

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

Number 13

February 21, 2019

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 5111 A

BE IT RESOLVED that the Board approve the request by Merisa Rosa, Principal of Knollwood Elementary School, that student A, be allowed to complete the 2018-2019 school year as per Board of Education Policy 5111.

BE IT RESOLVED that the Board approve the request by Merisa Rosa, Principal of Knollwood Elementary School, that student B, be allowed to complete the 2018-2019 school year as per Board of Education Policy 5111

BE IT RESOLVED that the Board approve the request by Steve Figurelli, Principal of Lake Hiawatha Elementary School, that student C, be allowed to complete the 2018-2019 school 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, 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
Judy Corrente	ISTE Conference	June 21-26, 2019	Philadelphia, PA	\$2,238.00
Susie Scholz	Oppositional, Defiant, and Disruptive Children and Adolescents	April 4, 2019	Parsippany, NJ	\$199.00 Title IIA
Laura Bailliard	Instructional Strategies and Best Practices	March 19-20, 2019	Online – from Florida Institute of Technology	\$188.00 IDEA
Betty Wang Goarcke	NJTESOL Spring Conference	May 29-30, 2019	New Brunswick, NJ	\$338.00 Title III
Ewa Babinska-Zawodny	Self-Regulation in children	March 6, 2019	Parsippany, NJ	\$199.99 IDEA

3. 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.

Rockaway Meadow Elementary School

The Rockaway Meadow Elementary PTA has donated \$395.00 to the Board of Education to help support cultural arts programs at Rockaway Meadow School.

Mt. Tabor Elementary School

The Mt. Tabor Elementary PTA has donated \$400.00 to the Board of Education to help support cultural arts programs at Mt. Tabor School.

4. **Overnight Field Trip Correction**

**OVERNIGHT
CORRECTION**

BE IT RESOLVED that the Board approve the correction to the over-night field trip for Parsippany High School.

Parsippany High School

Key Club State Convention, Long Branch, NJ

From: March 19-31, 2019

To: March 29-31, 2019

5. **Field Trip Destinations**

**FIELD TRIP
DESTINATIONS**

BE IT RESOLVED that the Board approve the following Field Trip Destinations:

Destination

What the trip would be for

Cosy Cupboard Tea Room
Morristown, NJ

Honors English PHHS

Warren Hills High School
Washington, NJ

State Student Council

West Windsor Plainsboro North HS
Plainsboro Township, NJ

State Student Council

III. AP – ACADEMIC PROGRAMMING – TALI AXELROD, ED.D.

6. **Student Teacher**

**STUDENT
TEACHER**

BE IT RESOLVED that the Board approve the following student teacher for the 2019-2020 school year subject to the receipt of all required documents including but not limited to completion of criminal history background check, proof of certification and any other materials:

Student Name	Cooperating School	Requesting University	Dates
Lauren Johnson	Lake Hiawatha	William Paterson	9/9/2019-12/20/2019

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

7. **Retirement – PTHEA**

**RETIRE
PTHEA**

BE IT RESOLVED that the Board approve the resignation of Loretta Fichter, Teacher at Eastlake Elementary School, for the purpose of retirement effective July 1, 2019.

BE IT RESOLVED that the Board approve the resignation of Karen Peer, Teacher at Eastlake Elementary School, for the purpose of retirement effective July 1, 2019.

8. **Employment - PTHESA**

**EMPLOY
PTHESA**

BE IT RESOLVED that the Board approve the individual named below as a Paraprofessional in the areas indicated:

Eastlake Elementary School
Effective February 22, 2019

Alyssa King	Paraprofessional	\$22,013.00 (prorated)
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Parsippany Hills High School
Effective February 22, 2019

Carmine Verducci	Paraprofessional	\$22,013.00 (prorated)
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9. **Employment - Local 32**

**EMPLOY
LOCAL 32**

BE IT RESOLVED that the Board approve the employment of the following individual on a 150-day probationary period as indicated below:

Name	Salary	Effective	Assignment	Location
Angela Comas (replacing Martha Rauch)	\$30,300	2/25/19	Custodian	PHS

10. **Change in Assignment/Contract- PTHESA**

**CHANGE ASSIGN
PTHESA**

BE IT RESOLVED that the Board approve the following change in assignment, necessitating the change in contract, effective February 25, 2019:

Katherina Edwards

From: One-to-One Paraprofessional Mt. Tabor Elementary School - \$23,553.00

To: Instructional Paraprofessional Mt. Tabor Elementary School - \$31,032.00

11. **Employment – Local 32**

**EMPLOY
LOCAL 32**

BE IT RESOLVED that the Board approve the employment of Tanner Uygun, who has successfully completed his 150-day probationary period as a fulltime Custodian Floater in the Maintenance Department. A contract should be issued to him for the remainder of the 2018-2019 school year for \$31,758.00, effective February 12, 2019.

