

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

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*Number 4*

*September 26, 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.

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

**Number 4**

**September 26, 2019**

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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.**

Dr. Nancy Gigante will be present this evening to give the 2018-2019 Student Achievement Results.

Dr. Barbara Sargent will give a presentation on the 2019-2020 District Goals.

**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.

Name	Purpose	Date	Location	Estimated Expenses
Melissa Churchwell	Writing Instruction	October 17, 2019	Westbury, NY	\$249.00
Victoria Chomut	Legal and Ethical Issues	November 6 & 12, 2019	Parsippany, NJ	\$200.00 IDEA
Beth Raff	AA School Librarians	November 14-15, 2019	Louisville, KY	\$299.00 Title IIA

**2. Gift to the District**

**GIFT TO THE DISTRICT**

BE IT RESOLVED that the Board accept the following gift and that the Superintendent send a letter of appreciation:

**Troy Hills Elementary School**

The Troy Hills PTA has donated a soft tactical tourniquet – orange to be added to the Troy Hills Trauma Kit.

**3. Board Policies**

**BOARD POLICIES**

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

P 3159	Teaching Staff Member/School District Reporting Responsibilities (M) (Revised)	<b>A</b>
P & R 3218	Use, Possession, or Distribution of Substances (M) (Revised)	<b>B</b>
P & R 4218	Use, Possession, or Distribution of Substances (M) (Revised)	<b>C</b>
P & R 6112	Reimbursement of Federal and Other Grant Expenditures (M) (New)	<b>D</b>
P & R 7440	School District Security (M) (Revised)	<b>E</b>
P 9210	Parent Organizations (Revised)	<b>F</b>
P 9400	Media Relations (Revised)	<b>G</b>

4. **Field Trip Destination**

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

**Destination**

GAF  
Parsippany, NJ

**What the trip would be for**

PHHS 9<sup>th</sup> Grade Science

Sheraton Hotel, Atlantic City All State Treble Choir

# POLICY

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

TEACHING STAFF MEMBERS

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Teaching Staff Member/School District

Reporting Responsibilities

### 3159 TEACHING STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

**The Board of Education and A**all certificate holders shall **adhere to the reporting requirements outlined in N.J.A.C. 6A:9B-4.3 and N.J.S.A. 18A:16-1.3.** ~~their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen calendar days of the arrest or indictment in accordance with the provisions of N.J.A.C. 6A:9B-4.3.~~ For the purposes of this Policy, “certificate holders” shall include all individuals who hold certificates, credentials, certificates of eligibility (CEs), and certificates of eligibility with advance standing (CEASs) issued by the **New Jersey State Board of Examiners.** For purposes of this Policy, the term “certificate” shall include all standard, emergency and provisional certificates, all credentials, and all CEAs and CEASs issued by the **New Jersey State Board of Examiners.**

**All certificate holders shall report an arrest or indictment for any crime or offense to the Superintendent within fourteen calendar days of their arrest or indictment in accordance with the provisions of N.J.A.C. 6A:9B-4.3.** The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holders shall also report to the Superintendent the disposition of any charge within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed “just cause” for revocation or suspension of certification pursuant to N.J.A.C. 6A:9B-4.4. The school district shall make these reporting requirements known to all new employees upon initial employment and to all employees on an annual basis.

The Superintendent of Schools shall notify the New Jersey State Board of Examiners when:

1. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;
2. Nontenured teaching staff members, including substitute teachers, who are accused of criminal offenses or unbecoming conduct resign, retire, or are removed from their positions;
3. A certificate holder fails to maintain any license, certificate, or authorization that is mandated pursuant to N.J.A.C. 6A:9B for the holder to serve in a position;
4. The Superintendent of Schools becomes aware that a certificate holder has been convicted of a crime or criminal offense while in the district’s employ; or



5. The Superintendent has received a report from the Department of Children and Families substantiating allegations of abuse or neglect, or establishing “concerns” regarding a certificated teaching staff member.

**The school district shall cooperate with the New Jersey State Board of Examiners in any proceeding arising from an order to show cause issued by the New Jersey State Board of Examiners and based on information about the certificate holder that the school district provided. In the event the New Jersey State Board of Examiners issues an order to show cause based on the information that the school district provided about the certificate holder, it shall be the responsibility of the school district to cooperate with the Board of Examiners in any proceeding arising from the order to show cause.**

The Superintendent ~~of Schools~~ shall also notify the New Jersey State Board of Examiners, in accordance with the provisions of N.J.S.A. 18A:16-1.3, whenever a nontenured, certificated employee is dismissed prior to the end of the school year for just cause as a result of misconduct in office. This notification requirement shall not apply in instances where the employee’s contract is not renewed. The Superintendent ~~of Schools~~ will comply with the additional notice requirements to the New Jersey State Board of Examiners in the event it is subsequently determined by a disciplinary grievance arbitration, a court, or an administrative tribunal of competent jurisdiction that the basis for the dismissal did not constitute misconduct in office. In addition, whenever the Superintendent ~~of Schools~~ notifies the New Jersey State Board of Examiners of an employee’s dismissal for reasons of misconduct in accordance with the provisions of N.J.S.A. 18A:16-1.3, the employee shall receive a simultaneous copy of the notifying correspondence.

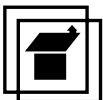
**In the event the Board of Education determines, pursuant to a tenure charge finding under N.J.S.A. 18A:6-10 or a disorderly person conviction under N.J.S.A. 9:6-8.14, that a teaching staff member has failed to report an allegation of child abuse in accordance with State law or regulations, the Board shall submit a report to the New Jersey State Board of Examiners that outlines its findings. The New Jersey State Board of Examiners shall review the certification of the teaching staff member to determine if the teaching staff member’s failure to report warrants the revocation or suspension of his/her certificate. In accordance with N.J.S.A. 9:6-8.14, any person failing to report an act of child abuse, having reasonable cause to believe that an act of child abuse has been committed, may be deemed a disorderly person.**

N.J.S.A. 9:6-8.14; 18A:6-10; 18A:6-38.5; 18A:16-1.3

N.J.A.C. 6A:9B-4.3; 6A:9B-4.4

Adopted: 31 March 2010

Revised: 5 January 2017



# POLICY

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

TEACHING STAFF MEMBERS

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Use, Possession, or Distribution of Substances Abuse

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### 3218 USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES ABUSE

The Board of Education recognizes a teaching staff member who reports to work under the influence of ~~a substance drugs or alcohol~~ poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any teaching staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district. ~~A teaching staff member is prohibited from possession, use, distribution, or being under the influence of any substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities.~~

For the purposes of this Policy, “substance” or “substances” **as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a)** means alcoholic beverages; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2; ~~or~~ any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

~~Any teaching staff member who reports to work or attends a school-sponsored function where the teaching staff member has assigned job responsibilities under the influence of or in possession of any substance will be subject to appropriate discipline, which may include termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.~~

A teaching staff member shall be required to submit to an immediate medical examination to include a substance test if the Principal or designee has reasonable suspicion to believe a teaching staff member is under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities. Refusal ~~by~~ of a teaching staff member to consent to the medical examination **including a** and substance test will be **deemed determined to be a positive test result for substances. In the event the results of the medical examination and substance test are not provided to the Superintendent, within twenty-four hours or as soon as the test results are available, it will be deemed a positive test result for substances and the teaching staff member shall be subject to appropriate discipline. Any required medical examination and testing shall be paid for by the Board.**



# POLICY

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

TEACHING STAFF MEMBERS

3218/page 2 of 3

### Use, Possession, or Distribution of Substances Abuse

~~In the event a teaching staff member's medical examination and substance test results are negative for a substance, any documents or records pertaining to the requirement for the examination and test and results will not be maintained by the school district. Any required examination and testing shall be paid for by the Board. The teaching staff member will be afforded the opportunity to have any test results confirmed using acceptable test confirmation practices. This confirming test shall be paid for by the teaching staff member.~~

**In the event the Board physician determines the teaching staff member was under the influence of a substance, the determination shall be reported to the Superintendent and the teaching staff member will be subject to appropriate discipline. Appropriate discipline may include, but not be limited to, withholding an increment, terminating a non-tenured teaching staff member, and/or filing tenure charges for a tenured teaching staff member in accordance with law. The teaching staff member will be afforded the opportunity to have positive test results confirmed using acceptable confirmation test practices. This confirmation test shall be paid for by the teaching staff member.**

