

**PARSIPPANY-TROY HILLS
BOARD OF EDUCATION
REGULAR MEETING OF
Tuesday, April 14, 2020**

The Parsippany-Troy Hills Board of Education held its Regular Meeting on Tuesday, April 14, 2020 at the Calabria Educational Center, 292 Parsippany Road, Parsippany, NJ 07054.

***Special Note:** As a result of the limitations placed on public assemblies due to COVID-19 related restrictions, this meeting was conducted via Zoom. The district website contained information on public participation.*

CALL TO ORDER

CALL TO ORDER

President Mr. Neglia called the meeting to order at 6:00 p.m.

MEETING NOTICE

MEETING NOTICE

Mr. Neglia stated that in compliance with Chapter 231, Public Law 1975 entitled Open Public Meetings Act, adequate notice of this meeting has been provided as specified in the Act. A meeting notice was published in the Daily Record on January 8, 2020 and on the district website <http://www.pthsd.k12.nj.us>. Additionally, the Notice of Meeting was posted at the Municipal building and a copy of the Notice was filed with the Township Clerk on April 9, 2020. This is an official meeting.

SALUTE TO THE FLAG

SALUTE TO THE FLAG

Mr. Neglia asked everyone to stand for the flag salute.

ROLL CALL

ROLL CALL

Present: Mr. Timothy Berrios
 Mr. Andrew Choffo
 Mr. Matthew DeVitto
 Mrs. Susy Golderer
 Mrs. Judy Mayer
 Mrs. Deborah Orme
 Mrs. Kendra Von Achen
 Mrs. Alison Cogan
 Mr. Frank Neglia

Also Present: Dr. Barbara Sargent, Superintendent
 Mrs. Robin Tedesco, Business Administrator
 Dr. Robert Sutter, Assistant Superintendent for HR
 Mrs. Joan Benos, Chief of Staff/Public Information Officer
 Mrs. Susan Dykstra, Comptroller
 Mrs. Katherine Gilfillan, Esq. Board Attorney
 Dr. Tali Axelrod, Assistant Superintendent for Curriculum
 Mrs. Cory Wegesa, Coordinating Supervisor of Guidance & Medical Services
 Mr. Michael Wilson, Manager of Technology Operations-Infrastructure

STUDENT REPORTS

None

STUDENT REPORTS

CORRESPONDENCE

None

CORRESPONDENCE

UNFINISHED BUSINESS

Mrs. Cogan asked if anyone has attended any of the Township meetings.

UNFINISHED BUSINESS

Dr. Sargent replied that she watched the last Township meeting online. There is still a question about how other Township meetings would continue going forward and no decision has been made. Some of the meetings require many items and plans to be reviewed so it is hard to do that online. The Township is speaking with their attorney on best practices and on how to proceed.

COMMITTEE REPORTS

Mr. Choffo reported that the Policy Committee had an emergent issue arise as a result of the pandemic. There are still employees that are not on direct deposit which is causing payroll staff members to come in to the office to print and mail out checks. The district is instituting a mandatory direct deposit policy which is on tonight's bulletin for first reading.

COMMITTEE REPORTS

Mrs. Cogan asked if the policy would remain in effect once everyone comes back into the district.

Mr. Choffo responded that the policy would remain in effect.

Mr. Berrios asked if there was a reason given as to why employees are not on direct deposit.

Mrs. Tedesco explained that the district has sent out many notices in an effort to get everyone to sign up for direct deposit due to the pandemic. The employees didn't respond so the reason is unknown.

APPROVAL OF MINUTES

On a Motion by Mrs. Mayer, seconded by Mr. Berrios, the Regular minutes of the March 26, 2020 meeting, was voted on as follows:

BOARD MEMBERS	AYE	NAY	ABSTAIN	RECUSE	ABSENT	RESOLUTION NUMBERS
Mr. Berrios	X					
Mr. Choffo	X					
Mr. DeVitto	X					
Mrs. Golderer	X					
Mrs. Mayer	X					
Mrs. Orme			X			
Mrs. Von Achen	X					
Mrs. Cogan	X					
Mr. Neglia	X					

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Dr. Sargent presented Superintendent Bulletin Number 15

The district has donated gloves and masks to area hospitals. We are grateful for the continued dedication of the healthcare workers and first responders. The district is on day 15 of distance learning and the connection between staff and families is incredible. Everyone has gone above and beyond during this time. The administration had a productive meeting today to discuss answers provided to the distance learning survey. Further guidance from the governor is expected on Friday and communication will be sent out after that guidance is provided.

