

**PARSIPPANY-TROY HILLS
BOARD OF EDUCATION**

REGULAR MEETING OF
TUESDAY, SEPTEMBER 23, 2014

The Parsippany-Troy Hills Board of Education held its Regular Meeting on Tuesday, September 23, 2014 at the Rockaway Meadow Elementary School, 160 Edwards Road, Parsippany, NJ 07054.

CALL TO ORDER

CALL TO ORDER

President Orthwein called the meeting to order at 6:38 p.m.

ADJOURN TO EXECUTIVE SESSION

**ADJOURN TO
EXEC SESSION**

At 6:40 p.m. a motion was made by Mrs. Cogan, seconded by Mr. Cistaro and was unanimously approved by roll call vote to adjourn to closed session for the purpose of student matters, legal negotiations, and personnel issues.

1. This public meeting is hereby recessed into a private session where the public shall be excluded for the purpose of discussion and consideration of the following: student matters, legal negotiations, and personnel issues.
2. It is the determination of the Board that a discussion of the aforementioned subject matter may be prejudicial to the interests of the parties involved and could result in a possible invasion of a right of privacy and be detrimental to the parties involved.
3. Discussion and/or action of the Board with regard to the above mentioned subject matter shall be (or not be) disclosed to the public within 60 days hereof.

On a motion by Mr. Neglia, seconded by Mr. Shamsudin, and unanimously approved by voice vote, the regular meeting reconvened at 7:30 p.m.

MEETING NOTICE

MEETING NOTICE

President Orthwein 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 and at the district website, www.ptahsd.k12.nj.us on January 10, 2014. Additionally the Notice of Meeting was posted at the Municipal building and a copy of Notice filed with the Township Clerk on September 8, 2014. This is an official meeting.

FIRE NOTICE

FIRE NOTICE

The Fire Notice was read by President Orthwein.

ROLL CALL

Present: Mr. Timothy Berrios
Dr. Frank Calabria
Mr. James Carifi (arrived @ 6:44 p.m.)
Mr. Joseph Cistaro
Mrs. Alison Cogan
Mrs. Susy Golderer
Mr. Sharif Shamsudin
Mr. Frank Neglia
Mrs. Fran Orthwein

Also Present: Mr. Scott E. Rixford, Superintendent
Mr. H. Ronald Smith, Int Asst Superintendent for Business/CFOO
Mr. David Corso, Asst. Superintendent for Business/CFOO, Elect
Mrs. Eileen Hoehne, Director of Personnel
Dr. Nancy Gigante, Director of Curriculum & Instruction
Ms. Lyanna Rios, Assistant Board Secretary
Mrs. Joan Benos, Chief of Staff/Public Information Officer
Mrs. Katherine Gilfillan, Esq., Board Attorney
Sujay Busarajan, Student Representative, Parsippany High School
Nicky Parekh, Student Representative, Parsippany Hills High School

ROLL CALL

SALUTE TO THE FLAG

President Orthwein led the assembly in a salute to the flag.

APPROVAL OF MINUTES

On a motion by Mr. Shamsudin, seconded by Mr. Neglia the minutes of the Regular Meeting and Executive Session of September 11, 2014 were unanimously approved by roll call vote.

CORRESPONDENCE

None.

UNFINISHED BUSINESS

None.

COMMITTEE REPORTS

Mrs. Golderer – Critical Issues: scheduled to meet on October 1st.

Mr. Berrios – ~~Personnel~~ Transportation: no report.

Mr. Cistaro – Buildings & Grounds/Safety: no report.

Mr. Neglia – Finance: no report.

SALUTE TO THE FLAG

APPROVAL OF MINUTES

CORRESPONDENCE

UNFINISHED BUSINESS

COMMITTEE REPORTS

Mr. Neglia – Personnel: no report.

Mrs. Cogan – Communications: meeting next month.

Dr. Calabria – Teaching & Learning: met this evening, September 23rd.

Mr. Carifi – Policy: have not met.

Mr. Shamsudin – Sports: have not met.

STUDENT COMMITTEE REPORTS

STUDENT COMM REPORTS

Sujay Busarajan, student representative, reported on activities at Parsippany High School.

Nicky Parekh, student representative, reported on activities at Parsippany Hills High School.

Mr. Carifi inquired about the football team.