**In the event a teaching staff member's medical examination and substance test results are negative for a substance or if the Board physician determines the teaching staff member was not under the influence of a substance, the results or determination shall be reported to the Superintendent and the teaching staff member shall be returned to their position unless the Superintendent has a reason the teaching staff member should not be returned to their position.**

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any ~~teaching~~ staff member who, in the course of their employment, has reason to believe a ~~school~~ staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall report the matter as soon as possible to the Principal, or in the absence of the Principal, **the Principal's designee** ~~to the staff member~~ responsible at the time of the alleged violation. Either the Principal or **designee** ~~the staff member~~ shall notify the Superintendent ~~of Schools~~ who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a ~~teaching~~ staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the ~~teaching~~ staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a ~~teaching~~ staff member in response to questioning initiated by the Principal or designee or following the discovery by the Principal or designee of a





controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

**A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids or drug paraphernalia, pursuant to N.J.A.C. 6A:16-6.3, shall be subject to appropriate discipline which may include, but not be limited to, termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.**

**[Option**

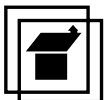
**A teaching staff member who has been determined by the Board physician to be under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities may be offered a Last Chance Agreement upon the recommendation of the Superintendent and approval by the Board. A written Last Chance Agreement must be approved by the Board.]**

42 CFR Part 2

N.J.S.A. 18A:16-3; 18A:40A-9

N.J.A.C. 6A:16-4.1; 6A:16-6.3; 6A:16-6.5 ~~6A:32-6.3~~

Adopted: 22 October 2009



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

TEACHING STAFF MEMBERS

R 3218/page 1 of 7

Use, Possession, or Distribution of Substances Abuse  
M

### R 3218 USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES ABUSE

#### A. Definition

1. **“Board physician” means a physician currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy and appointed by the Board of Education.**
21. “Principal or designee” means the teaching staff member’s Principal or a staff member designated by the Principal to be responsible at the time of the alleged violation or the teaching staff member’s supervisor or a staff member designated by the teaching staff member’s supervisor to be responsible at the time of the alleged violation.
32. “Substance” or “substances” **as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a)** means alcoholic beverages; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2; ~~or~~ any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.
43. “Substance test” means a test conducted by a **Board-approved State-licensed** ~~clinical~~ laboratory using accepted substance use practices, accepted chain of custody procedures, and testing methodology recommended by the laboratory instrument’s manufacturer.
54. “Under the influence” means the presence of a substance as defined in Policy 3218 and this Regulation as confirmed in a medical examination and substance test.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

TEACHING STAFF MEMBERS

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**Use, Possession, or Distribution of Substances Abuse**

- B. Procedures to be Followed When a Teaching Staff Member has Unlawfully Possessed or has been Involved in the Distribution of a Controlled Dangerous Substance is Suspected to be Under the Influence of a Substance
1. Subject to N.J.A.C. 6A:16-6.5, any staff member who, in the course of their employment, has reason to believe a staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall report the matter as soon as possible to the Principal or designee in accordance with the provisions of Policy 3218 and N.J.A.C. 6A:16-6.3(a).
    - a. In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)1, upon receiving a report, the Principal or designee shall notify the Superintendent who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.
    - b. In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)2, the Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter including the identity of the staff member involved.
    - c. A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall be subject to appropriate discipline, which may include, but not be limited to, termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.



**C. Procedures to be Followed When a Teaching Staff Member is Suspected to be Under the Influence of a Substance**

1. The following procedures shall be used when a teaching staff member is suspected of being under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities.
  - a. The Principal or designee, upon receiving a report or information a teaching staff member may be under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities will:
    - (1) Immediately notify the Superintendent of Schools;
    - (2) Immediately meet with the teaching staff member;
      - (a) The Principal or designee may include another staff member in this meeting; and
      - (b) The teaching staff member suspected of being under the influence may include another staff member or a representative of their choice in this meeting.
  - b. The Principal or designee shall present to the teaching staff member the report or information supporting the suspicion the teaching staff member may be under the influence of a substance.
  - c. The teaching staff member shall be provided an opportunity to respond to the report or information presented by the Principal or designee.
  - d. In the event the Principal or designee believes the teaching staff member may be under the influence of a substance after meeting with the teaching staff member, the Principal or designee will arrange for an immediate medical examination **by the Board physician. The medical examination shall include a substance test administered by the Board physician or a Board-approved laboratory.**



# REGULATION

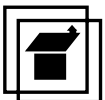
## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

TEACHING STAFF MEMBERS

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### Use, Possession, or Distribution of Substances Abuse

- e. The teaching staff member shall be transported to the examination and testing location by means of transportation approved by the Superintendent or designee and shall be accompanied by the Principal or designee.
  - f. The teaching staff member, prior to the medical examination and substance test, will be informed by the **Board** physician or ~~the physician's~~ designee on the type of testing to be completed and the substances that will be tested.
  - g. The teaching staff member may, prior to being examined ~~or and~~ tested, disclose to the **Board** physician **or designee** any prescription medicine, over-the-counter medicine or supplements, or any other reason why the teaching staff member's test results may be positive.
  - h. **Refusal by a** ~~A teaching staff member's refusal to~~ **consent to the medical examination which includes a substance test** ~~be examined or tested in accordance with the provisions of Policy 3218 and this Regulation will be deemed as a positive~~ **test result** ~~test~~ for substances.
2. The **results of the** medical examination and substance test shall be used by the **Board** physician to determine if the teaching staff member is under the influence of any substance as defined in Policy 3218 and this Regulation. The substance test procedures will provide for a **confirmation** ~~confirming~~ test using acceptable confirmation test procedures.
    - a. **Any specimen determined by the Board physician or Board-approved laboratory to have been adulterated by the teaching staff member will be deemed a positive test result for substances.**
  3. ~~The physician shall receive the~~ results of the substance test **shall be provided to the Superintendent and Board physician** within twenty-four hours of the test being administered ~~or . If the results of the substance test are not available within~~ ~~twenty four~~ ~~hours,~~ ~~the~~



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

TEACHING STAFF MEMBERS

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### Use, Possession, or Distribution of Substances Abuse

~~physician shall report the results to the Superintendent and the teaching staff member as soon as the test results are available. The Superintendent shall provide the teaching staff member with these results.~~

- a. **In the event the results of the medical examination and substance test are not provided to the Superintendent, it will be deemed a positive test result for substances.**
4. If the **Board** physician determines, based upon the medical examination and the results of the substance test, that the teaching staff member was not under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, ~~the physician will notify the Superintendent of such results and the teaching staff member shall return to their position in the school district unless the Superintendent has a reason the teaching staff member should not be returned to their position. Any records or documentation related to the incident shall not be included in the teaching staff member's personnel file.~~
5. If the **Board** physician determines, based upon the medical examination and the results of the substance test, that the teaching staff member was under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the **Board** physician will:
  - a. Discuss the results of the examination and substance test with the teaching staff member and provide the teaching staff member an opportunity to present any medical or other reasons for the **Board** physician's determination.
  - b. Provide the teaching staff member an opportunity to have the substance test results confirmed by a ~~State-licensed-clinical~~ laboratory selected by the **teaching** staff member and approved by the **Board** physician **and** **Superintendent**.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

TEACHING STAFF MEMBERS

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### Use, Possession, or Distribution of Substances Abuse

- (1) The **Board** physician will schedule and coordinate the **confirmation** ~~confirming~~ test procedures, including the acceptable time period for the **confirmation** ~~confirming~~ test to be conducted based on the existing test results, and the time in which a **confirmation** ~~confirming~~ test result would be valid. **This confirmation test shall be paid for by the teaching staff member.**
  - (2) The **confirmation** ~~confirming-substance~~ test results must be provided to the **Board** physician and **Superintendent** within the time period required by the **Board** physician.
  - (3) Any **confirmation** ~~confirming~~ test results provided to the **Board** physician and **Superintendent** not within the time period required by the **Board** physician shall not be accepted and the teaching staff member shall be determined to have waived their right to have **the results of a confirmation** ~~confirming-substance~~ test considered by the physician.
- c. After completing the requirements in 5. a. and b. above, the **Board** physician shall make a final determination whether the teaching staff member was under the influence of a substance during the work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities.
- (1) If the **Board** physician makes a final determination the teaching staff member was not under the influence during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the **Board** physician will report a **final determination** ~~these results~~ to the Superintendent and the teaching staff member shall return to their position in the school district **unless the Superintendent has a reason the teaching staff member should not be returned to their position.** and Any records or



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

TEACHING STAFF MEMBERS

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### Use, Possession, or Distribution of Substances Abuse

documentation **regarding a negative medical examination or substance test** ~~related to the incident~~ shall not be included in the teaching staff member's personnel file.