For your consideration we have 1-15 with Addendum items 16-19 and Read Ins

Mrs. Tedesco presented the Secretary's Report

Tonight's Secretary's Report has the regular business motions and the renewal of the Pomptonian contract for food service management for the 2020-2021 school year.

**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS SUPERINTENDENT'S
BOARD OF EDUCATION BULLETIN
Number 15**

April 14, 2020

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

ITEMS FOR DISCUSSION

LA – LEADERSHIP ACTIONS – BARBARA SARGENT, ED.D.

1. The Marshall Rubrics 2020-21

**MARSHALL
RUBRICS**

BE IT RESOLVED that the Board approve upon the recommendation of the Superintendent, the state-approved “The Marshall Rubrics” as both our teacher and principal evaluation instruments for the 2020-2021 school year.

New Jersey Department of Education

EQUIVALENCY APPLICATION

N.J.A.C. 6A:5

COUNTY MORRIS COUNTY CODE # 27

SCHOOL DISTRICT PARSIPPANY-TROY HILLS DISTRICT CODE # 3950

“EQUIVALENCY” means approval to achieve the intent of a specific rule through an alternate means that is different from, yet judged to be comparable to or as effective as, those prescribed within the rule.

1. List the Administrative Code citation(s) that necessitates the proposed equivalency. As the Department cannot approve an equivalency to an entire chapter, subchapter or section (e.g., N.J.A.C. 6A:5; N.J.A.C. 6A:5-1; or N.J.A.C. 6A:5-1.1, respectively), all applications must include a citation at least at the subsection level (e.g., N.J.A.C. 6A:5-1.1(a)).
NJAC 6A: 10-4(c)

2. Describe what the school district intends to accomplish that is currently prevented or disallowed by the existing rule(s).

The district has adopted the Kim Marshall Model. We request flexibility to eliminate all pre-observation conferences and announced observations. We request flexibility to reduce the 10 mini observations to 6 mini-observations for tenure and 8 mini-observations for non-tenure teachers of at least 10 minutes. This equivalency will allow our administrative staff of seven content supervisors, one Director, 14 principals, and 10 Assistant Principals to complete this observation schedule for 767 teachers.

3. Describe why an equivalency is necessary to accomplish the desired or measurable result(s). Describe the proposed equivalent.

Our district (following Marshall philosophy) requires two observers per teacher. Seven content area supervisors and one Director must travel among 14 buildings to conduct the unannounced observations followed up with immediate feedback at post-conferences. This process necessitates starting in the beginning of the year and continuing through June. The approximately 5000 observations will give the district ample data in which to analyze progress in the six domains through our data reporting platform, T-Eval. In addition, the summative conference requiring a teacher self-assessment and two evaluator participants will provide for the critical Marshall components of reflection and feedback. The district's request for equivalency will meet or exceed current NJ Achieve standards.

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- 4. Describe the process, including solicitation of input and public comment, employed to inform the community, parents, district Board of Education members, administrators, and staff in the proposal's development.

The request for equivalency will be shared with the following groups of the organization. In each of these meetings, a critical review of the equivalency request will be encouraged

- a) Elementary and Secondary Cabinets
- b) Administrative Cabinet
- c) Faculty Meetings
- d) Teaching and Learning Committee (Board Committee)
- e) Board of Education Public Meeting (public can ask questions)

- 5. List the date the district Board of Education adopted a resolution supporting the proposed equivalency: April 14, 2020.

I, Barbara Sargent, Ed.D., certify that the information presented in this application is true and accurate to the best of my knowledge.