President Orthwein moved on to the Superintendent's Bulletin #5.

Superintendent Rixford presented his Bulletin #5, resolutions:

Leadership Actions:	LA 14-15, None
General Administration:	GA 14-15, 05-10 with addendum 11
Academic Programming:	AP 14-15, 03
Human Resources:	HR 14-15, 22-32 with addenda 33-35
Pupil Personnel Services:	PS 14-15, 03-05
Business/Finance:	F 14-15, 07-09

Superintendent Rixford thanked the audience for their reception of his presentation and re-organization plan. He discussed some mandated and best practices that will be offered at Board meetings going forward.

Mrs. Wegesa and Mrs. Flaherty from Pupil Personnel Services reviewed the HIBs grades report on the self-assessment survey that was distributed to each school.

Dr. Calabria asked about scores at the two high schools.

Mrs. Wegesa addressed the lack of supplemental information from the prior year and Dr. Calabria made a suggestion for future HIB grade reports.

Superintendent Rixford announced the September 30th convocation hosting the NJ Commissioner.

Beginning October 6th, Superintendent Rixford advised the Senior Cabinet members to begin conducting school visits.

Mr. Shamsudin asked about the Parsippany Hills High School field trip noted in the Superintendent's Bulletin.

**SUPERINTENDENT’S BULLETIN
Number 5**

**SUPER’S BULLTN
September 23, 2014**

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

The following items I-VI represent the complete Superintendent’s Report, and therefore represent Board Action for all of these recommendations made by the Superintendent as required by statute. For purposes of Board and public clarity and as previously advised by the Superintendent the report is being broken down into sections by functional level and as so co-assigned by the Superintendent to a specified Cabinet Member as noted.

I. LA – LEADERSHIP ACTIONS – SCOTT RIXFORD

II. GA – GENERAL ADMINISTRATION – JONI BENOS

GA 14-15 05 – 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
Jonathan Sibilis	NJSCA Fall Conference	October 13, 2014	Long Branch, NJ	195.00 Title II A
Joseph Wohlgemuth	Northeast Conference for School-Based SLPs	December 8/9, 2014	Newark, NJ	\$389.00 Title II A
Jacquelyn Greenberg	Creating New Pathways/ Childhood Mental Health	October 31, 2014	Montclair State	\$158.19 Title II A

- GA 14-15 06 **Overnight Field Trip Approvals** **OVERNIGHT GA-A
FIELD TRIPS**
- BE IT RESOLVED that the Board approve the following overnight field trips for Parsippany Hills High School.
- Parsippany Hills High School**
Grade 11 November 6-7, 2014 – PASC Region 2
Student Council Conference, Altoona High School
- Grade 11 November 23-24, 2014 – NYS-CLSA State Conference
Student Council Conference, Albany, NY
- GA 14-15 07 **Gift to the District** **GIFT TO
THE DISTRICT**
- BE IT RESOLVED that the Board accept the following gift and that the Superintendent send a letter of appreciation:
- Andrea Tyburczy/Parsippany Cares partnered with RR Donnelley have donated 50 backpacks with grade specific school supplies to Knollwood School.
- GA 14-15 08 **Board Policies** **BOARD
POLICIES**
- BE IT RESOLVED that the Board approve the following new and revised Board Policies/Regulations at this second and final reading.
- Policy 3283 – Electronic Communications Between Teaching Staff Members and Students (New) **GA-B**
- Policy 4283 – Electronic Communications Between Support Staff Members and Students (New) **GA-C**
- Policy 5612 – Assaults on District Board of Education Members or Employees (Revised) **GA-D**
- Regulation 5612 – Assaults on District Board of Education Members or Employees (New) **GA-E**
- GA 14-15 09 **Affidavit Student** **AFFIDAVIT GA-F
STUDENT**
- BE IT RESOLVED that the Board approve the individual named on the attached list who has demonstrated his entitlement to enroll in the school district pursuant to Board of Education Policy #5111 and applicable laws and regulations.
- GA 14-15 10 **Employment – PACE** **EMPLOY
PACE**
- BE IT RESOLVED that the Board approve the following correction for PACE for the 2014-2015 school year:

PACE - CORRECTION

From: Michael Wilson Instructor at PACE \$130.00
To: Michael Wilson Instructor at PACE \$210.00

GA 14-15 11 **Field Trip Destination**

**FIELD TRIP
DESTINATION**

BE IT RESOLVED that the Board approve the potential Field Trip destination named below for the 2014-2015 school year.

