

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

Number 3

September 14, 2017

MISSION STATEMENT

The mission of the Parsippany-Troy Hills Township School District, in partnership with families and the greater community, is to challenge and nurture all students academically and to develop confident learners who are compassionate, generous, appreciative, and invested in their diverse world. This will be accomplished through innovative opportunities that inspire life-long learning, critical thinking and problem solving, creative exploration, and the democratic collaboration among students and staff.

Date Adopted: 12/15/16

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.

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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 – BARBARA SARGENT, ED.D.

1. **Policy 5111**

**POLICY A
5111**

BE IT RESOLVED that the Board approve the request by Denis Mulroony, principal of Parsippany High School, that student A be allowed to complete their senior year as per Board of Education Policy 5111.

II. GA – GENERAL ADMINISTRATION – JONI BENOS

2. 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
Nancy Heisler	Autism NJ Conference	October 19, 2017	Atlantic City, NJ	\$355.91
Elizabeth Quinn	NJ Assoc of School Librarians	November 16-17, 2017	Long Branch, NJ	\$190.00

3. Field Trip Destination

FIELD TRIP DESTINATION

BE IT RESOLVED that the Board approve the potential Field Trip destination for the 2017-2018 school year.

Destination

Museum of the American Revolution
Philadelphia, Pennsylvania

What the trip would be for

Pre-AP US History 1 Class

4. Overnight Field Trip Approval

OVERNIGHT FIELD TRIP B

BE IT RESOLVED that the Board approve the following overnight field trip for Parsippany High School.

Grade 11 November 26-29, 2017 – NAFME All National Honors Choir – Disney Coronado Spring Resort, Orlando, Florida

5. **Gifts to the District**

**GIFTS TO
THE DISTRICT**

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

Knollwood

The Knollwood School PTA has donated \$2,950 to the Board of Education to help support Cultural Arts programs at Knollwood School.

Littleton

The Littleton School PTA has donated \$3,000 to the Board of Education to help support Cultural Arts programs at Littleton School.

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

OVERNIGHT FIELD TRIP APPROVAL FORM

PLEASE COMPLETE ALL OF THE NECESSARY INFORMATION ON THE ATTACHED REGULATIONS BEFORE SUBMITTING THIS FORM.

THE TRIP ARRANGEMENTS CANNOT BE MADE WITHOUT BOARD OF EDUCATION APPROVAL

School: ParsIPPany High School Date: August 10, 2017

Date of Trip: Nov. 26-29, 2017 Grade Level & Subject: 11 - Music Number of Students: 1

Co-Curricular Activity/Group: NAfME All National Honors Choir

Destination*: Disney's Coronado Spring Resort Phone# 973-214-2509

*If co-curricular activity what is the rationale for missing instructional time? Students will be able to participate in the NAfME All National Honors Choir with a renowned composer/conductor.

Address: 1000 Buena Vista Drive, Orlando, Florida 32830

Description of Program: Students were selected from thousands of auditioned singers from around the country in this highest national honors choir. They will receive music and rehearse on their own prior to going to Florida.

How is this trip related to the curriculum at this grade level? Please be specific.
NJCCS 1.1.12 B1; 1.1.12B2, using advanced skills to perform challenging music, authentic application/assessment in creating and responding to music.

What academic preparation has been done prior to this trip?
Solo memorization and performance in a submitted recording, blend, vocal technique, breath support, body alignment, music literacy, sight reading, part singing, following a conductor's cues, individual and ensemble rehearsal techniques.

List follow-up activities to be done in class after the trip.

1. Oral Presentation to Class
2. Written Assessment (Reflection)
3. Aural/listening and responding to the recording of the concert.

How is this proposed trip the best method available for achieving the desired learning outcome?
The students will be able to apply their skills for performance; such an experience entails authentic assessment of learning within an honors choir setting. Students will also have an opportunity to study and perform with a renowned conductor.

