

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

Number 8

December 19, 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 8

December 19, 2019

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

I. LA – LEADERSHIP ACTIONS – BARBARA SARGENT, ED.D.

ITEMS FOR DISCUSSION

Kathleen Effner and PHS Redbots and Ellesa Effner and Chipwrecked Vikings will give a Robotics Presentation.

1. **Grant – NJDOE Expanding Access to Computer Science HS Course** **GRANT
SUBMITTAL**

BE IT RESOLVED that the Board approve the submittal of the NJDOE Expanding Access to Computer Science High School Course in the amount of \$66,666 for FY 2020-21.

2. **Ratification of the Board/PTHESA Agreement 2019-2024** **RATIFICATION
PTHESA** **A**

BE IT RESOLVED that the Board of Education and the Parsippany-Troy Hills Educational Support Association have negotiated a successor to the 2016-2019 Bargaining Agreement. The successor Agreement for the term of July 1, 2019 through June 30, 2023 is attached and presented for ratification by the Board of Education. The membership of PTHESA ratified this Agreement on December 10, 2019.

3. **Ratification of the Board/APSA Agreement 2015-2019** **RATIFICATION
APSA** **B**

BE IT RESOLVED that the Board of Education and the Association of Parsippany-Troy Hills Administrators have negotiated a successor to the 2015-2019 Bargaining Agreement. The successor Agreement for the term of July 1, 2019 through June 30, 2022 is attached and presented for ratification by the Board of Education. The membership of APSA ratified this Agreement on December 9, 2019.

4. **NJSIAA Cooperative Ice Hockey** **ICE HOCKEY**

BE IT RESOLVED that the Board approve the application to the NJSIAA to allow the continuation of a cooperative Ice Hockey program between Parsippany High School and Parsippany Hills High School for the 2020-21 and 2021-2022 school years.

MEMORANDUM OF UNDERSTANDING
PARSIPPANY-TROY HILLS EDUCATIONAL SUPPORT ASSOCIATION
AND
PARSIPPANY-TROY HILLS BOARD OF EDUCATION
Memorandum of Understanding

The Parsippany-Troy Hills Board of Education ("BOE") and the Parsippany-Troy Hills Educational Support Association ("PTHEA") hereby agree to the following modifications to the collective bargaining agreement that expired on June 30, 2019, as terms for a successor collective bargaining agreement between the parties:

1. All agreements reached during prior negotiations between the parties as reflected in the tentative agreements signed by the parties on various negotiation dates are confirmed as agreed.
2. Salary increases as follows:
 - a. Year 1: 2.9%
 - b. Year 2: 3.1%
 - c. Year 3: 3.1%
 - d. Year 4: 3.1%
3. Effective 12/1/2019, the salary for all newly hired Instructional paraprofessionals shall be:
Date of hire: \$26,000
11-15 years: \$26,300
15+ years: \$26,500
4. The new collective bargaining agreement is for a four-year term, retroactive to July 1, 2019 and expiring on June 30, 2023. All salary increases required under the new agreement shall be retroactively paid to all presently employed unit members.
5. The parties shall mutually develop the salary guides.
6. **Article IV – Work Hours and Work Load**
 - A.2 shall be changed to May 15
 - A.4. The District will make every effort to provide Association members with a half day of professional time during the first staff Inservice Day of school to complete professional assignments.
7. **Article IV(C)(4)** shall be amended to read as follows:

Effective July 1, 2020

Paraprofessionals of students assigned to a self-contained BD classroom, a self-contained pre-school classroom or a self-contained autism classroom at the elementary level or are assigned to support a medically-fragile student shall receive a stipend of \$1,500 prorated for the period of time that they are assigned to that student.

Any other paraprofessional of a student assigned to a self-contained classroom within the District may be eligible for a stipend of \$1,500 prorated for the time that they are assigned to the student, upon application to and approval from the Supervisor of the program, if the paraprofessional's duties include, as a regular course, matters of the student's personal hygiene, self-care, or physical restraint.

8. **Article VII C – Temporary Leaves of Absence**

Amend to read as follows:

Effective July 1, 2020 – An employee shall be granted 3 Bereavement Days and 2 Serious Illness days for use during the school year. Upon request to HR an employee may elect to convert the 2 serious illness days for Bereavement purposes.

ADD New Provision E

New employees shall receive a prorated portion of the personal/death or serious illness days during their first year of employment based upon the total number of months of employment.

8. **Article XII – Association Rights and Privileges**

ADD

F. The Association President or his/her designee shall be granted release time for the purpose of representing members' contractual issues.

9. The agreement is subject to ratification by both parties. The negotiating teams will recommend ratification to the Board and to the Union members, respectively. The terms of the parties' agreement shall remain confidential until ratification by both parties.

IN WITNESS WHEREOF, the parties have set their hands and seals the day and year first above written.

Date: November 12, 2019

Parsippany-Troy Hills
Board of Education

Parsippany-Troy Hills
Educational Support Association

Susy Golder

Alison Bogan

Judy Mayer

Janette DiStacomo

Elin Amberson

Barbara Hocking

Kathy Marcinkiewicz

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

MEMORANDUM OF AGREEMENT
ASSOCIATION OF PARSIPPANY SCHOOL ADMINISTRATORS
AND
PARSIPPANY-TROY HILLS BOARD OF EDUCATION

THIS AGREEMENT, made this 19th day of November, 2019, by and between Parsippany-Troy Hills Board of Education (the "Board") and the Association of Parsippany School Administrators (the "Association").

WITNESSETH:

WHEREAS, the Board is the public employer of all employees employed as principals, assistant principals, supervisors, and Directors as set forth in the collective negotiations agreement; and

WHEREAS, all such employees are represented for purposes of collective negotiations by the Association; and

WHEREAS, the parties have negotiated in good faith in agreeing to terms and conditions of employment covering Association members from July 1, 2019 through June 30, 2022; and

WHEREAS, the parties wish to memorialize those terms and conditions of employment governing the parties' labor relations for the aforesaid period of time;

NOW, THEREFORE, in consideration of the promises and the mutual covenants herein contained, and for other good and valuable considerations:

1. All terms and conditions of employment shall remain in full force and effect, except as expressly modified in this Agreement.
2. The base salary for each member shall be increased by the following amounts: (i) for 2019-2020, base salary increase 3.0%;
(ii) for 2020-2021, base salary shall increase by 3.0%; and
(iii) for 2021-2022, base salary shall increase by 3.0%
3. **ARTICLE I – UNIT**
ADD: Director
4. **ARTICLE IV - GRIEVANCE PROCEDURE**

A. DEFINITIONS

REVISE AS INDICATED

1. Any grievance alleging contractual violations which concern terms and conditions of employment shall be processed through the following procedural steps:

CATEGORY A
SUPERVISORS* /ASSISTANT
PRINCIPALS/DIRECTORS*

CATEGORY B
PRINCIPALS

Level 1 - Immediate Supervisor (informal)
Level 2 – Superintendent

LEVEL 1 – HEAD OF HR
LEVEL 2 – IMMEDIATE
SUPERVISOR/SUPERINTENDENT

Level 3 - Board of Education
Level 4 - Binding Arbitration

LEVEL 3 – BOARD OF EDUCATION
LEVEL 4 – BINDING ARBITRATION

***IF IMMEDIATE SUPERVISOR POSITION VACANT, SUPERVISORS/DIRECTORS WILL FOLLOW PRINCIPAL PROCEDURES.**

2. Grievances concerning policy and administrative decisions affecting particular employees shall be subject to the following procedure:

LEVEL 1 – HEAD OF HR
Level 1 2 – Immediate Supervisor (informal)
Level 2 3 – Superintendent

DELETE

4. Immediate supervisor shall mean the person to whom the aggrieved person is directly responsible unless that individual is a member of A.P.S.A., in which case the first level grievance shall be filed with an individual designated by the Superintendent.

