

**PARSIPPANY-TROY HILLS
BOARD OF EDUCATION
REGULAR MEETING OF
Thursday, July 20, 2017**

The Parsippany-Troy Hills Board of Education held its Regular Meeting on Thursday, July 20, 2017 at Dr. Frank A. Calabria Education Center, 292 Parsippany Road, Parsippany, NJ 07054.

CALL TO ORDER

CALL TO ORDER

President Mr. Neglia called the meeting to order at 6:30 pm.

MEETING NOTICE

MEETING NOTICE

Mr. Neglia stated that in compliance with Chapter 231, Public Law 1975 entitled Open Public Meetings Act, adequate notice of this meeting has been provided as specified in the Act. A meeting notice was published in the Daily Record on January 10, 2017 and at the district website <http://www.pthsd.k12.nj.us>. Additionally, the Notice of Meeting was posted at the Municipal building and a copy of Notice filed with the Township Clerk on July 14, 2017. This is an official meeting.

FIRE NOTICE

FIRE NOTICE

The Fire Notice was read by Mr. Neglia. He also reminded everyone to turn off/or silence all electronic devices so as to not disturb the meeting.

SALUTE TO THE FLAG

SALUTE TO THE FLAG

Mr. Neglia asked everyone to stand for the flag salute.

ROLL CALL

ROLL CALL

Present: Mr. Timothy Berrios
Mr. George Blair
Mr. Joseph Cistaro
Mrs. Susy Golderer
Mr. Nicholas Kumburis
Mrs. Judy Mayer
Mr. Andrew Choffo
Mr. Frank Neglia

Also Present: Dr. Barbara Sargent, Superintendent
Mrs. Robin C. Tedesco, Business Administrator/Board Secretary
Mrs. Katherine Gilfillan, Esq., Board Attorney
Dr. Jeffrey Charney, Int. Asst. Supt./Chief Academic Officer
Dr. Robert Sutter, Asst. Superintendent- Human Resources
Mrs. Joan Benos, Chief of Staff/Public Information Officer
Ms. Lyanna Rios, Assistant Business Administrator

Absent & Excused: Mrs. Alison Cogan
Mr. Anthony Giordano

ADJOURN TO EXECUTIVE SESSION

**ADJOURN TO
EXEC SESSION**

A motion was made by Mr. Neglia to go into Closed Session for the purpose of discussing student HIB matters which are confidential in nature under N.J.A.C. 32:-7.1 et seq. and legal issues relative to the filing of tort claims against the District. Action on the HIB items is anticipated to be taken during this evening’s public session; however personal information pertaining to the individual(s) involved in these matters shall be redacted from the minutes of the executive session and shall remain confidential until after such time as the Board determines that the need of confidentiality no longer exists and the matters discussed can be disclosed;

The motion was moved by Mrs. Mayer and seconded by Mr. Choffo and voted on as follow:

BOARD MEMBERS	AYE	NAY	ABSTAIN	RECUSE	ABSENT	RESOLUTION NUMBERS
Mr. Berrios	X					
Mr. Blair	X					
Mr. Cistaro	X					
Mrs. Cogan					X	
Mrs. Golderer	X					
Mr. Kumburis	X					
Mrs. Mayer	X					
Mr. Choffo	X					
Mr. Neglia	X					

RECONVENE OPEN SESSION

**RECONVENE
OPEN SESSION**

On a motion by Mr. Cistaro seconded by Mr. Blair and unanimously approved by general consensus the regular meeting reconvened at 7:00 p.m.

STUDENT COMMITTEE REPORT

**STUDENT COMM.
REPORT**

None

CORRESPONDENCE

CORRESPONDENCE

None

UNFINISHED BUSINESS

UNFINISHED BUSINESS

None

COMMITTEE REPORTS

COMMITTEE REPORTS

Sports/Extra-Curricular Committee: Mr. Blair had no report.

Transportation Committee: Mr. Kumburis reported on the Committee's July 20, 2017 meeting which included the planning of bus routes for the 2017-2018 school year and the modification of an unused school bus for potential use by the band booster. Ms. Tedesco commented that after reviewing the matter with the insurance carrier that District drivers had to be assigned to the bus.

Policy Committee: Mr. Choffo reported on the Committee's July 18, 2017 meeting which discussed the following policies: ByLaw 0141, 0143, and 0166, Policy 5460, 8550, 5465, and 2624.

Personnel Committee: Mrs. Mayer reported on the Committee's July 18, 2017, which included discussion on elementary office aides, re-instatement of coordinator of external programs position, kindergarten sections at Knollwood and Rockaway school, scheduling availability on Genesis, month to month substitution.

Teaching & Learning Committee: Mrs. Mayer had no report.

Critical Issues Committee: Mr. Berrios had no report.

Buildings and Grounds: Mr. Cistaro reported on the Committee's July 20, 2017 meeting. Discussion included, review of Development on the District's Facebook, the need for an audit of the District's IT services to review, among other things, the security of confidential information, possible RFP development for an IT audit, District technology plan, job description revisions, and Phase 2 development of Strategic Plan.

Communications Committee: Mr. Cistaro had no report.

Parsippany-Troy Hills Board of Education
Minutes of the Regular Meeting of July 20, 2017

APPROVAL OF MINUTES

On a Motion by Mrs. Mayer, seconded by Mr. Blair, the Executive and Regular minutes of the June 20, 2017 meeting, were voted on as follows:

BOARD MEMBERS	AYE	NAY	ABSTAIN	RECUSE	ABSENT	RESOLUTION NUMBERS
Mr. Berrios	X					
Mr. Blair	X					
Mr. Cistaro	X					
Mrs. Cogan					X	
Mrs. Golderer		X				
Mr. Kumburis		X				
Mrs. Mayer	X					
Mr. Choffo	X					
Mr. Neglia	X					

Dr. Sargent thanked board members and district for welcoming her, she then presented Superintendent Bulletin Number 1.

Mrs. Robin C. Tedesco presented the Secretary's Report

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

Number 1

July 20, 2017

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

ITEMS FOR DISCUSSION

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

1. **Preseason Heat Acclimatization**

**PRESEASON HEAT
ACCLIMATIZATION**

BE IT RESOLVED that the Board of Education approve Parsippany-Troy Hills Preseason Heat Acclimatization Days to begin on August 1, 2017.

2. **Volunteer**

**VOLUNTEER
NHS**

BE IT RESOLVED that the Board approve Samuel Yang, PHHS Grade 12, as an NHS Volunteer to help with the American Education Exploration Chinese Exchange ESL Classes during the 2017 summer program.

3. **Comprehensive Equity Plan**

**COMP EQUITY A
PLAN**

BE IT RESOLVED that the Board approve the submittal of the Statement of Assurance for the continuation of the implementation of the CEP submitted by our district for 2016-2019 and approved on August 11, 2016 by the Executive County Superintendent.

4. **Thresholds for Board Awards**

**BOARD
AWARDS**

BE IT RESOLVED that the Board approve the thresholds for Board awards in accordance with regulations for the 2017-2018 school year.

STUDENTS

Plaques	\$40.00
Certificates	\$.50
Ring	\$150.00
Jefferson Cups (Top 25)	28.00
Other	\$70.00

FACULTY/STAFF

Coach of the Year	\$40 + engraving
Certificate Plaques	\$12.50
Distinguished Faculty Award Plaque	\$45 + engraving
Morris County Teacher Recognition	\$45
25-Year Recognition	\$54
Retirement Recognition	\$90.00

ADMINISTRATORS

Retirement Recognition	\$160.00
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BOARD MEMBERS

Student Liaison	\$65.00
Retirement Recognition	\$190.00

5. **Bilingual/ESL Three Year Program Plan 2017-2020**

**BILINGUAL/ESL B
2017-2020**

BE IT RESOLVED that the Board approve the Bilingual/ESL Three Year Program Plan for the 2017-2020 school years as per attached.

6. **Employment – Consultant – LeRoy Seitz, Ed.D.**

**EMPLOY C
CONSULT SVCS**

BE IT RESOLVED that the Board approve the employment of LeRoy Seitz, Ed.D, as a Consultant effective July 12, 2017 through November 30, 2017 at the rate of \$125.00/per hour, not to exceed \$7,500.00 as per the attached Agreement.

II. GA – GENERAL ADMINISTRATION – JONI BENOS

7. **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, 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
Barbara Sargent, Ed.D. Frank Neglia Andrew Choffo Tim Berrios George Blair Joe Cistaro Alison Cogan Susy Golderer Judy Mayer Nick Kumburis Joni Benos Robin Tedesco Lyanna Rios	NJSBA Conference	October 23-26, 2017	Atlantic City, NJ	\$750.00 ea
David Wolckenhauer	AP Summer Institute Chemistry	August 7-10, 2017	Middlesex County College	\$900.00
Corey Wegesa Merisa Rosa	NJPSA FEA Conference: Level One	July 31 – August 9, August 17	Monroe, NJ	\$400.00 ea

8. Field Trip Destinations

**FIELD TRIP
DESTINATIONS**

BE IT RESOLVED that the Board approve the list of potential Field Trip destinations for the 2017-2018 school year.