Barbara Sargent, Ed.D.
CHIEF SCHOOL ADMINISTRATOR

SIGNATURE

April 14, 2020
DATE

Donation of Masks and Gloves

**DONATION
MASKS/GLOVES**

WHEREAS, the State of New Jersey has been in a state of emergency since March 13, 2020 due to the outbreak of COVID-19 causing, among other things, the Parsippany-Troy Hills School District to adopt a distance learning plan to continue to provide instruction to students during this extended school closure; and

WHEREAS, area hospitals have requested donations of personal protective gear for healthcare workers due to the extreme conditions presently existing in New Jersey hospitals due to the COVID-19 outbreak; and

WHEREAS, the District has determined that, due to the present school closure, it no longer requires all of the personal protective gear supplies on hand in the District;

NOW THEREFORE BE IT RESOLVED, the Board of Education approve the donation of 16,400 pair of gloves and 550 masks to area hospitals and healthcare workers through an agency/hospital approved to accept such donations as determined by the Superintendent of Schools.

II. GA – GENERAL ADMINISTRATION – JONI BENOS

3. Thresholds for Board Awards

**BOARD
AWARDS**

BE IT RESOLVED that the Board approve the thresholds for Board awards in accordance with regulations listed below:

STUDENTS

Plaques	\$40.00
Certificates	\$.50
Ring	\$150.00
Jefferson Cups	\$30.00
Other	\$70.00

FACULTY/STAFF

Coach of the Year	\$39 + engraving
Certificate Plaques	\$12.50
Distinguished Faculty Award Plaque	\$39 + engraving
Morris County Teacher Recognition	\$45
25-Year Recognition	\$60
-Retirement Recognition	\$85.00

ADMINISTRATORS

Retirement Recognition	\$150.00
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BOARD MEMBERS

Retirement Recognition	\$190.00
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4. Gift to the District

**GIFT TO
THE DISTRICT**

BE IT RESOLVED that the Board accept the following gift and that the Superintendent send letters of appreciation:

Northvail School

Northvail PTA has donated \$740 to the Board of Education to be used to help support cultural arts programs at Northvail School.

III. AP – ACADEMIC PROGRAMMING – TALLAXELROD, ED.D.

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

5. Employment - PTHESA

**EMPLOY
PTHESA**

BE IT RESOLVED that the Board approve the individuals named below as a Paraprofessional in the areas indicated:

Brooklawn Middle School

Effective April 13, 2020

Manisha Sharma Paraprofessional \$22,424.00 (prorated)

6. Leave of Absence

**LEAVE OF
ABSENCE**

BE IT RESOLVED that the Board approve a medical leave of absence for employee #10224, Paraprofessional, effective March 10, 2020 through April 10, 2020 utilizing accumulated sick leave.

7. Maternity Leave of Absence

**MATERNITY LEAVE
OF ABSENCE**

Employee #40897, Teacher, has requested a maternity leave of absence on or about August 31, 2020 through October 6, 2020 utilizing accumulated sick leave and personal days. Pursuant to the Family and Medical Leave Act (FMLA) and inclusive of New Jersey Family Leave Act (NJFLA), she is also requesting an unpaid childcare leave of absence from October 7, 2020 through January 5, 2021.

8. Change in Assignment

**CHANGE
ASSIGN**

BE IT RESOLVED that the Board approve the following changes in assignment effective August 31, 2020:

Heather Craner

From: Grade 3 - Eastlake Elementary School

To: Literacy Coach - Knollwood, Lake Hiawatha, Northvail, Rockaway Meadow, and Troy Hills Elementary Schools

Thomas Curcio

From: Language Arts/Literacy - Central Middle School

To: Literacy Coach - Eastlake, Intervale, Lake Parsippany, Littleton, and Mt. Tabor Elementary Schools

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9. Transfer of Assignments

**TRANSFERS OF
 ASSIGN 2020-2021**

BE IT RESOLVED that the Board approve the individuals named below who have been transferred/reassigned for the 2020-2021 school year:

Last Name	First Name	Subject	From	Transfer To	Subject
Axt	Andrea	ELEMENTARY- SP. ED.	TROY HILLS; 1 FTE	NORTHVAIL; 1 FTE	ELEMENTARY- SP. ED.
Baghadoost	Man- sureh	MATH- SP.ED.	PHS; 1 FTE	TROY HILLS; 1 FTE	SP. ED.
Bazerman	Carolina	LDTTC	MT. TABOR; 1 FTE	PHHS; 1 FTE	LDTTC
Breslauer	Courtney	ELEMENTARY	MT. TABOR; 1 FTE	NORTHVAIL; 1 FTE	ELEMENTARY
Cleary	Gregory	HEALTH/PE	PHS; 1 FTE	TROY HILLS; 1 FTE	HEALTH/PE
Dasti	Carmela	MS- SP. ED.	CMS; 1 FTE	ROCKAWAY MEADOW; 1 FTE	ELEMENTARY- SP. ED.
Donelan	Donna	WL- FRENCH	PHS; .2 FTE; PHHS; .8 FTE	PHS; .4 FTE; PHHS; .6 FTE	WL- FRENCH
Fasciana	Nicole	SCHOOL PSYCHOLOGIS T	BMS; 1 FTE	PHS; 1 FTE	SCHOOL PSYCHOLOGIST
Fertig	Alexan- der	SCHOOL PSYCHOLOGIS T	PHHS; 1 FTE	BMS; 1 FTE	SCHOOL PSYCHOLOGIST
Hallock	Kimberly	FCS	PHS/PHHS; 1 FTE	PHHS; 1 FTE	FCS
Hernandez	Antonia	LITERACY COACH	BMS; 1 FTE	BMS; 1 FTE	ENGLISH/LA TEACHER
Hestevold	Macken- zie	SST	PHS. 4 FTE; PHHS; .6 FTE	PHS; .6 FTE; PHHS; .4 FTE	SST
Jablonka	Mary	ELEMENTARY- SP. ED.	TROY HILLS; .5 FTE	LAKE HIAWATHA; .5 FTE	ELEMENTARY- SP. ED.
Konner	Margaret	MATH- SP. ED./GE	PHS; 1 FTE	PHHS; 1 FTE	MATH- SP. ED./GE
Longa	Jolaine	ELEMENTARY- GE	LITTLETON; 1 FTE	TROY HILLS; 1 FTE	ELEMENTARY SP. ED.
Malloy	Carolyn	BSI	TROY HILLS; 1 FTE	LAKE PARSIPPANY ; 1 FTE	BSI
Marano	Natalie	ELEMENTARY- SP. ED.	EASTLAKE; 1 FTE	KNOLLWOOD; 1 FTE	ELEMENTARY- SP. ED.
Martino	Donna	BSI	LAKE PARSIPPANY ; 1 FTE	TROY HILLS; 1 FTE	BSI
Marut	Elisabeth	FCS	PHHS; 1 FTE	PHS; 1 FTE	FCS

Nelson	Laura	ELEMENTARY-SP. ED.	MT. TABOR; 1 FTE	NORTHVAIL; 1 FTE	ELEMENTARY-SP. ED.
Nicholes	Andrew	TV PRODUCTION	PHS; .4 FTE; PHHS; .6 FTE	PHHS; 1 FTE	TV PRODUCTION
Palomino	Michelle	ELEMENTARY-SP. ED.	NORTHVAIL; .5 FTE	ROCKAWAY MEADOW; .5 FTE	ELEMENTARY-SP. ED.
Plumb	Deanna	ELEMENTARY-SP. ED.	LAKE HIAWATHA; .5 FTE	EASTLAKE; .5 FTE	ELEMENTARY-SP. ED.
Rego	Alyssa	ENGLISH- SE	CMS; .2 FTE-SE ELA; BMS; .8 FTE-SE ELA	BMS; 1 FTE	ENGLISH- SE
Sanchez	Carolina	WL-SPANISH	PHHS; 1 FTE	CMS; 1 FTE	WL-SPANISH
Scholz	Susan	ELEMENTARY	ROCKAWAY MEADOW; 1 FTE	TROY HILLS; 1 FTE	ELEMENTARY
Sobieski	Kristin	SOCIAL WORKER	BMS: 1 FTE	CMS; .5 FTE, BMS; .5 FTE	SOCIAL WORKER
Soden	Kyle	HEALTH/PE	TROY HILLS; 1 FTE	PHS; 1 FTE	HEALTH/PE
Spautz	Jenna	TRANSITION COORDINATOR	PHS; .5 FTE; PHHS; .5 FTE	PHS; 1 FTE	TRANSITION COORDINATOR
Wyrwa	Keri	SCHOOL PSYCHOLOGIST	PHS; .5 FTE; PHHS; .5 FTE	PHS; 1 FTE	SCHOOL PSYCHOLOGIST
Yarosz	Daniel	SUBSTANCE AWARENESS COUNSELOR	CMS; 1 FTE	CMS; .5 FTE; BMS; .5 FTE	SUBSTANCE AWARENESS COUNSELOR