- (2) If the **Board** physician makes a final determination the teaching staff member was under the influence during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the **Board** physician will report a **final determination** ~~these results~~ to the Superintendent of Schools ~~and the teaching staff member will be required to meet with the Superintendent.~~

#### DC. Procedures to be Followed When a Teaching Staff Member is Determined to be Under the Influence of a Substance

1. Any teaching staff member ~~who has been~~ determined by the **Board** physician to be under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities shall be required to meet with the Superintendent.
    - a. The teaching staff member may include a staff member or a representative of their choice in this meeting.
  2. The Superintendent will provide the teaching staff member an opportunity to respond to the **Board** physician's determination.
  3. A teaching staff member ~~who has been~~ determined to ~~be have been~~ under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities will be subject to appropriate discipline which may include, **but not be limited to:**
    - a. **Withholding an increment;**
    - b. **Terminating** ~~termination~~ of a non-tenured teaching staff member; **and/or**
- c. ~~the F~~iling of tenure charges for a tenured teaching staff member.

Issued: 22 October 2009

Revised:





# POLICY

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

SUPPORT STAFF MEMBERS

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Use, Possession, or Distribution of Substances Abuse

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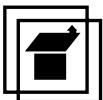
### 4218 USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES ABUSE

The Board of Education recognizes a support staff member who reports to work under the influence of **a substance** ~~drugs or alcohol~~ poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any support staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district. ~~A support staff member is prohibited from possession, use, distribution, or being under the influence of any substance during work hours.~~

For the purposes of this Policy, “substance” or “substances” **as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a)** means alcoholic beverages; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2; ~~or~~ any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

~~Any support staff member who reports to work under the influence of or in possession of any substance will be subject to appropriate discipline, which may include termination or the filing of tenure charges for a tenured support staff member in accordance with law.~~

A support staff member shall be required to submit to an immediate medical examination to include a substance test if the support staff member’s supervisor has reasonable suspicion to believe a support staff member is under the influence of a substance during work hours **or at a school-sponsored function where the support staff member has been assigned job responsibilities**. Refusal ~~by~~ of a support staff member to consent to the medical examination **including a** ~~and~~ substance test will be **deemed** ~~determined to be~~ a positive result **for substances**. **In the event the results of the medical examination and substance test are not**



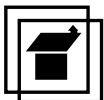
**provided to the Superintendent, within twenty-four hours or as soon as the test results are available, it will be deemed a positive result for substances and the support staff member shall be subject to appropriate discipline. Any required medical examination and testing shall be paid for by the Board.**

~~In the event a support staff member's medical examination and substance test results are negative for a substance, any documents or records pertaining to the requirement for the examination and test and results will not be maintained by the school district. Any required examination and testing shall be paid for by the Board. The support staff member will be afforded the opportunity to have any test results confirmed using acceptable test confirmation practices. This confirming test shall be paid for by the support staff member.~~

**In the event the Board physician determines the support staff member was under the influence of a substance, the determination shall be reported to the Superintendent and the support staff member will be subject to appropriate discipline. Appropriate discipline may include, but not be limited to, withholding an increment, terminating a non-tenured support staff member, and/or filing tenure charges for a tenured support staff member in accordance with law. The support staff member will be afforded the opportunity to have positive test results confirmed using acceptable confirmation test practices. This confirmation test shall be paid for by the support staff member.**

**In the event a support staff member's medical examination and substance test results are negative for a substance or if the Board physician determines the support staff member was not under the influence of a substance, the results or determination shall be reported to the Superintendent and the support staff member shall be returned to their position unless the Superintendent has a reason the support staff member should not be returned to their position.**

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any support staff member who, in the course of their employment, has reason to believe a school staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall report the matter as soon as possible to the Principal, or in the absence of the Principal, to the staff member's **supervisor** responsible at the time of the alleged violation. Either the Principal or the staff member's **supervisor responsible at the time of the alleged violation** shall notify the Superintendent of Schools who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.



In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a ~~support~~ staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the ~~support~~ staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a ~~support~~ staff member in response to questioning initiated by the Principal or **Superintendent's** designee or following the discovery by the Principal or **Superintendent's** designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

**A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids or drug paraphernalia, pursuant to N.J.A.C. 6A:16-6.3, shall be subject to appropriate discipline which may include, but not be limited to, termination of a non-tenured support staff member or the filing of tenure charges for a tenured support staff member in accordance with law.**

### [Option

**A support staff member who has been determined by the Board physician to be under the influence of a substance during work hours or at a school-sponsored function where the support staff member has been assigned job responsibilities may be offered a Last Chance Agreement upon the recommendation of the Superintendent and approval by the Board. A written Last Chance Agreement must be approved by the Board.]**

42 CFR Part 2

N.J.S.A. 18A:16-3; 18A:40A-9

N.J.A.C. 6A:16-4.1; 6A:16-6.3; 6A:16-6.5 ~~6A:32-6.3~~

Adopted: 22 October 2009



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

### SUPPORT STAFF MEMBERS Use, Possession, or Distribution of Substances Abuse M

#### R 4218 USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES ABUSE

##### A. Definition

1. **“Board physician” means a physician currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy and appointed by the Board of Education.**
21. **“Substance” or “substances” as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2; ~~or~~ any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.**
32. **“Substance test” means a test conducted by a **Board-approved** ~~State-licensed clinical~~ laboratory using accepted substance use practices, accepted chain of custody procedures, and testing methodology recommended by the laboratory instrument’s manufacturer.**
43. **“Support staff member’s supervisor” or “supervisor” means the building or district administrative staff member who is responsible for supervising the support staff member. For the purposes of this Policy and Regulation, the support staff member’s supervisor shall be the support staff member’s Principal, ~~School Business Administrator/Board Secretary, district Director or Supervisor,~~ or any other administrative staff member **responsible at the time of the alleged violation or as designated by the Superintendent.****
54. **“Under the influence” means the presence of a substance as defined in Policy 4218 and this Regulation as confirmed in a medical examination and substance test.**



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

SUPPORT STAFF MEMBERS

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**Use, Possession, or Distribution of Substances Abuse**

- B. Procedures to be Followed When a Support Staff Member **has Unlawfully Possessed or has been Involved in the Distribution of a Controlled Dangerous Substance is Suspected to be Under the Influence of a Substance**
1. **Subject to N.J.A.C. 6A:16-6.5, any staff member who, in the course of their employment, has reason to believe a staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall report the matter as soon as possible to the staff member's supervisor in accordance with the provisions of Policy 4218 and N.J.A.C. 6A:16-6.3(a).**
    - a. **In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)1, upon receiving a report, the supervisor shall notify the Superintendent who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.**
    - b. **In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)2, the Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter including the identity of the staff member involved.**
    - c. **A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall be subject to appropriate discipline, which may include, but not be limited to, termination of a non-tenured support staff member or the filing of tenure charges for a tenured support staff member in accordance with law.**



### C. Procedures to be Followed When a Support Staff Member is Suspected to be Under the Influence of a Substance

1. The following procedures shall be used when a support staff member is suspected of being under the influence of a substance during work hours **or at a school-sponsored function where the support staff member has been assigned job responsibilities.**
  - a. The support staff member's supervisor, upon receiving a report or information a support staff member may be under the influence of a substance during work hours **or at a school-sponsored function where the support staff member has been assigned job responsibilities** will:
    - (1) Immediately notify the Superintendent of Schools;
    - (2) Immediately meet with the support staff member;
      - (a) The support staff member's supervisor may include another staff member in this meeting; and
      - (b) The support staff member suspected of being under the influence may include another staff member or a representative of their choice in this meeting.
  - b. The support staff member's supervisor shall present to the support staff member the report or information supporting the suspicion the support staff member may be under the influence of a substance.
  - c. The support staff member shall be provided an opportunity to respond to the report or information presented by the supervisor.
  - d. In the event the supervisor or designee believes the support staff member may be under the influence of a substance after meeting with the support staff member, the supervisor will arrange for an immediate medical examination **by the Board physician. The medical examination shall to include a substance test administered by the Board physician or a Board-approved laboratory.**



