

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

Number 19 ADDENDUM

May 9, 2019

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

ITEMS FOR DISCUSSION

- | | | |
|---|------------------------------------|----------|
| 52. <u>Job Description</u> | JOB
DESCRIPTION | L |
| <p>BE IT RESOLVED that the Board approve the Job Description for the position of Comptroller which has been reviewed by the Board Personnel Committee as appended.</p> | | |
| 53. <u>Resignation - Noontime Aide</u> | NOONTIME
RESIGN | |
| <p>BE IT RESOLVED that the Board approve the following resignations as indicated below:</p> <p><u>Effective May 10, 2019:</u>
Karen D'Ascoli Knollwood Elementary School</p> <p><u>Effective June 13, 2019:</u>
Sarah Burke Lake Hiawatha Elementary School</p> | | |
| 54. <u>Stipend – AP Spanish</u> | STIPEND
AP SPANISH | |
| <p>BE IT RESOLVED that the Board approve a one-time, non-pensionable, non-precedent setting stipend of \$2,500.00 to Vicky Santana for her service as an AP Spanish Instructor from November of 2018 through June of 2019.</p> | | |
| 55. <u>Treasurer of School Monies</u> | TREASURER | |
| <p>BE IT RESOLVED that the Board approve Lyanna Rios to serve as the Treasurer of School Monies from May 15, 2019 through June 30, 2019 at a monthly stipend of \$400.00 per month.</p> | | |
| 56. <u>Employment – Acting Head Custodian</u> | EMPLOY
ACTING HEAD CUST | |
| <p>BE IT RESOLVED that the Board approve the individual named below who worked as acting head custodian at Intervale Elementary School and is entitled to a prorated portion of the head custodian stipend of \$5,404.00:</p> <p>Jawan Alston April 3, 2019 through April 30, 2019</p> | | |

57. **Maternity Leave of Absence**

**MATERNITY LEAVE
OF ABSENCE**

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

Employee #49246, School Counselor, has requested an unpaid childcare leave of absence from August 28, 2019 through November 22, 2019 pursuant to the Family and Medical Leave Act (FMLA) and inclusive of New Jersey Family Leave Act (NJFLA).

58. **ESL Summer Program**

**ESL SUMMER
PROGRAM**

BE IT RESOLVED that the Board approve the following individual who will be paid out of Title III ESSA grant monies for the ESL Summer Program from July 8, 2019 - July 11, 2019:

NAME	POSITION	HOURS	HOURLY RATE	TOTAL SALARY
Laura Rizzo	Art Teacher	17 hours	\$45.00	765.00

59. **Corrections**

CORRECTIONS

BE IT RESOLVED that the Board approve the following corrections:

Transfer of Assignments - 2019-2020 School Year

Jeffrey Butterfield

From: BMS; .8 SE Math/.2 SE Science
To: BMS; .8 SE Math/.2 SE Social Studies

Alyssa Rego

From: BMS; SE English/.2 CMS SE English
To: BMS; .8 SE English/.2 CMS SE English

ESL Summer Program

Evan Intveld

From: July 8, 2019 - July 25, 2019:

POSITION	HOURS	HOURLY RATE	TOTAL SALARY
Art Teacher	51 hours	\$45.00	\$2,295.00

To: July 15, 2019 - July 25, 2019:

POSITION	HOURS	HOURLY RATE	TOTAL SALARY
Art Teacher	34	\$45.00	\$1,530.00

Corrections continued

Leave of Absence

Employee #11142

From: a medical leave of absence effective April 1, 2019 through May 8, 2019 utilizing accumulated sick leave pursuant to the Family and Medical Leave Act.

To: a medical leave of absence effective April 1, 2019 through June 20, 2019 utilizing accumulated sick leave pursuant to the Family and Medical Leave Act.