ABMA's Farm, Wyckoff, NJ	Meadowlands Environmental Center, Lyndhurst, NJ
Academic Decathlon, Albuquerque, NM	Meadowlands Expo Center, Secaucus, NJ
Academic Decathlon-National, Orange County, CA	Medieval Times, NJ
Academies at Englewood	Medieval Times, Hanover, MD
Academy of Natural Sciences, Philadelphia, PA	Melick's Town Farm
ACDA Eastern Division High School, Providence, RI	Mennen Arena
Acorn Hall	Mercer County Community College
African Burial Ground	Merry Heart of Boonton, NJ
All National Concert Choir, Salt Lake City, UT	Metropolis Studios, New York, NY
All State Choir, Atlantic City, NJ	Metropolitan Museum of Art, New York, NY
All State Women's Choir, East Brunswick, NJ	Metropolitan Opera
Allentown High School, Allentown NJ	Mi Bandera
Alstede Farms	Michael's Craft Store, Parsippany
American Masters Competition, Baltimore	Middlesex County College, Edison, NJ
America's Grows-a-Row Peaceful Valley Orchard, Pittstown, NJ	Mind, Body & Soul Food Pantry (Christian Life Church)
Anaheim Marriott, CA	Monmouth Museum
Anchor Golf Center, Whippany, NJ	Monsignor Donovan High School, Toms River, NJ
Anchorage, AL	Montclair Memorial Auditorium
Anthony Franco's, Parsippany, NJ	Montclair Museum of Art
Anthony & Sons Bakery, Denville, NJ	Montclair State University
Apple Blossom Parade/Smithsonian Institute @	Montville High School
Buca diBeppo/Illuminations Memorial Tour, Washington, DC	Morris County Correctional Facility
Apple Subway Tours, New York, NY	Morris County Courthouse
Barclays Center, Brooklyn, NY	Morris County School of Technology, Denville, NJ
Apollo Theater, New York, NY	Morris County Superior Court House
Arlington Caterers	Morris Habitat for Humanity, Randolph, NJ
Arlington Echo Outdoor Center, Millersville, MD	Morris Knolls High School
Asia Society Museum	Morris Museum Bickford Theater
Bagel City, Morris Plains, NJ	Morris Plains Train Station
Baldwin Oaks, Parsippany, NJ	Morristown Beard School, Morris Township, NJ
Bally's Hotel, Atlantic City, NJ	Morristown Community Theatre
Baroque Ornaments Museum, New York, NY	Morristown High School
Bayonne High School - Bayonne, NJ	Morristown National Historic Park – Jockey Hollow
Bergen Community College	Mountain Creek
Bergen County Academies, Hackensack, NJ	Mount Olive High School - Flanders, NJ
Bergen County Zoo	Mt. Allamuchy Scout Reservation, Stanhope, NJ
Berlind Theatre at McCarter Theatre Ctr, Princeton, NJ	Mt. Pleasant Animal Shelter, East Hanover, NJ
Bernard B. Jacobs Theatre, New York, NY	Mt. Tabor Country Club
Best Western, West Deptford, NJ	Mt. Tabor Fire Dept., Mt. Tabor, NJ
Birchwood Manor	Mt. Tabor Historical Village
BIZ Town, Edison, NJ	Mt. Tabor Library
Boardwalk Hall, Atlantic City, NJ	Mt. Tabor School
Body Worlds: Pulse, New York, NY	Museum of Early Trades & Crafts
Boonton Lanes, Boonton, NJ	Museum of Modern Art, New York, NY
Bordentown Regional HS, Bordentown, NJ	Museum of Natural History, New York, NY
Boriken Health Center, New York, NY	Music Festival, Short Hills, NJ
Boston "Peak Performance" Adjudication Festival	Mutter Museum (Careers in Medicine), Philadelphia, PA
Bridgewater-Raritan Middle School	Myrtle Beach Convention Center
Bridgewater-Raritan High School - Bridgewater, NJ	NAFME, East Brunswick, NJ
Broadhurst Theater	NAFME All Eastern Honors Choir, Providence, RI
	NASC/NASSP 2010 LEAD Conference, Arlington, VA/ Washington, DC
	NASC National, Rio Rancho, NM
	NASC Region 2, Livonia, NY

Bronx Zoo
 Brook Hollow Farm, Boonton, NJ
 Brookdale Ave. Elementary School
 Brookdale Community College
 Brooklawn Middle School
 Brookside Senior Center
 Buehler Challenger Science Center, Paramus, NJ
 Buena Regional HS, Buena, NJ
 Buffalo Wild Wings, Parsippany, NJ
 Bus tour Parsippany & Condit House
 Cablevision
 Café Capri
 Caldwell College, Caldwell, NJ
 Camden Aquarium (aka Adventure Aquarium)
 Camden, NJ
 Camden County College
 Canandaigua Academy, NY
 Care One
 Carousel of Learning, Parsippany, NJ
 Cecil's Jazz Club & Restaurant
 Centenary University, Hackettstown, NJ
 Central Middle School
 Center Grove HS, Center Grove, NJ
 Central Park of Morris, Morris Plains, NJ
 Century High School, Hillsboro, OR
 Cerbo's Greenhouse and Garden Center
 Chatham Fire Department, Chatham, NJ
 Chatham Post Office, Chatham, NJ
 Chatham High School
 Chelsea Piers, New York, NY
 Cherokee High School - Marlton, NJ
 Chubb Institute, Parsippany, NJ
 Circle Line, NY/NJ
 Citi Field, Flushing, NY
 Class Act, Lake Hiawatha & Fairfield, NJ
 Clearview Cinema 12, Parsippany
 Cleveland Marriot Downtown at Key Center, Cleveland, OH
 Clifton Boys & Girls Club, Clifton, NJ
 Clifton High School, Clifton, NJ
 Clifton Woodrow Wilson Middle School, Clifton, NJ
 College of New Jersey, Ewing, NJ
 College of St. Elizabeth Dolan Performance Hall
 Collingswood High School - Collingswood, NJ
 Colonia High School
 Columbia High School, Maplewood, NJ
 Condit House, Parsippany, NJ
 Columbus Day Parade, East Hanover, NJ
 Community Food Bank
 Community Theatre for Performing Arts
 Constitutional Walking Tour, Philadelphia, PA
 Convent Station Train Station
 Cooper Mill
 Cooperstown Hall of Fame
 County College of Morris
 County College of Morris-Planetarium
 Crayola Factory
 Crown Publishers/Random House
 Crowne Plaza Hotel, Cherry Hill, NJ
 Crystal City, Arlington VA
 Crystal Gateway Marriott Hotel, Arlington, VA
 Crystal Plaza, Livingston, NJ
 Cucina Calandra's, Fairfield, NJ
 NASC Region 2, Reston, VA
 NASC State Conference, Hunt Valley, MD
 Nancy Margolis Gallery, New York, NY
 National Battlefield Park
 National Cheerleading-Washington, DC/Fairfax, VA
 National Great Blacks Wax Museum, Baltimore, MD
 National Honors Chorus, Nashville, TN
 National Museum of Mathematics, New York, NY
 National Museum of the American Indian, New York, NY
 NEP Studio 33, New York, NY
 New Amsterdam Theater, New York, NY
 New Brunswick Hilton
 New England Conservatory, Boston, MA
 New Jersey State House
 New York Philharmonic, Avery Fisher Hall, New York, NY
 Newark Bears Ball Field
 Newark Academy, Livingston, NJ
 Newark Museum
 Newark Print Shop, Newark, NJ
 NJ All State Choir Convention, Atlantic City, NJ
 N.J. Audubon, Wildlife Sanctuary, Bernardsville, NJ
 N.J. Community Food Bank
 N.J. Convention Center, Edison, NJ-NJ Marine Sciences Bldg
 N.J. State Police Museum
 NJASC Leadership, Ewing, NJ
 N.J.I.T.
 NJPAC
 NJRG, Fairfield, NJ
 N.Y. Aquarium
 NY-CLS State Conference, Albany, NY
 NYC Holocaust Museum
 North Brunswick High School
 Northern Burlington County Regional HS, Columbus, NJ
 Northvail School
 Nutley High School - Nutley, NJ
 Oakcrest High School - Mays Landing, NJ
 Ocean City High School - Ocean City, NJ
 Ocean City Tabernacle
 Ocean Place Hotel, Long Branch, NJ
 Ocoee High School, Ocoee, FL
 Old Bridge High School, Matawan, NJ
 Omni Nashville Hotel, Nashville, TN
 Orchard Street, New York, NY
 Orlando Convention Center
 Orlando Hilton, FL
 Outdoor Center
 Outdoor Team Challenge, Stanhope, NJ
 Palace Theater, New York, NY
 PAL Building
 Palazzone 1960 Restaurant, Wayne, NJ
 Palisades Mall, West Nyack, NY
 Palmer House Hotel, Chicago, IL
 Palmyra High School, Palmyra, NJ
 Papermill Playhouse
 Parsippany Animal Shelter
 Parsippany Child Daycare Center
 Parsippany Fire Department, Parsippany, NJ
 Parsippany High School
 Parsippany Hills High School
 Parsippany Hilton, Parsippany, NJ
 Parsippany Police Station
 Parsippany Post Office
 Parsippany Public Library
 Parsippany Sanitary Sewer Utility, Parsippany, NJ