Page 5 C. Procedure

REVISE b.

1. Level One

b. An A.P.S.A. member shall first discuss his/her grievance **ACCORDING TO THE CHART ABOVE (A 1.)** ~~with his immediate supervisor,~~ personally or accompanied by an A.P.S.A. representative, in an attempt to resolve the matter informally.

5. **Article VI - Administrator Employment**

D. Reimbursement for unused Vacation

Effective July 1, 2020 eliminate

In any one year, the administrator may at his/her sole discretion elect to convert five (5) unused vacation day(s) to a cash payment per year. (Page 8).

6. On July 1, 2020 five vacation days, at the employee's current per diem salary, will be rolled into their base salary. This is a one-time occurrence.

7. **Article IX Insurance Protection – Page 10**

CHANGE A iii

Effective January 1, 2020, the cost of prescriptions shall be \$15/\$40/\$40 Retail (2X Mail Order)

8. **Article XV Duration of Agreement**
Effective July 1, 2019 through June 30, 2022
Change Names for APSA

9. **Change title of NEW HIRE – EXPERIENCE CALCULATION**
To: SALARIES

REVISE Calculations to:

2019-2022

Category A - \$125,000 - \$181,000

Category A Maximum Placement - \$155,000

Category B - \$106,000 - \$170,000

Category B Maximum Placement - \$135,000

Category C - \$103,000 - \$165,000

Category C Maximum Placement - \$131,000

10. **PROVISIONS – Page 18**
Delete 6. e. - Longevity
 e. After 25 years in Parsippany as an Administrator \$7,500

Delete 7.

Any APSA member who has moved from PTHEA to APSA will receive either a 4% increase to their PTHEA base pay, or a salary based on the New Hire Experience Calculation guide. Whichever is greater.

11. This Agreement shall be construed in accordance with and governed by the laws of the State of New Jersey.
12. The parties' respective negotiations committees hereby agree to the proposed changes to the Agreement as set forth herein and agree to endorse these changes to their respective constituencies for ratification.
13. The Association shall conduct a ratification meeting as soon as practical and shall notify the Board of the result of the vote. In the event that the Association ratifies the Agreement, the Memorandum of Agreement shall be presented to the Board for approval. Once both parties execute the Memorandum of Agreement and ratify the terms and conditions of the new contract, a new contract will be drafted.
14. This Agreement shall cover all current employees for the period from July 1, 2019 to June 30, 2022.

II. GA – GENERAL ADMINISTRATION – JONI BENOS

5. 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
Kristin Didimamoff Deborah Raimo	Reducing Recurring Classroom Behavior	January 29, 2020	West Orange, NJ	\$279.00ea Title IIA
Betty Wang Goracke	NJ TESOL Spring Conference	May 27, 2020	New Brunswick, NJ	\$234.00 Title III
Michael Wilson Joseph Church Vincent Manalo	NJ Techspo	January 30-31, 2020	Atlantic City, NJ	\$718.00ea
Juan Cruz	Equity Leadership Symposium	December 10, 2019	New Brunswick, NJ	\$213.52
Michael Herzenberg	Circle of Associate Poetry Workshop	November 10/ December 8, 2019	Princeton, NJ	\$202.80
Abby Bruss Brittany Moran Melanie Rozden	Strategies to Promote and Accelerate Academic success	January 28, 2020	West Orange, NJ	\$279.00ea Title IIA
Ewa Babinska-Zawodny	SLPs: Enhance Therapy Effectiveness	February 12, 2020	Fairfield, NJ	\$279.00 IDEA
Shirley Huang	NJECC Conference	January 16, 2020	Montclair, NJ	\$250.00
Barbara Sargent	Women’s Leadership Conference	March 26-27, 2020	Somerset, NJ	\$240.00

6. Board Policies

BOARD POLICIES

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

Policy 3283 Electronic Communications Between Teaching Staff Members and Students

C

POLICY

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

3283/page 1 of 6

Electronic Communications Between Teaching Staff
Members and Students**M**

3283 ELECTRONIC COMMUNICATIONS BETWEEN TEACHING STAFF MEMBERS AND STUDENTS

The Board of Education recognizes electronic communications and the use of social media outlets create new options for extending and enhancing the educational program of the school district. Electronic communications and the use of social media can help students and teaching staff members communicate regarding: questions during non-school hours regarding homework or other assignments; scheduling issues for school-related co-curricular and interscholastic athletic activities; school work to be completed during a student's extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between teaching staff members and students. However, the Board of Education recognizes teaching staff members can be vulnerable in electronic communications with students.

“Electronic communications,” for the purpose of this policy, means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular phone, computer, computer network, personal data assistant, or pager. Electronic communications include, but are not limited to, e-mails, instant messages, and communications made by means of an Internet website, including social media and social networking websites. The chief school administrator/principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process.

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to teaching staff members to prevent improper electronic communications between teaching staff members and students.

The Commissioner of Education and arbitrators, appointed by the Commissioner, have determined inappropriate conduct may determine a teaching staff member unfit to discharge the duties and functions of their position. Improper electronic communications by teaching staff members may be determined to be inappropriate conduct.

School district personnel shall adhere to the following guidelines when sending or receiving messages via district owned or issued devices and the district network:



POLICY

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

TEACHING STAFF MEMBERS

3283/page 2 of 6

Electronic Communications Between Teaching Staff
Members and Students

- A. All messages shall pertain to legitimate school business;
- B. Personnel shall not reveal district issued passwords to others. If a staff member believes that a password has been lost or stolen, or that email has been accessed by someone without authorization, he/she must contact the supervisor for technology or the principal;
- C. District administrators shall have access to the employee's password or passwords for all district owned or issued devices and the use of the district network;
- D. Electronic messages on school owned or issued electronic devices and the district network shall be retained for the period of time specified by the Destruction of Public Records Law and board policy 3570 Records (retained three (3) years for external correspondence and one (1) year for internal correspondence);
- E. Federal copyright laws shall be observed;
- F. Staff shall not send messages that contain material that:
 - 1. May be perceived as profane, obscene, racist, sexist or promote illicit, illegal or unethical activity;
 - 2. Violates the district's affirmative action policies (2224, 4111.1, 4211.1, 6121);
 - 3. Is personal in nature and not related to the business of the district;
 - 4. Can be interpreted as provocative, flirtatious or sexual in nature;
 - 5. Is confidential and not authorized for distribution;
 - 6. Violates board policy 5131.1 Harassment, Intimidation and Bullying.
- G. Personnel shall become familiar with the district's policies and regulation on staff and student access to networked information resources and acceptable use of technology (6142.10 Internet Safety and Technology) before initiating email use;
- H. Employees learning of any misuse of the email systems shall notify the supervisor for technology, principal or chief school administrator immediately.

The annual orientation and reminder will give special emphasis to improper fraternization with students using electronic communications:

- A. School employees may not list current students as "friends" on networking sites without written approval of the school principal;
- B. All electronic contacts by coaches and extracurricular advisors with team members and members of extracurricular activities shall, as a general rule, be sent to all team members and activity participants;
- C. School employees will not give out their private cell phone or home phone numbers to students without prior approval of the principal;



Inappropriate content of an electronic communication between a teaching staff member and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;
 2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
 3. Communications regarding the teaching staff member's or student's past or current romantic relationships;
 4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
 5. Communications that are harassing, intimidating, or bullying;
 6. Communications requesting or trying to establish a personal relationship with a student beyond the teaching staff member's professional responsibilities;
 7. Communications related to personal or confidential information regarding another school staff member or student; and
 8. Communications between the teaching staff member and a student that the Commissioner of Education or an arbitrator would determine to be inappropriate in determining the teaching staff member is unfit to discharge the duties and functions of their position.
- E. Staff shall have no expectation of privacy when using district technology, the district network and/or public social media venues
- F. The administration shall monitor for improper staff electronic communications on district computers, other school issued technology, and the district computer network;
- G. Staff shall be informed of the consequences that may result from inappropriate electronic communications up to and including dismissal from employment.
- H. Any text messages by coaches or advisors shall as a general rule, be sent to the entire team, club or organization and not to any student individually.