Waiver of Teaching Load

From:

Name	Location	Subject	Amount	Effect. Date	Class Load	Formula
Cristina Emmolo	BMS	World Language - Italian	\$8,907.57	09/04/2018 - 06/20/2019	1	1/7

To:

Name	Location	Subject	Amount	Effect. Date	Class Load	Formula
Cristina Emmolo	BMS	World Language - Italian	\$7,552.07	09/04/2018 - 05/10/2019	1	1/7

60. RESOLUTION – Renewal of Pomptonian Inc. 2019-2020

**RENEWAL
POMPTONIAN**

WHEREAS, the Parsippany-Troy Hills Board of Education approves the renewal of the contract with The Pomptonian, Inc. for the period of July 1, 2019 through June 30, 2020 which contains the following language regarding fee and guaranteed operating results:

The FSMC shall receive, in addition to the costs of operation, an administrative/management fee of \$.1529 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 (breakfast, lunch program 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 \$3.58 to arrive at an equivalent meal count.

The per meal administrative/management fee of \$.1529 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, NJ for Food Service Management for the school year effective July 1, 2019 through June 30, 2020.

61. **Student Assistance**

**STUDENT
ASSISTANCE**

BE IT RESOLVED that the Board approve Judeth Demonico, paraprofessional at Parsippany Hills High School, to assist a student during a practice session for Race to the Finish, as per the student's IEP, on 5/23/19, not to exceed three hours, at the hourly rate of \$29.61.

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Comptroller

REPORTS TO: Business Administrator

JOB GOAL: The Comptroller serves as a vital adjunct to the School Business Administrator in developing and maintaining fiscal programs and procedures that are in conformance with State Law, Board of Education policies and the administrative rules of the Superintendent.

SUPERVISES: Business Office Staff, Facility Managers, Weekend Field Supervisors

QUALIFICATIONS:

1. A Bachelor's Degree in Accounting and/or Business Finance;
2. Three years experience in the supervision of an accounting or financial office, preferably in a public agency;
3. Working knowledge in New Jersey Public School law and how it applies to financial/accounting matters;
4. Experience with computer applications in accounting. Demonstration of strong PC computer and PC Spreadsheet capabilities;
5. Such alternative or additional qualifications as the Board of Education may deem appropriate.

PERFORMANCE RESPONSIBILITIES:

A. Staff Management

1. Assists the School Business Administrator in supervising and evaluating the performance of financial staff in the Business offices and utilizes effective management techniques.
2. Works to develop staff morale and loyalty to the organization.
3. Treats all personnel fairly, without favoritism or discrimination while insisting upon the performance of duties.
4. Gives proper and definitive directions to all staff.

B. Business and Finance Under the direction of the School Business Administrator:

1. Assists in the supervision of the business office financial staff and operations;
2. Assists in the supervision of the maintenance, protection and storage of all securities, documents, title papers, and other financial records of the Board.
3. Assists in the supervision of the accounting of all financial transactions and the preparation of monthly revenue, appropriations and cash reports.

4. Assists in the supervision of the preparation of all payrolls and the proper maintenance of payroll records.
5. Assists with the development of the annual budget and the budget preparation process.
6. Assists in the execution of the enacted budget including administrative controls where required.
7. Assists in the supervision and accounting all State and Federal programs, local grant and donation programs, the Debt Service; and the preparation of all personnel, transportation and all other contracts.
8. Assists in the supervision and implementation of the financial investment program.
9. Assists in the supervision of the collection and payment of tuition accurately and in a timely fashion.
10. Assists the District Auditors in the preparation for the annual audit.
11. Consults with the independent auditors as necessary to coordinate and maximize the effectiveness of internal controls.
12. Assists in the preparation of financial reports and studies.
13. Assist in the Supervision of all insurance programs of the district.

C. Other Duties

1. Assist in the supervision of the District Transportation Department.
2. Assists in the supervision of the District Buildings and Grounds Department.
3. Assist the Board Secretary at Board Meetings when necessary.
4. Serves as Secretary to the Board of Education in the absence of the regular secretary.
5. Supervises the rental of school facilities and coordinates the various departments needed by outside groups.
6. Assists with the development of specifications and coordination of the bidding process to insure district compliance with statutes.
7. Performs other such tasks and assumes other such responsibilities as may from time to time be assigned.

Board Approved:

Jd/Central Office/Comptroller