PTHEA Change of Assignment for 2020-2021

LAST NAME	FIRST NAME	LOCATION	2019-2020 ASSIGNMENT	2020-2021 ASSIGNMENT	LOCATION
Aschmann	Heather	PHHS	.25 GE / .5 SE	.5 GE / .25 SE	PHHS
Fredericks	Olivia	PHHS	1 FTE; GE	.5 GE / .5 SE	PHHS
Kelaid	Mina	PHS	.25 GE/.75 SE	.5 GE / .5 SE	PHS
Koeck	Paul	CMS	1 FTE; SE SCI	.4 SE SST; .6 SE SCI	CMS
Korman	Jennifer	BMS	BSI; 1 FTE	.6 BSI; .4 GE MATH	BMS
Rogers	Emily	PHHS	.25 GE / .75 SE	1 FTE SE	PHHS
Scioscia	Alexandra	PHHS	.25 GE / .75 SE	.5 GE/ .5SE	PHHS
Walker	Stephen	PHHS	1 FTE SE Science	.75 SE Science/.25 SE Social Studies	PHHS

10. Waivers of Teaching Load

WAIVERS

BE IT RESOLVED that the Board approve the waivers of teaching load for the following individuals who will provide class coverage as indicated below during the 2019-2020 school year:

Name	Location	Subject	Amount	Effect. Date	Class load	Formula
Chary Matisak	Littleton	Autism Teacher	\$1,559.16	03/30/2020 - 04/30/2020	1class every day	1/7
Stacey Van Seggern	Lake Parsippany	Special Education	\$1,922.14	03/30/2020 - 04/30/2020	1 class every day	1/7
Jill Seegers	CMS	Science	\$2,904.81	04/13/2020 - 06/18/2020	1class every day	1/7
Amina Zohny	CMS	Science	\$3,024.27	04/13/2020 - 06/18/2020	1class every day	1/7
Brigid Mekita	CMS	Coding	\$1,841.89	5/13/2020 - 06/18/2020	1 class every day	1/7
Debra Clifton	CMS	Design & Problem Solving	\$2,146.16	05/13/2020 - 06/18/2020	1 class every day	1/7

11. Corrections

CORRECTIONS

BE IT RESOLVED that the Board approve the following corrections:

Employment - PTHESA

Jennifer Le

From: \$24,424.00 (prorated)

To: \$22,424.00 (prorated)

Poonam Tiwari

From: effective March 23, 2020

To: effective April 2, 2020

Leave of Absence

Employee #11395

From: a medical leave of absence effective February 19, 2020 through April 20, 2020 utilizing accumulated sick leave pursuant to the Family and Medical Leave Act (FMLA).

To: a medical leave of absence effective February 19, 2020 through April 10, 2020 utilizing accumulated sick leave pursuant to the Family and Medical Leave Act (FMLA).

Employee #30343

From: a medical leave of absence effective April 17, 2020 through June 12, 2020 utilizing accumulated sick leave pursuant to the Family and Medical Leave Act (FMLA).

To: a medical leave of absence effective September 18, 2020 through November 13, 2020 utilizing accumulated sick leave pursuant to the Family and Medical Leave Act (FMLA).

Maternity Leave of Absence

Employee #11446

From: a maternity leave of absence on or about February 18, 2020 through April 20, 2020 utilizing accumulated sick leave and personal days. Pursuant to the Family and Medical Leave Act (FMLA) and inclusive of New Jersey Family Leave Act (NJFLA), she is also requesting an unpaid childcare leave of absence from April 21, 2020 through September 21, 2020.

To: a maternity leave of absence on or about February 18, 2020 through April 21, 2020 utilizing accumulated sick leave and personal days. Pursuant to the Family and Medical Leave Act (FMLA) and inclusive of New Jersey Family Leave Act (NJFLA), she is also requesting an unpaid childcare leave of absence from April 22, 2020 through September 22, 2020.