The chief school administrator or designees may periodically conduct internet searches to see if staff members have posted inappropriate materials on-line. When inappropriate use of computers and internet websites is discovered, the school principals and chief school administrator will seek to preserve the problematic or offensive material and will seek to maintain storage and chain of custody of the evidence. The chief school administrator/principal shall promptly bring that alleged misconduct to the attention of the board president.

An online classroom is still a classroom. Courses and/or assigned programs of home instruction may be online, appropriate classroom behavior is still mandatory. Respect for the participants is essential or learning and student achievement. Professional standards and etiquette shall be observed at all times.

Implementation

This policy shall be made available electronically or otherwise disseminated to all staff members, annually or as needed.

EMPLOYEE-CREATED Website Guidelines:

STAFF MUST USE A DISTRICT-PROVIDED PLATFORM FOR EMPLOYEE-CREATED WEBSITES.

~~As a general rule, staff is strongly encouraged to use a Google Site through pthsd.net. If a staff member creates a website hosted elsewhere, the website must be linked on pthsd.net. All websites must meet the guidelines provided below.~~

Advertisements:

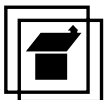
- Web pages may not contain advertisements.

Identification of Students:

- For a student's name, picture and/or information about the student to appear on a classroom web page, you must obtain a signed Media Release form from the parent or guardian
- Filenames for pages and images may not include students' names do not appear there, e.g., marysmit.gif, jimpaul.html.

Respecting Copyright:

- Copyright must be respected. The author of the Web page must not use copyrighted materials without permission.



Subject Matter of Websites:

- All subject matter on classroom Web pages and their links must relate to curriculum and instruction or school-oriented activities. This website may not be used as a forum to advance your own personal beliefs or causes. Some examples include, but are not limited to, references and/or links to commercial, political, social, religious or philosophical organizations outside the scope of curriculum.
- Personal home pages or links to such for students or staff members are not permitted.
- Web pages may not contain advertisements

Quality of Website:

- All work must be free of any spelling or grammatical errors.
- Documents may not contain objectionable material or point directly to objectionable material.

Student Safeguards:

The District has chosen to establish these guidelines for publishing Web pages in the interest of protecting students.

- Documents may not include a student's phone number or address or the names of other family members or friends.
- Published email addresses are restricted to staff member's district email
- Any e-mail address links, survey-response links, or other direct-response content may be made to staff e-mail addresses only; not student e-mail addresses.
- No student attendance, grades or discipline may be posted. However a link to the Genesis Parent Portal may be posted.

Any deliberate tampering with or misuse of district web pages, network services or equipment will be referred to administration for possible disciplinary action. The Superintendent or their designee reserve the right to revoke access or disable web sites at any time, based upon their sole discretion and judgment.



Reporting Responsibilities

In the event a student sends an improper electronic communication, as defined in this Policy, to a teaching staff member, the teaching staff member shall report the improper communication to the Principal or designee by the next school day. The Principal or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a teaching staff member or a student may result in appropriate disciplinary action.

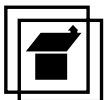
A teaching staff member and student may be exempt from the provisions outlined in this Policy if a teaching staff member and student are relatives. The parent of a student and the teaching staff member requesting an exemption from the provisions of this Policy must submit a written request to the Principal of the student's school indicating the family relationship between the student and the teaching staff member. The Principal will provide written approval of the request to the teaching staff member and the student. If the Principal does not approve the request, the teaching staff member and the student must comply with all provisions of this Policy. The Principal's approval of a request for this exemption shall only be for the individual teaching staff member and student included in the request and for the school year in which the request is submitted.

The provisions of this Policy shall be applicable at all times while the teaching staff member is employed in the school district and at all times the student is enrolled in the school district, including holiday and summer breaks.

A copy of this Policy will be made available on an annual basis, to all parents, students, and school employees either electronically or in school handbooks.

N.J.S.A. 18A:36-40

Adopted: September 23, 2014
Revised:



7. **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:

Knollwood School

The Knollwood School PTA has donated \$2,600 to the Board of Education to help support cultural arts at Knollwood School.

8. **Overnight Field Trip Approval**

**OVERNIGHT D
FIELD TRIP**

BE IT RESOLVED that the Board approve the following overnight field trip for Parsippany Hills High School.

Grade 12 January 17, 2020 – United Nations – Guided Tour in French – New York, NY.

**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS
OVERNIGHT FIELD TRIP APPROVAL FORM**

Appendix D

RECEIVED DEC 05 2019

PLEASE COMPLETE ALL OF THE NECESSARY INFORMATION ON THE ATTACHED REGULATIONS BEFORE SUBMITTING THIS FORM TO ASST. SUPT. THE TRIP ARRANGEMENTS CANNOT BE MADE WITHOUT BOARD OF EDUCATION APPROVAL

School: Parsippany High School Date: 11/25/2019
Date of Trip: 1/17/2020 Grade Level & Subject: 12/French Number of Students: 10

Co-Curricular Activity/Group: _____
Destination*: United Nations Phone# 212-962-8687

*If co-curricular activity what is the rationale for missing instructional time? _____

Address: 46th Street and First Avenue, New York, NY 10017

Description of Program: Students will take part in private guided tour in French of the UN

How is this trip related to the curriculum at this grade level? Please be specific.
This is a culmination of studies regarding the UN, it's mission and work worldwide.

What academic preparation has been done prior to this trip?
We have read numerous documents, watched related videos and debated the UN purpose.

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

1. Class discussion
2. A writing sample
3. Related quiz

How is this proposed trip the best method available for achieving the desired learning outcome?
This is the only opportunity to experience the UN in person and to interact with an expert on the organization and it's history.

Transportation Information	
Means of Transportation: <u>Bus</u>	Provider: <u>PTHSD</u>
Cost: _____	Phone #: _____
Departure from School: <u>8:15 AM</u>	Arrival at Destination: <u>10:00AM</u>
Departure from Destination: <u>1:00PM</u>	Arrival at School: <u>2:00PM</u>

Total Cost Information	
Admission/Registration Cost: <u>\$20.00</u>	Cost to Parent: <u>\$20.00</u>
Funding Source: <u>Cash</u>	_____

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

Names of Teachers: _____ *
Cassu

Names of Non-Staff Chaperones: _____

NURSE NEEDED YES NO DESTINATION ON APPROVED LIST YES NO

Dr. Denis L. Mulroony 11/27/19
APPROVED PRINCIPAL (PRINT) DATE
[Signature] 12/5/19

[Signature]
PRINCIPAL SIGNATURE

APPROVED CENTRAL OFFICE
DATE

APPROVED BY BOARD OF EDUCATION

Barbara Sargent

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

9. Professional Development Facilitators

PD FACILITATORS

BE IT RESOLVED that the Board approve the following payments in the amount indicated based on \$41/per hour to the individuals named below who have completed teaching and preparation work for their sessions during the November 5th Professional Development Day:

Presenter	Session Title	Hours/Pay	Total
Joanne Barkauskas	SEL Circles in the 6-12 Classroom	1.5 hrs. X \$41/hr.	\$61.50
Chris Birge	CPI De-escalation Techniques	1.5 hrs. X \$41/hr.	\$61.50
Rafael Delgado	SEL Circles in the 6-12 Classroom	1.5 hrs. X \$41/hr.	\$61.50
Kendall Edwards	Pre-referral Process and Intervention	1.5 hrs. X \$41/hr.	\$61.50
Taylor Egan	Create & Take Literacy Center Ideas K-2	1.5 hrs. X \$41/hr.	\$61.50
Alison Franz	Crash Course in Google Classroom and Slides	1.5 hrs. X \$41/hr.	\$61.50
Brittany Moran	Pre-referral Process and Intervention	1.5 hrs. X \$41/hr.	\$61.50
Tiffany Poquette	Understanding Reading Levels: Texts and Student Readers	1.5 hrs. X \$41/hr.	\$61.50
Beth Raff	Developing Inclusive Learners and Citizens for Media Specialists K-12	1.5 hrs. X \$41/hr.	\$61.50
Karen Snell	Create & Take Literacy Center Ideas K-2		
Stacey Van Seggern	Orton Gillingham Articulation	1.5 hrs. X \$41/hr.	\$61.50
Anne Pedersen	Pre-referral Process and Intervention	1.5 hrs. X \$41/hr.	\$61.50

10. Student Teachers

STUDENT TEACHERS

BE IT RESOLVED that the Board approve the following student teachers for the 2019-2020 and 2020-2021 school year subject to the receipt of all required documents including but not limited to completion of criminal history background check, proof of certification and any other materials:

Student Name	Cooperating School	Requesting University	Dates
Erin Cogle	Mt. Tabor	TCNJ	1/27/2020-5/8/2020
Jenna Falzon	Central Middle	William Paterson	1/27/2020-5/4/2020
Jamie Iannuzzi	Knollwood	Fairleigh Dickinson	2/3/2020-4/24/2020 & 9/1/2020-12/23/2020
Jennifer Largo	Eastlake	TCNJ	1/27/2020-5/8/2020
Nicole Rothenberger	Parsippany Hills H.S.	Caldwell University	1/21/2020-5/8/2020
Monica Cruz	Brooklawn Middle	Kean University	1/21/2020-5/15/2020
John Yanez	Brooklawn Middle	William Paterson Univ.	1/27/2020-5/8/2020
Hilary Kim	Parsippany High	TCNJ	1/27/2020-5/8/2020

11. Observe – Preservice Training

OBSERVE

BE IT RESOLVED that the Board approve Carly Knauss to observe for 3 days between December 20, 2019 and January 6, 2020 at Central Middle School with Lisa Ramundo as part of her pre-service training at Sacred Heart University.

12. **Mini-Grants 2019-2020**

MINI-GRANTS

BE IT RESOLVED that the Board approve the mini-grants for the persons and projects as described below. Out of twenty-five proposals, 11 proposals were selected to receive mini-grants for the 2019-2020 school year. Teachers who submitted proposals this year deserve a sincere thank you for their efforts and the time they spent developing their ideas for submission.

<u>Mini-Grant</u>	<u>Award</u>	<u>Teacher(s)</u>	<u>School</u>
Humidity Sensor	\$335.00	Clare Clear Elena Gerber Mary Gillen Kris Skinner	Brooklawn Middle School
A Moving Body, A Thinking Brain: Creating a Movement and Performance Space for the Primary Music Classroom	\$550.00	Kristin Webb	Intervale/Northvail Elementary Schools
Indoor Garden Center	\$512.80	Kristy Jaheriss Donna Ricker Kellie Malloy Laura Fitzgerald Renee Harris	Lake Hiawatha Elementary School
Don't Let Learning Get Lost in Translation	\$460.00	Rose Moore Danielle Visoskas Joseph Gesumaria Carolyn Malloy	Troy Hills Elementary School
Parsippany Redbots Chassis	\$521.92	Kathy Effner	Parsippany High School
Holocaust Survivor	\$350.00	Victoriano Lavin	Parsippany Hills High School
Collaborative Children's Books	\$434.21	Jessica Brosnan Rachael Krehel	Parsippany Hills High School
BMS Grocery	\$500.00	Laura Bailliard	Brooklawn Middle School
Science Olympiad Regional Competition	\$540.05	Kristin D'Arienzo	Parsippany High School
Portable Music in Physical Education	\$499.98	Justin Altschul	Parsippany High/Parsippany Hills High Schools
Phonics & Language Building Through Sound & Vision	\$370.00	Joseph Gesumaria	Troy Hills Elementary School

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

13. **Resignation - PTHEA**

**RESIGN
PTHEA**

BE IT RESOLVED that the Board approve the resignation of Lena Nichols, Teacher at Northvail Elementary School, effective January 31, 2020.

14. **Resignation - Non-Affiliated**

**RESIGN
NON-AFFIL**

BE IT RESOLVED that the Board approve the resignation of Judith Skibitski, RN Assigned to School at Parsippany High School, effective December 31, 2019.

15. **Resignations - PTHESA**

**RESIGN
PTHESA**

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

Effective December 10, 2019:

Suraksha Mahishi Paraprofessional Littleton Elementary School

Effective December 20, 2019:

Charles Sontag Paraprofessional Rockaway Meadow Elementary School

16. **Resignations - Noontime Aide**

**RESIGN
NOONTIME**

BE IT RESOLVED that the Board approve the following resignations as indicated:

Effective November 25, 2019:

Anupama Yellajoshiyula Mt. Tabor Elementary School

Effective November 27, 2019

Suhila Mohayya Knollwood Elementary School

Effective December 6, 2019

Husniye Andican Mount Tabor Elementary School

17. **Resignation - Bus Aide**

**RESIGN
BUS AIDE**

BE IT RESOLVED that the Board approve the following resignation:

Effective January 2, 2020:

Dipa Patel Transportation

18. **Employment - PTHESA**

**EMPLOY
PTHESA**

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

Eastlake Elementary School

Effective January 2, 2020

Payal Singh Paraprofessional \$22,013.00 (prorated)

Rockaway Meadow Elementary School

Effective January 2, 2020

Nithya Aruchamy Paraprofessional \$22,013.00 (prorated)

Parsippany Hills High School

Effective December 20, 2019

Bozena Stasiorek Paraprofessional \$22,013.00 (prorated)

19. **Employment - Local 32**

**EMPLOY
LOCAL 32**

BE IT RESOLVED that the Board approve the employment of the Rosemarie Ciffo, who has successfully completed her 150-day probationary period as a Custodian. A new contract should be issued to her in the amount of \$31,437.00, plus \$1,458.00 Addenda, prorated, for the 2019-2020 school year effective November 27, 2019.

20. **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 January 20, 2019:

Eastlake Elementary School

Deepa Rajoria 10 hours/week

Effective January 2, 2020:

Lake Hiawatha Elementary School

Naglaa Ibrahim 10 hours/week

Rockaway Meadow Elementary School

Krutika Saparia 12.5 hours/week

21. **Employment – Seasonal Helper**

**EMPLOY
SEASONAL HELPER**

BE IT RESOLVED that the Board approve the employment of the following individual as a seasonal helper from December 20, 2019 through June 30, 2020:

<u>Name</u>	<u>Location</u>	<u>Rate</u>
Conrad Christ	Maintenance	\$17.20/hour

22. **Employment - PACE**

**EMPLOY
PACE**

BE IT RESOLVED that the Board approve the individuals named below for employment as Instructors in the areas indicated for the 2019-2020 Winter Intersession Term of PACE:

<u>Name</u>	<u>Activity</u>	<u>Total Classes</u>	<u>Total Payment</u>
Dawn Singerline	Volleyball	2	\$420.00
Zulma Restrapo	Zumba	1	\$325.00

23. **Transfer of Assignment - PTHEA**

**TRANSFER OF
ASSIGN**

BE IT RESOLVED that the Board approve the individual named below who has been transferred/reassigned for the 2019-2020 school year effective January 29, 2020 :