Transportation Information

Means of Transportation: Airplane Provider: Will use district travel agent

Cost: Looking into cost Phone #: _____

Departure from School: Sunday, November 26, 2017 Arrival at Destination: Sunday, Nov. 26, 2017

Departure from Destination: Wed., Nov. 29, 2017 Arrival at School: _____

Total Cost Information

Admission/Registration Cost: \$850.00 Cost to Parent: 50% \$425.00

Funding Source: Parent/Board of Education

PLEASE CHECK THAT YOU HAVE READ THE FIELD TRIP REGULATIONS

Names of Teachers/Staff Members:	Names of Non-Staff Chaperones:
Christine Wilson <input checked="" type="checkbox"/>	_____ <input type="checkbox"/>
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>

NURSE NEEDED YES NO same DESTINATION ON APPROVED LIST YES NO

[Signature] 8/21/17 [Signature] 8/30/17

APPROVED PRINCIPAL DATE

APPROVED CENTRAL OFFICE DATE APPROVED BY BOARD OF EDUCATION

III. **AP – ACADEMIC PROGRAMMING – JEFF CHARNEY, ED.D.**

6. **Courses of Study**

**COURSES OF
STUDY**

BE IT RESOLVED that the Board approve the following Courses of Study that have been approved by CCPC and the Board Teaching and Learning Committee:

AP Computer Science Principles
Gifted Reach Out Program, Grade 5

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

7. TARGET: Teach Parsippany

**TARGET
TEACH**

BE IT RESOLVED that the Board approve the teachers listed below with stipends indicated for the coordination of the TARGET: Teach Parsippany Program at the two high schools during the 2017-2018 school year:

Cristine Hild	\$3,000
Linda Puso	\$3,000
James Wiegand	\$3,000

8. 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 2017-2018 school year:

After School Late Bus 2:25-4:00 \$33.00/per session

Parsippany High School

Jennifer Fedo

Parsippany Hills High School

Suzanne Barrett	Pamela Ghee-Cotton
Kendra Calabria	Jeffrey Greenberg

9. Approval of Employment

**EMPLOY
CERTIF STAFF**

BE IT RESOLVED that the Board approve the employment of the individuals named below, for the 2017-2018 school year and that a contract be issued in accordance with the provisions of the 2015-2018 Agreement between the Board of Education and the PTHEA.

Jeannine Eckert

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

Science Teacher

BA/Fordham Univ. 2007
Elementary K-5, Elementary 5-8 w/Science
Substitute Teacher – 2 years
BA, Step 3, \$53,285.00
September 15, 2017
Central Middle School
(Replacement)

10. **Re-Employment/Changes – Substitute Approval**

**RE-EMPLOY
SUB**

BE IT RESOLVED that the Board approve the re-employment of the individual named below who holds the appropriate number of credits or the proper certification and has indicated her interest in serving as substitute during the 2017-2018 school year.

Theresa Cicala Nurse 9/6/2017

11. **Leave of Absence**

LOA

BE IT RESOLVED that the Board approve a medical leave of absence for employee #30832, Secretary, effective August 15, 2017 through October 13, 2017 utilizing available sick, personal, family illness, and vacation days and an unpaid medical leave of absence from October 16, 2017 through November 7, 2017, pursuant to the Family Medical Leave Act.

BE IT RESOLVED that the Board approve a medical leave of absence for employee #43829, Lead Mechanic, effective August 28, 2017 through October 6, 2017 utilizing available sick days pursuant to the Family Medical Leave Act.

12. **Employment – Equipment Operators**

**EMPLOY
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 Hills High School for the 2017-2018 school year:

Students to be paid at the rate of \$8.44/hour:

Aaron Kreitman

13. **Retirement – PTHEA**

PTHEA

BE IT RESOLVED that the Board approve the resignation of Cheryl Grummer, Teacher at Lake Parsippany Elementary School, for the purpose of retirement effective November 1, 2017, with her last day of work being October 27, 2017.