BE IT RESOLVED that the Board approve the employment of Francisco Rodriguez, who has successfully completed his 150-day probationary period as a part-time Custodian at Rockaway Meadow Elementary School. A contract should be issued to him for the remainder of the 2018-2019 school year for \$14.75 per hour effective February 7, 2019.

BE IT RESOLVED that the Board approve the employment of Wayne Malec, Jr. who has successfully completed his 150-day probationary period as a fulltime Custodian at Brooklawn Middle School. A contract should be issued to him for the remainder of the 2018-2019 school year for \$30,700.00 effective February 12, 2019.

BE IT RESOLVED that the Board approve the employment of Daniel Sutton, who has successfully completed his 150-day probationary period as a fulltime Lead Maintenance Worker in the Maintenance Department. A contract should be issued to him for the remainder of the 2018-2019 school year for \$40,619.00 effective February 12, 2019.

BE IT RESOLVED that the Board approve the employment of Timothy Rokes, who has successfully completed his 150-day probationary period as a fulltime Custodian at Parsippany Hills High School. A contract should be issued to him for the remainder of the 2018-2019 school year for \$34,157.00 effective February 12, 2019.

12. **ESL Translator Pool**

**ESL
TRANSLATOR**

BE IT RESOLVED that the Board approve the following individuals as ESL translators at a rate of \$41.00 per hour to be paid out of Title III Grant Funds for the 2018-2019 school year:

Sandra Giordano Jasmine Machado Deysee Rodriguez

13. **Change of Assignments/Contracts – Local 32**

**CHANGE ASSIGN
LOCAL 32**

BE IT RESOLVED that the Board approve the individuals named below who have been transferred/reassigned for the 2018-2019 school year, necessitating the following change in contracts, effective as indicated:

Carlos Cordova - Parsippany High School

From: \$36,532.00 + \$1,458.00 (2nd Shift) + \$1,374.00 (Black Seal) + \$800.00 (Longevity)

To: \$36,532.00 + \$1,374.00 (Black Seal) + \$800.00 (Longevity)

Effective March 1, 2019

Ronald Cupitt

From: Head Custodian - Parsippany Hills High School

\$65,653 + \$12,423 (Head Cust. Stipend) + \$1,374 (Black Seal) + \$3,000 (Longevity)

To: Custodian - Rockaway Meadow Elementary School

\$65,653 + \$1,458 (2nd Shift) + \$1,374 (Black Seal) + \$3,000 (Longevity)

Effective March 11, 2019

14. **Leave of Absence**

**LEAVE OF
ABSENCE**

BE IT RESOLVED that the Board approve a medical leave of absence for employee #43594, Administrator, effective February 8, 2019 through April 16, 2019 utilizing accumulated sick leave, family illness, personal and vacation days pursuant to the Family and Medical Leave Act.

BE IT RESOLVED that the Board approve a leave of absence for Employee #49813, Driver, from March 27, 2019 through April 4, 2019 utilizing accumulated personal and bereavement leave and floating holiday, and an unpaid leave of absence from April 5, 2019 through April 12, 2019 pursuant to the Family and Medical Leave Act.

BE IT RESOLVED that the Board approved an unpaid leave of absence for the following employees as indicated below:

Employee #49149 - Noontime Aide, Lake Parsippany; Bus Aide - 1/2/19-2/4/19

Employee #49896 - Paraprofessional, Knollwood Elementary - 2/8/19-3/8/19

15. **Appointment - Volunteer Extra - Curricular/Athletic Aides 2018-2019**

**VOL-EXTRA
CURR AIDES**

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

Parsippany Hills High School - Chaperone, Junior Statesmen of America, Washington D.C.