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

SUPPORT STAFF MEMBERS

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### Use, Possession, or Distribution of Substances Abuse

- e. The support staff member shall be transported to the examination and testing location by means of transportation approved by the Superintendent or designee and shall be accompanied by the support staff member's supervisor or designee.
  - f. The support staff member, prior to the medical examination and substance test, will be informed by the **Board** physician or ~~the physician's~~ designee on the type of testing to be completed and the substances that will be tested.
  - g. The support staff member may, prior to being examined ~~or and~~ tested, disclose to the **Board** physician **or designee** any prescription medicine, over-the-counter medicine or supplements, or any other reason why the support staff member's test results may be positive.
  - h. **Refusal by a** ~~A support staff member's refusal to~~ **consent to the medical examination which includes a substance test** ~~be examined or tested in accordance with the provisions of Policy 4218 and this Regulation~~ will be deemed as a positive **result** test for substances.
2. The **results of the** medical examination and substance test shall be used by the **Board** physician to determine if the support staff member is under the influence of any substance as defined in Policy 4218 and this Regulation. The substance test procedures will provide for a **confirmation** ~~confirming~~ test using acceptable confirmation test procedures.
    - a. **Any specimen determined by the Board physician or Board-approved laboratory to have been adulterated by the support staff member will be deemed a positive result for substances.**
  3. ~~The physician shall receive the~~ results of the substance test **shall be provided to the Superintendent and Board physician** within twenty-four hours of the test being administered ~~or . If the results of the substance test are not available within twenty-four hours, the physician shall report the results to the Superintendent and the support staff member as soon as the test results are available. The Superintendent shall provide the support staff member with these results.~~



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

SUPPORT STAFF MEMBERS

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### Use, Possession, or Distribution of Substances Abuse

- a. **In the event the results of the medical examination and substance test are not provided to the Superintendent, it will be deemed a positive result for substances.**
4. If the **Board** physician determines, based upon the medical examination and the results of the substance test, that the support staff member was not under the influence of a substance during work hours **or at a school-sponsored function where the support staff member was assigned job responsibilities**, ~~the physician will notify the Superintendent of such results and the support staff member shall return to their position in the school district~~ **unless the Superintendent has a reason the support staff member should not be returned to their position.** ~~Any records or documentation related to the incident shall not be included in the support staff member's personnel file.~~
5. If the **Board** physician determines, based upon the medical examination and the results of the substance test, that the support staff member was under the influence of a substance during work hours **or at a school-sponsored function where the support staff member was assigned job responsibilities**, the **Board** physician will:
  - a. Discuss the results of the examination and substance test with the support staff member and provide the support staff member an opportunity to present any medical or other reasons for the **Board** physician's determination.
  - b. Provide the support staff member an opportunity to have the substance test results confirmed by a ~~State-licensed clinical~~ laboratory selected by the **support** staff member and approved by the **Board** physician **and Superintendent**.
    - (1) The **Board** physician will schedule and coordinate the **confirmation** ~~confirming~~ test procedures, including the acceptable time period for the **confirmation** ~~confirming~~ test to be conducted based on the existing test results, and the time in which a **confirmation** ~~confirming~~ test result would be valid. **This confirmation test shall be paid for by the support staff member.**





# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

SUPPORT STAFF MEMBERS

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### Use, Possession, or Distribution of Substances Abuse

- (2) The **confirmation** ~~confirming substance~~ test results must be provided to the **Board physician and Superintendent** within the time period required by the **Board physician**.
  - (3) Any **confirmation** ~~confirming~~ test results provided to the **Board physician and Superintendent** not within the time period required by the **Board physician** shall not be accepted and the support staff member shall be determined to have waived their right to ~~a~~ **have the results of a confirmation** ~~confirming substance~~ test considered ~~by the physician~~.
- c. After completing the requirements in **5. a. and b. above**, the **Board physician** shall make a final determination whether the support staff member was under the influence of a substance during ~~the~~ **work hours or at a school-sponsored function where the support staff member was assigned job responsibilities**.
- (1) If the **Board physician** makes a final determination the support staff member was not under the influence during work hours **or at a school-sponsored function where the support staff member was assigned job responsibilities**, the **Board physician** will report **a final determination** ~~these results~~ to the Superintendent and the support staff member shall return to their position in the school district **unless the Superintendent has a reason the support staff member should not be returned to their position.** ~~and~~ Any records or documentation **regarding a negative medical examination or substance test** ~~related to the incident~~ shall not be included in the support staff member's personnel file.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

SUPPORT STAFF MEMBERS

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### Use, Possession, or Distribution of Substances Abuse

- (2) If the **Board** physician makes a final determination the support staff member was under the influence during work hours **or at a school-sponsored function where the support staff member was assigned job responsibilities**, the **Board** physician will report a **final determination** ~~these results~~ to the Superintendent of Schools and ~~the support staff member will be required to meet with the Superintendent.~~

#### DC. Procedures to be Followed When a Support Staff Member is Determined to be Under the Influence of a Substance

1. Any support staff member ~~who has been~~ determined by the **Board** physician to be under the influence of a substance during work hours **or at a school-sponsored function where the support staff member was assigned job responsibilities** shall be required to meet with the Superintendent.
  - a. The support staff member may include a staff member or a representative of their choice in this meeting.
2. The Superintendent will provide the support staff member an opportunity to respond to the **Board** physician's determination.
3. A support staff member ~~who has been~~ determined to ~~be have been~~ under the influence of a substance during work hours **or at a school-sponsored function where the support staff member was assigned job responsibilities** will be subject to appropriate discipline which may include, **but not be limited to:**
  - a. **Withholding an increment;**
  - b. **Terminating ~~termination of~~ a non-tenured support staff member; and/or**
  - c. ~~the F~~iling of tenure charges for a tenured support staff member.

Issued: 22 October 2009

Revised :



# POLICY

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

FINANCES  
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Reimbursement of Federal and Other  
Grant Expenditures  
M

### 6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES

The Cash Management Improvement Act (CMIA) and related Federal regulations require a State to minimize the time elapsing between the transfer of funds from the United States Treasury and the expenditure of funds for program purposes. This requirement applies to grantees such as the State of New Jersey and their subgrantees, such as a school district. The State of New Jersey and school districts must assure funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government.

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under the Every Student Succeeds Act (ESSA), the Individuals with Disabilities Education Act (IDEA), the Carl D. Perkins Career and Technical Education Improvement Act of 2006, and any other program designated by the NJDOE shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

Reimbursement requests by the School Business Administrator/Board Secretary or designee shall be made for individual titles and awards using the payment functionality of the EWEG system. Only one reimbursement request per month may be submitted for an individual title, award, or subgrant. Reimbursement requests may only be for expenditures that have already occurred or will occur within three business days of receipt of funds.

The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures within three business days of receipt of funds and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant.



# POLICY

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

FINANCES

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Reimbursement of Federal and Other  
Grant Expenditures

The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award. The Superintendent or designee is responsible for monitoring the cumulative ten percent level of fiscal change.

Reimbursement requests must be in accordance with approved grant applications. A reimbursement request may be submitted at any time after the subgrant has received final NJDOE approval. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school district level but should not be submitted to the NJDOE with a reimbursement request. The Superintendent or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request. Documentation for salary expenditures is subject to the requirements of the Federal Uniform Grant Guidance. Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant's cost objectives.

The NJDOE staff will review reimbursement requests to determine that they meet the subgrant's criteria. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives as the approval of expenditures will continue to be processed through the final report.

The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended within three business days of receipt of funds.