Destination

What the trip would be for

Just Cheer All Star Gym
Fairfield, NJ

Cheerleaders Practices

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

AP 14-15 03 **Summer Curriculum Work – A/C #11.000.223.104.000.140**

SMR CURR

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:

	<u>Hours</u>	<u>Amount</u>
<u>K-5 Media</u>		
Christine Lupia-Fugere	21.33	\$874.53
Deborah Raimo	21.33	\$874.53
Connie Marchese	21.33	\$874.53

IV. HR – HUMAN RESOURCES – EILEEN HOEHNE

HR 14-15 22 **Re-Employment - Substitute Approval**

**RE-EMPLOY
SUBS**

BE IT RESOLVED that the Board approve the re-employment of the individuals named below who have indicated their interest in serving as a substitute in the areas indicated during the 2014-2015 school year:

Amelia R. Strunck	Teacher
Eva-Pia Reich, Ph.D.	Teacher
Stacie Picconi	Kindergarten Secretary One-To-One

HR 14-15 23 **Substitute Nurses**

**SUB
NURSES**

BE IT RESOLVED that the Board approve the following individuals as substitute nurses at the rate of \$163.94/per diem for the 2014-2015 school year:

Amy Mulhearn
 Denise Shabet

HR 14-15 24 **Employment – Substitutes**

**EMPLOY
 SUBSTITUTES**

BE IT RESOLVED that the Board approve the following individuals as substitutes in the areas indicated:

Donna Strocchia Secretary
 Mary Weber Paraprofessional, One-to-One

HR 14-15 25 **Late Bus Monitors**

**LATE BUS
 MONITORS**

BE IT RESOLVED that the Board approve payment to the individuals named below who have indicated their willingness to serve as late bus monitors for the 2014-2015 school year:

After School Late Bus 2:45-4:00 \$33/per session

Parsippany High School

Jennifer Fedo
 Laura Zarkoskie

Parsippany Hills High School

Suzanne Barrett
 Kathleen Finch
 Jeffrey Greenberg

HR 14-15 26 **Appointment – Extra-Curricular Athletic Aides**

**APPOINT
 EXTRA AIDES**

BE IT RESOLVED that the Board approve the individuals listed below who have indicated their willingness to serve as volunteer extra-curricular/athletic aides in the areas indicated for the 2014-2015 school year.

Brooklawn

Anthony Pico Boys Soccer
 Boys Basketball
 Boys Baseball

Michael Tepedino Boys Soccer

Parsippany Hills

Gerard Hazel Marching Band

HR 14-15 27 **Employment – Noontime Aides**

**EMPLOYMENT
 NOON AIDE**

BE IT RESOLVED that the Board approve the individuals named below that have been recommended for employment as noontime aides at the rate of \$15.17/per hour for the 2014-2015 school year effective September 24, 2014.

SCHOOL	NAME
<i>Eastlake</i>	
Add	Eman Kandil Linda Gohn

<i>Mt. Tabor</i>	
Add	Yovanna Duque Lee Anne Fusaro
<i>Troy Hills</i>	
Add	Christine Robinson
<i>Substitutes</i>	
	Suzanne Vecchia
	Maryann Gatto
	Mary Weber

HR 14-15 28 **Waiver of Teaching Load**

WAIVERS

BE IT RESOLVED that the Board approve the waiver of the teaching load for the following individual who has agreed to provide class coverage as indicated below during the 2014-2015 school year as indicated below:

Frank Caccavale BMS Industrial Arts 1/7 \$7,345.71 (prorated)
Effective September 18, 2014

Jill Jelonek PHHS Human Behaviorist 1/7 \$8,596.43 (prorated)
Effective September 4, 2014 through January 29, 2014

HR 14-15 29 **Approval of Employments**

**EMPLOY
CERTIF STAFF**

BE IT RESOLVED that the Board approve the employment of the individuals named below, for the 2014-2015 school year and that a contract be issued to them in accordance with the provisions of the Teacher’s Salary Guide for the 2012-2015 school year for the educational level and experience indicated.

