

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

**Number 21**

**June 13, 2019**

---

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

46. **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:

**District**

Weatherite Solutions, LLC of Glen Gardner has donated \$500.00 to the Board of Education to help facilitate the clean-up of the Maintenance Yard.

**Eastlake**

The Eastlake PTA has donated ten (10) High Visibility Safety Vests, two (2) plastic Pole Mounted SLOW Signs, and a Multi-colored 5x8 area Rug to Eastlake School.

**Parsippany High**

National Federation of HS Associations has donated a Phillips HeartStart Defibrillator to Parsippany High School.

47. **Board Policies**

**BOARD    E  
POLICIES**

BE IT RESOLVED that the Board approve the following revised Board Policies/Regulation at this first of two readings.

P&R 5200 - Attendance

48. **Resignation – Office Aide**

**RESIGN  
OFFICE AIDE**

BE IT RESOLVED that the Board approve the resignation of Ileana Cascio, Office Aide at Knollwood Elementary School, effective June 20, 2019.

49. **Employment - ESAPTH**

**EMPLOY  
ESAPTH**

BE IT RESOLVED that the Board approve the employment of Ileana Cascio who has been selected as the Head Secretary at Knollwood Elementary School replacing Marilyn Brock. Ms. Cascio will be placed on 12 month - Guide A - Step 4 and receive \$47,830.00 + \$700.00 (Head Secretary stipend) effective September 3, 2019.

50. **Approval of Employment**

**EMPLOY  
CERTIF STAFF**

BE IT RESOLVED that the Board approve, upon the recommendation of the Superintendent, the employment of the individual named below, for the 2019-2020 school year and that a contract be issued in accordance with the provisions of the 2015-2018 Agreement 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.

**Hannah Schroeder**

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

**Grade 3 Teacher**

BA/Montclair State University  
Elementary K-6  
Student Teaching  
BA, Step 1, \$51,905.00  
August 28, 2019  
Intervale Elementary School  
(Replacement – Alterman)

51. **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 individuals 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 2015-2018 Agreement 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.

**Kristen Caldwell**

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

**Media Specialist**

BA/The College of New Jersey  
MA/ William Paterson University  
Associate Media Specialist  
8.5 years  
BA + 45, Step 5, \$63,514.00  
August 28, 2019  
Northvail Elementary School  
(Replacement - Marchese)

**Alexander Chauvette**

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

**Art Teacher**

BA/Montclair State University  
Art  
2 years  
BA, Step 3, \$53,285.00  
August 28, 2019  
Parsippany High School  
(Addition)

**Amanda Knops**

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

**Special Education Teacher**

BA/William Paterson University  
MA/ Grand Canyon University  
Elementary Education Teacher K-6, TOSD  
1 year  
BA + 45, Step 2, \$60,715.00  
August 28, 2019  
Central Middle School  
(

**Paige Merle**

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

**Social Studies Teacher**

BA/Ramapo College  
Social Studies  
Student Teaching  
BA, Step 1, \$51,905.00  
August 28, 2019  
Parsippany High School  
(Replacement – Zarcone)

52. **Employment - Noontime Aide**

**EMPLOY  
NOONTIME**

BE IT RESOLVED that the Board approve the individuals named below as a Noontime Aide for the 2018-2019 school year at the rate of \$16.70 per hour:

**Effective June 14, 2019:**

Mt. Tabor Elementary School  
Rabia Chaudhry                      10 hours/week  
Jaya Shah                              10 hours/week

53. **Employment – Seasonal Helper**

**EMPLOY  
SEASONAL HELPER**

BE IT RESOLVED that the Board approve the employment of the following individual as a seasonal helper from June 14, 2019 through August 30, 2019:

<b><u>Name</u></b>	<b><u>Location</u></b>	<b><u>Rate</u></b>
Jake Crane	Maintenance	\$17.20/hour

54. **Lead Teachers**

**EMPLOY  
LEAD TEACHERS**

BE IT RESOLVED that the Board approve the individuals named below who have been selected as Lead Teachers in the areas indicated with the stipend for the 2019-2020 school year, 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.