14. **Transfer of Assignment 2017-2018** **TRANSFER OF
ASSIGN 17-18**
- BE IT RESOLVED that the Board approve the individuals named below who have been transferred/reassigned for the 2017-2018 school year:
- ADD:**
Vanessa Lucas (on leave)
From: PHS – Art To: PHHS – Art
- CHANGE:**
Laurie Chowtavi
From: PHS 2/4, PHHS 2/4 – Physics To: PHS 4/4 – Chemistry
15. **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 2017-2018 school year:
- Parsippany High School**
Gregory Loughlin Marching Band
16. **Change in Start Date – PTHEA** **CHANGE START
DATE**
- BE IT RESOLVED that the Board approve the change in start date for the individual named below:
- Janene Nardiello – Art Teacher – Lake Hiawatha/Knollwood
From: October 1, 2017 To: September 25, 2017
17. **Change in Start Date – Office Aide** **CHANGE START
DATE**
- BE IT RESOLVED that the Board approve the change in start date for the individual named below:
- Donna Jenkins – Lake Parsippany
From: Pending To: September 1, 2017
18. **Change in Start Date – Paraprofessional** **CHANGE START
DATE**
- BE IT RESOLVED that the Board approve the change in start date for the individuals named below:
- Becky Yousaitis – Brooklawn
Erin McCoy – Central
From: Pending To: August 31, 2017

19. **Change in Start Date – Noontime Aide**

CHANGE START DATE

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

From: Pending To: September 6, 2017

- Gina Fania – Lake Hiawatha
- Farah Khan – Littleton
- Carolyn David – Knollwood
- Jennifer Barbary – Mt. Tabor
- Remzije Lyons – Troy Hills

20. **Employment – Vehicle Repair**

VEHICLE REPAIR

BE IT RESOLVED that the Board approve the employment of Robert Fulton to work 44 hours per month doing repairs on district vehicles effective September 15, 2017 through June 30, 2018 at the rate of \$35.70 per hour.

21. **Contract Revision of Training Level Advancement – Upgrading**

UPGRADING

BE IT RESOLVED that the Board approve in accordance with Board Policy, as written under the terms of the Board/PTHEA Agreement and as designated in the provisions for the salary guide for teachers and nurses, the staff members named below who have submitted proof of degree and/or course credits necessary to be advanced to the next higher training level effective September 1, 2017 – June 30, 2018:

Upgrade from BA to BA+15

Name	Step	Salary
Kelli Costa	3	\$55,685.00
Gregory Dalakian	8	\$63,048.00
Alexandra Partington	8	\$63,048.00
Palma Ring	9	\$66,442.00
Alissa Velazquez	3	\$55,685.00
Amina Zohny	11	\$72,584.00

Upgrade from BA to BA+45

Name	Step	Salary
Emily LoVerdi	4	\$62,515.00

Upgrade from BA+15 to BA+30

Name	Step	Salary
Jayne Dzuback	6	\$60,678.00
Elizabeth O'Boyle	6	\$60,678.00
Russell Smith	6	\$60,678.00
Christopher Wells	3	\$56,985.00

Upgrade from BA+30 to BA+45

Name	Step	Salary
Laura Champion	6	\$65,208.00
Rachael Krehel	8	\$68,903.00
Susan Muheisen	7	\$66,883.00
Erin Neglio	7	\$66,883.00
Tiffany Schifano	11	\$75,724.00
James Wiegand	10	\$73,503.00

Upgrade from BA+30 to BA+60

Name	Step	Salary
David Glass	16	\$97,550.00
Kimberly Wall	6	\$66,578.00

Upgrade from BA+45 to BA+60

Name	Step	Salary
Nicole Andersen	9	\$72,177.00
Stephanie Dasti	13	\$87,980.00
Joseph Gesumaria	5	\$64,885.00
Johanna Greco	4	\$63,885.00
Heather Heyrich	6	\$66,578.00
Jamie McHugh	2	\$62,085.00
Patricia Napolitano	16	\$48,775.00
Angelyna Reggiani	16	\$97,550.00
Matthew Reidinger	10	\$74,878.00
Adrienne Schauder	13	\$87,980.00
Dena Viscuso	16	\$48,775.00
MaryJo Sheahan	15	\$93,860.00
Tara Snellings	15	\$93,860.00
Kathleen Washington	16	\$97,550.00
Jennifer Yee	6	\$66,578.00

Upgrade from BA+60 to Doctorate

Name	Step	Salary
James Powles	15	\$95,065.00
Smita Shukla	5	\$65,685.00

22. **Corrections**

CORRECTIONS

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

Employment – PTHEA

CHANGE:

Christina Moawad – Media Specialist
 From: Lake Hiawatha 4/5, Knollwood 1/5
 To: Lake Hiawatha 4.5/5, Eastlake .5/5

Employment – Noontime Aides 2017-2018

CHANGE:

Jean Carroll – Lake Hiawatha
 From: 35 hours per week
 To: 27.5 hours per week

Building Webmasters – 2017-2018

CHANGE:

Parsippany High School
 From: *to be determined*
 To: Gregory Dalakian \$1,567.00

PTHESA - Perfect Attendance

ADD:

Mui Fong Yip

Employment – Office Aides

CHANGE:

From: effective September 6, 2017 or sooner if needed
 To: effective August 31, 2017

PTH Educational Support Association (PTHESA) 2017-2018

CHANGE:

Nicole Bakirtzis
 From: Instructional Para IDEA To: Instructional Para

Maureen Cappuccino Sherri Curlo
 Nicole Ranieri Hermine Samtani
 Annamarie Shymanski
 From: Paraprofessional IDEA To: Paraprofessional

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

23. **SKIP Program – Supervisor and Nurse**

**SKIP
SUPV/NURSE**

BE IT RESOLVED that the Board approve John Englishmen as a supervisor for the SKIP program for the 2017-2018 school year, not to exceed 15 hours per week, at the hourly rate of \$50.00.

BE IT RESOLVED that the Board approve Christine Lydiksen as a nurse for the SKIP program for the 2017-2018 school year, not to exceed 15 hours per week, at the hourly rate of \$37.00.

24. **Home Instructor for 2017-2018**

HOME INSTR

BE IT RESOLVED that the Board approve Philip Mongiovi as a Home Instructor for the 2017-2018 school year, at the rate of \$41 per hour.

25. **Out of District Tuition**

**OUT OF DISTRICT
TUITION**

BE IT RESOLVED that the Board approve the tuition cost for a student with disabilities who will require an out-of-district special program for the 2017-2018 school year, as indicated below. The student has been classified by the Child Study Team in accordance with Title 18A:46:

Placement	Student No.	Tuition Cost
Morristown High School	25335	\$66,094

26. **ESEA Grant Application Approval**

BE IT RESOLVED that the Board approve the submission and acceptance by the New Jersey Department of Education of the ESEA Grant Application for the 2017-2018 school year as follows:

Title I Part A	\$400,407	Title III Immigrant	\$ 26,643
Title II Part A	\$113,026	Title IV Part A	\$ 10,000
Title III	\$100,539		

27. **ESEA Title I Grant Teachers**

ESEA TITLE I

BE IT RESOLVED that the Board of Education approve the allocation of 100% of Diane Anderson's salary, Sarah Hare's salary and Mary Ellen O'Hara's salary to the ESEA Title I FY 2017-2018 grant in the amounts as follows:

Diane Anderson	\$60,678
Sarah Hare	\$97,550
Mary Ellen O'Hara	\$65,208

28. **Teacher of the Hearing Impaired Interpreting Services**

BE IT RESOLVED that the Board approve Jennifer Shollenberger, teacher of the hearing impaired, for interpreting services for parents at Back to School Night on September 12, 2017 at Central Middle School, not to exceed three hours, at her hourly rate of \$75.80.

VI. BUSINESS/FINANCE – ROBIN C. TEDESCO

29. **Payment of Bills**

PAYMENT OF BILLS

BE IT RESOLVED that the Board of Education approve the payment of current bills for September 14, 2017 for the 2017-2018 school year in the amount of \$3,666,024.25.

BE IT RESOLVED that the Board of Education approve the payment of current bills/outstanding warrants for school activities for the month of August 2017 school year in the amount of \$9,016.97.

30. **Transfer of Funds**

TRANSFER OF FUNDS

C

BE IT RESOLVED that the Board of Education authorize the transfers in the 2017-2018 budget per detail of transfers report, August 1-31 for the 2017-2018 school year, per state law.

31. **Secretary/Treasurer Report**

SECRETARY REPORT

BE IT RESOLVED that the Board of Education acknowledge, accept and approve the report of the Board Secretary and Treasurer of School Monies for the period ending July 1-31, 2017.

