

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

Number 4

September 24, 2015

MISSION STATEMENT

The mission of Parsippany-Troy Hills School District is to provide effective instruction in all program areas, to develop the learning potential of all students in the district, to build skills for a lifetime of learning, and to develop a feeling of self-worth and confidence that will allow students to become productive members of society.

To accomplish this mission, Parsippany-Troy Hills School District is committed to a system which recognizes principals, supervisors and directors as instructional leaders and empowers members of the teaching staff to become partners in the development of curriculum and refinement of instructional strategies. The Board of Education also seeks the involvement of parents and members of the community as participants in a partnership to promote quality education. The result of this collaboration is to produce effective learners who can cope with the demands of an ever-changing society.

Furthermore, we are dedicated to achieving a spirit of humaneness as students involve themselves in school activities as well as contributing to the well being of the community. To achieve these ends, the Board of Education also supports a continuous program of staff development for all employees as means of developing the most effective curriculum and instruction for all our students.

Date Adopted: 7/6/89

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 4

September 24, 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 – SCOTT RIXFORD

II. GA – GENERAL ADMINISTRATION – JONI BENOS

GA 15-16 17

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
Gretel Perez	Revolutionary Science	November 12-14, 2015	Philadelphia, PA	\$507.00
Christine Wilson	AP Music Theory	November 3, 2015	New York	\$204.00
Merisa Rosa Jeff Martens Michelle Hoffman Lisa Garofalo Lisa Vallacchi	TCRWP Writing Conference	September 29, 2015	Columbia Univ.	\$165.00 ea
Lisa Vallacchi	TCRWP Units of Study for Reading	September 18, 2015	Columbia Univ.	\$165.00
Marlene Toomey Bryan Hershkowitz	TCRWP Units of Study for Reading	September 28, 2015	Valley Forge	\$165.00 ea
Sheila Hall	Orton Gillingham	October 12-16, 2015	Secaucus, NJ	\$975.00 Title II A Grant
Anthony Giordano Michele Neal	Autism NJ Conference	October 15-16, 2015	Atlantic City, NJ	\$978.84 \$974.79
Julia Libeskind	PECS Level 1 Training	November 19-20, 2015	New York	\$451.00 Title II A Grant
Deanna Plumb Lindsey Whitt	Orton Gillingham	December 14-18, 2015	Hasbrouck Heights, NJ	\$1030.00 ea Title II A Grant
Vicky Santana	NJ Council for Social Studies	October 20, 2015	Piscataway, NJ	\$120.00

GA 15-16 18 **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:

Littleton School

The Littleton School PTA has donated \$585.00 to the Board of Education to help support cultural arts events at Littleton School.

Troy Hills School

The Troy Hills School PTA has donated \$2,410 to the Board of Education to help support cultural arts events at Troy Hills School.

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

AP 15-16 15 Curriculum Work – A/C #11.000.223.104.000.140

CURR 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 subject to any guide placement or other salary adjustment that may be due upon completion of the negotiations between the Board of Education and the PTHEA:

	<u>Hours</u>	<u>Amount</u>
<u>Food Service and Hospitality</u>		
Kristy Jaheriss	20	\$820.00
Vicky Collado	10	\$410.00
<u>Culinary Arts 7</u>		
Kristy Jaheriss	10	\$410.00
Christa DeLuca	8	\$328.00
<u>Genetics</u>		
Michelle Coolbaugh	20	\$820.00
<u>Forensic Science (High School)</u>		
Emily Rogers	20	\$820.00
Stephanie Thaler	20	\$820.00
<u>Forensic Science (Middle School)</u>		
Jen Flynn	10	\$410.00
Alissa Velazquez	10	\$410.00
<u>Honors Chemistry</u>		
Christine Nagel	10	\$410.00
Maria Gillman	10	\$410.00

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

HR 15-16 116 **Employment – Paraprofessionals** **EMPLOY
PTHESA**

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 School

Shetalkumari Shah	One-to-One 1 st year	\$20,318.00	9/21/2015
Alexis Zammataro	Kindergarten 1 st year	\$20,318.00	9/21/2015