**BROOKLAWN - \$6,232**

Language Arts	Antonia Hernandez
Mathematics	Jamie Wall
Physical Education/Health	Brad Wilbur
Science	Donna Ricker
Social Studies	Siobhan Hannagan
Special Areas	Karen Hunt

**CENTRAL - \$6,232**

Language Arts	Sarah Schwarz
Mathematics	Leon Doty
Physical Education	Kevin Schmid
Science	Jennifer Flynn
Social Studies	Casey Maas
Special Areas	Giselle Gonzalez

**PARSIPPANY HIGH - \$7,024**

Fine Arts	Victoria Collado
Language Arts	Julianne Sanchez
Mathematics	Kathleen Effner
Physical Education/Health	Rebecca Lilienthal
Science	Susan Muheisen
Social Studies	Joseph Kyle
World Language	Damaris Delgado-Melendez

**PARSIPPANY HILLS HIGH - \$7,024**

Fine Arts/Applied Technology	Robert Fulton
Language Arts	Karen Massa
Mathematics	Eric Berkowitz
Physical Education/Health	Michael Cardell
Science	Michelle Coolbaugh
Social Studies	Robert Weinstein
World Language	Jaelyn Bevacqua

55. **Major - Extra Responsibility Assignments - Coordinators**

**MAJOR-EXTRA  
COORD**

BE IT RESOLVED that the Board approve the individuals named below who have been selected as Coordinators for the 2019-2020 school year with a stipend in accordance with the Board/PTHEA Agreement, 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.

**ATHLETIC COORDINATORS**

<u>Location</u>	<u>Coordinator</u>	<u>Stipend</u>
Parsippany High	TBD	\$7,024
Parsippany Hills	Michael Cardell	\$7,024
Brooklawn	Carol Rushing	\$6,015
Central	Kevin Schmid	\$6,015

**GUIDANCE COORDINATORS**

<u>Location</u>	<u>Coordinator</u>	<u>Stipend</u>
Parsippany High	Stacy Bush	\$7,024
Parsippany Hills	Tricia Morsillo	\$7,024
Brooklawn	Lauren Penna	\$6,238
Central	Theresa Mulroony	\$6,238

**STUDENT ACTIVITY COORDINATORS**

<u>Location</u>	<u>Coordinator</u>	<u>Stipend</u>
Brooklawn	Lou Miller	\$6,015
Central	Giana Albruzzese	\$6,015

56. **Wide World of Summer Staff List 2019**

**WWS SUMMER  
2019**

BE IT RESOLVED that the Board approve the following staff list for the Wide World of Summer Camp Program 2019. The individuals named for employment at PACE in the Wide World of Summer program are effective from June 24, 2019 through August 16, 2019.

<b>Wide World of Summer 2019</b>				
<b>Name</b>	<b>Position</b>	<b>Hourly Rate</b>	<b>Estimated Potential Hours</b>	<b>Total Estimated Pay</b>
Karen Kinsey	Nurse	\$45	118	\$5,310
Christine Lydiksen	Nurse	\$45	140.5	\$6,322.50
Debra Molloy	Nurse	\$45	65.5	\$2,947.50