Last Name	First Name	Subject	From	Transfer To	Subject
Guartafierro	Joseph	General Shop	BMS 2.5/5 CMS 2.5/5	PHHS 5/5	General Shop

24. **Transfers of Assignment**

**TRANSFER
OF ASSIGN**

BE IT RESOLVED that the Board approve the transfers/reassignments for the individuals named below for the 2019-2020 school year as indicated below:

Effective December 2, 2019:

Oksana Telepko - Paraprofessional

From: Mt. Tabor Elementary School

To: Intervale Elementary School

Effective December 10, 2019:

Gina Leslie - Paraprofessional

From: Brooklawn Middle School

To: Rockaway Meadow Elementary School

Effective December 10, 2019:
Stephanie Gilbert - Paraprofessional
 From: Parsippany Hills High School
 To: Troy Hills Elementary School

Effective December 16, 2019:
Chelsey Grosso - Paraprofessional
 From: Parsippany High School
 To: Brooklawn Middle School

25. **Approval of Employment**

**EMPLOY
CERTIF STAFF**

BE IT RESOLVED that the Board approve, upon the recommendation of the Superintendent, the employment of the individual named below, for the 2019-2020 school year and that a contract be issued in accordance with the provisions of the 2018-2021 Agreement.

<u>Judith Skibitski</u>	<u>School Nurse</u>
Degree:	BA/Thomas Edison State College
Certification:	School Nurse
Experience:	10 years (RN Assigned to School)
Guide Placement:	BA, Step 5, \$56,395.00 (prorated)
Effective:	January 2, 2020
Assignment:	Parsippany High School (replacement - DeMarco)

26. **Waiver of Teaching Load**

WAIVERS

BE IT RESOLVED that the Board approve the waivers of teaching load for the following individuals who will provide class coverage as indicated below during the 2019-2020 school year:

Name	Location	Subject	Amount	Effect. Date	Class load	Formula
Karen Hunt	BMS	Spanish	\$6,017.08	12/16/2019 - 04/03/2020	1	1/7
Mayra Hillgardner	BMS	Spanish	\$3,651.86	12/16/2019 - 04/03/2020	1	1/7
Francesca Marra	BMS	Spanish	\$3,502.80	12/16/2019 - 04/03/2020	1	1/7
Norma Sudak	BMS	Spanish	\$5,197.20	12/16/2019 - 04/03/2020	1	1/7

27. **Late Bus Monitors**

**LATE BUS
MONITORS**

BE IT RESOLVED that the Board approve payment to the individual named below who has indicated her willingness to serve as a late bus monitor for the 2019-2020 school year:

<u>After School Late Bus 2:45-4:00</u> Brooklawn Middle School Karen Mikorski	\$33.00/per session
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28. **Maternity Leave of Absence**

**MATERNITY LEAVE
OF ABSENCE**

Employee #11446, Teacher, has requested a maternity leave of absence on or about February 18, 2020 through April 20, 2020 utilizing accumulated sick leave and personal days. 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 April 21, 2020 through September 21, 2020.

Employee #49542, Teacher, has requested a maternity leave of absence on or about January 2, 2020 through January 31, 2020 utilizing accumulated sick leave and personal days. 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 3, 2020 through May 1, 2020.

29. **Additional Sick Days - PTHEA**

**ADDITIONAL
SICK DAYS**

BE IT RESOLVED that the Board approve thirty (30) additional non-accumulative sick days, minus substitute pay, for Employee #30709, Mt. Tabor Teacher, effective December 16, 2019 through February 5, 2020 pursuant to Article X of the Board/PTHEA Agreement.

30. **Change of Assignment/Contract – Local 32**

**CHANGE IN
ASSIGN**

BE IT RESOLVED that the Board approve the individual named below who has been reassigned for the 2019-2020 school year, necessitating the following change in contract, effective January 2, 2020:

Wayne Malec - Brooklawn Middle School

From: \$31,437.00 + \$1,324.00 (Black Seal)

To: \$39,298.00 + \$8,714.00 (Addenda) + \$1,324.00 (Black Seal)
(replacing Sprofera)

31. **Leave of Absence**

**LEAVE OF
ABSENCE**

BE IT RESOLVED that the Board approve a medical leave of absence for employee #30709, Teacher, effective August 28, 2019 through February 5, 2020 utilizing accumulated sick leave, and personal and family leave days, pursuant to the Family and Medical Leave Act (FMLA). She is also requesting an unpaid medical leave of absence from February 6, 2020 through February 28, 2020.

32. **Appointment – Volunteer Extra-Curricular/Athletic Aide 2019-2020**

**APPT
VOL-EXTRA**

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

Parsippany Hills High School
Karolina Holmstrom
Winter Guard

33. **Administrative Internship Program**

ADMIN INTERN

BE IT RESOLVED that the Board approve the change of Administrative Internship Assignment for Gregory Dalakian as indicated below:

January - June – Knollwood Elementary School

BE IT RESOLVED that the Board approve the change of Administrative Internship Assignment for Jamie Mahr as indicated below:

January - June – Parsippany Hills High School

34. **Corrections**

CORRECTIONS

BE IT RESOLVED that the Board approve the following corrections:

Resignation - PTHEA

Timmie Nawrocki

From: effective January 4, 2020

To: effective January 3, 2020

Leave of Absence

Employee #49844

From: a medical leave of absence effective November 13, 2019 through December 12, 2019 utilizing accumulated sick leave, family illness, and personal days, and an unpaid medical leave of absence from December 13, 2019 through January 3, 2020, pursuant to the Family and Medical Leave Act.

To: a medical leave of absence effective November 13, 2019 through December 13, 2019 utilizing accumulated sick leave, family illness, and personal days.

Correction - PTHEA Revised Salaries - Tenured Teachers - 2018-2019

Jeffrey Butterfield

From: Step 11 BA+45 \$75,845.00

To: Step 10 BA+45 \$73,520.00

Effective August 30, 2018

Correction - PTHEA Revised Salaries - Tenured Teachers - 2019-2020

Jeffrey Butterfield

From: Step 12 BA+60 \$83,675.00 To: Step 11 BA+60 \$79,155.00

Effective August 28, 2019

Employment – Local 32 - Pending Completion

Scott Rosselli - Maintenance Worker

From: effective November 11, 2019

To: effective December 9, 2019

Employment – PTHESA

Eastlake Elementary School

From: Jeyadevi Bath Janardhanah

To: Jeyadevi Bath Janardhanan

Re-Employment - Non-Tenured Tenure Teachers - 2019-2020

Heather Andres

From: Step 6 BA+60 \$67,425.00

To: Step 5 BA+60 \$65,995.00

Kelli Costa

From: Step 5 BA+30 \$59,460.00

To: Step 5 BA+30 \$60,095.00

Maternity Leave of Absence

Employee #31244

From: a maternity leave of absence on or about January 29, 2020 through March 9, 2020 utilizing accumulated sick leave and personal days. 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 March 10, 2020 through June 1, 2020.

To: a maternity leave of absence on or about January 29, 2020 through March 9, 2020 utilizing accumulated sick leave and personal days. 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 March 10, 2020 through June 5, 2020.

Leave of Absence

Employee #30371

From: a medical leave of absence effective October 21, 2019 through January 20, 2020 utilizing accumulated sick leave pursuant to the Family and Medical Leave Act.

To: a medical leave of absence effective October 21, 2019 through December 20, 2019 utilizing accumulated sick leave pursuant to the Family and Medical Leave Act.

Employee #30731

From: a medical leave of absence effective October 30, 2019 through December 20, 2019 utilizing accumulated sick leave pursuant to the Family and Medical Leave Act.

To: a medical leave of absence effective October 30, 2019 through December 3, 2019 utilizing accumulated sick leave pursuant to the Family and Medical Leave Act.

