

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

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Number 14

March 26, 2020

**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.

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

**Number 14**

**March 26, 2020**

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.**

**II. GA – GENERAL ADMINISTRATION – JONI BENOS**

**1. 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.

<b>Name</b>	<b>Purpose</b>	<b>Date</b>	<b>Location</b>	<b>Estimated Expenses</b>
Seema Goldberg	Columbia Reading and Writing college	August 3-7, 2020	NY, NY	\$1,327.25
Giselle Gonzalez Carolina Sylvin	NJECC Digital Video Creation	May 28, 2020	Montclair, NJ	\$165.00

**2. Gifts to the District**

**GIFTS TO  
THE DISTRICT**

BE IT RESOLVED that the Board accept the following gifts and that the Superintendent send letters of appreciation:

**Intervale Elementary School**

The Intervale PTA has donated \$800.00 to the Board of Education to help support cultural arts at Intervale School.

**Lake Parsippany Elementary School**

Wells Fargo has donated \$150.00 for the Community Care Grant to be used for an educational purpose

3. **Field Trip Destinations**

**FIELD TRIP**

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

**Destination**

Broadway Theatre  
New York, NY

**What the trip would be for**

PHS 9-12 Band & Choir

University of Arts  
Philadelphia, PA

PHHS 9-12 Band & Choir

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

4. **Student Teachers**

**STUDENT  
TEACHERS**

BE IT RESOLVED that the Board approve the following student teachers for the 2020-2021 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:

<b>Student Name</b>	<b>Cooperating School</b>	<b>Requesting University</b>	<b>Dates</b>
Elliot Bunting	BMS	William Paterson	9/1/2020-12/10/2020
Anna Hill	CMS	William Paterson	9/1/2020-12/10/2020
James Ralston	PHHS	TCNJ	9/25/2020-12/11/2020
Cassandra Soto	PHHS	William Paterson	9/1/2020-5/6/2021
Mark Stack	PHS	William Paterson	9/1/2020-5/6/2021

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

**5. Resignation - Local 32**

**RESIGN  
LOCAL 32**

BE IT RESOLVED that the Board approve the resignation of Eloy Luna, Part-Time Custodian at Troy Hills Elementary School, effective March 20, 2020.

**6. Employment – Local 32**

**EMPLOY  
LOCAL 32**

BE IT RESOLVED that the Board approve the employment of Josue Terrazas Quintana, who has successfully completed his 150-day probationary period as a Driver. A new contract should be issued to him in the amount of \$22,905.00 (prorated) for the 2019-2020 school year, effective March 14, 2020.

BE IT RESOLVED that the Board approve the employment of Justa Cordova, who has successfully completed her 150-day probationary period as a Custodian. A new contract should be issued to her in the amount of \$31,437.00, plus \$1,458.00 Addenda, prorated for the 2019-2020 school year effective March 17, 2020.

**7. Corrections**

**CORRECTIONS**

BE IT RESOLVED that the Board approve the following corrections:

**Leave of Absence**

**Employee #40324**

From: a medical leave of absence effective January 24, 2020 through January 30, 2020 utilizing accumulated sick leave and personal days, and an unpaid medical leave of absence from January 31, 2020 through March 13, 2020.

To: a medical leave of absence effective January 24, 2020 through January 30, 2020 utilizing accumulated sick leave and personal days, and an unpaid medical leave of absence from January 31, 2020 through March 26, 2020.

**Employee #30343**

From: a medical leave of absence effective March 27, 2020 through May 22, 2020 utilizing accumulated sick leave pursuant to the Family and Medical Leave Act (FMLA).

To: a medical leave of absence effective April 17, 2020 through June 12, 2020 utilizing accumulated sick leave pursuant to the Family and Medical Leave Act (FMLA).