Daughter's of Israel Nursing Home, West Orange, NJ	Parsippany Senior Center
Dave and Busters, Palisades Center, West Nyack, NY	Parsippany Town Hall
DECA International Conference, Orlando, FL	PASC Student Council, Altoona, PA
DECA National Competition	Passaic County Community College, Paterson, N.J.
DECA Conference, Cherry Hill, NJ	Patriot Center, Fairfax, VA
Delaware Water Gap National Recreational Center, DE	Pax Amicus Theater
Delsea Regional High School - Franklinville, NJ	Petco
Denver Marriott Tech Center Hotel, Denver, Co	Peter Jay Sharp Theatre, Symphony Space New York, NY
Denville, NJ Train Station	Pfizer McNeil
DePaul Catholic HS, Wayne, NJ	Pfizer Pharmaceuticals
Denville Chamber of Commerce	Philadelphia Downtown Marriott, Philadelphia, PA
DeVry University in North Brunswick, NJ	Philadelphia Model UN, Philadelphia, PA
Dey Mansion, Wayne, NJ	Phillipsburg High School, Phillipsburg, NJ
DICAPO Opera Theater, NYC	Picatunny Arsenal, Dover, NJ
Disneyland, Anaheim, CA	Pier 6 Pavilion, Baltimore, MD
Disney World	Pine Forest Cheer Camp, Greely/Beach Lake, PA
Dodge Poetry Festival, Newark, NJ	Pines Manor
Dorney Park	Pinkerton Academy, Derry, NH
Double Tree, Crystal City, VA/Washington, DC/ Albuquerque, NM	Piscataway HS
Dover High School	Pizza Hut, Boonton, NJ
Drew University, Madison, NJ	Pompton Lakes High School, Pompton Lakes, NJ
East Brunswick Hilton	Port Authority of New York and New Jersey, Fort Lee, NJ
Eastlake School	Presentation Retreat & Conference Center, Los Gatos, CA
Edison Convention Center	Princeton Doubletree Hotel
Edwin B. Forsythe Wildlife Refuge, Brick, NJ	Princeton Model Congress, Washington, DC
Eisenhower Middle School, Succasunna, NJ	Princeton University, Princeton, NJ
Elizabethtown College, Elizabethtown, PA	Prudential Center, Newark, NJ
Ellis Island	Pyramid Mountain
Empire Diner	Queens Theatre, South Queens, NY
Essex County Court House, Newark, NJ	Rainbow Lakes Beach, Parsippany, NJ
Essex County Environmental Center, Roseland, NJ	Rainforest Café
Essex Golf	Ramapo College of NJ, Mahwah, NJ
Eva's Kitchen, Paterson, NJ	Ramapo High School, Franklin Lakes, NJ
Eyes of the Wild, Washington Twsp., NJ	Rancocas Valley Regional HS, Mount Holly, NJ
Fairfield Farms	Randall's Island Park, New York, NY
Fairleigh Dickinson University, Madison, NJ	Randolph High School, Randolph, NJ
Fairview Lake	Raritan Exhibit Hall
Fanwood High School	Raritan Valley Center-FBLA
Farmstead Estate Children's Petting Zoo	Raritan Valley Community College Planetarium, Branchburg, NJ
FBLA – East Brunswick, NJ	Renaissance Arlington Capital View Hotel, Arlington VA
FBLA – Chicago, IL	Riehl Golf Academy, Whippany, NJ
FBLA – Washington, DC	Repertorio Espanol
FCCLA State Competition, Cherry Hill, NJ	Richard Rogers Theater, New York, NY
FCCLA National Conf, Orlando, FL	Rider University, Lawrenceville, NJ
Federal Bank	Ridge High School
Field Station: Dinosaurs, Secaucus, NJ	Ridgefield High School, Ridgefield, NJ
Fiesta Banquet Hall, Wood-Ridge, NJ	Ringwood Manor, Ringwood, NJ
Foodtown, Lake Hiawatha, NJ	River Valley Ranch, Manchester, MD
Fosterfields, Morristown, NJ	Rizzo's Wildlife World, Flanders, NJ
Foxwoods Theatre, New York, NY	Rockaway Lanes
Franciscan Oaks, Denville, NJ	Rockaway Mall
Franciscan Oaks Assisted Living, Denville, NJ	Rockaway Meadow School
Franklin High School in Somerset, NJ	Rockaway AMC Theater
Franklin Institute	Rockefeller Center, New York, NY
Franklin Mineral Museum	Rocking Horse Ranch
Freedom Towers, New York, NY	Rosen Plaza Hotel, Orlando, FL
Frelinghuysen Arboretum	Roxbury High School
Funplex	Rutgers Model Congress
Gateway National Recreation Area, Sandy Hook, NJ	Rutgers University
	Samsung Office, Ridgefield Park, NJ
	Sand Shore Elementary, Budd Lake, NJ
	Sarita Mexican Restaurant
	Sayreville High School, Parlin, NJ

Gaylord Opryland Resort & Convention Center, Nashville, TN	Schaumburg Center for Research in Black Culture
Gershwin Theatre, New York, NY	Secaucus High School, Secaucus, NJ
Gettysburg Memorial Park, MD	Seton Hall University, South Orange, NJ
Giants Stadium	Shawnee High School, Medford, NJ
GlassRoots, Newark, NJ	Shea Center for Performing Arts, WPU, Wayne, NJ
Glen Rock High School, NJ	Shenandoah Music Festival, Winchester, VA
Gloucester County Institute of Technology	Sheraton Boston, Boston, MA
Gold's Gym, Greenbrook, NJ	Sheraton, Edison, NJ
Governor Livingston HS, Berkeley Heights, NJ	Sheraton Park Hotel, Anaheim, CA
Governor Mifflin High School, Shillington, PA	Sheraton Tara Hotel
Gran Café L'Aquila, Philadelphia, PA	ShopRite, Morristown, NJ
Grand Central Station, New York, NY	ShopRite, Parsippany, NJ
Grand Hyatt Hotel, San Antonio, TX	Shore Regional HS, West Long Branch, NJ
Great Swamp Education Center	Short Stories Community Book Hub, Madison, NJ
Green Meadow Farm, Hazlet, NJ	Six Flags at Great Adventure
Grounds for Sculpture Park, Hamilton, NJ	Ski Shawnee, PA
Guggenheim Museum	Somerset Patriots Baseball Stadium, Bridgewater Twp
Habitat Office, Hazel St/Willow St., Morristown, NJ	Somerville High School, Somerville, NJ
Habitat Office, Randolph, NJ	Sottocasa Restaurant, Brooklyn, NY
Halifax Area High School, Halifax, PA	South Brunswick HS, Monmouth Junction, NJ
Hamilton Farms	South Orange Performing Arts Center
Hamilton Grounds for Sculpture	South Street Seaport Exhibition Center
Hamilton High School West, Hamilton, NJ	South Street Seaport, New York, NY
Hanover Marriot, Whippany, NJ	Space Farms Zoo and Museum, Sussex, NJ
Hanover Park High School	Sparta High School, Sparta, NJ
Happiness is Camping, Blairstown, NJ	St. Barnabas Medical Center
Harrah's Resort Atlantic City, Atlantic City, NJ	St. Francis Community
Hayden Planetarium, New York, NY	St. Hubert's Animal Shelter
Healthy Italia Restaurant, Madison, NJ	St. James Theatre, New York, NY
Heaven Hill Farms, Vernon, NJ	St. Joseph's Church, New York, NY
Heldrich Hotel, New Brunswick, NJ	St. Thomas Episcopal Church
Hershey Park Music Festival	Stamford Marriott Hotel, Stamford, CT
Highlands Ranch HS, Highlands Ranch, CO	State Farm Corporate Headquarters
High Point Regional High School, Wantage, NJ	Staten Island Zoo
Hillside School, Montclair, NJ	Stephen A. Schwarzman Building, New York, NY
Hilton Anaheim, Anaheim, CA	Sterling Hill Mineral Mine & Museum
Hilton, Hartford, ACDA	Stewartsville Middle School, Stewartsville, NJ
Hilton Baltimore Hotel, Baltimore, MD	Stop and Shop, Morris Plains, NJ
Hilton Hawaiian, Waikiki Beach	Stryker Orthopedics, Mahwah, NJ
Hilton Hotel, New Brunswick, NJ	Summit High School
Hilton Garden Inn, Rockaway, NJ	Summit Middle School
Hilton Milwaukee City Center, Milwaukee, WI	Summit Post Office
Ho-Ho-Kus School, Paterson, NJ	Sun High Orchards
Holiday Inn, Cherry Hill, NJ	Sunrise Mountain HS, Las Vegas, NV
Holiday Inn, Edison, NJ	Sylvia's Restaurant
Holiday Inn, Parsippany, NJ	Tabor Pizza, Parsippany, NJ
Holiday Inn Express, Silver Springs, MD	Target
Holmdel HS, Holmdel, NJ	Tenafly Middle School, Tenafly, NJ
Holmdel Park	Tenement Museum, New York, NY
Holy Cross High School, Delran, NJ	TC Williams High School, Arlington, VA
Home Depot	The Breakers Historical Mansion
Horizon Blue Cross and Blue Shield Hqtrs., Newark, NJ	The College of New Jersey
Hotel Fullerton, Anaheim, CA	The Growing Stage Theatre
Hunt Valley Inn, Hunt Valley, MD	The Museum of Modern Art
Hunterdon Central High School	The Parsippany Museum, Baldwin Rd., Parsippany, NJ
Hyatt, Morristown, NJ	The Spa Restaurant
Hyatt, New Brunswick, NJ	The Smith Baldwin House, Parsippany, NJ
Hyatt, Washington DC	The Town Hall of Morris
Hyatt Regency, Chicago, IL	The Westin-FBLA, Atlanta, GA
Hyatt Regency Cleveland at the Arcade, Cleveland, OH	The Westin Charlotte, Charlotte, NC
	The Whitney Museum of American Art, New York, NY
	Thomas Edison National Historical Park, West Orange, NJ
	Titanic Exhibition, New York, NY
	Tourne Park, Denville, NJ