Employee #31057

From: a medical leave of absence effective August 28, 2019 through December 20, 2019 utilizing accumulated sick leave, family illness, and personal days, pursuant to the Family and Medical Leave Act.

To: a medical leave of absence effective August 28, 2019 through December 20, 2019 utilizing accumulated sick leave, family illness, and personal days, pursuant to the Family and Medical Leave Act, and an unpaid medical leave of absence from January 2, 2020 through January 20, 2020.

Employee #49672

From: a medical leave of absence effective August 28, 2019 through September 17, 2019 utilizing accumulated sick leave, and personal days, and an unpaid medical leave of absence from September 18, 2019 through November 22, 2019, pursuant to the Family and Medical Leave Act (FMLA).

To: a medical leave of absence effective August 28, 2019 through September 17, 2019 utilizing accumulated sick leave, and personal days, and an unpaid medical leave of absence from September 18, 2019 through November 22, 2019, pursuant to the Family and Medical Leave Act (FMLA). She is also requesting an unpaid medical leave of absence from November 25, 2019 through December 20, 2019.

Fall/Winter/Spring Coaching 2019-2020

Parsippany High School - Wrestling

From:

Steven Miller Step 3 \$6,646.00

To:

Stephen Hill Step 1 \$6,038.00

Employment – Equipment Operators - 2019-2020

From: paid at the rate of \$10.00/hour

To: paid at the rate of \$11.00/hour

Effective January 1, 2020

Professional Development Facilitators - November 5, 2019

ADD:

<u>Presenter</u>	<u>Session Title</u>	<u>Hours/Pay</u>	<u>Total</u>
Katherine Johnson	Mentoring for Quality & Sustainability	1.5 hrs. X \$41/hr.	\$61.50

V. PPS – PUPIL PERSONNEL SERVICES

35. Out-of-District Tuition Costs 2019-2020

OOD TUITION

BE IT RESOLVED that the Board approve the tuition cost for a student with disabilities who will require an out-of-district placement for the 2019-2020 school year. This student has been classified by the Child Study Team in accordance with Title 18A:46:

School	Student No.	Tuition Cost
YCS – Sawtelle Learning Center	49253	\$42,907.

36. Student Assistance

STUDENT ASSISTANCE

BE IT RESOLVED that the Board approve the following paraprofessionals to assist students at school-sponsored activities/events during the months of November and December, as per their IEP, at their hourly rate, not to exceed the hours listed below.

School	Para Name	Hours Not to Exceed	Activity/Event
BMS	Sara Gesumaria	1	Student Council Meeting
BMS	Sara Gesumaria	1	School Play
PHHS	Jeanne George	5	Football Championship Game
PHHS	Annamarie Shymanski	7	Unified Game Day
PHHS	Erin Gibson	7	Unified Game Day
PHHS	Carmine Verducci	2	Substitute for Jeanne George - Track

37. 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:

Staff Name	School	Effective Date
Patricia Herrera	Knollwood	11/18/19
Krysta Keller	Littleton	11/6/19

38. Vendor Approval

VENDOR APPROVAL

BE IT RESOLVED that the Board approve A Caring Connection as a related services provider for the 2019-2020 school year to provide nursing services as follows:

- RN Services - \$55.00 per hour
- LPN Services - \$45.00 per hour
- CHHA Services - \$21.00 per hour

39. **Additional Services for a 2019-2020 Approved Vendor** **ADDL SVCS**

BE IT RESOLVED that the Board approve the additional services for Delta T. Group, a Board approved related services provider, for the 2019-2020 school year at \$400 per evaluation.

40. **Home Instruction** **HOME INSTR**

BE IT RESOLVED that the Board approve the following student who is on home instruction:

<u>Student</u>	<u>School</u>	<u>Grade</u>	<u>Reason</u>	<u>Anticipated End Date</u>
32034	PHHS	10	Medical	1/31/20

41. **Home Instruction – Change in Anticipated End Date** **HOME INSTR CHANGE**

BE IT RESOLVED that the Board approve the following change in the anticipated end date for the following students on home instruction:

<u>Student</u>	<u>School</u>	<u>Grade</u>	<u>Reason</u>	<u>Anticipated End Date</u>
29945	PHS	10	Medical	2/28/20
31127	OOD	11	Medical	2/28/20
33392	PHHS	9	Medical	2/28/20
46635	CMS	6	Medical	2/28/20
48976	PHS	12	Medical	2/28/20

42. **Student Services – Extension of Dates** **STUD SVCS EXTENSION**

BE IT RESOLVED that the Board approve extension of dates for the following staff to provide services to students, as per their IEPs, not to exceed five hours each per week, originally approved in the Superintendent's Bulletin of September 26, 2019, Number 4 Addendum, as follows:

<u>Staff:</u>	<u>Hourly Rate:</u>	<u>Original End Date</u>	<u>Extended End Date</u>
Jaime Fugowski	\$56.66	11/1/19	1/31/20
Michelle Marx	\$64.89	11/1/19	1/31/20

43. **Harassment, Intimidation, and Bullying** **HIB**

BE IT RESOLVED that the Board of Education affirms the Harassment, Intimidation, and Bullying (HIB) report for November 19, 2019.

Suspensions **SUSPENSIONS E**

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

VI. BUSINESS/FINANCE – ROBIN C. TEDESCO

44. **Payment of Bills**

PAYMENT OF BILLS

BE IT RESOLVED, that the Board of Education approve the payment of current bills for December 19, 2019 for the 2019-2020 school year in the amount of \$15,502,927.76.

BE IT RESOLVED that the Board of Education approve the payment of current bills/outstanding warrants for school activities for the month of November 2019 school year in the amount of \$32,139.59.

45. **Transfer of Funds**

TRANSFER OF FUNDS F

BE IT RESOLVED that the Board of Education authorize the transfers in the 2019-2020 budget per detail of transfers report, November 2019 for the 2019-2020 school year, per state law.

46. **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 October 1 – 31, 2019.