Pursuant to N.J.A.C. 6:20-2:13(d), I certify that as of the end of June 2017 no budgetary line item account has been over expended in violation of N.J.A.C. 6:20-2:13(a).



Robin C. Tedesco
Business Administrator/Board Secretary

Pursuant to N.J.A.C. 6:20-2:13(a), we certify that as of July 31, 2017 after review of the Secretary's monthly financial report for July 2017 (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 those sufficient funds are available to meet the district's financial obligations.

32. **Sale of Surplus Property**

**SALE OF SURPLUS
PROPERTY**

BE IT RESOLVED, that the Parsippany-Troy Hills Board of Education accepts the check in the sum of \$75,669.63 from GovDeals which represents payment for bidded Technology Equipment approved on the April 13, 2017 Superintendent's Bulletin, motion #31.

33. **Chapter 192/193**

CHAPTER 192/193

BE IT RESOLVED, that the Board of Education approve the entitlement notice from the New Jersey Department of Education for the Chapter 192/193 grant for the 2017-2018 school year in the amount of \$99,036.00.

The breakdown for each program is as follows:

Comp Ed	\$42,520.00	Exam & Classification	\$25,485.00
ESL	\$0	Corrective Speech	\$ 8,035.00
Transportation	\$0	Supplementary Ins.	\$22,996.00

Parsippany-Troy Hills Board of Education

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

08/01/2017

Current Cycle : August

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000026	LANDSCAPING SERVICES	11-000-261-420-000-210-	CLEANING,REPAIR & MAINT	08/31/2017	SDYKSTRA	\$278,604.00	\$500.00	\$279,104.00
	LANDSCAPING SERVICES	11-000-261-420-000-340-	CLEANING,REPAIR & MAINT	08/31/2017	SDYKSTRA	\$42,604.00	(\$500.00)	\$42,104.00
Total for Adjustment # 000026							\$0.00	
000027	DOOR ACCESS CONTROL	11-000-261-420-000-062-	CLEANING,REPAIR & MAINT	08/31/2017	SDYKSTRA	\$6,414.00	\$700.00	\$7,114.00
	DOOR ACCESS CONTROL	11-000-261-610-000-062-	GENERAL SUPPLIES	08/31/2017	SDYKSTRA	\$15,000.00	(\$700.00)	\$14,300.00
Total for Adjustment # 000027							\$0.00	
000028	LEAD RE-TESTING	11-000-261-800-000-140-	PERMITS & FEES	08/31/2017	SDYKSTRA	\$32,100.00	(\$2,150.00)	\$29,950.00
	LEAD RE-TESTING	11-000-261-800-000-340-	OTHER OBJECTS	08/31/2017	SDYKSTRA	\$2,000.00	\$2,150.00	\$4,150.00
Total for Adjustment # 000028							\$0.00	
000029	NJASBO ADDTL	11-000-251-340-000-210-	PURCH TECH SVCS	08/31/2017	SDYKSTRA	\$32,561.00	(\$845.00)	\$31,716.00
	NJASBO ADDITIONAL	11-000-251-890-000-210-	OTHER OBJECTS	08/31/2017	SDYKSTRA	\$5,000.00	\$845.00	\$5,845.00
Total for Adjustment # 000029							\$0.00	
000030	GASB OPEB REPORTING	11-000-251-330-000-210-	PURCH PROF SVCS	08/31/2017	SDYKSTRA	\$87,125.00	\$3,000.00	\$90,125.00
	GASB OPEB REPORTING	11-000-251-592-000-210-	MISC PURCH SVCS	08/31/2017	SDYKSTRA	\$394,200.00	(\$3,000.00)	\$391,200.00
Total for Adjustment # 000030							\$0.00	
000031	FEMA LEGAL EXP	11-000-230-331-000-210-	LEGAL SERVICES	08/01/2017	LRIOS	\$235,001.00	\$100.00	\$235,101.00
	FEMA LEGAL EXP	11-000-230-890-000-210-	MISC EXPENDITURES	08/01/2017	LRIOS	\$12,700.00	(\$100.00)	\$12,600.00
Total for Adjustment # 000031							\$0.00	
Total Current Appropriation Adjustments							\$0.00	

Appendix C