Ellen Falk

16. Talented Art Program

**TALENTED
ART PROG**

BE IT RESOLVED that the Board approve payment to the following individuals to coordinate the T.A.P. Program for 2018-2019

Laura Rizzo	Tap Coordinator	\$1,600.00
Janene Nardiello	Tap Assistant	\$900.00

17. Event Chaperone

**EVENT
CHAP**

BE IT RESOLVED that the Board approve payment to the individual named below who has indicated her willingness to serve as an event chaperone for the 2018-2019 school year, to be paid at \$51.00/per session:

Amanda Knops - Central Middle School

18. Major - Extra Responsibility Assignment

MAJOR EXTRA

BE IT RESOLVED that the Board approve the major-extra coaching assignments for the 2018-2019 school year:

Effective February 22, 2019:

Parsippany Hills High School

Assistant Softball Coach

Kelli Costa	Step 3	\$3,323.00 (split)
Steven Bechtler	Step 3	\$3,323.00 (split)

Assistant Boys Spring Track Coach

Michelle Perry	Step 3	\$3,323.00 (split)
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Parsippany High School

Assistant Boys' Lacrosse Coach

Steven Conte	Step 1	\$6,038.00
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Effective March 1, 2019:

Parsippany Hills High School

Head Boys Tennis Coach

Carl Ordway	Step 3	\$7,775.00
		+ \$400.00 (Longevity)

19. **Maternity Leave of Absence**

**MATERNITY
LEAVE OF ABSENCE**

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

Employee #49859, Teacher, 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).

20. **Corrections**

CORRECTIONS

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

Employment - Local 32

From: Edwin Canales Vargas	\$32,024.00
To: Edgar Arriaza-Canales	\$30,700.00 = \$1,324.00

Transfer of Assignment - PTHEA

Anthony Vlahakes

From: .6 BSI Teacher at Littleton and .4 BSI Teacher at Troy Hills
To: .8 BSI Teacher at Littleton and .2 BSI Teacher at Troy Hills

Maternity Leave of Absence

Employee #30505

From: a maternity leave of absence on or about November 1, 2018 through December 6, 2018 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 December 7, 2018 through March 8, 2019.

To: a maternity leave of absence on or about November 1, 2018 through December 7, 2018 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 December 10, 2018 through March 12, 2019.

Leave of Absence

Employee #30569

From: December 10, 2018 through February 1, 2019 utilizing accumulated sick leave and personal days, and an unpaid medical leave of absence on February 4, 2019 pursuant to the Family and Medical Leave Act.

To: December 10, 2018 through February 4, 2019 utilizing accumulated sick leave days pursuant to the Family and Medical Leave Act.

Additional Sick Days – PTHEA

Employee #30569

From: From: thirty (30) additional non-accumulative sick days with pay, less the cost of a substitute, for, Teacher, from December 13, 2018 through February 1, 2019. This leave will be counted against available FMLA leave entitlement.

To: From: thirty (30) additional non-accumulative sick days with pay, less the cost of a substitute, for, Teacher, from December 13, 2018 through February 4, 2019. This leave will be counted against available FMLA leave entitlement.

V. PPS – PUPIL PERSONNEL SERVICES

21. Out of District Tuition Costs 2018-2019

OOD TUITION

BE IT RESOLVED that the Board approve the tuition cost for a student with disabilities who will require a change of out of district placement for the remainder of the 2018-2019 school year. This student has been classified by the Child Study Team in accordance with Title 18A:46:

School	Student No.	Tuition Cost
Cornerstone Day School	32075	\$39,638.

22. Student Assistance

STUDENT ASSIST

BE IT RESOLVED that the Board approve Stephanie Tyrone Gilbert, paraprofessional at Parsippany Hills High School, to assist a student during Spring Track, as per the student's IEP, not to exceed 20 hours per week, beginning March 1, 2019 through May 31, 2019, at the hourly rate of \$29.33.

23 ABA-Trained Paraprofessional

ABA PARAS

BE IT RESOLVED that the Board approve the following staff members as ABA-trained Paraprofessionals with a stipend of \$1,200 (pro-rated), for the 2018-2019 school year, as follows:

Last Name, First Name	School	Effective Date of Stipend
Castro, Jennipher	Littleton	12/3/2018
Rizzo, Dawn	Rockaway Meadow	1/22/2019

24. Community Based Instruction Site

COMM BASED INSTR SITE

BE IT RESOLVED that the Board approve Dave & Buster's, 310 Willowbrook Blvd, Wayne, NJ as a Community Based Instruction site for the 2018-2019 school year.

