For a total amount of	\$634,000

**BE IT FURTHER RESOLVED**, that the School Assistant Superintendent for Business/Chief Financial Officer track and record these costs to insure that the maximum amount is not exceeded.