

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

Number 21 ADDENDUM

June 25, 2020

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

38. Job Description

**JOB
DESCRIPTION**

BE IT RESOLVED that the Board approve the new Job Description for the position named below:

Title I Interventionist

JOB DESCRIPTION

- TITLE:** Title I Interventionist
- REPORTS TO:** Principal/Coordinating Supervisor of Language Arts or Mathematics
- QUALIFICATIONS:** NJ Elementary Teaching Certification or eligibility
Required criminal background check and proof of US citizenship or legal resident alien status
- JOB GOALS:** To analyze assessment data and provide push-in and pull-out research-based interventions in ELA and Math to students who are currently below grade level based on analysis of Running Records and other assessment instruments.

PERFORMANCE RESPONSIBILITIES:

1. Gather, organize, and interpret assessment data to identify students with substantial academic deficiencies by evaluation of available test data.
2. Utilize best practice instructional strategies and research-based intervention curriculum materials to meet the learning needs of identified at-risk students.
3. Analyze existing student achievement data and administer student assessment and progress monitoring instruments as needed to aid in monitoring of Title I students.
4. Develop instructional goals and objectives for each student selected for remedial teaching.
5. Develop lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
6. Plan remediation in reading, writing, or mathematics, and provide supplemental instruction to remedy those deficiencies.
7. Help students develop skills and knowledge needed to provide a good foundation for continued education.
8. Teach individuals and small groups of students advanced reading skills on a daily basis.
9. Collaborate with classroom teachers, building administrator, and parents when designing interventions.
10. Maintain accurate student records, parent communications records, and student progress data reports as required by Title I law and district policy.
11. Attend professional development opportunities that promote improved instructional strategies and support researched-based resource material needed to implement the intervention program successfully and support/maintain professional growth.
12. Performs such other duties as may be assigned.

39. Change – Business Administrator/Board Secretary

**APPOINT
BA/BS**

BE IT RESOLVED that the Board approve the change in Dr. Alfred Savio’s salary as indicated below effective September 1, 2020 through June 30, 2021.

From: \$162,000 (prorated \$121,500)

To: \$162,000 (prorated \$135,000)

40. Summer Workshop Facilitators

**SMR WORKSHOP
FACILITATORS**

BE IT RESOLVED that the Board approve for the following teachers to be compensated at the contractual rate of \$41 per hour for preparing and presenting workshops for the Summer Professional Development Series:

<u>Presenter</u>	<u>Hrs. for Prep/Pres.</u>	<u>Total</u>
Marisa Gillespie	3	\$123.00
Jennifer Cruz	3	\$123.00
Sydney DeBari	3	\$123.00
Heather Craner	6	\$246.00
Thomas Curcio	6	\$246.00
Laura Champion	3	\$123.00
Megan Barry	3	\$123.00
Kelcey Brennan	3	\$123.00
Ellesa Jalla	3	\$123.00
Kathy Effner	3	\$123.00
Stephanie Andolino	3	\$123.00
Eric Berkowitz	3	\$123.00
Alison Franz	9	\$369.00
Joseph Gillespie	6	\$246.00
Kenny Valleau	6	\$246.00
Marie Gundlah	3	\$123.00
Deirdre Boylan	3	\$123.00
Danielle Ciccone	6	\$246.00
Marlene Gibson	9	\$369.00
Lisa Ramundo	9	\$369.00
Karen Massa	3	\$123.00
Johanna Kosciolek	6	\$246.00
Michelle Coolbaugh	3	\$123.00
Stephanie Willis	9	\$369.00
Beth Raff	3	\$123.00
Susie Scholz	9	\$369.00
Ashley Melnick	3	\$123.00
Jessica Shackil	6	\$246.00
Heather Aschmann	3	\$123.00
Tara Snellings	3	\$123.00
Julianne Buccino	6	\$246.00
James Powles	3	\$123.00
Patricia Gallagher	3	\$123.00
Ann Butyn	3	\$123.00

41. Resignation - Noontime Aide

**RESIGN
NOONTIME**

BE IT RESOLVED that the Board approve the following resignation as indicated, effective June 15, 2020:

Ronnie Petzinger Rockaway Meadow

42. Leave of Absence

**LEAVE OF
ABSENCE**

BE IT RESOLVED that the Board approve a medical leave of absence for employee #30119, Secretary, effective June 23, 2020 through July 14, 2020 utilizing accumulated sick leave pursuant to the Family and Medical Leave Act (FMLA).