**V. PPS – PUPIL PERSONNEL SERVICES**

**8. ABA-Trained Paraprofessionals**

**ABA PARAS**

BE IT RESOLVED that the Board approve the following staff members as ABA-trained Paraprofessionals with a stipend of \$1,200 (prorated), for the 2019-2020 school year, as follows:

<b>Staff Name</b>	<b>School</b>	<b>Effective Date</b>
Alsaid, Nerveen	Eastlake	2/28/20
Todkari, Pradnya	Knollwood	2/27/20

**9. Student Assistance**

**STUDENT ASSISTANCE**

BE IT RESOLVED that the Board approve the following paraprofessionals indicated below, who will assist students during the months of March through May, as per the students' IEPs, at their hourly rate:

<b>School</b>	<b>Para Name</b>	<b>Hours Not to Exceed</b>	<b>Activity/Event</b>
PHHS	Erin Gibson	24	Unified Track
PHHS	Annamarie Shymanski	24	Unified Track
PHHS	Jeanne George	24	Unified Track
PHHS	Erin Gibson	4	Spring Choir
CMS	Marybeth Griener	1	Field Trip

**10. 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>
29879	PHS	12	Medical	5/29/20
46162	PHS	9	Medical	6/18/20
35090	BMS	8	Medical	5/29/20

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

**HOME INSTR  
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 No. 11 of 2/13/20:

<u>Student</u>	<u>School</u>	<u>Grade</u>	<u>Reason</u>	<u>Anticipated End Date</u>
46050	Lake Par	K	Medical	5/29/20

12. **Harassment, Intimidation, and Bullying**

**HIB**

BE IT RESOLVED that the Board of Education affirms the Harassment, Intimidation, and Bullying (HIB) report for March 12, 2020.

**Suspensions**

**SUSPENSIONS    A**

Four 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**

**13. Payment of Bills**

**PAYMENT OF BILLS**

BE IT RESOLVED, that the Board of Education approve the payment of current bills for March 26, 2020 for the 2019-2020 school year in the amount of \$5,891,583.37.

**14. Secretary/Treasurer Report**

**SECRETARY REPORT**

BE IT RESOLVED that the Board of Education acknowledge, accept and approve the report of the Board Secretary and Treasurer of School Monies for the period ending February 1 - 29, 2020.

Pursuant to N.J.A.C. 6:20-2:13(d), I certify that as of the end of February 2020 no budgetary line item account has been over expended in violation of N.J.A.C. 6:20-2:13(a).

*Robin C. Tedesco*

Robin C. Tedesco  
Business Administrator/Board Secretary

Pursuant to N.J.A.C. 6:20-2:13(a), we certify that as of February 29, 2020 after review of the Secretary's monthly financial report for February 2020 (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6:20- 2:13(b) and those sufficient funds are available to meet the district's financial obligations.

**15. Collaborative Services Agreement with ESCNJ**

**ESCNJ  
AGREEMENT**

WHEREAS, the Parsippany-Troy Hills Board of Education wishes to utilize the services of Educational Services Commission of New Jersey (ESCNJ) for Collaborative Services Agreement; and

WHEREAS, ESCNJ is willing to provide Collaborative Educational Services to the Board; and

WHEREAS, the Board and ESCNJ believe that ESCNJ can provide comprehensive Collaborative Educational Services; and

WHEREAS, there is a need to reduce to writing the understanding and agreement that exists between the Board and ESCNJ.

NOW, THEREFORE, in consideration of mutual promises, it is agreed by and between the Board and ESCNJ as follows:



1. The ESCNJ hereby agrees to provide Collaborative Educational Services to the Board from July 1, 2020 through June 30, 2025 in accordance with state laws and regulations.
2. It is hereby understood and agreed by ESCNJ that this Agreement may be terminated by the Board upon one hundred twenty (120) days prior written notice to ESCNJ. ESCNJ may also terminate this agreement in accordance with number 14 herein.
3. ESCNJ shall assign such administrative supervision as necessary to oversee the Collaborative Educational Services. ESCNJ shall coordinate the services provided pursuant to this Agreement with the Business Administrator.
4. The Collaborative Educational Services provided by ESCNJ shall comply with the applicable provisions of Title 18A Education and New Jersey Administrative Code, Title 6A, Education.
5. ESCNJ, through its personnel or subcontractor, shall provide Collaborative Educational Services. ESCNJ shall provide the Board with periodic updates and written reports as necessary. When services, other than those listed on the Collaborative Service Rates schedule are required, the expense of these additional services will be the responsibility of the Board.
6. ESCNJ shall have sole and exclusive control over the Collaborative Educational Services to be provided with consultation with the Board.
7. All materials will be provided by ESCNJ unless otherwise agreed to prior to the provision of service.
8. ESCNJ shall provide services during regular business hours. If services for after school hours are needed, a special arrangement must be made in consultation, with and consent of the Board and ESCNJ. After school hours that are arranged with the consent of ESCNJ for completion of assignments shall be billed at a rate agreed upon when approved.
9. ESCNJ shall provide reports as necessary to the District Administration.
10. All professional personnel employed by ESCNJ who perform services pursuant to this Agreement shall complete fingerprinting and background checks and possess appropriate New Jersey Certification and must provide the Board with copies of said certificates and NJDOE approvals prior to the provision of services.