25. Related Services Vendor

RELATED SVC VENDOR

BE IT RESOLVED that the Board approve New Pathway Counseling, Inc. as a related services provider for the 2018-2019 school year to provide home instruction services at the rate of \$60 per hour.

26. **Correction – Student Speech Services**

**CORRECT
STUD SVCS**

BE IT RESOLVED that the Board approve the correction in the start date and hours for Grace David, district speech therapist, to provide speech and language services for a classified student on home instruction, as per the student's IEP, originally approved in the December 13, 2018 Superintendent's Bulletin No. 9 Addendum, as follows:

From: Not to exceed one hour per week beginning December 17, 2018
 To: Not to exceed two hours per week beginning December 13, 2018

27. **Home Instruction**

**HOME
INSTR**

BE IT RESOLVED that the Board approve the following students who are on home instruction:

<u>Student</u>	<u>School</u>	<u>Grade</u>	<u>Reason</u>	<u>Anticipated End Date</u>
41133	PHS	10	Administrative	4/5/19
43538	Lake Par	3	Medical	3/29/19

28. **Home Instruction – Change in Anticipated End Date**

**HOME INST
END DATE**

BE IT RESOLVED that the Board approve the following change in the anticipated end date for the following student on home instruction, originally approved in the Superintendent's Bulletin of January 17, 2019:

<u>Student</u>	<u>School</u>	<u>Grade</u>	<u>Reason</u>	<u>Anticipated End Date</u>
46391	CMS	8	Medical	3/29/19

29. **Harassment, Intimidation, and Bullying**

HIB

BE IT RESOLVED that the Board of Education affirms the Harassment, Intimidation, and Bullying (HIB) report for February 7, 2019.

Suspensions

SUSPENSIONS B

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

VI. BUSINESS/FINANCE – ROBIN C. TEDESCO

30. Payment of Bills

**PAYMENT
OF BILLS**

BE IT RESOLVED, that the Board of Education approve the payment of current bills for February 21, 2019 for the 2018-2019 school year in the amount of \$5,794,419.48.

31. Acceptance of CAFR

**ACCEPTANCE
OF CAFR**

WHEREAS, the Parsippany-Troy Hills Board of Education is in compliance with N.J.S.A. 18A:23-1 and has had an annual audit of the district's accounts and financial transactions;

BE IT RESOLVED, that the Parsippany-Troy Hills Board of Education approves and accepts the Comprehensive Annual Financial Report and the Auditor's Management Report on Administrative Findings – Financial, Compliance and Performance with no recommendations in the CAFR and the AMR for the fiscal year ending June 30, 2018, as submitted by Wiss and Company, the district's auditor's, having been presented and reviewed at the public meeting on November 29, 2018.

BE IT FURTHER RESOLVED, the Parsippany-Troy Hills Board of Education acknowledge that the 2017/2018 Synopsis of Audit is available to the public and approves the submission to the Executive County Superintendent of School.

32. Grant Amendment

**GRANT
AMENDMENT**

BE IT RESOLVED, that the Board approve the submission of the IDEA FY19 Consolidated Grant Amendment No. 1 to the New Jersey Department of Education as follows:

FY18 Carryover:
IDEA Basic \$209,461
IDEA Preschool \$ 12,294

33. Disposal of Broken and/or Outdated Equipment

**DISPOSAL
OF EQUIPMENT**

WHEREAS, the Parsippany-Troy Hills Board of Education is the owner of certain equipment which is no longer needed for district use; and

WHEREAS, the Parsippany-Troy Hills Board of Education is desirous of disposing said equipment in an environmentally friendly manner; and

WHEREAS, the Parsippany-Troy Hills Board of Education has identified the following equipment to be disposed of:

<u>ITEM</u>	<u>ASSET NUMBER</u>
Maintenance - Salter	05300787
PHS – Magnum Fitness System Treadmill	35004811

NOW, THEREFORE, BE IT RESOLVED, by the Parsippany-Troy Hills Board, authorizes the Business Administrator to dispose of the broken and/or outdated equipment as listed above.

34. **Payment from Sale of Surplus Property**

**PAYMENT
SURPLUS PROPERTY**

BE IT RESOLVED, that the Parsippany-Troy Hills Board of Education accepts the check in the sum of \$3,303.41 from GovDeals which represents payment for bidded Transportation Vehicles, and Maintenance Vehicles approved on the August 2018 Superintendent's Bulletin, motion #69 and January 3, 2019 Bulletin, motion #20.