43. Maternity Leave of Absence

**MATERNITY LEAVE
OF ABSENCE**

Employee #49551, Teacher, has requested a maternity leave of absence on or about September 14, 2020 through October 23, 2020 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 26, 2020 through January 22, 2021.

44. Summer Employment - School Nurses

**EMPLOY
SUMMER NURSE**

BE IT RESOLVED that the Board approve the employment of the following individuals to conduct physicals and immunization compliance during the 2020 summer as indicated below:

PHS - Judith Skibitski \$5,000
PHHS - Jamie Madonna \$5,000

45. Employment – Local 32- Pending Completion

**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, 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; subject to any guide placement or other salary adjustment that may be due upon completion of the negotiations between the Board of Education and Local 32:

Name	Salary	Effective	Assignment	School
Rose Figueroa	\$40,505.00	7/20/20	Head Custodian	Knollwood
	+ \$5,404.00 (Elem. Head)			
	+ \$1,324.00 (Black Seal) (Replacing James Price)			

46. 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 individual 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 2018-2021 Agreement between the Board of Education and the PTHEA.

Julie Gallagher

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

Grade 2 Teacher

BA/Franklin Pierce University
Elementary K-6
1 year
BA, Step 2, \$56,025.00
August 31, 2020
Eastlake Elementary School
(Replacement – Craner - Transfer)

Bryan Lowe

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

Grade 5 Teacher

BA/Kean University
Elementary K-6
7 years
BA, Step 5, \$57,625.00
August 31, 2020
Littleton Elementary School
(Replacement – Longa - Transfer)

Katherine Reese

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

Special Education- Behavioral Disabilities

BS/The College of New Jersey
Elementary K-6, TOSD
Student Teaching
BA + 30, Step 1, \$58,925.00
August 31, 2020
Brooklawn Middle School
(Replacement – Puso - Transfer)

47. Employment - Local 32

**EMPLOY
LOCAL 32**

E IT RESOLVED that the Board approve the employment of Salvatore Coraggioso, who has successfully completed his 150-day probationary period as a Part-Time Custodian at Brooklawn Middle School. A contract should be issued to him for the remainder of the 2019-2020 school year for \$15.10 per hour effective June 26, 2020.

48. **Employment - Summer Secretaries**

**SMR
SUB SECRETARY**

BE IT RESOLVED that the Board approve the employment of the following individuals as summer secretaries effective June 26, 2020 through August 31, 2020 at the rate of \$17.72 per hour:

Katherine Gaffney
Margaret Jacobs
Linda Musolino

49. **Additional Work Days - Athletic Trainers**

ADD'L DAYS

TRAINERS

BE IT RESOLVED that the Board approve the following Athletic Trainers to work from July 13-31, 2020 in order to medically supervise the student athletes during practice for a maximum of fifteen (15) days:

Richard Sands PHS at the per diem rate of \$550.71

Venita Carlo-Prudenti PHHS at the per diem rate of \$598.75

50. **Emergency Reserve Transfer**

**EMERGENCY
RESERVE**

WHEREAS, N.J.A.C. 6A:23A-14.4 permits a Board of Education to establish and/or deposit into certain reserve accounts at year end; and

WHEREAS, The aforementioned statute authorizes procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution; and

WHEREAS, The Board of Education wishes to transfer unanticipated excess current year revenue and/or unexpended appropriations from the General Fund into the Emergency Reserve Account at year end; and

WHEREAS, The Board of Education has determined that an amount not to exceed \$1,000,000 is available for such purpose of transfer;

NOW, THEREFORE, BE IT RESOLVED: By the Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

51. **Arc Kohler School 2020-21**

ARC KOHLER

WHEREAS, The Arc Kohler School is a not-for-profit New Jersey Department of Education Approved Private School for Students with Disabilities; and

WHEREAS, the Board of Education of the School District of Parsippany-Troy Hills has contracted to send to The Arc Kohler School certain students with disabilities who reside in the District; and

WHEREAS, The Arc Kohler School provides meals that meet the nutritional requirements of the Child Nutrition Program as administered by the New Jersey Department of Agriculture; and

WHEREAS, The Arc Kohler School will apply for and receive funding for meals in accordance with the income eligibility criteria established by the Child Nutrition Program as administered by the New Jersey Department of Agriculture.