Hyatt Regency, Dallas, TX	Troy Hills Center
Hyatt Regency, Louisville, KY	Troy Hills School
Hyatt Regency, St. Louis, MO	Trumpet Jazz Club Restaurant, Montclair, NJ
Ida S. Baker High School, Cape Coral, FL	Turtleback Zoo
I-Hop, Parsippany, NJ	U.M.D.M.J.
Il Villaggio, Parsippany, NJ	U.S. Holocaust Museum
Imagine That Museum, Florham Park, NJ	U.S. Navy War College
Immaculata High School, Somerville, NJ	USS Ling Submarine, Hackensack, NJ
Imax Theater	USS New Jersey, Camden, NJ
Imperial Theater, New York, NY	Union City PAC, Union City, NJ
Independence Hall	Union College, Cranford, NJ
Indianapolis Marriott Downtown, IN	Union County Vo-Tech, Scotch Plains, NJ
Insectropolis, Toms River, NJ	Union High School, Union, NJ
Interfaith Food Pantry, Morristown, NJ	Union Square
Intervale Elementary School	United Nations, New York, NY
Intrepid Sea, Air and Space Museum, New York, NY	United Way of Morris County at the Ukrainian Cultural Club of New Jersey, Whippany, NJ
iPlay America, Freehold, NJ	Vail Cemetery, Parsippany, NJ
Iron Hills Conference Spring Competition	Valley Forge Convention Center
Jacob Javits Convention Center	Van Cortland Manor-Historic Hudson Valley, Hudson, NY
Jackson Memorial High School, Jackson, NJ	Vernon High School, Vernon, NJ
John P. Stevens High School, Edison, NJ	Verona High School, Verona, NJ
Jenkinson's Aquarium	Veterans Memorial Park, Parsippany
Jewish Community Center	Visual Arts Center of New Jersey
Jewish Heritage Museum, New York, NY	Walter Kerr Theater, New York, NY
Johnson & Johnson Medical Inc., Somerville, NJ	Waterloo Village, Stanhope, NJ
Junior States of America, Woodbridge, NJ	Washington, DC
Just Cheer All Star Gym, Fairfield NJ	Washington Township High School, Sewell, NJ
Justen's Leadership 2008 Conference	Wallkill Valley Regional High School, Hamburg, NJ
Kean University, Union, NJ	Watchung Hills Regional HS, Warren, NJ
Key Club Convention, Long Branch, NJ	Wayne Hills High School
The Kimmel Center for Performing Arts, Philadelphia, PA	Wendy's, Parsippany, NJ
Kinnelon High School, Kinnelon, NJ	West Essex Middle School
Knoll Country Club, Parsippany, NJ	Westfield High School, Westfield, NJ
Knollwood School	West Morris Central High School, Chester, NJ
Lake Compounce, Bristol, CT	West Orange High School, West Orange, NJ
Lake Hiawatha Post Office, Lake Hiawatha, NJ	West Point Military Academy
Lake Hiawatha Public Library	West Virginia Strawberry Festival, Buckhannon, WV
Lake Hiawatha School	West Windsor South High, Princeton, NJ
Lake Parsippany Firehouse	West Windsor-Plainsboro HS, Princeton Junction, NJ
Lake Parsippany Park	Whale Watching Expedition
Lake Parsippany School	Whippany Park High School, Whippany, NJ
Lake Rickabear Day Camp, Kinnelon, NJ	Wightman's Farm
Lakeland Hills Family YMCA, Mountain Lakes, NJ	Wildlife Center
Lakota Wolf Preserve	William Penn High School, New Castle, DE
Lancaster Evangelical Free Church, Litiz, PA	Willow Grove School
La Scoula Eatery, New York, NY	Windy Brow Farms
Lehigh University, Bethlehem, PA	Woodbridge Renaissance, Iselin, NJ
Lenape HS, Medford, NJ	Woodrow Wilson Middle School, Clifton, NJ
Lenni Lenape Park	World of Wings, Teaneck, NJ
Liberty Science Center	Wrestling, Atlantic City, NJ
Lincoln Center, New York, NY	Wyndham Worldwide, Parsippany, NJ
Lindeken Farms Pumpkin Patch	Yankee Stadium
Little Italy	Young Audiences Arts EdVenture, Verona, NJ
Little Lost Cemetery, Littleton Rd., Parsippany, NJ	Yukon High School, Yukon, OK
Littleton School	Yurcak Field @ Rutgers, Piscataway, NJ
Livingston Little Learners	YMCA Camp Bernie
Longhorn Steakhouse	Zeri's Inn, Mountain Lakes, NJ
Lower East Side Tenement Museum	
Lunt-Fontanne Theatre, New York, NY	
Macculloch Hall	
Madeline's Petit Paris Restaurant, Northvale, NJ	
Madison, WI	

Madison High School, Madison, NJ
Mahwah High School, Mahwah, NJ
Majestic Theater
Mana Contemporary, Jersey City, NJ
Manasquan Reservoir
Mara's Café and Bakery, Denville, NJ
Marlboro High School, Marlboro, NJ
Marlboro Memorial Middle School, Marlboro, NJ
Marriott Crystal Gateway Hotel, Arlington, VA
Marriott Marquis Hotel, Atlanta, GA
Marriott River Center, San Antonio, TX
McDonald's
Meadow Wood Manor, Randolph, NJ

III. AP – ACADEMIC PROGRAMMING – JEFF CHARNEY, ED.D.

9. **Curriculum Work – A/C #11.000.223.104.000.140**

CURR WORK

BE IT RESOLVED that the Board approve payment of the amounts indicated based on \$41.00/hour to the individuals named below for the development of the following curriculum revisions:

	Hours	Amount
French 1		
Jennifer Kralik	20	\$820.00
Donna Lee Donelan	20	\$820.00

10. **Curriculum Revisions – CHANGE**

CURR REV

BE IT RESOLVED that the Board approve payment of \$41.00/hour for the teachers listed below who will complete additional hours on curriculum revisions and should be compensated for their services.

From:

Dana Ahmuty	ENG883/885; LA Gr. 8 & Advanced LA Gr. 8	Thomas Curcio	CMS	8 hrs. X \$41.00/hr.	\$328.00
		Sarah Wills	BMS	8 hrs. X \$41.00/hr.	\$328.00
		Antonia Hernandez	BMS	4 hrs. X \$41.00/hr.	\$164.00
		Lisa Ramundo	CMS	4 hrs. X \$41.00/hr.	\$164.00
		Sarah Schwarz	CMS	4 hrs. X \$41.00/hr.	\$164.00

To:

Dana Ahmuty	ENG883/885; LA Gr. 8 & Advanced LA Gr. 8	Thomas Curcio	CMS	8 hrs. X \$41.00/hr.	\$328.00
		Sarah Wills	BMS	8 hrs. X \$41.00/hr.	\$328.00
		Antonia Hernandez	BMS	4 hrs. X \$41.00/hr.	\$164.00
		Marleen Gibson	BMS	4 hrs. X \$41.00/hr.	\$164.00
		Sarah Schwarz	CMS	4 hrs. X \$41.00/hr.	\$164.00

11. **Summer 2017 Technology Course Offerings**

TECH COURSES

BE IT RESOLVED that the Board approve payment of \$41.00/hour for the teachers named below who will prepare and deliver Summer Technology workshops as indicated below and should be compensated for their services.

Admin.	Description	Teachers	School	Hours/Pay	Total
Barry Haines	Teach Summer Courses	Heather Hattenrath	BMS	18 hrs X \$41.00	\$738.00
		Alison Franz	BMS	12 hrs X 41.00	\$492.00
		Christine Lupia-Fugere	LIT	10 hrs X \$41.00	\$410.00
		Karen Massa	PHHS	3 hrs X \$41.00	\$123.00
		Greg Dalakian	PHS	6 hrs X \$41.00	\$246.00
		Alexa Fazzini	BMS	4 hrs X \$41.00	\$164.00
		Joe Gillespie	CMS	12 hrs X \$41.00	\$492.00
		Brigid Mekita	CMS	12 hrs X \$41.00	\$492.00
				<u>TOTAL</u>	<u>\$2,419.00</u>

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

12. **Maternity Leaves of Absence**

**MATERNITY
LEAVE**

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

Employee #10633, Teacher at Northvail Elementary School, has requested an unpaid childcare leave of absence pursuant to the Family Leave Act from August 31, 2017 through November 23, 2017.