New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures – March 2014

Adopted:



## **R 6112 Reimbursement of Federal and Other Grant Expenditures**

The State of New Jersey and school districts must assure certain Federal and other grant funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government. In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment for grant awards. The procedures outlined in this Regulation are to be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under the Every Student Succeeds Act (ESSA), the Individuals with Disabilities Education Act (IDEA), the Carl D. Perkins Career and Technical Education Improvement Act of 2006, and any other program designated by the NJDOE shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

### A. Definitions

1. "Cost objective" means a function, organizational subdivision, contract, grant, or other activity for which cost data are needed and for which costs are incurred.
2. "Grant" means an award of financial assistance by the Federal government to the State of New Jersey, Department of Education or funds NJDOE receives from the State legislature to be awarded to eligible subgrantees.
3. "Grantee" means the State of New Jersey, Department of Education, to which a grant is awarded by the Federal government.
4. "Subgrant" means an award of financial assistance to an eligible subgrantee, in this case, awards by the State of New Jersey, Department of Education to local education agencies or other eligible entities.
5. "Subgrantee" means the local education agency or other legal entity to which a subgrant is awarded and which is accountable to the State of New Jersey, Department of Education for the use of funds provided.

### B. Procedures

#### 1. Functionality

- a. The School Business Administrator/Board Secretary or designee will submit reimbursement requests using the payment functionality of the EWEG system.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

FINANCES

R 6112/page 2 of 5

Reimbursement of Federal and Other  
Grant Expenditures

**M**

- b. The payment functionality is enabled upon final NJDOE approval of the subgrant application through the EWEG system.

### 2. Submission of Reimbursement Requests

- a. The School Business Administrator/Board Secretary or designee will make reimbursement requests for individual titles and awards. Therefore, reimbursement requests for ESSA will be made for each individual title. Reimbursement requests for IDEA must be made separately for Basic and Preschool as well as for the Perkins Secondary and Perkins Post-Secondary grant funds. Only one reimbursement request per month may be submitted for an individual title, award, or subgrant.
- b. Reimbursement requests may only be for expenditures that have already occurred or will occur within three business days of receipt of funds. The following examples are based upon the schedule in Section C. below.
  - (1) The school district has ordered and received supplies and has paid the vendor. The school district may request reimbursement.
  - (2) The school district has ordered and received equipment but has not yet paid the vendor. The school district expects payment to be made on the seventh of the following month, following the monthly Board meeting. The school district may request reimbursement since the school district will make payment within three business days of receipt of funds.
  - (3) The school district makes salary payments on the first and fifteenth day of each month. In a given month, the school district may request reimbursement for payroll expenditures actually made during the month and for the payroll scheduled for the first day of the following month because the school district will make payroll expenditure within three business days of receiving the funds. The school district may not request reimbursement in anticipation of subsequent pay dates, that is, those occurring more than three business days after receiving funds.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

FINANCES

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Reimbursement of Federal and Other  
Grant Expenditures

**M**

- (4) The school district is responsible for payment of health benefits to its provider on a quarterly basis. The subgrantee may request reimbursement prospectively if payment to the provider will be made within three business days of receipt of funds. If payment to the provider is made at the end of the month; however, the school district must request reimbursement during the month following payment.
  - (5) The school district is responsible for reimbursing the State of New Jersey for pension and social security payments made on behalf of employees paid with Federal funds. For members of the Teachers' Pension and Annuity Fund (TPAF), school districts shall reimburse the State no later than November. The request for reimbursement for pension and social security contributions for members of TPAF should be made at the time the school district will make payment to the State. For members of the Public Employees Retirement System or other State pension systems, the school district should request reimbursement at the time payments are due to the State for pension contributions and to the Internal Revenue Service for Social Security contributions. The school district should not include fringe benefit calculations in their regular salary reimbursement requests.
- c. The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures within three business days of receipt of funds. The submission of a reimbursement request also constitutes a certification that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant.
  - d. Reimbursement requests must be in accordance with approved grant applications.
    - (1) The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created.



- (2) The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award. The Superintendent or designee is responsible for monitoring the cumulative ten percent level of fiscal change.

## C. Processing Timelines

1. Reimbursement requests may be submitted at any time after the subgrant has received final NJDOE approval. No more than one reimbursement request may be submitted per month for any one subgrant.
2. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

## D. Content of Reimbursement Requests

1. Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed.
  - a. Example - \$8,750 is being requested in the 100 function code. The description is "salaries and instructional supplies."
2. Expenditures must be supported by documentation at the school district level. This documentation should not be submitted to the NJDOE with a reimbursement request. The Superintendent or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request.
3. Documentation for salary expenditures is subject to the requirements of the Federal Uniform Grant Guidance. Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant's cost objectives.





E. Review and Approval of Reimbursement Requests

1. NJDOE staff will review reimbursement requests to determine that they meet the subgrant's criteria, including but not limited to the following:
  - a. Adequate description of the expenditures is provided;
  - b. No new budget category has been created; and
  - c. The reimbursement request does not exceed the allowable threshold for an amendment as a result of cumulative transfers among expenditure categories.
2. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system.
3. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives. Approval of expenditures will continue to be processed through the final report. The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended within three business days of receipt of funds.

Board Approved:



# POLICY

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
7440/page 1 of 1  
Security of School Premises

### 7440 SCHOOL DISTRICT SECURITY

The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community's investment in the school buildings and facilities. **The Board will comply with the security measures required in N.J.S.A. 18A:7G-5.2 for new school construction and for existing school buildings.**

The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment.

**The Board shall provide to local law enforcement authorities a copy of the current blueprints and maps for all schools and school grounds within the school district or nonpublic school. In the case of a school building located in a municipality in which there is no municipal police department, a copy of the blueprints and maps shall be provided to an entity designated by the Superintendent of the New Jersey State Police. The Board shall provide revised copies to the applicable law enforcement authorities or designated entities any time that there is a change to the blueprints or maps.**

The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

**Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13.**

The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2. The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.



Access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained access improperly.

**In accordance with N.J.S.A. 18A:7G-5.2.b.(15), propping open doors to buildings on school grounds is strictly prohibited and students and staff shall not open a door for any individual. All persons seeking entry into the main building shall be directed to the main entrance.**

Building records and funds shall be kept in a safe place and secured as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of school resource officers, school security officers, and/or law enforcement officers in situations in which special risks are involved.

N.J.S.A. **18A:7G-5.2**; 18A:17-43.1; 18A:17-43.2; 18A:17-43.3;  
**18A:41-7.1; 18A:41-10; 18A:41-11; 18A:41-12; 18A:41-13**  
N.J.A.C. **6A:16-1.3; 6A:26-1.2**

Adopted: 8 January 2009

Revised: 3 May 2018

Revised: 30 May 2019



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7440/page 1 of 7  
School District Security  
M

### R 7440 SCHOOL DISTRICT SECURITY

#### A. Definitions

“Access” means authorized access to a school building or school grounds through the use of a Board-approved key control system.

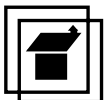
“Key control system” means the use of a key, card, code, or any other means to disengage a locking mechanism to provide entry to a school building or school grounds.

**“Panic alarm” means a silent security system signal generated by the manual activation of a device intended to signal a life-threatening or emergency situation requiring a response from law enforcement.**

“School buildings” and “school grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central service facilities including, but not limited to, kitchens and maintenance shops. “School buildings” and “school grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; night field lights; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. “School buildings” and “school grounds” also includes other facilities such as playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land in accordance with N.J.A.C. 6A:16-1.3 and 6A:26-1.2.

#### B. Access to School Buildings and School Grounds

1. Access to school buildings and grounds during the school day will be permitted to all students enrolled in the school, all authorized school staff members, and visitors pursuant to Policy and Regulation 9150.

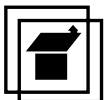


# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7440/page 2 of 7  
School District Security

2. Access to school buildings and grounds before and after the school day will be permitted to:
  - a. Members of the Board of Education;
  - b. Administrative and supervisory staff members, teaching staff members, and support staff members assigned to a school building or grounds in the performance of their duties;
  - c. Other school staff members in the performance of their professional responsibilities;
  - d. Students involved in interscholastic athletics, co-curricular or extra-curricular activities, and authorized spectators;
  - e. Members of organizations granted the use of school premises pursuant to Policy and Regulation 7510;
  - f. Police officers, fire fighters, health inspectors, and other agents of Federal, State, and local government in the performance of their official duties;
  - g. Members of the public present to attend a public Board of Education or public school-related function; and
  - h. Others authorized by the Superintendent or designee and/or by Board Policy.
3. All visitors to a school building during a school day will be required to register their presence in the school and comply with the provisions of Policy and Regulation 9150. The school's registration and sign-in procedures may include the use of a school visitor management system requiring the visitor to present acceptable identification to access the school building.
4. Signs will be conspicuously posted to inform visitors of the requirement to register their presence into the building.