WHEREAS, The Arc Kohler School does not charge students for the cost of the meals;

NOW, THEREFORE, it is hereby resolved that the Parsippany-Troy Hills Board of Education acknowledges the foregoing actions in accordance with N.J.A.C. 6A:23-4.5(a)20 authorizes The Arc Kohler School to include the costs of meals provided within the annual tuition rate charged to students.

52. **Purchase of iPads**

iPADS

BE IT RESOLVED, that the Parsippany Troy-Hills Board of Education approve the purchase of iPads and related software in the amount of \$139,600.50 from Apple Inc. through the Educational Services Commission of New Jersey Cooperative Pricing System #65MCESCCPS - Apple Products Bid #ESCNJ 18/19-67 Apple Contract #1062153 pursuant to N.J.S.A. 18A:18A-11 and N.J.A.C. 5:34-7.1 et seq.

53. Substitute Staffing Services

SUB STAFF SERVICES

WHEREAS the Parsippany-Troy Hills Board of Education has solicited Requests for Proposal for Substitute Staffing Services for the 2020 – 2021 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 Parsippany-Troy Hills Board of Education approves ESS Northeast LLC, Cherry Hill, NJ for Substitute Staffing Services for the school year effective July 1, 2020 through June 30, 2021.

54 HVAC Replacement, Repair and Maintenance

HVAC BID

WHEREAS, pursuant to N.J.S.A. 18A:18A-1 et. seq., the Board of Education advertised and solicited for bids for HVAC Equipment Repair, Replacement and Maintenance (Bid No: 2019/20-5) for a one (1) year period beginning July 1, 2020 through June 30, 2021; and

WHEREAS, in accordance with that advertisement, two (2) bids were received and opened on Thursday, June 24, 2020; and

Vendors	Craftsman Title	Straight Time	Overtime Time	Week-end	Holiday Time	Total
McCloskey Mechanical Contractors, Blackwood, NJ	Mechanic	\$92.00	\$138.00	\$138.00	\$185.00	
	Helper	\$55.00	\$ 83.00	\$ 83.00	\$110.00	
	Digital Tech	\$92.00	\$138.00	\$138.00	\$185.00	
	Sum	\$239.00	\$359.00	\$359.00	\$480.00	\$1,437
	Average Hourly Rate					\$119.75
Pennetta Industrial Automation, Little Ferry, NJ	Mechanic	\$92.00	\$152.00	\$152.00	\$172.00	
	Helper	\$42.00	\$ 72.00	\$ 72.00	\$82.00	
	Digital Tech	\$92.00	\$152.00	\$152.00	\$172.00	
	Sum	\$226.00	\$376.00	\$376.00	\$426.00	\$1,404
	Average Hourly Rate					\$117.00

WHEREAS, the bid submitted by Pennetta Industrial Automation contained the material defect of omitting the classifications required by the bid specifications and therefore must be, and is, rejected;

THEREFORE BE IT RESOLVED, that the Board hereby awards a contract to McCloskey Mechanical Contractors, LLC of Blackwood, NJ upon the terms and conditions set forth in the bid which shall be incorporated into a written agreement; and

BE IT FURTHER RESOLVED that the Board of Education authorizes the School Business Administrator/Board Secretary to execute said contract on behalf of the Board, a copy of which shall remain on file in the Business Office.

55. **Summer Work – Transportation**

SMR TRANSP

BE IT RESOLVED that the Board approve the staff named below for the 2020 Summer in the areas indicated.

DRIVERS SCHEDULED TO WORK

Atkins, Franklin
Brown, Yolanda
Casey, Patricia
Christensen, Zoila
Cruz, Eustaquia
Gilgorri, Oscar
Gizas, Efthimios
Juarbe, Mary
Khan, Ejaz
Kuber, Kathy
Mokashi, Shailesh
Ninos, Antonios
Okuyan, Nurgul
Soto, Lillian
Tamboer, Elaine
Terrazas-Quintana, Josue
Whalen, Ida

BUS AIDES SCHEDULED TO WORK

Appice, Caroline
Brennan, Irene
Burnett, Jill
Cotugno, Nancy
Hernandez, Karem
Herrera, Raysa
Nabi, Zahra
Patel, Binita
Patel, Dipa
Patel, Kaminaben
Prajapati, Toralkumari
Prasad, Preeti
Radler, Patricia
Wright, Lisa