Frank Caccavale

BS
Certification:
Experience:
Guide Placement:
Effective:
Assignment:

Teacher of Industrial Arts

The College of New Jersey – 2014
Technology/Engineering
Student Teaching – 14 Weeks
BA, Step 1, \$51,420
September 18, 2014
BMS
(Replacement)

Kaitlyn Crawford

BS
Certification:
Experience:
Guide Placement:
Effective:
Assignment:

Teacher of Elementary Education

The College of New Jersey – 2013
Elementary K-5
Substitute – Parsippany – 1 year
BA, Step 1, \$51,420
September 29, 2014
Mt. Tabor
(Addition)

<u>Donna-Lee Donelan</u>	<u>Teacher of French</u>
BA	Drew University – 1990
MA	College of St. Elizabeth – 1997
Certification:	French/Teacher of Handicapped
Experience:	Morris – 1 Year Mountain Lakes – 3 years Maternity Leave – 1 year
Guide Placement:	BA + 45, Step 6, \$51,764
Effective:	September 1, 2014
Assignment:	BMS 2/5, CMS 2/5 (Replacement)

HR 14-15 30 **Declination of Employment – School Security Officer** **DECLINE
SSO**

BE IT RESOLVED that the Board approve the declination of the appointment from Mr. Kevin Duffy who was approved in the Superintendent’s Bulletin of September 11, 2014 as a School Security Officer.

HR 14-15 31 **Long-Term Assignments** **LONG-TERM**

BE IT RESOLVED that the Board approve the individual named below for a long-term assignment:

Stephanie Fasano, who is serving as a long-term substitute for Employee #2817, a teacher at Parsippany High School who will be on maternity leave, effective 9/29/14 through 1/29/15 at the per diem rate of \$99.83; and effective 1/30/15 through 6/24/15 at the per diem rate of \$257.00.

Maryann Marron, who is serving as a long-term substitute for Employee #1228, a teacher at Knollwood School who will be on maternity leave, effective 10/1/14 through 12/18/14 at the per diem rate of \$99.83.

HR 14-15 32 **Corrections** **CORRECT**

BE IT RESOLVED that the Board approve the following changes/corrections as indicated:

Maternity Leave - Employee

Employee #2922

From: Return to work on March 9, 2015

To: Return to work on March 6, 2015

Extension of Maternity Leave

Employee #2631

Through March 16, 2015

Employee #2602
Through June 26, 2015

Return from Maternity Leave of Absence

Employee #2817
December 2, 2014

HR 14-15 33 **Employment –Equipment Operators**

**EQUIP
OPERATORS**

BE IT RESOLVED that the Board approve the employment of the following individuals as Equipment Operators for auditorium sound and lights at Parsippany High School and Parsippany Hills High School at 8.25/per hour for the 2014-2015 school year:

Jakub S. Duma	Matthew Roca
Kyle Berry	Ronald Vasilik
Robert Turner	Christopher Gardner
Joseph Gasbarro	Luke Ferrante

HR 14-15 34 **Auditorium Supervisor**

AUD SUPV

BE IT RESOLVED that the Board approve Ryan Lau as an Auditorium Supervisor at the rate of \$35/per hour for the 2014-2015 school year.

HR 14-15 35 **Resignation – Teacher**

RESIGN

BE IT RESOLVED that the Board approve the resignation of Elizabeth Conn, Ed.D., Parsippany Hills High School Teacher, effective November 23, 2014 or sooner if a suitable replacement can be found.

V. PS – PUPIL PERSONNEL SERVICES – ANTHONY GIORDANO

PS 14-15 03 **Certified Health Educator**

**CERT HEALTH
EDUCATOR**

BE IT RESOLVED that the Board approve Janne DeMarco, PHS nurse, to be paid a stipend of \$550 to serve as a certified health educator for Christine Carlson, a NJCU school nurse certificate candidate, for the period September through December, 2014.

PS 14-15 04 **Community Based Transition Sites**

**COMM BASED
TRANS SITES**

BE IT RESOLVED that the Board approve the following Community Based Instruction and Structured Learning Experience Transition sites:

Applebee's, Route 46, Parsippany
 T.G.I. Fridays, Route 46, Parsippany
 Burger King, Route 46, Parsippany
 Fuddruckers, Route 46, Parsippany
 Paul's Diner, Route 46, Mountain Lakes

PS 14-15 05 **HIB Grade Report** **GRADE REPORT**

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

Suspensions **SUSPENSIONS** **PS A**

Ten (10) secondary students have been suspended by their building principals as per New Jersey Statutes Title 18A:37-2-2.