C. Key Control System for Access to School Buildings and Facilities

1. School staff members will be provided access to a school building using the school's key control system as follows:
  - a. Teaching staff members and support staff members will be provided access using the school's key control system to the school building and to other facilities on school grounds to which they require access for the performance of their professional duties.
    - (1) The Building Principal will determine the school staff members who shall be provided access to facilities within the school building and on school grounds.
    - (2) The Superintendent or designee will determine the district administrators, supervisors, and other staff members who shall be provided access to facilities within the school building and on school grounds.
2. School staff members provided access to a school building or other facilities on school grounds shall be responsible for ensuring their key control system authorization is not shared with another individual without prior approval of the Principal or designee for school staff members, or the Superintendent or designee for district staff members. Staff members are prohibited from permitting their key control system authorization to be used by another person unless prior approval is obtained from the Principal or designee at the building level and Superintendent or designee at the district level or in the event of an emergency.
3. A staff member's loss of a key, card, or any other device authorizing the staff member access to a school building or a facility on school grounds must be immediately reported to the Principal or Superintendent or designee. The staff member who loses a key, card, or any such access device may be responsible for the replacement cost.

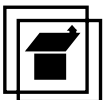


**D. School Building Panic Alarm or Emergency Mechanisms (N.J.S.A. 18A:41-10 through 13)**

- 1. Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency including, but not limited to, a non-fire evacuation, lockdown, or active shooter situation.**
- 2. The alarm shall be directly linked to local law enforcement authorities or, in the case of a school building located in a municipality in which there is no municipal police department, a location designated by the Superintendent of the New Jersey State Police.**
- 3. The alarm shall be capable of immediately transmitting a signal or message to such authorities outlined in D.2. above upon activation.**
- 4. The alarm shall not be audible within the school building.**
- 5. Each panic alarm required under N.J.S.A. 18A:41-11 and Policy and Regulation 7440 shall:
  - a. Adhere to nationally recognized industry standards, including the standards of the National Fire Protection Association and Underwriters Laboratories; and**
  - b. Be installed solely by a person licensed to engage in the alarm business in accordance with the provisions of N.J.S.A. 45:5A-27.****
- 6. The school district may equip its elementary and secondary school buildings with an emergency mechanism that is an alternative to a panic alarm if the mechanism is approved by the New Jersey Department of Education.**

**E.D. Staff Member Responsibilities**

- 1. Staff members should not bring to school valuable personal items that cannot be in the staff member's personal possession at all times. The Board of Education is not responsible for a staff member's personal possession in the event the item is lost, stolen, misplaced, damaged, or destroyed.**

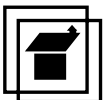


# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7440/page 5 of 7  
School District Security

2. In the event a staff member observes a student has a valuable item in school, the staff member will report it to the Principal or designee. A valuable item may include, but is not limited to, an unusually large amount of money, expensive jewelry or electronic equipment, or any item that is determined by the Principal or designee to be valuable to a student based on the student's age.
  - a. The Principal or designee may contact the student's parent and request the parent come to school to retrieve the valuable item;
  - b. The Principal or designee may secure the valuable item and return it to the student at the end of the school day and inform the student and the parent not to bring the valuable item to school in the future; or
  - c. The Principal or designee will permit the student to maintain the valuable item and inform the student and the parent not to bring the valuable item to school in the future.
  - d. The Board of Education is not responsible for a student's personal possession in the event the item is lost, stolen, misplaced, damaged, or destroyed when in the possession of the student.
3. Teaching staff members shall close classroom windows and shut and lock classroom doors when leaving at the end of the school day; shut and lock classroom doors during the school day when the room is not going to be in use after their assignment, and report immediately to the Principal or designee any evidence of tampering or theft.
4. Custodians shall, at the end of the work day, conduct a security check of the building to make certain that all windows are closed and all office, classroom, and building doors are shut and locked, except as such doors may be required to be open for persons with access.
5. Office personnel shall take all reasonable precautions to ensure the security of all school and district records and documents against unauthorized access, deterioration, and destruction.



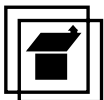


**FE.** School Safety Specialist

1. The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3.
2. The School Safety Specialist shall:
  - a. Be responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the school district;
  - b. Ensure that these policies and procedures are in compliance with State law and regulations; and
  - c. Provide the necessary training and resources to school district staff in matters relating to school safety and security.
3. The School Safety Specialist shall also serve as the school district's liaison with law enforcement and national, State, and community agencies and organizations in matters of school safety and security.
4. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist Certification in accordance with the provisions of N.J.S.A. 18A:17-43.2.

**GF.** Summoning Law Enforcement Authorities

1. Law enforcement authorities will be summoned promptly whenever evidence is discovered that indicates: a crime has been committed on school premises or in the course of staff or student transportation to or from school; a break and entry may have occurred on school grounds; a deadly weapon is on school premises; a breach of the peace has occurred on school premises; for any reason required in the Memorandum of Understanding between the Board of Education and Law Enforcement and in accordance with Policy and Regulation 9320; or for any other reason there is concern about the health, safety, and welfare of persons on school grounds or school property.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7440/page 7 of 7  
School District Security

2. ~~Anytime A call to~~ law enforcement agents **are summoned in accordance with G.1. above, will be reported to the Superintendent will be notified** as soon as possible, ~~along with the reason(s) for which the call was made and the outcome of the incident.~~

Issued: 8 January 2009  
Revised: 30 May 2019



# POLICY

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

COMMUNITY  
9210/page 1 of 1  
School-Connected Organizations

### 9210 PARENT ORGANIZATIONS

The Board of Education will encourage and support **parent** organizations of ~~parent(s) or legal guardian(s)~~ whose objectives are to promote the educational interests of district students.

**Parent organizations are organizations independent from the Board of Education. Therefore, parent organizations shall not make any representations their organization or activities are sponsored or endorsed by the Board of Education without prior approval of the Board of Education. A parent organization shall submit a request for sponsorship or endorsement of a specific activity to the Board of Education.**

A ~~No~~ parent organization may **not** organize students, ~~or~~ sponsor school activities, or solicit moneys in the name of this school district or of any school in the district without the prior approval of the **Superintendent or designee Board**. Such approval must be sought by written application to the Superintendent **or designee**.

Representatives of recognized parent organizations shall be treated by district employees as interested friends of the schools and as supporters of public education in the school district. **Representatives of recognized parent organizations shall comply with all applicable Board policies.**

The Board relies upon parent organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw recognition from any parent organization, **at will**, whose actions are inimical to the interests of the **school district and the** students of this district.

Adopted: 11 June 2009



# POLICY

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

COMMUNITY  
9400/page 1 of 2  
News Media Relations

### 9400 NEWS MEDIA RELATIONS

~~Representatives of the local newspapers and radio and television stations are an important link in the communications chain between the school district and the community it serves. The maintenance of a good working relationship with members of the media is essential to meeting the objectives of the school district's school and community relations program.~~

The Board of Education must formally (review) or (review and approve) all (procedures) governing relations between ~~news~~ the media and the **school** district and reserves the right to negotiate, on terms most favorable to the **school** district, for the ~~radio~~ broadcasting, ~~televising~~, filming, or sound recording of any school event by an outside agency.