Lake Parsippany School

Irene Dourdoulakis	One-to-One 1 st year	\$20,318.00	9/17/2015
Kara Licastrò	One-to-One 1 st year	\$20,318.00	9/17/2015

Rockaway Meadow School

Scott Baird	One-to-One 1 st year	\$20,318.00	9/17/2015
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Troy Hills School

Lisa Vuolo	One-to-One 1 st year	\$20,318.00	9/25/2015
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HR 15-16 117 **Resignation - PTHEA** **RESIGN
TEACHER**

BE IT RESOLVED that the Board approve the resignation of Joshua Ury, Teacher of Physical Education, effective November 6, 2015 *or sooner pending a replacement is found.*

HR 15-16 118 **Employment – Plumber** **EMPLOY**

BE IT RESOLVED that the Board approve the employment of Paul Cucchiara for the position of Plumber in the Maintenance Department at a salary of \$60,000.00 (prorated) for the 2015-2016 school year, effective September 15, 2015.

HR 15-16 119 **Rescission - Long-Term Assignment** **RESCIND**

BE IT RESOLVED that the Board approve the following rescission of assignment as indicated:

Matthew Stoessel – for Employee #31040 at Parsippany Hills

HR 15-16 120 **Maternity Leave of Absence** **MATERNITY LEAVE**

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

Employee #40530, Teacher at Brooklawn Middle School has requested a maternity leave of absence on or about October 26, 2015 through December 2, 2015 utilizing her accumulated sick leave and three (3) personal days. Pursuant to the Family Leave Act she is also requesting an unpaid childcare leave of absence from December 3, 2015 through January 25, 2016.

HR 15-16 121 **Additional Sick Days – PTHEA** **ADDITIONAL SICK DAYS**

BE IT RESOLVED that the Board approve ten (10) additional non-accumulative sick days for employee #30569, Teacher at Troy Hills Elementary School, effective October 29, 2015 through November 13, 2015.

HR 15-16 122 **Appointment – Volunteer Extra-Curricular Athletic Aide** **APPOINT VOL EXTRA 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:

Parsippany Hills High School
Lauren Schmitt Marching Band

HR 15-16 123 **Resignations - PTHESA** **RESIGN PTHESA**

BE IT RESOLVED that the Board approve the following resignations as indicated:

Hannah Morello One-to-One Rockaway Meadow 9/9/2015
Michelle Tempany One-to-One Parsippany Hills 9/25/2015

HR 15-16 124 **Re-Employment – Substitute Approval – 2015-2016** **RE-EMPLOY SUBS**

BE IT RESOLVED that the Board approve the re-employment of the individuals named below, Substitute Aides/Secretaries, and Substitute Teacher/Nurses all of whom hold the appropriate number of credits or the proper certification, and have indicated their interest in serving as substitutes during the 2015-2016 school year.

Lisa Arcuri Teacher, Secretary
Margaret Jacobs Paraprofessional, Secretary
Matthew Reggiani Teacher
Cindy Smerdon Teacher, Paraprofessional
Arti Upadhyaya Noontime

HR 15-16 125 **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 September 1, 2015:

Antoinette DiDio	Paraprofessional, Secretary, Noontime (9/25/2015)
Christina Donisi	Teacher
Dawn Filippone	Paraprofessional
Desiree Hornung	Nurse
Sharon Tensen	Teacher

DELETE:

Jillian Huncken	Teacher
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HR 15-16 126 **Long-Term Assignments**

LONG-TERM ASSIGN

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

Debra Johnson as a long-term substitute for Employee #30850, a teacher at Central Middle School who is on maternity leave effective September 1, 2015 through November 9, 2015, at the per diem rate of \$257.10.

Michelle Tempany will serve as a long-term substitute for Employee #31040, a teacher at Parsippany Hills High School who is on maternity leave. Ms. Tempany will be compensated at \$110.00 effective September 28, 2015 through January 4, 2016; and effective January 5, 2016 through January 25, 2016 at the per diem rate of \$257.10.

