

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

**Number 13 ADDENDUM**

**February 21, 2019**

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.**

- |                                                             |                                                                                                                                                                                                                                             |                                 |          |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|----------|
| 35. <b><u>Job Description</u></b>                           | BE IT RESOLVED that the Board approve the new Job Description for the position of Master Craftsman.                                                                                                                                         | <b>JOB<br/>DESCRIPTION</b>      | <b>C</b> |
| 36. <b><u>Overnight Field Trip</u></b>                      | BE IT RESOLVED that the Board approve the following overnight field trip for Parsippany Hills High School.<br><br>Grade 9-12 February 28-March 2, 2019 –State Wrestling Competition<br>Bally's, Atlantic City, NJ                           | <b>OVERNIGHT<br/>FIELD TRIP</b> | <b>D</b> |
| 37. <b><u>Certificate of Retirement - Administrator</u></b> | BE IT RESOLVED that the Board approve the resignation for the purpose of retirement effective July 1, 2019 of Pamela Freund, Coordinating Supervisor of Mathematics/Business/Music 6-12.                                                    | <b>RETIRE<br/>APSA</b>          |          |
| 38. <b><u>Student Assistance</u></b>                        | BE IT RESOLVED that the Board approve Rich Ziemski, paraprofessional at Brooklawn Middle School, who assisted a student at Trivia Night on February 8, 2019, as per the student's IEP, for 2.5 hours, at his hourly rate of \$28.78.        | <b>STUDENT<br/>ASSISTANCE</b>   |          |
| 39. <b><u>Resignation- PTHESA</u></b>                       | BE IT RESOLVED that the Board approve the following resignation as indicated below:<br><br><b>Effective March 6, 2019</b><br>Kelsey Schoonover                      Paraprofessional                      Lake Parsippany Elementary School | <b>RESIGN<br/>PTHESA</b>        |          |
| 40. <b><u>Resignation- Noontime Aide</u></b>                | BE IT RESOLVED that the Board approve the following resignation:<br><br><b>Effective February 22, 2019:</b><br>Juveria Mazhar                      Mount Tabor Elementary School                                                            | <b>RESIGN<br/>NOONTIME</b>      |          |



**PARSIPPANY- TROY HILLS TOWNSHIP SCHOOLS**

**JOB DESCRIPTION**

- TITLE:** Master Craftsman
- REPORTS TO:** Supervisor of Buildings and Grounds and/or Operations Manager
- QUALIFICATIONS:** Ability to read, write and communicate effectively  
High school diploma or equivalent training  
Black Seal License  
Valid New Jersey driver's license  
Good physical health and ability to perform assigned tasks  
Required criminal background check and proof of US citizenship or legal resident status  
Willing and able to acquire any certifications deemed necessary by the district
- JOB GOAL:** To be responsible for the ongoing maintenance and upkeep of all buildings

**PERFORMANCE RESPONSIBILITIES:**

1. Repairs and/or replaces all styles of doors and door hardware
2. Repairs and/or replaces windows and window hardware as needed
3. Performs all levels of carpentry work from rough in work to finished product
4. Build cabinets and shelving as needed
5. Repair and install roofing throughout the District as needed
6. Provide all levels of painting services for interior and exterior of the facilities
7. Plans and executes all levels of concrete repairs and installations as needed
8. Repair and/or install linoleum, VCT and ceramic tiles
9. Operate power tools, powder actuated tools and basic hand tools needed to complete required duties
10. Perform minor demolition work as needed
11. Will read and interpret blueprints
12. Participate in snow removal duties throughout the District to include operation of plow vehicles and some limited heavy equipment
13. Install drop ceiling systems and replacement of ceiling tiles
14. Perform minor welding when needed
15. Works from all types of ladders, electric lifts and scaffolding
16. Familiarity with basic skills of other skilled trades including electrical and plumbing
17. Acquire material estimates and provide project estimates to the Buildings and Grounds Department for processing
18. Abide by established building codes and OSHA guidelines regarding safe work practices
19. Provide guidance and limited supervision to others working with the Master Craftsman
20. Perform such other duties as may be assigned.

Approved: **21 February 2019**

# 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 TO ASST. SUPT. THE TRIP ARRANGEMENTS CANNOT BE MADE WITHOUT BOARD OF EDUCATION APPROVAL.

School: Parsippany Hills Date: February 19, 2019

Date of Trip: 2/28/19 - 3/2/19 Grade Level & Subject: 9-12th Number of Students: 4

Co-Curricular Activity/Group: Varsity Wrestling

Destination\*: Boardwalk Hall/Bally's Hotel Atlantic City Phone# 888-516-2215

\*If co-curricular activity what is the rationale for missing instructional time? NJSIAA State Wrestling Tournament

Address: 1900 Boardwalk, Atlantic City, NJ

Description of Program: NJSIAA State Wrestling Tournament

How is this trip related to the curriculum at this grade level? Please be specific.  
NA

What academic preparation has been done prior to this trip?  
NA

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

1. NA
2. \_\_\_\_\_
3. \_\_\_\_\_

How is this proposed trip the best method available for achieving the desired learning outcome?  
NA

**Transportation Information**

Means of Transportation: <u>Personal vehicle</u>	Provider: _____
Cost: <u>\$163.68</u>	Phone #: _____
Departure from School: <u>2/28/19 8am</u>	Arrival at Destination: <u>11am</u>
Departure from Destination: <u>3/2/19 6pm</u>	Arrival at School: <u>9pm</u>

**Total Cost Information**

Admission/Registration Cost: <u>\$1389.68</u>	Cost to Parent: <u>\$0</u>
Funding Source: _____	

\*Please Check That You Have Read The Field Trip Policy Regulations 2340 Available On-Line Through The Intranet

<p><b>Names of Teachers:</b></p> <table border="0" style="width: 100%;"> <tr><td><u>Chris Wells</u></td><td style="text-align: center;">*</td><td style="text-align: center;"><input checked="" type="checkbox"/></td></tr> <tr><td><u>Justin Altschul</u></td><td style="text-align: center;"></td><td style="text-align: center;"><input checked="" type="checkbox"/></td></tr> <tr><td><u>Anthony Pizzula</u></td><td style="text-align: center;"></td><td style="text-align: center;"><input checked="" type="checkbox"/></td></tr> <tr><td>_____</td><td style="text-align: center;"></td><td style="text-align: center;"><input type="checkbox"/></td></tr> </table>	<u>Chris Wells</u>	*	<input checked="" type="checkbox"/>	<u>Justin Altschul</u>		<input checked="" type="checkbox"/>	<u>Anthony Pizzula</u>		<input checked="" type="checkbox"/>	_____		<input type="checkbox"/>	<p><b>Names of Non-Staff Chaperones:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>
<u>Chris Wells</u>	*	<input checked="" type="checkbox"/>											
<u>Justin Altschul</u>		<input checked="" type="checkbox"/>											
<u>Anthony Pizzula</u>		<input checked="" type="checkbox"/>											
_____		<input type="checkbox"/>											

NURSE NEEDED YES  NO  Kelly DESTINATION ON APPROVED LIST  YES  NO

[Signature] 2/20/19  
 APPROVED PRINCIPAL (PRINT) / DATE  
Michael DiSanto

[Signature]  
 PRINCIPAL SIGNATURE

APPROVED CENTRAL OFFICE  
 DATE 2/20/19  
Barbara Sargent

APPROVED BY BOARD OF EDUCATION