Employee #43752

From: a maternity leave of absence on or about April 28, 2020 through June 3, 2020 utilizing accumulated sick leave and personal days. Pursuant to the Family and Medical Leave Act (FMLA) and inclusive of New Jersey Family Leave Act (NJFLA), she is also requesting an unpaid childcare leave of absence from June 4, 2020 through November 4, 2020.

To: a maternity leave of absence on or about May 13, 2020 through June 18, 2020 utilizing accumulated sick leave and personal days. Pursuant to the Family and Medical Leave Act (FMLA) and inclusive of New Jersey Family Leave Act (NJFLA), she is also requesting an unpaid childcare leave of absence from August 31, 2020 through November 20, 2020.

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Waivers of Teaching Load

From:

Name	Location	Subject	Amount	Effect. Dates	Class load	Formula
Karen Hunt	BMS	Spanish	\$6,017.08	12/16/2019 - 04/03/2020	1 class every day	1/7
Mayra Hillgardner	BMS	Spanish	\$3,651.86	12/16/2019 - 04/03/2020	1 class every day	1/7
Francesca Marra	BMS	Spanish	\$3,502.80	12/16/2019 - 04/03/2020	1 class every day	1/7
Norma Sudak	BMS	Spanish	\$5,197.20	12/16/2019 - 04/03/2020	1 class every day	1/7
Kelly Cook	CMS	Science	\$2,598.60	03/02/2020 - 04/24/2020	1 class every day	1/7
Alissa Velazquez	CMS	Science	\$2,006.99	03/02/2020 - 04/24/2020	1 class every day	1/7
Palma Ring	CMS	Science	\$2,371.27	03/02/2020-04/24/2020	1 class every day	1/7
Jennifer Czepiel	CMS	Science	\$3,104.04	03/02/2020-04/24/2020	1 class every day	1/7
Kacey York	CMS	Science	\$1,701.71	03/02/2020-04/24/2020	1 class every day	1/7

To:

Name	Location	Subject	Amount	Effect. Dates	Class load	Formula
Karen Hunt	BMS	Spanish	\$7,897.42	12/16/2019 - 05/11/2020	1 class every day	1/7
Mayra Hillgardner	BMS	Spanish	\$4,793.07	12/16/2019 - 05/11/2020	1 class every day	1/7
Francesca Marra	BMS	Spanish	\$4,597.42	12/16/2019 - 05/11/2020	1 class every day	1/7
Norma Sudak	BMS	Spanish	\$6,821.33	12/16/2019 - 05/11/2020	1 class every day	1/7
Kelly Cook	CMS	Science	\$1,624.13	03/02/2020 - 04/03/2020	1 class every day	1/7
Alissa Velazquez	CMS	Science	\$2,254.37	03/02/2020 - 04/03/2020	1 class every day	1/7
Palma Ring	CMS	Science	\$4,683.26	03/02/2020-06/18/2020	1 class every day	1/7
Jennifer Czepiel	CMS	Science	\$6,130.47	03/02/2020-06/18/2020	1 class every day	1/7
Kacey York	CMS	Science	\$3,360.87	03/02/2020-06/18/2020	1 class every day	1/7

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V. PPS – PUPIL PERSONNEL SERVICES

VI. BUSINESS/FINANCE – ROBIN C. TEDESCO

12. Payment of Bills

PAYMENT OF BILLS

BE IT RESOLVED, that the Board of Education approve the payment of current bills for April 14, 2020 for the 2019-2020 school year in the amount of \$7,561,353.20.

BE IT RESOLVED, that the Board of Education approve the payment of current bills/outstanding warrants for school activities for the month of March 2019-2020 school year in the amount of \$17,393.48.

13. Transfer of Fund

TRANSFER OF FUNDS A

BE IT RESOLVED, that the Board of Education authorize the transfers in the 2019- 2020 budget per detail of transfers report, March 2020 for the 2019-2020 school year, per state law.

14. Grant Approval

GRANT APPROVAL

BE IT RESOLVED, that the Parsippany-Troy Hills Township Board of Education approve the application of the Visions Loves Educators Special Projects Fund Grant and accepts the award of \$480.20 for Intervale Elementary School.