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

Parsippany-Troy Hills Board of Education

Expense Account Adjustment Analysis By Adjustment#

Appendix F

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10/01/2019

All Cycles

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000152	ALLOCATE BETWEEN REG ED	11-000-219-320-000-360--	PURCH PROF & TECH SVCS	11/01/2019	NPALLESSI	\$40,000.00	(\$10,500.00)	\$29,500.00
	ALLOCATE BETWEEN REG ED	11-150-100-320-000-360--	PURCH PROF-ED SVCS	11/01/2019	NPALLESSI	\$40,000.00	\$10,500.00	\$50,500.00
Total for Adjustment # 000152							\$0.00	
000153	KEY CLUB DONATION	95-003-024-000-001-050--	KEY CLUB	11/01/2019	NPALLESSI	\$832.02	(\$80.00)	\$752.02
	KEY CLUB DONATION	95-003-111-000-000-050--	PAR HIGH FIGHTS HUNGER	11/01/2019	NPALLESSI	\$6,650.00	\$80.00	\$6,730.00
Total for Adjustment # 000153							\$0.00	
000154	LAMINATOR REPAIR -	11-000-222-300-000-310--	PURCHASED TECHNICAL SERV	11/12/2019	NPALLESSI	\$42,000.00	\$150.00	\$42,150.00
	LAMINATOR REPAIR -	11-190-100-610-000-064--	GENERAL SUPPLIES	11/12/2019	NPALLESSI	\$4,119.00	(\$150.00)	\$3,969.00
Total for Adjustment # 000154							\$0.00	
000155	ADDITIONAL PARENT	11-000-270-420-000-140--	CLEANING,REPAIR & MAINT	11/13/2019	NPALLESSI	\$342,405.00	(\$150.00)	\$342,255.00
	ADDITIONAL PARENT	11-000-270-514-000-140--	CONTRACT SVCS-SPEC ED	11/13/2019	NPALLESSI	\$8,300.00	\$150.00	\$8,450.00
Total for Adjustment # 000155							\$0.00	
000156	DIVIDERS PURCHASE	11-000-216-600-005-360--	SUPPLIES & MATERIALS-BEH	11/13/2019	NPALLESSI	\$15,000.00	\$6,000.00	\$21,000.00
	DIVIDERS PURCHASE	11-212-100-610-000-360--	GENERAL SUPPLIES-MD	11/13/2019	NPALLESSI	\$7,000.00	(\$6,000.00)	\$1,000.00
Total for Adjustment # 000156							\$0.00	
000157	MAINTENANCE TOOLS	11-000-261-610-000-140--	GENERAL SUPPLIES	11/15/2019	NPALLESSI	\$76,873.76	\$4,684.80	\$81,558.56
	MAINTENANCE TOOLS	11-000-262-610-000-340--	GENERAL SUPPLIES	11/15/2019	NPALLESSI	\$292,986.89	(\$4,684.80)	\$288,302.09
Total for Adjustment # 000157							\$0.00	
000158	CEC MOTOR	11-000-261-610-000-210--	GENERAL SUPPLIES	11/15/2019	NPALLESSI	\$9,124.90	\$397.00	\$9,521.90
	CEC MOTOR	11-000-262-610-000-340--	GENERAL SUPPLIES	11/15/2019	NPALLESSI	\$288,302.09	(\$397.00)	\$287,905.09
Total for Adjustment # 000158							\$0.00	
000159	ARMSTRONG FLOORING	11-000-261-610-000-140--	GENERAL SUPPLIES	11/15/2019	NPALLESSI	\$81,558.56	\$1,395.00	\$82,953.56
	ARMSTRONG FLOORING	11-000-262-610-000-340--	GENERAL SUPPLIES	11/15/2019	NPALLESSI	\$287,905.09	(\$1,395.00)	\$286,510.09
Total for Adjustment # 000159							\$0.00	
000160	CORRECTION OF ACCOUNT	11-402-100-600-000-050--	SUPPLIES & MATERIALS	11/15/2019	NPALLESSI	\$105,000.00	\$550.00	\$105,550.00
	CORRECTION OF ACCOUNT	11-402-100-800-000-050--	OTHER OBJECTS	11/15/2019	NPALLESSI	\$52,570.00	(\$550.00)	\$52,020.00
Total for Adjustment # 000160							\$0.00	
000161	ALARM PARTS	11-000-261-610-000-340--	GENERAL SUPPLIES	11/21/2019	NPALLESSI	\$34,824.65	\$234.17	\$35,058.82
	ALARM PARTS	11-000-262-610-000-340--	GENERAL SUPPLIES	11/21/2019	NPALLESSI	\$286,510.09	(\$234.17)	\$286,275.92
Total for Adjustment # 000161							\$0.00	
000162	GLASS REPAIR -LK PAR	11-000-261-420-000-080--	CLEANING,REPAIR & MAINT	11/21/2019	NPALLESSI	\$52,618.81	\$573.50	\$53,192.31
	GLASS REPAIR -LK PAR	11-000-262-610-000-340--	GENERAL SUPPLIES	11/21/2019	NPALLESSI	\$286,275.92	(\$573.50)	\$285,702.42
Total for Adjustment # 000162							\$0.00	
000163	DISTRICT PLUMBING	11-000-261-610-000-140--	GENERAL SUPPLIES	11/21/2019	NPALLESSI	\$82,953.56	\$4,940.61	\$87,894.17
	DISTRICT PLUMBING	11-000-262-610-000-340--	GENERAL SUPPLIES	11/21/2019	NPALLESSI	\$285,702.42	(\$4,940.61)	\$280,761.81

Parsippany-Troy Hills Board of Education

Expense Account Adjustment Analysis By Adjustment#

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10/01/2019

All Cycles

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Total for Adjustment # 000163							\$0.00	
000164	DISTRICT-	11-000-261-610-000-140--	GENERAL SUPPLIES	11/21/2019	NPALLESSI	\$87,894.17	\$222.22	\$88,116.39
	DISTRICT-	11-000-262-610-000-340--	GENERAL SUPPLIES	11/21/2019	NPALLESSI	\$280,761.81	(\$222.22)	\$280,539.59
Total for Adjustment # 000164							\$0.00	
000165	ADDITION OF SHIPPING	11-000-222-600-000-103--	SUPPLIES & MATERIALS	11/22/2019	NPALLESSI	\$4,260.00	(\$445.50)	\$3,814.50
	ADDITION OF SHIPPING	11-190-100-610-110-103--	GENERAL SUPPLIES-READING	11/22/2019	NPALLESSI	\$8,719.00	\$445.50	\$9,164.50
Total for Adjustment # 000165							\$0.00	
000166	INCREASED SHIPPING 10%	11-190-100-610-000-103--	GENERAL SUPPLIES	11/22/2019	NPALLESSI	\$4,702.00	(\$5.23)	\$4,696.77
	INCREASED SHIPPING 10%	11-190-100-610-121-103--	GENERAL SUPPLIES-GRADE 1	11/22/2019	NPALLESSI	\$2,419.00	\$5.23	\$2,424.23
Total for Adjustment # 000166							\$0.00	
000167	INCREASE TO BOOK PRICES	11-190-100-610-000-055--	GENERAL SUPPLIES	11/22/2019	NPALLESSI	\$12,064.00	(\$142.55)	\$11,921.45
	INCREASE TO BOOK PRICES	11-190-100-610-106-055--	GENERAL SUPPLIES-LANG AR	11/22/2019	NPALLESSI	\$3,532.00	\$142.55	\$3,674.55
Total for Adjustment # 000167							\$0.00	
000168	INCREASE TO BOOK PRICES	11-190-100-610-000-060--	GENERAL SUPPLIES	11/22/2019	NPALLESSI	\$11,416.00	(\$142.25)	\$11,273.75
	INCREASE TO BOOK PRICES	11-190-100-610-106-060--	GENERAL SUPPLIES-LANG AR	11/22/2019	NPALLESSI	\$3,208.00	\$142.25	\$3,350.25
Total for Adjustment # 000168							\$0.00	
000169	INCREASED SHIPPING 10%	11-190-100-610-121-103--	GENERAL SUPPLIES-GRADE 1	11/22/2019	NPALLESSI	\$2,424.23	(\$4.06)	\$2,420.17
	INCREASED SHIPPING FROM	11-190-100-610-123-103--	GENERAL SUPPLIES-GRADE 3	11/22/2019	NPALLESSI	\$1,800.00	\$4.06	\$1,804.06
Total for Adjustment # 000169							\$0.00	
000170	HVAC SUPPLIES	11-000-261-610-000-140--	GENERAL SUPPLIES	11/25/2019	NPALLESSI	\$88,116.39	\$247.99	\$88,364.38
	HVAC SUPPLIES	11-000-262-610-000-340--	GENERAL SUPPLIES	11/25/2019	NPALLESSI	\$280,539.59	(\$247.99)	\$280,291.60
Total for Adjustment # 000170							\$0.00	
000171	MAINT- SHOP/SUPPLIES	11-000-261-610-000-340--	GENERAL SUPPLIES	11/25/2019	NPALLESSI	\$35,058.82	\$462.97	\$35,521.79
	MAINT- SHOP/SUPPLIES	11-000-262-610-000-340--	GENERAL SUPPLIES	11/25/2019	NPALLESSI	\$280,291.60	(\$462.97)	\$279,828.63
Total for Adjustment # 000171							\$0.00	
000172	MAINTENANCE SUPPLIES	11-000-261-610-000-340--	GENERAL SUPPLIES	11/25/2019	NPALLESSI	\$35,521.79	\$610.40	\$36,132.19
	MAINTENANCE SUPPLIES	11-000-262-610-000-340--	GENERAL SUPPLIES	11/25/2019	NPALLESSI	\$279,828.63	(\$610.40)	\$279,218.23
Total for Adjustment # 000172							\$0.00	
000173	GLASS REPAIR - LK PAR	11-000-261-420-000-080--	CLEANING,REPAIR & MAINT	11/25/2019	NPALLESSI	\$53,192.31	\$222.22	\$53,414.53
	GLASS REPAIR - LK PAR	11-000-261-610-000-080--	GENERAL SUPPLIES	11/25/2019	NPALLESSI	\$6,370.00	(\$222.22)	\$6,147.78
Total for Adjustment # 000173							\$0.00	
000174	SECURITY-TROY HILLS	11-000-266-300-000-140--	PURCH PROF & TECH SVCS	11/25/2019	NPALLESSI	\$380,868.00	\$302.40	\$381,170.40
	SECURITY-TROY HILLS	11-190-100-610-000-120--	GENERAL SUPPLIES	11/25/2019	NPALLESSI	\$4,801.64	(\$302.40)	\$4,499.24
Total for Adjustment # 000174							\$0.00	
000175	VOCAL MUSIC	11-190-100-610-108-103--	GENERAL SUPPLIES-VOC MSC	11/25/2019	NPALLESSI	\$960.00	\$16.49	\$976.49
	VOCAL MUSIC	11-190-100-610-125-103--	GENERAL SUPPLIES-GRADE 5	11/25/2019	NPALLESSI	\$2,160.00	(\$16.49)	\$2,143.51