Employee #11411, Teacher at Lake Parsippany Elementary School, has requested a maternity leave of absence on or about October 25, 2017 through December 1, 2017 utilizing her accumulated sick leave. Pursuant to the Family Leave Act, she is also requesting an unpaid childcare leave of absence from December 4, 2017 through March 2, 2018.

Employee #30712, Teacher at Mt. Tabor Elementary School, has requested a maternity leave of absence on or about September 25, 2017 through November 21, 2017 utilizing her accumulated sick leave. Pursuant to the Family Leave Act, she is also requesting an unpaid childcare leave of absence from November 22, 2017 through February 16, 2018, and under the terms of the PTHEA Agreement an unpaid childcare leave of absence from February 20, 2018 through June 21, 2018.

Employee #31122, Teacher at Lake Hiawatha Elementary School, has requested a maternity leave of absence on or about September 25, 2017 through November 21, 2017 utilizing her accumulated sick leave. Pursuant to the Family Leave Act, she is also requesting an unpaid childcare leave of absence from November 22, 2017 through February 21, 2018.

13. **Resignations – PTHEA**

**RESIGN
PTHEA**

BE IT RESOLVED that the Board approve the resignation of Alexandra Asaro, Teacher at Parsippany Hills High School and Brooklawn Middle School, effective June 30, 2017.

BE IT RESOLVED that the Board approve the resignation of Tina Schwartz, Teacher at Intervale Elementary School, effective June 30, 2017.

14. **Summer American Education Exploration Program**

**AEEP
SMR PROGRAM**

BE IT RESOLVED that the Board approve George Clark and Lori Caruso for the position of ESL Teachers for the Chinese Students participating in the Summer of 2017 American Education Exploration Program during Wide World of Summer Camp at the rate of \$45.00 per hour effective July 17, 2017 through July 28, 2017.

15. **Retirement – PTHEA**

**RETIRE
PTHEA**

BE IT RESOLVED that the Board approve the resignation of Patricia Fehn, Teacher at Intervale Elementary School, for the purpose of retirement effective July 1, 2017.

BE IT RESOLVED that the Board approve the resignation of Joan Ablahani, Teacher at Knollwood and Lake Hiawatha Elementary Schools, for the purpose of retirement effective October 1, 2017.

16. **Resignation – Behavior Analyst**

**RESIGN
BEHAVIOR ANALYST**

BE IT RESOLVED that the Board approve the resignation of Heather Peltack, Behavior Analyst, effective June 30, 2017.

17. **Resignation – Noontime Aide**

**RESIGN
NOONTIME**

BE IT RESOLVED that the Board approve the resignation of Christine Giannetti, Noontime Aide at Knollwood Elementary School, effective June 22, 2017.

18. **Resignation – PTHESA**

**RESIGN
PTHESA**

BE IT RESOLVED that the Board approve the following resignations as indicated, effective June 22, 2017:

Karen Van Riper	One-to-One	Lake Parsippany
Grant Mayes	Instructional	Parsippany High
Kara Licastro	One-to-One	Rockaway Meadow

19. **PTHESA – Perfect Attendance**

PERFECT ATT

BE IT RESOLVED that the Board approve \$250 each for the Paraprofessionals named below who maintained perfect attendance from February 1, 2017 through June 22, 2017, in accordance with the PTHESA Agreement:

Scott Baird	Maritza Matti
Kathleen Berardo	George Mayes
Ellen Blafer	Christine Migliazza
Nancy Briscoe	Farkhanda Niaz
Steven Brock	Susan Ollo
Sayda Cagatay	Michelle Orr
Karen Delade	Mansi Pandya
Fraula Demarest	Nita Patel
Diane Egger	Neha Pathre

Ling En Foong	Daisy Randelia
Debra Ford	Anita Refolo-Laux
Lisa Gangala	Nahed Salem
Barbara Hackling	Pravina Sawant
Elizabeth Hardie	Pratiksha Shah
Jessica Iannetta	Meena Sivakumar
Grace Jae	Lora Sorresse
Bahaa Kandil	Stephanie Steere
Geeta Kanoor	Tatia Stettner
Joann Koeck	Janna Tolomieri
Shobha Komathchal	Stephani Tyrone
Nicole Korol	Jane Ullman
Jessica Leo	Karen Van Riper
Debra Lowenstein	Richard Ziemski
Kristin Maron	

20. **Major-Extra Responsibility Assignments – Student Activity Stipends**

STIPENDS

BE IT RESOLVED that the Board approve the individuals below who have completed their assignments for the areas indicated for the 2016-2017 school year:

Brooklawn Middle School

Kristen Cappuccino	Musical Accompanist	\$1,000.00
Matthew Wilkie	Chess Club	\$300.00

21. **Employment – Substitute Certified Athletic Trainer**

**SUB
TRAINER**

BE IT RESOLVED that the Board approve the employment of Giana Albruzzese as a substitute Certified Athletic Trainer for Parsippany High School and Parsippany Hills High School at the rate of \$110.00 per day for the 2017-2018 school year.

22. **Transfer of Assignment 2017-2018**

**TRANSFER OF
ASSIGN 17-18**

BE IT RESOLVED that the Board approve the individual named below who has been transferred/reassigned for the 2017-2018 school year:

Katherine Jobbins
From: Central Middle School – Science
To: Parsippany Hills High School – Biology

23. **Approval of Employment – Pending Completion**

**EMPLOY
CERTIF STAFF**

BE IT RESOLVED that the Board approve, upon the recommendation of the Superintendent, the appointment of the individual named below subject to the receipt of all required employment documents including but not limited to completion of criminal history background check, proof of certification and any other materials, and execution of the requisite contract of employment to be signed by the Board President; and in accordance with the provisions of the 2015-2018 Agreement between the Board of Education and the PTHEA.

Kelly Larkins

Degree:

Certification:

Experience:

Guide Placement:

Effective:

Assignment:

Instrumental Music Teacher

BA/Rutgers 2013

MA/ Temple 2015

Music

Teacher – 2 years

BA30, Step 3, \$56,985.00

August 31, 2017

Littleton Elementary School
(Replacement)

Jason Trawinski

Degree:

Certification:

Experience:

Guide Placement:

Effective:

Assignment:

Elementary Teacher – Grade 4

BA/Montclair 2009

MA/Montclair 2015

Elementary K-6

Long-term substitute Teacher – 6 months

BA30, Step 1, \$55,605.00

August 31, 2017

Rockaway Meadow Elementary School
(Replacement)

24. **Summer Employment – High School Athletic Coordinators**

**SMR ATHLETIC
COORDINATORS**

BE IT RESOLVED that the Board approve the employment of the following high school Athletic Coordinators who will be scheduled to work during the 2017 summer as follows:

Michael Cardell PHHS 10 days at the per diem rate of \$547.58

Michael DiBernard PHS 10 days at the per diem rate of \$382.08

25. **Videographers – Football Games**

VIDEO

BE IT RESOLVED that the Board approve the employment of the following staff as videographers for varsity football games at a fee of \$125.00 per game:

Brian Satch

Parsippany High School

Christopher Ramsden

Parsippany Hills High School

26. **Wide World of Summer – Custodian**

WWS CUSTODIAN

BE IT RESOLVED that the Board approve the employment of Raysa Herrera to work as custodian for the Wide World of Summer to be paid at the rate of \$14.38 per hour, effective July 21, 2017 through August 18, 2017.

27. **Mentoring – Assignment 1st Year**

MENTORING

BE IT RESOLVED that the Board approve the stipend of \$550.00 for the individuals named below who have completed the mentoring assignment with the first year teacher who participated in the Induction Year Process.

Provisional Teacher	Mentor	Portion of the Year	School
Olenka Acosta	Jacqueline Forte	Full Year	PHS/PHHS
Mayra Cabrera	Stacy Basile	Full Year	BMS
Kirsten Raschdorf	Kristin Cappuccino	Full Year	IN/NV
Francesca Weber	Karen Hunt	Full Year	BMS

28. **Transfer – Local 32**

**TRANSFER
LOCAL 32**

BE IT RESOLVED that the Board approve the transfer of the following individual effective July 21, 2017, with no change in salary:

Omar Serna

From: Lake Hiawatha To: Lake Parsippany

29. **Retirement – Bus Aide**

**RETIRE
BUS AIDE**

BE IT RESOLVED that the Board approve the resignation of Virginia Roberts, bus aide, for the purpose of retirement effective August 1, 2017.