The **Superintendent or designee** shall be the chief communications representative of the **school district Board**. ~~He/she~~ **The chief communications representative** shall be readily available to: ~~media representatives~~, provide media representatives with all appropriate and necessary information; suggest or supply feature articles or stories; prepare **information to be released to the media**; ~~"press kits,"~~ assist school and parent organizations with **media press** relations; meet periodically with media representatives; ~~and~~ protect school personnel from any unnecessary demands on their time by ~~news~~ media representatives; **and provide additional information as appropriate.**

The **Superintendent or designee** must ~~approve~~ **authorize**, in advance, interviews between staff members ~~or students~~ and media representatives **when the staff member is representing or speaking on behalf of the Board of Education or the school district.**

**A staff member who is not designated by the Superintendent or designed to implement any responsibilities as outlined in this Policy, is allowed to exercise their right to speak to representatives of the media in accordance with First Amendment jurisprudence, provided that the staff member clearly states that they are speaking on their own behalf as a private citizen and that the views expressed are their personal views and not those of the Board of Education or school district.**

**Any staff member who is speaking/acting as a private citizen on a matter of public concern must maintain the confidentiality of any and all student information as required by federal and State laws and Board policies and must further respect and maintain the confidentiality of any sensitive information that may implicate school security operations.**

**Nothing contained in this Policy shall be construed so as to limit the Board's right to regulate a staff members' right to exercise their right to expression when that exercise interferes with the safe, efficient or orderly operations of the school district and/or a student's learning environment.**



# POLICY

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

COMMUNITY  
9400/page 2 of 2  
News Media Relations

**The Superintendent or designee must** ~~and~~ authorize the release of ~~photographs, video or digital~~ **any** images of district subjects, personnel, or students.

~~Any Photographs, video or digital images of a student with a disability of disabled children~~ shall not be disseminated or used in print or media in any way if they are identified as **a student with a disability** ~~disabled~~ unless permission is granted by the parent(s) ~~or legal guardian(s)~~. ~~Any Photographs, video or digital images of a child children~~ placed in the district by ~~DYFS~~ **the New Jersey Department of Children and Families, Division of Child Protection and Permanency** shall not be published without permission of the ~~Division~~ **Department** case worker. Where the release of ~~any a photograph, video or digital~~ images violates the privacy of **any** student or staff member, the **Superintendent or designee** must first secure the written permission of the staff member or the student's parent(s) ~~or legal guardian(s)~~.

Adopted: 11 June 2009  
Revised



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

**5 Course of Study**

**COURSE OF STUDY**

BE IT RESOLVED that the Board approve the following Course of Study that has been reviewed by the Teaching and Learning Committee:

Instrumental Music – Strings Grade 3

**6 Student Teachers**

**STUDENT TEACHERS**

BE IT RESOLVED that the board approve the following as indicated:

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:

<b>Student Name</b>	<b>Cooperating School</b>	<b>Requesting University</b>	<b>Dates</b>
Avery Nicolisi	Lake Hiawatha	Seton Hall University	1/15/2020-6/12/2020

BE IT RESOLVED that the Board approve Lamis Ahmed to observe for (4) days in the middle and high schools as part of his undergraduate study work in School Psychology at Montclair State University.

BE IT RESOLVED that the Board approve Justin Carifi to observe for ten (10) days between January 2, 2020 and January 17, 2020 at Parsippany High School with Kelly Garbarino as part of his preservice training at Fairleigh Dickinson University subject to the receipt of all required documents including, but not limited to, completion of criminal history and other materials.

BE IT RESOLVED that the Board approve Gabrielle Gonzalez to observe for one (1) day at Knollwood Elementary School with Denise Brewer as part of her preservice training at Caldwell University.

BE IT RESOLVED that the Board approve Jack Picado to observe for five (5) days between January 2, 2020 and January 18, 2020 at Parsippany Hills High School with Allison Ramsden as part of his preservice training at Fairleigh Dickinson University subject to the receipt of all required documents including, but not limited to, completion of criminal history and other materials.

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

7. **Resignation - PTHESA**

**RESIGN  
PTHESA**

BE IT RESOLVED that the Board approve the following resignation as indicated below:

**Effective September 30, 2019:**

Melissa Prunty            Paraprofessional            Lake Hiawatha Elementary School

8. **Employment - PTHESA**

**EMPLOY  
PTHESA**

BE IT RESOLVED that the Board approve the individuals named below as Paraprofessionals in the areas indicated:

**Lake Hiawatha Elementary School**

**Effective October 1, 2019**

Justina Murphy            Paraprofessional            \$22,013.00 (prorated)

**Troy Hills Elementary School**

**Effective October 1, 2019**

Ariana Lopez            Paraprofessional            \$22,013.00 (prorated)

9. **Employment - Noontime Aides**

**EMPLOY  
NOONTIME**

BE IT RESOLVED that the Board approve the individuals named below as Noontime Aides for the 2019-2020 school year at the rate of \$17.20 per hour:

**Effective October 1, 2019:**

Lake Hiawatha Elementary School  
Jyoti Joshi    10 hours/week

**Effective September 27, 2019:**

Rockaway Meadow Elementary School  
Jacqueline Corvino    12.5 hours/week

10. **Contract Revision of Training Level Advancement – Upgrading**

**UPGRADING**

BE IT RESOLVED that the Board approve in accordance with Board Policy, as written under the terms of the Board/PTHEA Agreement and as designated in the provisions for the salary guide for teachers and nurses, the staff members named below who have submitted proof of degree and/or course credits necessary to be advanced to the next higher training level effective September 1, 2019 – June 30, 2020:

**Upgrade from BA15 to BA+30**

NAME	STEP	SALARY
Michelle Nicoletta	10	\$71,603.00

**Upgrade from BA+30 to BA+45**

NAME	STEP	SALARY
Nicole Berkman	11	\$75,724.00
Christina DeStefano	8	\$68,903.00
Palma Ring	11	\$75,724.00
Erica Roche	7	\$66,883.00

**Upgrade from BA+30 to BA+60**

NAME	STEP	SALARY
Mina Kelaid	7	\$68,253.00
Russell Smith	8	\$70,303.00

**Upgrade from BA+45 to BA+60**

NAME	STEP	SALARY
Rebecca Colucci	6	\$66,578.00
Jason Lodato	16	\$97,550.00
Renata Trybulec	3	\$62,885.00
Christopher Wells	5	\$64,885.00

11. **Late Bus Monitors**

**LATE BUS MONITORS**

BE IT RESOLVED that the Board approve payment to the individuals named below who have indicated their willingness to serve as late bus monitors for the 2019-2020 school year:

**After School Late Bus 2:45-4:00**

**\$33.00/per session**

**Brooklawn Middle School**

Susan Adamczyk

**Central Middle School**

Sandra Bimbi

Laura DiSantis (alternate)

Meaghan Elrod

Jillian Riedel (alternate)



12. **Parsippany Adult & Community School PACE**

BE IT RESOLVED that the Board approve the following Parsippany Adult and Community School list of staff salaries for the 2019-2020 school year, as indicated below:

**Instructors Flat Rate**

<u>Name</u>	<u>Position</u>	<u>Anticipated Salary</u>
Bright, Lois	Instructor	\$600.00
Crisler, Jay	Instructor	\$270.00
Della Pia, Gloria	Instructor	\$600.00
Hudacko, Jamie	Instructor	\$300.00
Ilic, Dana	Instructor	\$560.00
Johnson, Debra	Instructor	\$1,280.00
Maccarella, Christine	Instructor	\$250.00
Montgomery, Alison	Instructor	\$1500.00
Morris, Sandra	Instructor	\$600.00
Navarro, Theresa	Instructor	\$1,670.00
Ninos, Antonios	Instructor	\$1,050.00
Osvold, Anna Marie	Instructor	\$250.00
Restrepo, Zulma	Instructor	\$1,300.00
Russo, Joseph	Instructor	\$1,400.00
Salem, Nahed	Instructor	\$900.00
Singerline, Dawn	Instructor	\$1,050.00

**Instructors Paid Per Person**

<u>Name</u>	<u>Rate Per Person</u>
Gould, Doug – 2 Courses	\$44.00 – \$65.00/pp
Popelsky, Marc – 4 Sessions	\$21.00/pp

**Site Coordinator**

<u>Name</u>	<u>Anticipated Salary</u>
Dedrick, Kathleen	\$1,500.00

**Vendors Paid Flat Rate**

<b><u>Company Name</u></b>	<b><u>Anticipated Salary</u></b>
In Order, Inc.,	\$300.00
Mary Ellen Zung Health Coach	\$600.00
So You Studio	\$1,365.00
Voice Coaches	\$87.50

**Vendors Paid Per Student**

<b><u>Name</u></b>	<b><u>Rate Per Person</u></b>
Callahan Financial Services –1 Session	\$25.00/pp
Hypnosis Counseling Center –3 Sessions	\$40.00/pp
Mickey Gilbert’s College Choices –1 Session	\$15.00/pp
StageRight – Paul Boddy – 5 Trips	\$64.00-94.00/pp
Young Rembrandts –2 Courses	\$80.00-\$120/pp or per group

13. **Adult ESL Instructor**

**ADULT ESL  
INSTRUCTOR**

BE IT RESOLVED that the Board approve the following individual as an Adult ESL Instructor. He will be paid \$80.00 per session and will work 7 sessions for a total of \$560.00 to be paid through the Title III Grant funds:

Joseph Gesumaria

14. **Leave of Absence**

**LEAVE OF  
ABSENCE**

BE IT RESOLVED that the Board approve an unpaid leave of absence for employee #40089, Paraprofessional, effective 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).