11. It is understood that the Board will not offer employment to any ESCNJ staff member employed to work in the Program for at least two (2) years after the employee ceases to work for ESCNJ or contract with any consultant employed to work in the Program for at least sixty (60) days after the consultant ceases to work for ESCNJ.
12. The parties shall each maintain worker's compensation insurance for their employees at the locations covered by this agreement and provide proof of such insurance to the other. The parties shall each name the other as additional insureds on their general liability insurance policies for the locations covered by this agreement and shall provide proof thereof to the other party.
13. ESCNJ shall provide all necessary professional and clerical services needed to fulfill its obligation to the Board. The professional and clerical staff will be employees of the ESCNJ and are entitled to benefits per their ESCNJ contract. The professional and clerical staff will be under the supervision of the ESCNJ. The Business Administrator will act as a liaison between ESCNJ and the Board.
14. The Board agrees to make payments within thirty (30) days of being billed by the ESCNJ pursuant to this Agreement. Payments shall be made based on actual services rendered.
15. In the event any provision of this Agreement shall be held invalid or unenforceable by any Court of competent jurisdiction, such holdings shall not invalidate or render unenforceable any other provision hereof.
16. This Agreement shall be governed by and construed in accordance with laws of the State of New Jersey.
17. This Agreement, including the Collaborative Service Rates schedule, constitutes the entire Agreement between the Board and ESCNJ and may not be amended or modified except by written instruments signed by the Board and ESCNJ. Collaborative Service Rates shall be recalculated annually for the term of this Agreement and posted on ESCNJ's website: [www.escnj.us](http://www.escnj.us).
18. Any notice to the parties under this Agreement shall be sent certified mail, returned receipt requested.
19. This agreement shall become effective upon the adoption of a resolution by the Board and execution of this Agreement by all parties.

16. **Rockaway Township Public Schools  
Maintenance Agreement 2020-2021**

**ROCKAWAY TWSP  
PUB SCH MAINT AGRMNT**

WHEREAS, the Parsippany-Troy Hills Board of Education has determined that it requires services for the provision of bus and van maintenance and repair for the period of July 1, 2020 through June 30, 2021; and

WHEREAS, the Board has determined that the Rockaway Township Board of Education has the necessary background and expertise to effectively provide such maintenance and repair services and an agreement to provide such services will be of benefit to the District's taxpayers; and

WHEREAS, pursuant to N.J.S.A. 18A:18A-5(b) the Board may enter into an agreement for services with another board of education without the necessity of advertising for bid;

NOW THEREFORE, BE IT RESOLVED, upon the recommendation of the Superintendent and the School Business Administrator, the Board hereby approves the joint agreement between the Board and Rockaway Township Board of Education for the provision of bus and van maintenance and repair services for the period of July 1, 2020 through June 30, 2021; and

BE IT FURTHER RESOLVED, that the Board's School Business Administrator is authorized to execute an appropriate agreement with the Rockaway Board of Education on behalf of the Board of Education upon the approval of the form of same by the Board Attorney.