30. **Change in Assignment/Contract – PTHESA**

**CHANGE
ASSIGN**

BE IT RESOLVED that the Board approve the following change in assignment, necessitating the change in contract, effective August 31, 2017:

Nazima Patankar – Mt. Tabor Elementary School

From: One-to-One Paraprofessional \$22,975.00

To: Instructional Paraprofessional \$30,454.00

31. **Resignation – Major-Extra Responsibility Assignment–2017-2018**

**RESIGN
COACH**

BE IT RESOLVED that the Board approve the resignation named below in major-extra coaching assignment for the 2017-2018 school year:

Parsippany High School

Grant Mayes Asst. Coach Football

32. **Appointment – Volunteer Extra-Curricular Athletic Aides**

**APPOINT VOL
EXTRA AIDES**

BE IT RESOLVED that the Board approve the appointment of the following individual as volunteer extra-curricular athletic aide in the area indicated for the 2017-2018 school year:

Parsippany High School
Grant Mayes Football

33. **Additional Work Days – Athletic Trainers**

**ADD'L DAYS
TRAINERS**

BE IT RESOLVED that the Board approve the following Athletic Trainers to work from August 10 – 14, 2017 to conduct Impact Concussion testing on student athletes:

Richard Sands PHS maximum of three (3) days at the per diem rate of \$505.94
Venita Carlo-Prudenti PHHS maximum of three (3) days at the per diem rate of \$550.08

34. **Employment – PTHESA**

**EMPLOY
PARA**

BE IT RESOLVED that the Board approve the individual named below who has been employed for the 2017-2018 school year as a Paraprofessional in the area indicated:

Rockaway Meadow Elementary School
Marie Ricca One-to-One \$21,435.00

35. **Employment – Doctors for Football Game Coverage**

**DOCTORS
FOOTBALL**

BE IT RESOLVED that the following doctors who will provide emergency medical services at Parsippany High and Parsippany Hills High School home football games at the rate of \$290 per game for the 2017-2018 season for the following reasons:

- a) Their fee structures are most advantageous to the Board, price and other factors considered.
- b) Experience, staff, and resources necessary to perform the services as demonstrated by their performance over a substantial period of time.
- c) Reputation and responsibility of professional contractor based upon performance with the Board.

These appointments are made without public bidding as determined by N.J.S.A. 18A:18-A5 inasmuch as it is a professional service, as therein defined:

Dr. H. Patrick Burns, Morris County Primary Care
Dr. David Epstein, Tri-County Orthopedics
Dr. Claudia Ginsburg, Tri-County Orthopedics

Dr. Ryan Lingor, Tri-County Orthopedics
Dr. William Gluckman, FastER Urgent Care.
Dr. Vivek Natarajan, Advocare The Orthopedic Center
Dr. Mark Rieger, Advocare The Orthopedic Center
Dr. Joshua Strassberg, Advocare The Orthopedic Center
Dr. David Lin, Advocare The Orthopedic Center
Dr. Tamir Bloom, Advocare The Orthopedic Center
Dr. Samara Friedman, Advocare The Orthopedic Center

36. **Employment – Equipment Operators**

**EMPLOY
EQUIP OPERATORS**

BE IT RESOLVED that the Board approve the employment of the following individuals as Equipment Operators for auditorium sound and light at Parsippany Hills High School for the 2017-2018 school year:

Students to be paid at the rate of \$8.44/hour:

Colin Aguesseau
Camilo Arias
Richard Laforteza
Parth Patel
Andrea Potesta
Jacob Simmons

Substitute Supervisor to be paid at \$35.00/hour:

Ryan Lau

37. **CORRECTIONS**

CORRECT

Lead Teachers 2017-2018

Parsippany Hills High - \$7,024

Language Arts

From: TBD

To: Karen Massa

Resignation – PTHEA

CHANGE:

From: resignation of Robert Sudol, Teacher at Parsippany Hills High School, effective June 30, 2017.

To: resignation of Robert Sudol, Teacher at Brooklawn Middle School, for the purpose of retirement, effective June 30, 2017.

Longevity-Chief of Staff/PIO 2017-2018

Joan Benos - Longevity

From: \$5,000.00 (L) To: \$6,000.00 (L)

Longevity-Director of Planning, Research and Evaluation – Assessment and Accountability 2017-2018

Nancy Gigante - Longevity
From: \$3,000.00 (L) To: \$4,000.00 (L)

Fall/Winter/Spring Coaching

Parsippany High School

ADD:

Wellness Room – Fall
Michael DiBernard - \$1,795.00

CHANGE:

Wellness Room – Winter/Spring
Michael DiBernard
From: \$1,760.00 To: \$1,795.00

Parsippany Hills High School

CHANGE:

Girls Soccer – Fall
From: TBD
To: Stephanie Andolino Step 1 \$6,995.00

Wellness Room – Winter

From: Karen Brzezinski
To: Melissa Olsen

Re-employment – Custodians, Maintenance, Bus Drivers-2017-2018

Todd Barna – Local 32-CM-Prob 3

From: \$32,771.00
To: \$33,561.00

Garrett Fulmore – Local 32-CM-Prob 1

From: \$30,222.00
To: \$30,980.00

Frank Montanez – Local 32-CM-Prob 1

From: \$28,764.00
To: \$29,522.00

Major Extra July 20 – (addtl)

Parsippany High School

Football

From: Grant Mayes
To: Steven Miller

Volleyball

From: TBD
To: Victoriano Lavin Step 1 \$6,038.00

V. **PS – PUPIL PERSONNEL SERVICES – ANTHONY GIORDANO**

38. **Out of District Tuition Students – 2017-2018 Corrections**

**OOD TUITION
CORRECTIONS**

BE IT RESOLVED that the Board approve the corrected tuition costs for students with disabilities who will require out-of-district special programs for the 2017-2018 school year, as indicated on the Special Education tuition roster below, originally approved on May 4, 2017, Bulletin No. 18, Item No. 36. The students have been classified by their Child Study Team in accordance with Title 18A:46.

<u>Out of District Tuition Roster 2017-2018 - Corrections</u>		
<u>Out of District Placement</u>	<u>Student No.</u>	<u>Total Tuition</u>
ARC Union County	41367	\$110,978
Institute for Educational Achievement	43404	\$114,868
Spectrum 360 Lower School	43634	\$73,250
	34192	\$73,250
	42842	\$103,120
Spectrum 360 Upper School	20487	\$72,212
	26893	\$72,212
	22089	\$72,212
	26307	\$72,212
Lamberts Mill Academy (Union County Educational Services Commission)	31127	\$53,170
Developmental Center for Children & Families (Limitless)	44038	\$5,425
	44461	\$7,675
	42888	\$5,425
Essex Valley School	40288	\$72,034
Lakeview School	43969	\$99,171

39. **Out-of-District Tuition 2016-2017**

OOD 16-17

BE IT RESOLVED that the Board approve the following tuition cost for a student with disabilities who required an out-of-district special program for the remainder of the 2016-2017 school year, as indicated below, for May and June 2017. The student has been classified by the Child Study Team in accordance with Title 18A:46.

<u>Student No.</u>	<u>School</u>	<u>Prorated Tuition</u>
31127	Lamberts Mill Academy	Not to exceed \$10,425.

40. **Morning Enrichment Program**

AM ENRICHMENT

BE IT RESOLVED that the Board approve the extension of the Morning Enrichment Program to June 8, 2017, four mornings per week, at the Knollwood, Lake Hiawatha, Lake Parsippany and Rockaway Meadow Schools, originally approved to end June 1, 2017, in the January 5, 2017, Bulletin, Item No. 11.

41. **Wide World of Summer-Additions**

WWS

BE IT RESOLVED that the Board approve Matthew Dalakian, counselor at the Wide World of Summer Program, to work an additional 80 hours at the rate of \$15 per hour, for a total of \$1,200, originally approved in the June 6, 2017 Read-Ins, Page 14, #28.

Counselors

Christopher Stein – 160 hours \$8.44/hour Total of \$1,350.14

Subject to the receipt of all required employment documents including but not limited to completion of criminal history background check, proof of certification, and any other required materials.

Nicole Berkman – 80 hours \$15.00/per hour \$1,200

42. **Related Service Providers – Correction**

RELATED SVC

BE IT RESOLVED that the Board approve the correction in rates for the Related Services Providers named below for the 2017-2018 school year, originally approved on June 6, 2017, Page #25, #42:

Maxim Healthcare	\$ 53.56	Per Hour for RN Services
	\$ 48.41	Per Hour for LPN Services
Epic Health Services	\$ 55.00	Per Hour for RN Services
	\$ 45.00	Per Hour for LPN Services
	\$ 60.00	Per Hour for Substitute Nurse Services
Strength For Change	\$120.00	Per Session for Group Counseling
	\$195.00	Per Session for Individual Counseling
	\$395.00	Per Session for Crisis or Substance Evaluation
Invo Healthcare	\$ 83.00	Per Hour for ABA Services
Bayada Nurses	\$ 54.50	Per Hour for RN Services
	\$ 44.50	Per Hour for LPN Services
	\$ 60.00	Per Hour for RN Substitute Nurse Services
	\$ 50.00	Per Hour for LPN Substitute Nurse Services

43. **Extended School Year – Change in Staff Positions – 2017**

EXTENDED SCHOOL

BE IT RESOLVED that the Board approve the change of the following staff on the Extended School Year list for 2017 from subs to extended day paraprofessionals, originally approved on June 20, 2017, Bulletin #21, Item #43, at the rate of \$16.95 per hour, for 4.5 hours:

D'Alessandro, Kathy

Grande, Annmarie
Lavalle, Aimee

BE IT RESOLVED that the Board approve the change in hours for Haleigh Sehart, preschool/social skills paraprofessional, from 3 hours to 4.5 hours, originally approved on June 20, 2017, Bulletin #21, Item #43, at the rate of \$16.95 per hour.