15. Food Service Management 2020 – 2021

FOOD SVC MGMT 2020-2021

WHEREAS, the Parsippany-Troy Hills Board of Education “SFA” approves the renewal of the contract with The Pomptonian, Inc. “FSMC” for the period of July 1, 2020 through June 30, 2021 which contains the following language regarding fee and guaranteed operating results:

The FSMC shall receive, in addition to the costs of operations, an administrative/management fee of \$0.1559 per reimbursable meal and meal equivalent to compensate the FSMC for administrative and management costs. This fee shall be billed monthly as a cost of operation. The SFA guarantees the payment of such costs and fee to the FSMC.

Total meals are calculated by adding reimbursable meal pattern meals served and meal equivalents. The number of reimbursable meals served to the children shall be determined by actual count. Cash receipts, other than from sales of reimbursable program meals served to the children, shall be divided by \$3.66 to arrive at an equivalent meal count.

The per meal administrative/management fee of \$0.1559 will be multiplied by total meals.

NOW THEREFORE BE IT RESOLVED that the Parsippany-Troy Hills Board of Education approves The Pomptonian, Inc. of Fairfield, New Jersey for Food Service Management for the school year effective July 1, 2020 through June 30, 2021.

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

Number 15 ADDENDUM

April 14, 2020

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

16. Board Policy

**BOARD
POLICY**

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

Policy #6155 – Direct Deposit

6511 DIRECT DEPOSIT

The Board of Education may determine to have the net pay of all school district employees directly deposited in a specific banking institution in a checking account, savings account, or share account designated in writing by the employee in accordance with the provisions of N.J.S.A. 52:14-15h.

If the Board approves a direct deposit program, compliance by an employee shall be mandatory. However, the Board may grant an exemption from the mandatory requirements of N.J.S.A. 52:14-15h on such terms and conditions as the Board deems necessary. The Board may grant an exemption for seasonal and temporary employees as the Board deems necessary. An employee shall put the request in writing for an exemption to the Business Administrator.

The Board shall make available for those employees required to have their net pay direct deposited in accordance with the provisions of N.J.S.A. 52:14-15h, all information concerning net pay, any accompanying information approved for distribution with net pay, and W-2 forms in accordance with applicable Federal law, only on the Internet with restricted access and policies and procedures to protect the integrity and confidentiality of the information. The Board will continue to complete the payroll check distribution verification process as required in N.J.A.C. 6A:23A-5.7 and Policy 6510.

In the event the Board of Education determines to implement a mandatory direct deposit program in accordance with N.J.S.A. 52:14-15h, the Board shall annually adopt a resolution to implement the direct deposit requirements of N.J.S.A. 52:14-15h. The Board approved resolution shall designate the school district's banking institution that shall be used to implement the direct deposit program and shall indicate any employee group or category that are exempt from the Board's direct deposit requirements.

.J.S.A. 52:14-15h
N.J.A.C. 6A:23A-5.7

Adopted:

17. Approval of Employment – Pending Completion

**EMPLOY
CERTIF STAFF**

BE IT RESOLVED that the Board approve, upon the recommendation of the Superintendent, the employment of the individual named below subject to the receipt of all required employment documents including but not limited to completion of criminal history background check, proof of certification and any other materials, and execution of the requisite contract of employment to be signed by the Board President; and in accordance with the provisions of the 2018-2021 Agreement between the Board of Education and the PTHEA.

Anthony Hunter

Degree:
Certification:
Experience:
Guide Placement:
Effective:
Assignment:

Physical Education

BS/ William Paterson University
Health and Physical Education. Drivers Education
3 years
BA, Step 4, \$56,825.00
August 31, 2020 or sooner
Littleton Elementary School
(Replacement – Esnes)

18. Employment - Local 32

**EMPLOY
LOCAL 32**

BE IT RESOLVED that the Board approve the employment of Stephen Bergen, who has successfully completed his 150-day probationary period as a Maintenance Worker. A new contract should be issued to him in the amount of \$31,437.00, plus \$1,458.00 Addenda, prorated for the 2019-2020 school year effective April 10, 2020.