Amy McNany	Guidance Counselor	\$45	160	\$7,200
Alyssa Breeman	Specialist	\$30	176	\$5,280
Greg DePugh	Specialist	\$30	176	\$5,280
Brittney Dungan	Specialist	\$30	176	\$5,280
Anthony Egidio	Specialist	\$30	176	\$5,280
Stephen Fichter	Specialist	\$30	176	\$5,280
Kathleen Gallagher	Specialist	\$30	176	\$5,280
Marianna Giercyk	Specialist	\$30	176	\$5,280
Stephanie Pavone	Specialist	\$30	176	\$5,280
Salvatore Poccia	Specialist	\$30	176	\$5,280
Nahed Salem	Specialist	\$30	176	\$5,280
Stephen Scism	Specialist	\$30	176	\$5,280
Ola Sheira	Specialist	\$30	176	\$5,280
Kristine Skinner	Specialist	\$30	176	\$5,280
Andrew Smith	Specialist	\$30	176	\$5,280
Jacqueline Smith	Specialist	\$30	176	\$5,280
Samantha Smith	Specialist	\$30	176	\$5,280
Jennifer Suarez	Specialist	\$30	176	\$5,280
Caitlin Timmerman	Specialist	\$30	176	\$5,280
Lora (Denise) Topolewski	Specialist	\$30	176	\$5,280
Angela Barberio	Group Leader	\$26	300	\$7,800
Steven Brock	Group Leader	\$26	300	\$7,800
Matthew Dalakian	Group Leader	\$26	300	\$7,800
Jessica DePugh	Group Leader	\$26	300	\$7,800
Nicole Korol	Group Leader	\$26	300	\$7,800
Tyler Stecher	Group Leader	\$26	300	\$7,800
Tammy Walsh	Group Leader	\$26	300	\$7,800

Christa Wasiewicz	Group Leader	\$26	300	\$7,800
Taylor Castelli	Counselor	\$15.00	300	\$4,500
Kyle Contaldi	Counselor	\$15.00	300	\$4,500
Jonathan Croat	Counselor	\$15.00	300	\$4,500
Monica Cruz	Counselor	\$15.00	300	\$4,500
Margarita Dedes	Counselor	\$15.00	300	\$4,500
Debra DeLio	Counselor	\$15.00	300	\$4,500
Aarin Feliz	Counselor	\$15.00	300	\$4,500
Nigel Feliz	Counselor	\$15.00	300	\$4,500
Roy Fernando	Counselor	\$15.00	300	\$4,500
Jessica Gabelmann	Counselor	\$15.00	300	\$4,500
Alexander Gasiewski	Counselor	\$15.00	300	\$4,500
Charlotte Hauser	Counselor	\$15.00	300	\$4,500
Jacob Helmlinger	Counselor	\$15.00	300	\$4,500
Michelle Herrera	Counselor	\$15.00	300	\$4,500
Ryan Hill	Counselor	\$15.00	300	\$4,500
Sarika Karwar	Counselor	\$15.00	300	\$4,500
Justin Loder	Counselor	\$15.00	300	\$4,500
Lauren Measley	Counselor	\$15.00	300	\$4,500
Michele Michaels	Counselor	\$15.00	300	\$4,500
Jacob (Mario) Minsal	Counselor	\$15.00	300	\$4,500
Kaitlin Mitchell	Counselor	\$15.00	300	\$4,500
Carolyn Modin	Counselor	\$15.00	300	\$4,500
Humberto Nunez	Counselor	\$15.00	300	\$4,500
Emily O'Donnell	Counselor	\$15.00	300	\$4,500
Kaitlyn O'Kean	Counselor	\$15.00	300	\$4,500
Medha Patil	Counselor	\$15.00	300	\$4,500
Lydia Parker	Counselor	\$15.00	300	\$4,500
Krista Perry	Counselor	\$15.00	300	\$4,500

Nicole Poccia	Counselor	\$15.00	300	\$4,500
Sonia Samtani	Counselor	\$15.00	300	\$4,500
Ashley Shandra	Counselor	\$15.00	300	\$4,500
Annamaria Shymanski	Counselor	\$15.00	300	\$4,500
Colin Smith	Counselor	\$15.00	300	\$4,500
Kyra Waters	Counselor	\$15.00	300	\$4,500
Ben Widdowson	Counselor	\$15.00	300	\$4,500
Margaret Coari	Receptionist	\$15.00	126.5	\$1,897.50
Karen D'Ascoli	Receptionist	\$15.00	143	\$2,145
Marilyn Fleming	Receptionist	\$15.00	154	\$2,310
Bryan Araujo	Jr. Counselor	8.85	300	\$2,655
David Edmiston	Jr. Counselor	8.85	300	\$2,655
Sarah Katz	Jr. Counselor	8.85	300	\$2,655
Sarah Lepre	Jr. Counselor	8.85	300	\$2,655