44. **Summer Work – Child Study Team**

SMR CST

BE IT RESOLVED that the Board approve Victoria Chomut, school social worker, to prepare an IEP and determine student placement for an out-of-district student, during the summer, not to exceed four hours, at her hourly rate of \$78.

45. **Harassment, Intimidation, and Bullying**

HIB

BE IT RESOLVED that the Board of Education affirms the Harassment, Intimidation, and Bullying (HIB) report for July 20, 2017.

Suspensions

SUSPENSIONS D

Eleven 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

46. **Payment of Bills**

PAYMENT OF BILLS

BE IT RESOLVED that the Board of Education approve the payment of current bills for June 30, 2017 for the 2016-2017 school year in the amount of \$6,205,668.30.

BE IT RESOLVED that the Board of Education approve the payment of current bills for July 20, 2017 for the 2017-2018 school year in the amount of \$2,359,259.80.

BE IT RESOLVED that the Board of Education approve the payment of current bills/outstanding warrants for school activities for the month of June 2017 school year in the amount of \$201,835.28.

47. **Transfer of Funds**

TRANSFER OF FUNDS E

BE IT RESOLVED that the Board of Education authorize the transfers in the 2016-2017 budget per detail of transfers report, June 1- 30 for the 2016-2017 school year, per state law.

48. **Secretary/Treasurer Report**

SECRETARY REPORT

BE IT RESOLVED that the Board of Education acknowledge and accept the report of the Board Secretary and Treasurer of School Monies for the period ending May 1-31, 2017.

Pursuant to N.J.A.C. 6:20-2:13(d), I certify that as of the end of May 2017 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 May 31, 2017 after review of the Secretary's monthly financial report for May 2017 (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.

49. **Student Accident Insurance** **STUDENT INSUR**

BE IT RESOLVED, that the Board of Education of Parsippany-Troy Hills approve the renewal of Bollinger, Inc. Student Accident Insurance coverage effective August 15, 2017 through August 14, 2018 at a cost not to exceed \$153,000.00.

50. **Northern Region Joint Transportation** **TRANS AGREEMENT F**

BE IT RESOLVED, that the Parsippany Troy-Hills Board of Education approve the 2017-2018 Joint Transportation Agreement with the Northern Region Educational Services Commission for transportation services for school related activities.

BE IT FURTHER RESOLVED, that the Board of Education approve the applicable rates to be charged for such transportation services as is attached.

51. **Washington Joint Transportation** **TRANS AGREEMENT G**

BE IT RESOLVED, that the Parsippany Troy-Hills Board of Education approve the 2017-2018 Joint Transportation Agreement with the Washington Township Board of Education for transportation services for school related activities.

BE IT FURTHER RESOLVED, that the Board of Education approve the applicable rates to be charged for such transportation services as is attached.

52. **2017 Clean Communities Slam Dunk the Junk Grant** **GRANT**

BE IT RESOLVED, that the Parsippany-Troy Hills Township Board of Education approves the application of the 2017 Clean Communities Slam Dunk the Junk Grant with the Morris County Municipal Utilities Authority and accepts the award of \$500.00 for Brooklawn Middle School and \$500.00 for Parsippany High School.

53. **Approved Service Contract Renewal** **CONTRACT RENEWAL**

WHEREAS, following a competitive bidding process the Parsippany-Troy Hills Board of Education approved the service contract with Jordan Transportation, Inc., 65 Route 46 East, Pine Brook, New Jersey 07058 to provide services to the district,

WHEREAS, due to the continued need for the services, the parties wish to extend the term of their agreement for a period of one (1) year as permitted under N.J.S.A. 18A:18A-42, thereby allowing for the continued provision of services with an increase of .30%, the current CPI increase, for the 2016-2017 school year.

WHEREAS, the Board finds, pursuant to N.J.S.A. 18A:18A-42, that the following vendor has provided the services under their contract with the Board in an effective and efficient manner;

NOW, THEREFORE, BE IT RESOLVED, that the Parsippany-Troy Hills Board of Education approves the renewal of the contract listed for the term July 1, 2017 through June 30, 2018.

54. **NJSIAA 2017-2018**

NJSIAA 2017-2018 H

WHEREAS, the Board of Education has been requested by the New Jersey State Interscholastic Athletic Association (Athletic Association) to adopt a membership resolution acknowledging membership of the Board of Education in the Athletic Association; and

WHEREAS, the Board of Education desires to continue its enrollment as a member of the Athletic Association, which is a non-profit association of public and parochial high schools of the State of New Jersey; and

WHEREAS, the Board of Education desires to continue to participate in approved interschool activities sponsored by the Athletic Association; and

WHEREAS, the Board of Education is charged with the obligation of making rules and regulations relating to the government and management of public schools located within the school district;

NOW, THEREFORE, be it RESOLVED as follows:

That the Board of Education hereby elects to continue in the Athletic Association for the 2017-2018 school year and hereby agrees to abide by the organization; provided that the same are consistent with the lawful obligations, powers and duties vested in the Board of Education as appropriate authority charged with the government management of public schools and school affairs of the Parsippany-Troy Hills School District.

55. **Repair & Service of Musical Instruments Bid**

**REPAIR/SV MUSICAL
INSTRUMENTS BID**

WHEREAS, pursuant to N.J.S.A. 18A:18A-1 *et. seq.*, the Board of Education advertised and solicited for bids for Repair and Service of Musical Instruments (Bid No: 2017/2018-1) for a two (2) year period beginning August 1, 2017 through July 30, 2019; and

WHEREAS, in accordance with that advertisement, two (2) bids were received and opened on Tuesday, July 11, 2017; and

WHEREAS, both of the bids received were responsive; and

Parsippany-Troy Hills Board of Education
Minutes of the Regular Meeting of July 20, 2017

WHEREAS, there are no material defects in The Music Shop's bid and, therefore, represents the lowest responsive and responsible bidder;

July 11, 2017 2:00 pm	Per Hour Labor Rate
The Music Shop, Boonton, NJ	\$54.95
K&S Music, Berkeley Heights, NJ	\$59.95

NOW, THEREFORE BE IT RESOLVED that the Board hereby awards a contract to The Music Shop, Boonton, NJ, upon the terms and conditions set forth in the bid which shall be incorporated into a written agreement; and

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

56. **Audio Visual Equipment Repair & Maintenance Bid** **AV REPAIR/MAINT BID**

WHEREAS, pursuant to N.J.S.A. 18A:18A-1 *et. seq.*, the Board of Education advertised and solicited for bids for Audio Visual Equipment Repair & Maintenance (Bid No: 2017/2018-2) for a two (2) year period beginning August 1, 2017 through July 30, 2019; and

WHEREAS, in accordance with that advertisement, two (2) bids were received and opened on Thursday, July 13, 2017; and

WHEREAS, both of the bids received were responsive; and

WHEREAS, there are no material defects in Twenty Four Seven Electrical Service's bid and, therefore, represents the lowest responsive and responsible bidder;

July 13, 2017 2:30 pm	Per Hour Labor Rate
Twenty Four Seven Electrical Service, Sussex, NJ	\$55.00
Coskey, North Brunswick, NJ	\$98.50

NOW, THEREFORE BE IT RESOLVED that the Board hereby awards a contract to Twenty Four Seven Electrical Service, Sussex, NJ, upon the terms and conditions set forth in the bid which shall be incorporated into a written agreement; and

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

Number 1 ADDENDUM

July 20, 2017

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

57. **Curriculum Revisions – CHANGE**

**CURR REV
CHANGE**

BE IT RESOLVED that the Board approve payment of \$41.00/hour for the teachers listed below who will complete additional hours on curriculum revisions and should be compensated for their services.