17. **Renewal Membership in Pooled Insurance  
Program of NJ**

**RENEW MEMBER POOLED  
INS PRGM OF NJ**

WHEREAS, a number of Boards of Education in various Counties have joined together to form a Joint Insurance Pool as permitted by N.J. Title 18A – 18B; and

WHEREAS, said Pool was approved effective July 1, 1984 by the New Jersey Commissioner of Insurance and has been in operation since that date; and

WHEREAS, the Bylaws and regulations governing the creation and operation of this Insurance Pool contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Pool; and

WHEREAS, the Board of Education of Parsippany-Troy Hills has determined that membership in the Pooled Insurance Program of New Jersey is in the best interest of the District;

NOW THEREFORE, be it resolved that the Board of Education of Parsippany-Troy Hills does hereby agree to join/renew membership in the Pooled Insurance Program of New Jersey and hereby accept the Bylaws as approved and adopted. The renewal term is from July 1, 2020 to June 30, 2023.

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized to execute the application for membership and the accompany certification on behalf of the District and;

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the Pool as are required by the Group's Bylaws and to deliver the same to the Executive Director.

18. **School Alliance Insurance Fund Resolution Appointing a Risk Management Consultant**

**RISK MGR  
CONSULTANT**

WHEREAS, the Parsippany-Troy Hills Board of Education ("Educational Facility") has resolved to join the School Alliance Insurance Fund ("SAIF") following a detailed analysis; and

WHEREAS, the Bylaws of SAIF require that each entity designate a Risk Management Consultant to perform various professional services as detailed in the Bylaws and Risk Management Plan; and

WHEREAS, the Bylaws indicate that SAIF shall pay each Risk Management Consultant a fee to be established annually by the Executive Committee;

NOW THEREFORE, BE IT RESOLVED that the Parsippany-Troy Hills Board of Education does hereby appoint Arthur J Gallagher Risk Management Services Inc. as its Risk Management Consultant in accordance with the Fund's Bylaws.

19. **School Alliance Insurance Fund Resolution to Join**

**SAIF RESO JOIN**

WHEREAS, a number of educational entities have joined together to form a Joint Insurance Fund as permitted by Chapter 108 Laws of 1983 (18A:18B *et. seq.*); and

WHEREAS, the statutes governing the creation and operation of a Joint Insurance Fund contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Fund; and

WHEREAS, the Parsippany- Troy Hills Board of Education hereafter referred to as "Educational Facility" has determined that membership in the School Alliance Insurance Fund hereafter referred to as "Fund" is in the best interest of the Educational Facility; and

WHEREAS, the Educational Facility agrees to be a member of the Fund for a period of three (3) years, effective July 1, 2020, said membership to terminate on July 1, 2023 at 12:01 a.m. standard time; and

WHEREAS, the Educational Facility has never defaulted on claims if self-insured and has never been canceled for non-payment of insurance premiums for two (2) years prior to execution of this Resolution;

NOW THEREFORE BE IT RESOLVED that the Educational Facility does hereby agree to join the Fund and is afforded the following coverages:

- Workers' Compensation
- Supplemental Indemnity - Workers' Compensation
- x Package - Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability (Includes \$5M Excess General and Auto Liability)
- xx Excess Liability (AL/GL)
- xx School Leaders Professional Liability
- xx Excess Liability (SLPL)
- Student Accident
- Foreign Travel Liability

BE IT FURTHER RESOLVED that the Educational Facility's Business Official Robin C. Tedesco, is hereby appointed as the Educational Facility's Fund Commissioner; and

BE IT FURTHER RESOLVED that the Educational Facility's Fund Commissioner is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership of the Fund as are required by the Fund's bylaws and to deliver same to the Administrator of the Fund with the express reservation that said documents shall become effective only upon the Educational Facility's admission to the Fund.

20. **RFP for Substitute Staffing Service**

**RFP SUBSTITUTE SVCS**

BE IT RESOLVED, that the Parsippany-Troy Hills Board of Education authorize the Business Administrator to initiate an RFP under competitive contracting in accordance with N.J.S.A. 18A:18A – 4.5 for Substitute Staffing Services.

21. **Additional Funding**

**ADDITIONAL FUNDING**

BE IT RESOLVED, that the Parsippany-Troy Hills Township Board of Education approve the additional funding received from the State Department of Education for Chapters 192/193 for 2019 – 2020 as follows:

Corrective Speech	\$ 365
Examination and Classification	\$2,599