19. Corrections

CORRECTIONS

BE IT RESOLVED that the Board approve the following corrections:

Maternity Leave of Absence

Employee #11718

From: a maternity leave of absence on or about May 22, 2019 through June 20, 2019 utilizing accumulated sick leave. Pursuant to the Family and Medical Leave Act (FMLA) and inclusive of New Jersey Family Leave Act (NJFLA), she is also requesting an unpaid childcare leave of absence from August 28, 2019 through November 22, 2019, and pursuant to the PTHEA Agreement an unpaid leave of absence from November 25, 2019 through June 18, 2020.

To: a maternity leave of absence on or about May 22, 2019 through June 20, 2019 utilizing accumulated sick leave. Pursuant to the Family and Medical Leave Act (FMLA) and inclusive of New Jersey Family Leave Act (NJFLA), she is also requesting an unpaid childcare leave of absence from August 28, 2019

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through November 22, 2019, and pursuant to the PTHEA Agreement an unpaid leave of absence from November 25, 2019 through June 18, 2020 and the 2020-2021 school year.

Employee #40836

From: a maternity leave of absence on or about March 16, 2020 through April 24, 2020 utilizing accumulated sick leave. Pursuant to the Family and Medical Leave Act (FMLA) and inclusive of New Jersey Family Leave Act (NJFLA), she is also requesting an unpaid childcare leave of absence from April 27, 2020 through September 25, 2020.

To: a maternity leave of absence on or about March 16, 2020 through May 1, 2020 utilizing accumulated sick leave. Pursuant to the Family and Medical Leave Act (FMLA) and inclusive of New Jersey Family Leave Act (NJFLA), she is also requesting an unpaid childcare leave of absence from May 4, 2020 through October 2, 2020.

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Read-Ins

Page/Number	Ex-planation
Page 5 #9	<u>Transfers of Assignments</u> ADD: Sarah Schwartz From: Literacy Coach- Central Middle School To: English/Language Arts- Central Middle School

NEW BUSINESS

NEW BUSINESS

Mrs. Mayer gave a “shout out” to Dr. Axelrod and her staff for all the hard work that they are doing. The work of the supervisors is really appreciated.

Mrs. Golderer asked if the district is going to change or update the grading system due to the online learning, especially for seniors and juniors who need the grades for college entry.

Dr. Sargent responded that there was a discussion on this issue during the administrative meeting today and a semi-consensus was reached. There are a few issues that need to be decided and communication will be sent out on Friday.

HEARING OF PUBLIC

HEARING OF PUBLIC

None

Closing of Public Session.

**ROLL CALL: SUPERINTENDENT’S BULLETIN #15
AND SECRETARY’S REPORT**

**ROLL CALL
VOTES**

On a motion by Mrs. Mayer seconded by Mrs. Orme, Superintendent’s Bulletin Number 15 was voted on as follows:

BOARD MEMBERS	AYE	NAY	ABSTAIN	RECUSE	ABSENT	RESOLUTION NUMBERS
Mr. Berrios	X					
Mr. Choffo	X			5		
Mr. DeVitto	X					
Mrs. Golderer	X					
Mrs. Mayer	X					
Mrs. Orme	X					
Mrs. Von Achen	X					
Mrs. Cogan	X					
Mr. Neglia	X					

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ADJOURN

ADJOURN

There being no further business, the public meeting adjourned at 6:12 p.m. on a motion by Mrs. Golderer, seconded by Mr. DeVitto and voted on as follows:

BOARD MEMBERS	AYE	NAY	ABSTAIN	RECUSE	ABSENT	RESOLUTION NUMBERS
Mr. Berrios	X					
Mr. Choffo	X					
Mr. DeVitto	X					
Mrs. Golderer	X					
Mrs. Mayer	X					
Mrs. Orme	X					
Mrs. Von Achen	X					
Mrs. Cogan	X					
Mr. Neglia	X					

Respectfully submitted,



Susan Dykstra
Comptroller

**FOR ALL APPENDICES AND EXHIBIT ATTACHMENTS
AFOREMENTIONED IN THESE MINUTES, PLEASE
REFER TO THE SUPERINTENDENT'S BULLETIN # 15
INCLUSIVE OF THE SECRETARY REPORT
INITIALLY RECEIVED IN THE BOARD PACKET
AND NOW POSTED AT THE DISTRICT WEBSITE**