**57. Wide World of Summer Staff List 2019 - Pending**

**WWS SUMMER 2019  
PENDING**

BE IT RESOLVED that the Board approve, upon the recommendation of the Superintendent, the appointment of the individuals named below for the Wide World of Summer Camp Program 2019 subject to the receipt of all required employment documents including but not limited to completion of criminal history background check and any other materials, effective June 24, 2019.

<b>Name</b>	<b>Position</b>	<b>Hourly Rate</b>	<b>Estimated Potential Hours</b>	<b>Total Estimated Pay</b>
Kyle Furfaro	Counselor	\$15.00	300	\$4,500
Jacob Kaplan	Jr. Counselor	8.85	300	\$2,655
Emma Wright	Jr. Counselor	8.85	300	\$2,655



58. **Appointment – Volunteer Extra-Curricular/Athletic Aide 2019-2020**

**VOL EXTRA  
CURR AIDE**

BE IT RESOLVED that the Board approve the appointment of the following individuals as a volunteer extra-curricular aides in the area indicated:

**Parsippany Hills High School**  
Anthony Calabrese - Marching Band

59. **Maternity Leave of Absence**

**MATERNITY LEAVE  
OF ABSENCE**

**Employee #10472**, Teacher, has requested a maternity leave of absence on or about September 9, 2019 through October 29, 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 October 30, 2019 through January 29, 2020.

**Employee #40507**, Teacher, has requested a maternity leave of absence on or about September 9, 2019 through October 15, 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 October 16, 2019 through January 15, 2020, and pursuant to the PTHEA Agreement an unpaid leave of absence from January 16, 2020 through March 6, 2020.

60. **Corrections**

**CORRECTIONS**

BE IT RESOLVED that the Board approve the following corrections:

**Transfer of Assignments - 2019-2020 School Year**

**Jeffrey Boulter**

From: **GRO** - Lake Hiawatha .4; Intervale .3; Lake Parsippany .3  
To: **GRO** - Lake Hiawatha .4; **5th Grade Advanced Math** - Mt. Tabor .2; Rockaway Meadow .2; Troy Hills .2

**Anna Cave**

From: **GRO** - Northvail .5; Eastlake .5  
To: **GRO** - Northvail .4; Eastlake .3; Intervale .3

**Stephanie Dasti**

From: **GRO** - Lake Hiawatha .1; Littleton .4; Mt. Tabor .5  
To: **GRO** - Lake Parsippany .4; Littleton .3; Mt. Tabor .3

**Anthony Vlahakes**

From: **BSI** - Troy Hills .2; Littleton .8  
To: **BSI and 5th Grade Advanced Math** Littleton 1.0

**Maternity Leave of Absence**

**Employee #40546**

From: on or about February 26, 2019 through April 1, 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 April 2, 2019 through June 20, 2019.

To: on or about February 26, 2019 through April 1, 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 April 2, 2019 through June 14, 2019.

**Re-Employment - Tenured Teachers - 2019-2020**

**Pauline Zuena**

From: Step 7 BA+15 \$61,053.00

To: Step 8 BA+15 \$63,048.00

61. **Substitute Staffing Services**

**SUB STAFFING F**

BE IT RESOLVED, that the Parsippany-Troy Hills Board of Education approve the Addendum to renew the Agreement with ESS Northeast, LLC, (f/k/a S4Teachers, LLC d/b/a ESS[Source4Teachers]) finding that the services have been provided in an efficient and effective manner, to provide substitute staffing to fill positions at the request of the District for the period July 1, 2019 through June 30, 2020 per attached and in accordance with N.J.S.A. 18A:18A-42.