HR 15-16 127 **Waiver of Teaching Load**

WAIVER

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

Name	Location	Subject	Amount	Effective Dates	Class Load	Formula
Brian James	BMS	Social Studies	\$392.32	9/11/15 – 10/31/15	1 additional class per week	1/5 of 1/7

- HR 15-16 128 **Certificate of Retirement** **RETIRE**
- BE IT RESOLVED that the Board approve the resignation of B. Joyce Sapjeta, Teacher of Science, for the purpose of retirement in accordance with the Board/PTHEA Agreement effective November 9, 2015 *or sooner pending a replacement is found.*
- HR 14-15 129 **Resignation – Coach** **RESIGN
COACH**
- BE IT RESOLVED that the Board approve the following resignation as indicated:
- Parsippany High School**
Meghan Fitzsimmons Head Coach JV Girls Basketball 9/8/2015
- HR 15-16 130 **Rescission – Family Medical Leave of Absence** **RESCIND
FMLA**
- BE IT RESOLVED that the Board approve the rescission of an unpaid Family Medical Leave of Absence for Employee #30431, effective September 23, 2015 through November 29, 2015.
- HR 15-16 131 **Corrections** **CORRECT**
- BE IT RESOLVED that the Board approve the corrections listed below:
- Long Term Assignment**
Daniel Caivano
From: at the per diem rate of \$110.00 effective September 1, 2015 through December 2, 2015.
To: at \$110.00 effective September 1, 2015 through December 2, 2015 and effective December 3, 2015 through December 14, 2015 at the per diem rate of \$257.10.
- Resignation – Teacher**
Christa DeLuca – Family & Consumer Science Teacher
From: August 26, 2015 (*or sooner if a suitable replacement can be found*)
To: October 26, 2015
- Noontime Aides**
Dawn Sempier - Eastlake
From: 17.5 hours per week To: 35 hours per week
Rockaway Meadow
From: Susan Giordano To: Sandra Giordano
- Permanent Substitutes**
CHANGE:
Intervale School
From: TBD To: Alyssa Hartsuiker (effective 9/15/2015)
ADD:
Anthony Sorrentino Brooklawn Middle School

Corrections - continued

Major Extra Responsibilities

Anthony Pico – BMS Soccer Coach

From: \$7,775.00 To: \$5,991.00

Approval of Salaries – Confidential Secretaries

Louise Corforte

From: \$52,495.00 + \$1,500.00 (L)

To: \$52,495.00 + \$1,000.00 (L)

Local 32 - Change in Assignment/Contract

Edwin Rivera

From:

<u>Salary Description</u>	<u>Salary</u>	<u>Longevity</u>	<u>Addenda</u>	<u>Total</u>
From: Local 32 - CM-04	\$30,360.00	\$0	\$2,740.00	\$33,100.00
To: Local 32 – Lead-01	\$35,532.00	\$0	\$5,324.00	\$40,856.00

To:

<u>Salary Description</u>	<u>Salary</u>	<u>Longevity</u>	<u>Addenda</u>	<u>Total</u>
From: Local 32 - CM-04	\$30,360.00	\$0	\$2,740.00	\$33,100.00
To: Local 32 – Lead-01	\$35,532.00	\$0	\$6,628.00	\$42,160.00

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

PS 15-16 24 **ABA Home Based Program**

ABA HOME

BE IT RESOLVED that the Board approve Jennifer Fedo and Janet Cassetta to provide an ABA school based program, shared by both of them, for up to six hours per week in total, from 9/15/15 through 9/18/15, as per student's IEP, at the hourly rate of \$41.00 each 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.

BE IT RESOLVED that the Board approve Jennifer Fedo and Alana Guisti to provide an ABA school based program, shared by both of them, for up to six hours week in total, from 9/21/15 through 6/23/16, as per student's IEP, at the hourly rate of \$41.00 each 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.