Parsippany-Troy Hills Board of Education

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.111317

10/01/2019

All Cycles

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Total for Adjustment # 000175							\$0.00	
000176	PHHS WINTER TRANSP	11-000-270-512-000-053--	CONTRACT SVCS-OTHER	11/26/2019	SDYKSTRA	\$100,000.00	\$45,000.00	\$145,000.00
	PHHS WINTER TRANSP	11-000-291-270-000-210--	MED./DENTAL/PRES. INS.	11/26/2019	SDYKSTRA	\$20,273,788.00	(\$45,000.00)	\$20,228,788.00
Total for Adjustment # 000176							\$0.00	
000177	MAINTENANCE SUPPLIES	11-000-261-610-000-340--	GENERAL SUPPLIES	11/27/2019	NPALLESSI	\$36,132.19	\$29.70	\$36,161.89
	MAINTENANCE SUPPLIES	11-000-262-610-000-340--	GENERAL SUPPLIES	11/27/2019	NPALLESSI	\$279,218.23	(\$29.70)	\$279,188.53
Total for Adjustment # 000177							\$0.00	
000178	INSTRUCTIONAL MUSIC	11-190-100-610-113-155--	GEN SUPPLIES-SEC INS MSC	11/27/2019	NPALLESSI	\$14,146.00	\$8,000.00	\$22,146.00
	INSTRUCTIONAL MUSIC	11-190-100-640-113-155--	TEXTBOOKS-SEC INST MUSIC	11/27/2019	NPALLESSI	\$8,665.00	(\$8,000.00)	\$665.00
Total for Adjustment # 000178							\$0.00	
Total Current Appropriation Adjustments							\$0.00	

47. **Parsippany High School Bleachers**

PHS BLEACHERS

WHEREAS, The Board of Education of Parsippany-Troy Hills Township Schools in the County of Morris, New Jersey (the "Board"), would like to proceed with a school facilities project consisting generally of:

Parsippany High School Bleachers

WHEREAS, the Board now seeks to take the initial steps in order to proceed with the Project:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE PARSIPPANY – TROY HILLS TOWNSHIP SCHOOLS IN THE COUNTY OF MORRIS, STATE OF NEW JERSEY, as follows:

Section 1. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Morris County Superintendent of Schools and the New Jersey Department of Education for approval. This project is designated "Other Capital" and the Board is not seeking state funding.

Section 2. The Board hereby authorizes, if necessary, the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project.

Section 3. The School Administration and such other officers and agents of the Board as are necessary, including the Board attorney, bond counsel, and architect, are hereby authorized to perform such other acts, to execute such other documents, and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution, including the submission of Information to the New Jersey Department of Education as applicable to the proposed Project

48. **Parsippany Hills High School Bleachers**

**PHHS
BLEACHERS**

WHEREAS, The Board of Education of Parsippany-Troy Hills Township Schools in the County of Morris, New Jersey (the "Board"), would like to proceed with a school facilities project consisting generally of:

Parsippany Hills High School Bleachers

WHEREAS, the Board now seeks to take the initial steps in order to proceed with the Project:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE PARSIPPANY – TROY HILLS TOWNSHIP SCHOOLS IN THE COUNTY OF MORRIS, STATE OF NEW JERSEY, as follows:

Section 1. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Morris County Superintendent of Schools and the New Jersey Department of Education for approval. This project is designated "Other Capital" and the Board is not seeking state funding.

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49. **Family Math Night – Central Middle School**

FAM MATH NIGHT – CMS

BE IT RESOLVED, that the Board approve payment to Danielle Marino and Caryn Bosley, for their participation in the Family Math Night program at Central Middle School on November 13 and November 20, 2019, for 19.5 hours each at the hourly rate of \$38.00 for a total of \$741.00 each, paid through ESEA Title I grant money.

50. **IDEA FY 19 Carryover**

IDEA 19 CARRYOVER

BE IT RESOLVED that the Board approve the submission of the IDEA FY 20 Consolidated Grant Amendment No 1 to the NJ Department of Education as follows:

IDEA FY 19 Carryover:

IDEA Basic	\$200,521
IDEA Preschool	\$ 638

51. **CEC Emergent Contract**

CEC EMERGENT

WHEREAS, upon the recommendation of the Superintendent, the Parsippany-Troy Hills Board of Education acknowledges the emergent circumstances due to the July 31, 2019 fire requiring various vendors to provide services to remediate and repair the Dr. Frank A. Calabria Education Center located at 292 Parsippany Road, Parsippany, NJ; and

WHEREAS, emergent circumstances are defined as a circumstance that must be addressed expeditiously to avoid peril to the health and safety of students and/or staff and/or to avert an operating deficient from the required implementation of the thoroughness standards N.J.A.C. 6A:26-1.2; and

WHEREAS, the county office was notified of the decision made to ensure the health and safety of the students and staff; and

WHEREAS, it was necessary for the District to invoke N.J.S.A. 18A: 18A-7 which permits contracts to be negotiated without public advertising for bids and bidding therefore, notwithstanding that the contract price requires the immediate delivery of goods or the performance of services;

NOW, THEREFORE, BE IT RESOLVED, that the Parsippany-Troy Hills Board of Education authorizes the Business Administrator/Board Secretary to enter into the contracts listed below to remediate and repair the Dr. Frank A. Calabria Education Center located at 292 Parsippany Road, Parsippany, NJ.

Remediation/Reconstruction Vendor	Description	Cost
Insurance Restoration Specialists	Remediation	270,000.00
Insurance Restoration Specialists	Reconstruction	33,481.17
IRS-Guardian Power Cleaning	Remediation	95,760.00
IRS-ABS Environmental Services	Remediation	32,600.00
Gillespie – Flooring & Carpet	Replacement	22,818.03
Equipment & Materials Loss Vendor		
Xerox	Copier Loss	19,167.41
Various Equipment Vendors	Backup Server and Related Equipment	68,067.94
Aero Environmental	Air Quality Testing	7,720.61
Various Supply & Equipment Vendors	Supplies and Equipment Loss	111,109.48

52. **Disposal of Broken and/or Outdated Equipment**

**DISPOSAL
OF EQUIP**

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

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

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

Item: Maintenance – Salter
Asset Number: 05000825

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