VI. F – BUSINESS/FINANCE – H. RON SMITH

F14-15 07 **Payment of Bills** **PAYMENT OF BILLS**

BE IT RESOLVED that the Board of Education approve the payment of current bills for the 2014-2015 school year in the amount of \$5,473,685.63.

F14-15 08 **Transfer of Funds** **TRANSFER OF FUNDS** **F-A**

BE IT RESOLVED that the Board of Education authorize the transfers in the 2014-2015 budget per detail of transfers report, July 1-31, 2014 for the 2014-2015 school year, per state law S1701.

F14-15 09 **Transfer of Funds** **TRANSFER OF FUNDS** **F-B**

BE IT RESOLVED that the Board of Education authorize the transfers in the 2014-2015 budget per detail of transfers report, August 1-31, 2014 for the 2014-2015 school year, per state law S1701.

Superintendent's Bulletin No. 5
September 11, 2014
Read-Ins

<i>Page/Number</i>	<i>Explanation</i>
Page 1/GA 14-15 05	<u>Travel and Work Related Expenses</u> ADD Joy Migliaccio – Orton Gillingham Review – October 16 - \$150.00 Maryann Suppa – Orton Gillingham Review – October 16 - \$150.00 Joyce Tretiak – The Transformation Process – October 24, 2014 - \$223.00
Page 4 /AP14-15 03	<u>Summer Curriculum Work – A/C #11,000.223.104,000.140</u> ADD

	<u>AP Computer Science</u> Kathy Effner 8 \$328.00 Keki Dadachanji 8 \$328.00
Page 5/HR 14-15 24	<u>Employment – Substitutes</u> ADD Nick Bertuglia – Substitute Driver
Page 7/HR14-15 29	<u>Approval of Employments</u> Change Effective Date for: Donna-Lee Donelan From: September 1, 2014 To: September 17, 2014

NEW BUSINESS

None.

NEW BUSINESS

HEARING OF PUBLIC

Joe Kyle – talked about instructional issue regarding student growth objective.

Sarah Wills – secretary of the PTHEA spoke about the SGO process, it’s complexity and lack of administrative time to complete.

Bob Venezia – asked about the student achievement presentation scheduled for November 13th.

Ginny Bordoveiro – President of the Rockaway Meadow School PTA, thanked Mr. Cortright and members of the Board for the roof, parking lot and courtyard work and for keeping election days out of school days.

The public session was closed.

Superintendent Rixford responded to the closing of schools for election day and possible changes to polling locations for 2015-2016.

The Superintendent addressed the public’s concern regarding student achievement presentation and content of the same.. He also addressed the public concern regarding SGO additional training.

ROLL CALL VOTES: SUPERINTENDENT’S BULLETIN #5

ROLL CALL VOTES

Mr. Shamsudin moved and Mr. Cistaro seconded a motion that the Board approve the Superintendent’s Bulletin #5:

- Leadership Actions: LA 14-15, None
- General Administration: GA 14-15, 05-10 with addendum 11
- Academic Programming: AP 14-15, 03
- Human Resources: HR 14-15, 22-32 with addenda 33-35
- Pupil Personnel Services: PS 14-15, 03-05
- Business/Finance: F 14-15, 07-09

The resolutions were unanimously approved by roll call vote with the following exception:

Mr. Carifi Abstained on #HR 14-15 30, Declination of Employment – School Security Officer

ADJOURN

ADJOURN

There being no further business the public meeting was adjourned at 8:18 p.m. on a motion by Mr. Carifi, seconded by Mrs. Cogan and unanimously approved by voice vote.

Respectfully submitted,

Lyanna Rios
Assistant Board Secretary

**FOR ALL APPENDICES AND EXHIBIT
ATTACHMENTS AFOREMENTIONED IN
THESE MINUTES, PLEASE REFER TO THE
SUPERINTENDENT’S BULLETIN #5
INITIALLY RECEIVED IN THE BOARD
PACKET, AND NOW POSTED AT THE
DISTRICT WEBSITE**