PS 15-16 25 **CST Summer Work**

CST

BE IT RESOLVED that the Board approve the following Child Study Team personnel who conducted an initial IEP meeting and placement for a student who moved in during the summer, for one day each at their per diem rate as follows 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>Name</u>	<u>Per Diem Rate</u>
Kathleen Attenasio	\$475.46
Toni Farneski	\$379.35

PS 15-16 26 **Home Instructors For 2015-2016**

HOME INSTRUCTORS

BE IT RESOLVED that the Board approve the following list of Home Instructors for the 2015-2016 school year:

- Maryann Gatto
- Philip Mongiovi
- Alexandra Protopapas
- Sister Juanita Williams
- Esta Zwick

All Parsippany-Troy Hills School District teachers, if they choose to be a Home Instructor for the 2015-2016 school year.

PS 15-16 27 **Employment – PACE**

**EMPLOY
PACE**

BE IT RESOLVED that the Board approve the following staff as PACE employees for the 2015-2016 school year:

<u>Name</u>	<u>Position</u>	<u>Anticipated Salary</u>
Radoslaw Belej	Instructor	\$ 800.00
Joseph Russo	Instructor	\$1,400.00

SKIP Volunteer

BE IT RESOLVED that the Board approve Kelly Coombs, who will be volunteering at the Northvail School SKIP program on Mondays, Wednesdays and Thursdays from 3:00 p.m. to 6:00 p.m. for the 2015-2016 school year, in order to get service hours for the National Honor Society.

PS 15-16 28 **Community Based Instruction Site**

COMM BASED

BE IT RESOLVED that the Board approve the following as a Community Based Instruction site for the 2015-2016 school year:

Mama Louisa's Italian Deli
188 Parsippany Road
Parsippany, NJ

PS 15-16 29 **HIB Grade Report**

**HIB
GRADE REPORT**

BE IT RESOLVED that the Board accept the presentation of the NJ DOE Grade Report.

Suspensions

SUSPENSIONS PS-A

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

F – BUSINESS/FINANCE – DAVID CORSO

F15-16 36 **Payment of Bills**

PAYMENT OF BILLS

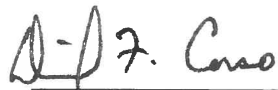
BE IT RESOLVED that the Board of Education approve the payment of current bills for September 10, 2015 for the 2015-16 school year in the amount of \$6,270,173.41.

F15-16 37 **Secretary/Treasurer Report**

SEC/TREAS 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 July 31, 2015.

Pursuant to N.J.A.C. 6:20-2:13(d), I certify that as of the end of July 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 July 31, 2015 after review of the Secretary's monthly financial report for July, 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.

F15-16 38 **NCBL- Title III Grant**

**NCBL-TITLE III
GRANT**

BE IT RESOLVED that the Board of Education approve the individuals named below who have been re-employed/employed for the 2015-2016 school year as ESL Teachers.

Lindsay Whitt – Intervale/Eastlake
Jennifer Yee – Mt. Tabor

F15-16 39 **Employment/Reemployment Paraprofessionals - IDEA** **EMPLOY/REEMPLOY
PARAS IDEA**

BE IT RESOLVED that the Board of Education approve the individuals named below who have been re-employed/employed for the 2015-2016 school year as paraprofessionals under the IDEA Grant:

Parsippany High School

Christina Bauer	One-To-One
Maureen Cappuccino	One-To-One
Nicole Ranieri	One-To-One
Hermine Samtani	One-To-One
Jen Suarez	One-To-One

Brooklawn Middle School

Anne Marie Shymanski	One-To-One
Nancy Briscoe	One-To-One
Danielle Castellano	One-To-One
Sherri Curlo	One-To-One
Debbie Thore	One-To-One

F15-16 40 **Qualified Purchasing Agent-Bid Threshold Increase** **QUALIFIED
PURCHASING AGENT**

WHEREAS, Lyanna Rios Assistant Business Administrator/Assistant Board Secretary possesses a qualified agent (QPA) certificate;

WHEREAS, the Governor, in consultation with the State Treasurer and pursuant to N.J.S.A. 18A:18A-3 (b), on July 1, 2015 has increased the bid threshold amount for school districts with purchasing agents who possess qualified purchasing agent certificates, from \$36,000 to \$40,000;

NOW, THEREFORE BE IT RESOLVED that the Parsippany-Troy Hills Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$40,000 for the Board of Education, and further authorizes Lyanna Rios to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.