62. **RFP School Doctor Services**

**RFP SCHOOL DOCTOR**

WHEREAS the Board of Education has solicited Requests for Proposal for School Doctor Services for the 2019-2020 school year; and,

WHEREAS a committee of administrators has reviewed those Requests for Proposal and rated each submission based on pertinent criteria;

NOW THEREFORE BE IT RESOLVED that the Board of Education approves Faster Urgent Care, LLC, Morris Plains, NJ for School Doctor Services at an annual cost of \$75,000 for the school year effective July 1, 2019 through June 30, 2020.

63. **PTHEA Grievance #04 18-19**

**GRIEVANCE  
PTHEA #04 18-19**

BE IT RESOLVED that the Board denies the PTHEA Grievance 04-18-19 dated June 11, 2019 between the Board of Education and Parsippany-Troy Hills Education Association (PTHEA).

64. **Affirm HIB D65 BMS 19**

**AFFIRM HIB  
D65 BMS 19**

BE IT RESOLVED that after conducting a hearing pursuant to NJSA 18A:37-15, The Board hereby affirms its prior decision relative to HIB D65 BMS 19 for the reasons which are on file with the Board Secretary.

BE IT FURTHER RESOLVED that the administration is hereby directed to transmit the Board's determination to the affected parties.

# POLICY

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PUPILS  
5200/page 1 of 2  
Attendance  
**M**

### 5200 ATTENDANCE

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district regularly attend school in accordance with the laws of the State.

In accordance with the provisions of N.J.A.C. 6A:16-7.6, a student's absence from school may be excused, unexcused that counts toward truancy, or unexcused that does not count toward truancy.

Students ~~that~~ **WHO** are absent from school for any reason are responsible for the completion of assignments missed because of their absence. A student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level

For districts with secondary school(s)

or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that account toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.



# POLICY

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PUPILS  
5200/page 2 of 2  
Attendance

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14; 18A:38-25

N.J.S.A. 34:2-21.1 et seq.

N.J.A.C. 6A:16-7.6; 6A:32-8.3

Adopted: 22 October 2009

Revised: 30 April 2015

Revised:



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PUPILS  
R 5200/page 1 of 11  
Attendance  
M

### R 5200 ATTENDANCE

#### A. Definitions

1. For the purposes of school attendance, a “day in session” shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers’ institutes, and inclement weather shall not be considered as days in session.
2. A “school day” shall consist of not less than four hours, except that one continuous session of two and one-half hours may be considered a full day of Kindergarten.
3. “A day of attendance” shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.
  - a. Whenever over-crowded conditions make it necessary to hold two separate sessions with a different group of students in each session, a student attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.
4. A “half-day class” shall be considered the equivalent of a full day’s attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.

#### B. Attendance Recording

1. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.
2. No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.
3. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PUPILS

R 5200/page 2 of 11

Attendance

4. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.
  5. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.
  6. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.
  7. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.
- C. Unexcused Absences That Count Toward Truancy/Excused Absences
1. "An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined below.
  2. "An excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:
    - \_\_\_ The student's illness supported by a written letter from the parent upon student's return to school;
    - \_\_\_ The student's required attendance in court;
    - \_\_\_ Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PUPILS  
R 5200/page 3 of 11  
Attendance

- \_\_\_ The student's suspension from school;
  - \_\_\_ Family illness or death supported by a written letter from the parent upon the student's return to school;
  - \_\_\_ Visits to post-secondary educational institutions;
  - \_\_\_ Interviews with a prospective employer or with an admissions officer of an institution of higher education;
  - \_\_\_ Examination for a driver's license;
  - \_\_\_ Take Our Children to Work Day;
  - \_\_\_ An absence considered excused by a New Jersey Department of Education rule;
  - \_\_\_ An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence.
3. "Truancy" means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.2. above shall be an unexcused absence counted toward truancy.
4. "Unexcused tardiness" may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240.





# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PUPILS  
R 5200/page 4 of 11  
Attendance

- D. Notice to School of a Student's Absence
1. The parent or adult student is requested to call the school office before the start of the student's school day, **OR ENTER THEIR CHILD'S ABSENCE IN GENESIS**.
  2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session should call or provide notice to the school office before the start of the afternoon session.
  3. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged should notify the school office to arrange make-up work.
- E. Readmission to School after an Absence
1. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.
  2. A note explaining a student's absence for a noncommunicable illness for a period of more than three school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.
  3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.
- F. Instruction
1. Teachers shall cooperate in the preparation of home assignments for students who anticipate an excused absence of five school days duration. The parent or student must request such home assignments.
  2. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.
  3. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
  4. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up missed work.
  5. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.



## G. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.
2. ~~Pupils will be permitted to accumulate the following absences without affecting credit for a course:~~  
~~Full year — no more than ten (10) absences per semester~~  
 ~~$\frac{3}{4}$  year course (Physical education) — no more than fifteen (15) absences~~  
 ~~$\frac{1}{2}$  year (senior course) — no more than ten (10) absences~~  
 ~~$\frac{1}{4}$  year course (Health/Drivers Education) — no more than five (5) absences~~

**For high school students, the following absence limits are permitted without affecting credit for a course:**

**Full Year – no more than eight (8) absences per semester.**

**$\frac{3}{4}$  year – no more than twelve (12) absences**

**$\frac{1}{2}$  year (semester course) no more than eight (8) absences**

**$\frac{1}{4}$  year (Health/Drivers Education) no more than four (4) absences**

A pupil who accrues more absences than indicated above will be considered as not having completed the prescribed requirements for the course as approved by the Board. He or she may be withdrawn from the course, after an appeal process. If behavior or level of participation warrants removal. (This may affect the pupil's graduation). A pupil must complete a course to be eligible to participate in summer school.

## 3. Attendance for Elementary and Middle School

An elementary student may be retained at grade level, in accordance with Policy 5410, when he/she has been absent twenty (20) or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday and absences due to student's suspension will not count toward the total.

Parent(s) or legal guardian(s) who take or allow their child(ren) to be away from school on any unexcused absence or prolonged withdrawal\*. Do not have the right nor should they have the expectation that the teacher will make special provisions to make up missed work before, during or after the absence.



Teachers shall not make any special provisions for pupils who are taken or allowed to be away from school on extended unexcused absence or withdrawal (more than two days at a time). Any test or assignment missed during an extended unexcused absence need not be administered and may be recorded as a zero. The Building Principal has the right to waive penalties given extenuating circumstances.

\*An unexcused absence of ten consecutive days or more shall result in the child being dropped from the register. The child must be reenrolled when returning to the school. It is expected that if a child is withdrawn from school for an extended visit, the child will be enrolled in a school during this period.

H. School District Response to Unexcused Absences During the School Year That Count Toward Truancy

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
  - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
  - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
  - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
  - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potentially missing or abused child situation is detected; and
  - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

R 5200/page 7 of 11  
Attendance

2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
  - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
  - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
  - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and H.1.c. above;
  - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
    - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
    - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
    - (3) Consider an alternate educational placement;
    - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
    - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
    - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and
    - (7) Engage the student's family.
  - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

PUPILS



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

R 5200/page 8 of 11  
Attendance

3. For ten or more cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
  - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
  - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
  - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
  - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.
4. A court referral may be made as follows:
  - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.
    - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
  - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.
    - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii.