15. **Maternity Leaves of Absence**

**MATERNITY LEAVES  
OF ABSENCE**

BE IT RESOLVED that the Board approve the following maternity leaves of absence:

**Employee #40265**, Teacher, has requested a maternity leave of absence on or about December 13, 2019 through February 7, 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 February 10, 2020 through May 8, 2020.

**Employee #40900**, Teacher, has requested a maternity leave of absence on or about October 21, 2019 through December 5, 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 December 6, 2019 through March 5, 2020.

**Employee #49854**, Behavior Analyst, has requested a maternity leave of absence on or about December 2, 2019 through January 7, 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 January 8, 2020 through March 31, 2020.

16. **Unpaid Leave of Absence**

**UNPAID LEAVE  
OF ABSENCE**

BE IT RESOLVED that the Board approve an unpaid leave of absence for employee #49424, Bus Aide, effective October 14, 2019 through November 15, 2019.

17. **Corrections**

**CORRECTIONS**

BE IT RESOLVED that the Board approve the following corrections:

**Approval of Employment - PTHEA - Pending Completion**

**Kimberly Vander Groef**

From: effective August 28, 2019

To: effective September 30, 2019

**Employment - PTHESA**

Karishma Goradia

From: Rockaway Meadow Elementary School

To: Mt. Tabor Elementary School

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

**Madeline Brown**

<u>Salary Description</u>	<u>Salary</u>	<u>Longevity</u>	<u>Total</u>
From: BA+60 - 16	\$97,550.00	\$2,430.00	\$99,980.00
To: BA+60 - 16	\$97,550.00	\$3,205.00	\$100,755.00

**Waiver of Teaching Load**

**Kelcey Brennan**

From:

Name	Location	Subject	Amount	Effect. Date	Class load	Formula
Kelcey Brennan	PHHS	MATH	\$7,497.86	09/03/19 - 06/18/20	1 class every day	1/7

To: Delete

**Allison Ramsden**

From:

Name	Location	Subject	Amount	Effect. Date	Class load	Formula
Allison Ramsden	PHHS	MATH	\$10,229.00	09/03/19 - 06/18/20	1 class every day	1/7

To:

Name	Location	Subject	Amount	Effect. Date	Class load	Formula
Allison Ramsden	PHHS	MATH	\$10,500.34	09/03/19 - 06/18/20	1 class every day	1/7

**Contract Revision of Training Level Advancement – Upgrading**

**Kelli Costa**

From: Step 5 BA+45	\$63,514.00
To: Step 5 BA+30	\$58,985.00

**Cindy Mongiovi**

From: Step 10 BA+60	\$74,878.00 (5 / 5)
To: Step 10 BA +60	\$44,927.00 (3 / 5)

**Jennifer Young**

From: Step 11 BA+30	\$73,024.00
To: Step 11 BA+45	\$75,724.00

**Change in Assignment/Contract- PTHESA**

**Christopher Cayes**

From: One-to-One Paraprofessional Eastlake Elementary School \$23,553.00  
Instructional Paraprofessional Eastlake Elementary School \$31,032.00

To: One-to-One Paraprofessional Eastlake Elementary School \$21,013.00  
Instructional Paraprofessional Eastlake Elementary School \$31,032.00

**Maternity Leave of Absence**

**Employee #10600**

From: a maternity leave of absence on or about March 11, 2019 through May 10, 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 May 13, 2019 through October 11, 2019.

To: a maternity leave of absence on or about March 11, 2019 through May 10, 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 May 13, 2019 through October 11, 2019, and pursuant to the PTHEA Agreement an unpaid leave of absence from October 14, 2019 through November 27, 2019.

**Employee #31189**

From: on or about May 13, 2019 through June 20, 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 August 28, 2019 through October 15, 2019.

To: on or about May 13, 2019 through June 20, 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 August 28, 2019 through September 30, 2019.

**Event/Athletic Chaperone**

Susan Adamczyk

From: Central Middle School

To: Brooklawn Middle School

**V. PPS – PUPIL PERSONNEL SERVICES**

**18. Additional Out-of-District Aide Costs - 2019-2020 OOD COSTS 19-20**

BE IT RESOLVED that the Board approve the additional cost of an aide for a student with disabilities who will require an out-of-district placement for the 2019-2020 school year. This student's tuition cost was previously approved in the Superintendent's Bulletin No. 22 on June 27, 2019. This student has been classified by the Child Study Team in accordance with Title 18A:46:

School	Student No.	Aide Cost
Shepard School	47470	\$29,024.

**19. Out-of-District Tuitions Costs - Placement Change OOD CHANGE**

BE IT RESOLVED that the Board approve the placement change for Student No. 40925 who will require an out-of-district placement for the 2019-2020 school year. This student's original placement and tuition costs were previously approved in the Superintendent's Bulletin No. 2 on August 22, 2019. This student has been classified by the Child Study Team in accordance with Title 18A:46:

Originally approved placement: ECLC of Chatham Tuition Cost: \$90,550  
 Placement change: ECLC of Ho-Ho-Kus Tuition Cost: \$78,180

**20. Student Assistance STUDENT ASSISTANCE**

BE IT RESOLVED that the Board approve Richard Zemski, paraprofessional at Brooklawn Middle School, to assist a student at a school dance, as per the student's IEP, on Friday, 9/27/2019, not to exceed two and one-half hours, at his hourly rate of \$29.33.

**21. 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:

Last Name, First Name	School	Effective Date of Stipend
Gesumaria, Sara	Brooklawn	9/3/19
Perry, Krista	Brooklawn	9/3/19
Mohan, Priya	Intervale	9/3/19
Thore, Debra	Brooklawn	9/3/19
Wach, Samantha	Intervale	9/3/19
Ziemski, Richard	Brooklawn	9/3/19

22. **Home Instruction**

**HOME  
INSTRUCTION**

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>
44876	PHHS	12	Administrative	11/27/19
45455	Central	7	Medical	12/20/19
29945	PHS	10	Medical	12/20/19
32022	PHHS	10	Medical	12/20/19
46114	Northvail	2	Medical	10/31/19

23. **Harassment, Intimidation, and Bullying**

**HIB**

BE IT RESOLVED that the Board of Education affirms the Harassment, Intimidation, and Bullying (HIB) report for September 26, 2019.

**VI. BUSINESS/FINANCE – ROBIN C. TEDESCO**

**24. Payment of Bills**

**PAYMENT OF BILLS**

BE IT RESOLVED, that the Board of Education approve the payment of current bills for September 26, 2019, for the 2019-2020 school year in the amount of \$5,903,233.68.

**25. 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 July 1 – 31, 2019.

Pursuant to N.J.A.C. 6:20-2:13(d), I certify that as of the end of July 2019 no budgetary line item account has been over expended in violation of N.J.A.C. 6:20-2:13(a).



Robin C. Tedesco  
Business Administrator/Board Secretary

Pursuant to N.J.A.C. 6:20-2:13(a), we certify that as of July 31, 2019 after review of the Secretary's monthly financial report for July 2019 (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

**26. Parental Contract for Out-of-District Student Transportation**

**PARENT  
CONTRACT OOD**

BE IT RESOLVED, that the Parsippany Troy-Hills Board of Education enter into a parental contract for student transportation with the parent of student #44461 for provision of transportation services to and from Celebrate the Children Denville, NJ at an amount not to exceed \$2,117.00 from July 1, 2019 through June 30, 2020 (subject to the submission of all required documentation).