PUPILS



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

R 5200/page 9 of 11

Attendance

6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
    - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
      - (1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5. above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5. above, as appropriate.
- I. Discipline
1. Students may be denied participation in co-curricular activities if the Board establishes attendance standards for participation.
  2. Students may be denied participation in athletic competition if the Board establishes attendance standards for participation.
  3. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.
- J. Recording Attendance
1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
  2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy and Regulation 5200.
  3. A report card will record the number of times the student was absent and tardy in each marking period.
  4. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

PUPILS



## K. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
  - a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
  - b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.
  - c. If the student is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.
  - d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.
  - e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.
  - f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710, Pupil Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

PUPILS



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

R 5200/page 11 of 11  
Attendance

### L. Attendance Records

1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.

Adopted: 22 October 2009  
Revised: 30 April 2015

PUPILS





**ADDENDUM TO EXTEND AGREEMENT**  
**ESS Northeast, LLC**

This is an Addendum to an Agreement between **ESS Northeast, LLC**, (f/k/a S4Teachers, LLC d/b/a ESS[Source4Teachers]), a Delaware limited liability company (the “Company”) located at 800 North Kings Highway, Suite 405, Cherry Hill, New Jersey 08034 and the **Parsippany Troy Hills School District** (hereinafter referred to as “LEA” for Local Education Agency).

Whereas, the LEA and the Company entered into an Agreement dated July 22, 2016 whereby Company is to provide substitute staffing to fill positions at the request of the District;

Whereas, the Agreement has, pursuant to written and signed Addenda, have extended the term of the Agreement on an annual basis;

Whereas, LEA and Company are desirous of extending the term of the Agreement through June 30, 2020 with the provisions set forth below;

Now, Therefore, be it agreed between the parties, as follows:

1. The Term of the Agreement, as reflected in Paragraph 7, is hereby extended through June 30, 2020;
2. Effective July 1, 2019, Addendum “A” to the Agreement, Pricing, is amended as per the attached revised Addendum “A” in accordance with the provisions of N.J.S.A. 18A:18A-42(o);
3. This Agreement may be renewed by the mutual consent and agreement of the parties and subject to the availability and appropriation by the District of sufficient funds as may be required to meet its obligations under any such renewal. Any renewal shall be subject to, and shall be made in accordance with, the provisions of N.J.S.A. 18A:18A-42.
4. In addition to, and not by limitation thereof, the Company’s obligations as set forth in the Agreement, Company represents and warrants that it will comply with state law requiring paid leave.
5. Except as specifically and explicitly set forth herein, all other terms of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first set forth below.

**Parsippany Troy Hills School District**

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

Date \_\_\_\_\_

**ESS Northeast, LLC**

By \_\_\_\_\_  
W. Andrew Hall, Executive V.P.

**EXHIBIT A  
Pricing Plan**

Position	Pay Rate	Bill Rate	Rule
Full Day Teacher	\$110.00	\$147.29	
Half Day Teacher	\$55.00	\$73.65	
Full Day Long Term Teacher	\$125.00	\$167.38	
Half Day Long Term Teacher	\$62.50	\$83.69	Administered in Day 1 assignment
Full Day Long Term Teacher *Discretionary	\$175.00	\$243.33	Administered in Day 1 assignment
Half Day Long Term Teacher *Discretionary	\$87.50	\$117.17	Administered in Day 1 assignment
Full Day Paraprofessional	\$110.00	\$147.29	Administered in Day 1 assignment * Rate to be used at the discretion of the District
Half Day Paraprofessional	\$55.00	\$73.65	* Rate to be used at the discretion of the District
Full Day Building Base Sub Teacher	\$110.00	\$147.29	
Half Day Building Base Sub Teacher	\$55.00	\$73.65	
Full Day Clerical	\$100.00	\$133.90	
Half Day Clerical	\$50.00	\$66.95	
Full Day Long term Guidance Counselor	\$125.00	\$167.38	Administered on Day 1 of assignment
Noontime Aide - Hourly	\$15.90	\$21.29	
Full Day Long Term French Teacher	\$175.00	\$234.33	Administered at the discretion of the District
Half Day Long Term French Teacher	\$87.50	\$117.17	Administered at the discretion of the District