From:

Supervisor	Description	Teachers	School	Hours/Pay	Total
Rachel Villanova	Physics	Michelle Perry	PHHS	10 hrs. X \$41.00/hr.	\$410.00
		Steve Gilgur	PHS	10 hrs. X \$41.00/hr.	\$410.00
	Honors Physics	Michelle Perry	PHHS	10 hrs. X \$41.00/hr.	\$410.00
		Steve Gilgur	PHS	10 hrs. X \$41.00/hr.	\$410.00
Vicky Santana	French 3/3 Honors	Sheila Steinberg	PHS	20 hrs. X \$41.00/hr.	\$820.00
		Michael Cassu	PHHS	20 hrs. X \$41.00/hr.	\$820.00
Vicky Santana	French 4/4 Honors	Sheila Steinberg	PHHS	20 hrs. X \$41.00/hr.	\$820.00
		Michael Cassu	PHHS	20 hrs. X \$41.00/hr.	\$820.00

To:

Supervisor	Description	Teachers	School	Hours/Pay	Total
Rachel Villanova	Physics	Michelle Perry	PHHS	10 hrs. X \$41.00/hr.	\$410.00
		Laurie Chowtavi	PHS	10 hrs. X \$41.00/hr.	\$410.00
	Honors Physics	Michelle Perry	PHHS	10 hrs. X \$41.00/hr.	\$410.00
		Laurie Chowtavi	PHS	10 hrs. X \$41.00/hr.	\$410.00
Vicky Santana	French 3/3 Honors	Michael Cassu	PHS	20 hrs. X \$41.00/hr.	\$820.00
	French 4/4 Honors	Sheila Steinberg PHHS	PHHS	20 hrs. X \$41.00/hr.	\$820.00

58. **Non-Public Nursing Aid**

NON-PUBLIC NURSING AID

BE IT RESOLVED, that the Board approve the entitlement from the State Department of Education for Non-Public Nursing aid in the amount of \$47,239.00 for the 2017-2018 school year.

59. **Non-Public Technology**

**NON-PUBLIC
TECHNOLOGY**

BE IT RESOLVED that the Board approve the entitlement from the State Department of Education for Non-Public Technology aid in the amount of \$18,019.00 for the 2017-2018 school year.

60. **Non-Public Textbook Aid**

**NON-PUBLIC
TEXTBOOK AID**

BE IT RESOLVED that the Board approve the entitlement from the State Department of Education for the Non-Public Textbook Aid in the amount of \$26,677.00 for the 2017-2018 school year.

61. **Non-Public Security Aid**

**NON-PUBLIC
SECURITY AID**

BE IT RESOLVED, that the Board approve the entitlement from the State Department of Education for Non-Public Security Aid in the amount of \$36,525.00 for the 2017-2018 school year.

62. **Additional State Aid**

**ADDITIONAL
STATE AID**

WHEREAS, the State of New Jersey Department of Education has allocated additional state aid funds to the Parsippany-Troy Hills Board of Education and pursuant to N.J.S.A. 18A:22-8.1 and N.J.A.C. 6A:23A-13.3(d) has granted approval for any district with an increase in state aid to transfer and appropriate this unbudgeted/under-budgeted revenue;

BE IT RESOLVED, that the Parsippany-Troy Hills Board of Education appropriate additional state aid funds in the amount of \$216,804 for the 2017-2018 school year as a mid-year budget adjustment;

FURTHER BE IT RESOLVED that the Parsippany-Troy Hills Board of Education use the additional state aid to fund salary needs including benefits, if needed, at the elementary schools and maintenance projects throughout the district.

63. **Employment – Behavior Analyst – Pending Completion**

**EMPLOY
BEHAVIOR ANALYST**

BE IT RESOLVED that the Board approve Kaitlyn Donovan as a Behavior Analyst for the 2017-2018 school year effective August 31, 2017 at the salary of \$60,135.00, subject to the receipt of all required employment documents including but not limited to completion of criminal history background check, proof of certification and any other materials, and execution of the requisite contract of employment to be signed by the Board President.

64. **Approval of Employment – Pending Completion**

**EMPLOY
CERTIF STAFF**

BE IT RESOLVED that the Board approve, upon the recommendation of the Superintendent, the appointment of the individuals named below subject to the receipt of all required employment documents including but not limited to completion of criminal history background check, proof of certification and any other materials, and execution of the requisite contract of employment to be signed by the Board President; and in accordance with the provisions of the 2015-2018 Agreement between the Board of Education and the PTHEA.

Cristina D’Ambola

Degree:

Certification:

Experience:

Guide Placement:

Effective:

Assignment:

Learning Disabilities Teacher Consultant

BA/College of St. Elizabeth 2002

MA/College of St. Elizabeth 2007/20011

Learning Disabilities Teacher Consultant

Teacher – 1 year

Special Education Teacher – 14 years

LDTC – 1 year

BA60, Step 10, \$74,878.00

August 31, 2017

Pupil Personnel Services
(Addition)

Stacey L. McKay

Degree:

Certification:

Experience:

Guide Placement:

Effective:

Assignment:

Teacher Multiply Disabled

BA/Kean 2017

Elementary Education K-6, Students w/Disabilities

Student Teacher

BA, Step 1, \$51,905.00

August 31, 2017

Parsippany Hills High School
(Replacement)

65. **Approval of Employment**

**EMPLOY
CERTIF STAFF**

BE IT RESOLVED that the Board approve the employment of the individuals named below, for the 2017-2018 school year and that a contract be issued in accordance with the provisions of the 2015-2018 Agreement between the Board of Education and the PTHEA.

Alexander Chauvette

Degree:

Certification:

Experience:

Guide Placement:

Effective:

Assignment:

Art Teacher 2.75/5

BA/Montclair State 2017

Art

Student Teacher

BA, Step 1, \$28,547.75 (2.75/5)

August 31, 2017

Brooklawn Middle School
(Addition)

<u>Katherine Zimny</u>	<u>Science Resource Teacher</u>
Degree:	BA/William Paterson Univ. 2017
Certification:	Elem. School w/Students w/Disabilities Science Gr 5-8
Experience:	Student Teacher Substitute Teacher – 4 months
Guide Placement:	BA, Step 1, \$51,905.00
Assignment:	Central Middle School (Replacement)

66. **Leave of Absence**

LOA

BE IT RESOLVED that the Board approve a medical leave of absence for Employee #10155, Maintenance Worker, effective August 1, 2017 through August 14, 2017 utilizing available vacation days (concurrent with FMLA leave).

67. **Employment – Acting Head Custodian**

**ACTING
HEAD CUSTODIAN**

BE IT RESOLVED that the Board approve the individual named below who worked as acting head custodian at Mt. Tabor Elementary School and is entitled to a prorated portion of the head custodian stipend of \$5,404 for a total of 78 days:

Edwin Canales Vargas

February 23, 2017 through March 1, 2017	(5 days)
March 3, 2017 through April 13, 2017	(30 days)
April 18, 2017 through May 4, 2017	(13 days)
May 8, 2017 through May 26, 2017	(15 days)
June 5, 2017 through June 21, 2017	(13 days)
June 28, 2017 through June 29, 2017	(2 days)

68. **Transfer of Assignment – PTHESA**

**TRANSFER
PTHESA**

BE IT RESOLVED that the Board approve the transfer of Joanne Koeck, Kindergarten Paraprofessional, from Rockaway Meadow Elementary School to Knollwood Elementary School for the 2017-2018 school year with no change in salary effective August 31, 2017.

69. **Gifts to the District**

**GIFTS TO
THE DISTRICT**

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

District

Shamim Elyas of Parsippany has donated Art prints/posters, all different sizes, to the school district.

70. **Job Descriptions**

JOB I
DESCRIPTIONS

BE IT RESOLVED that the Board approve the new or revised Job Descriptions for the following positions which have been reviewed by the Board Personnel Committee as appended.

- Manager of Technical Services – Revised
- Manager of Network Operations – Revised
- Secretary - Business Office – Revised
- Confidential Secretary – Business Office – Revised
- Purchasing Expeditor – Revised
- Receptionist – Revised
- Part-Time Office Aide – New
- Coordinator of External Programs

BE IT FURTHER RESOLVED, that the Board of Education approve the elimination of the title Office Aide – 5 Hour effective July 20, 2017.

71. **Board Policies**

BOARD
POLICIES

BE IT RESOLVED that the Board approve the following revised Board Policies/Guidelines and Procedures at this first of two readings.

- ByLaw 0141 – Board Member Number and Term – REVISED
- ByLaw 0143 – Board Member Election and Appointment – REVISED
- Policy 5460 – High School Graduation – REVISED
- Policy 8550 – Unpaid Meal Charges – REVISED

J
K
L
M

BE IT FURTHER RESOLVED, that the Board of Education approve the abolishment of Policy 5465 as the required provisions of this Policy have been updated and incorporated into Policy 5460.

72. **PTHESA Revised Salaries 2016-2017**

PTHESA REVISED
SALARIES **N**

BE IT RESOLVED that the Board approve the adjusted salaries of the paraprofessionals named on the attached list for the 2016-2017 school year based on the revised salary guides as per the June 20, 2017 Ratification Agreement between the Board of Education and the PTHESA.

73. **Correction – Salaries ESY**

BE IT RESOLVED that the Board approve the change in hourly salary as the per the Miscellaneous Salary rates approved on June 20, 2017 for the ESY Staff 2017 as follows, originally approved in Bulletin No. 21, PPS Item #43:

- Paraprofessionals: From \$16.95 to \$17.40
- Sub Paraprofessionals: From \$14.90 to \$15.00

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Manager of Technical Services

REPORTS TO: Assistant Superintendent for Business/Chief Finance and Operations Officer
Director of Technology

QUALIFICATIONS: Must have strong technology background and computer based “break-fix” issues with both PC and MAC platforms.
Must be self-motivated with the ability to work, and travel, independently within the district.

Must be able to communicate effectively both orally and in writing.
Must be familiar with database structures, and be able to create a variety of database reports.
Should have experience in a school setting.
Required criminal background check and proof of US citizenship or legal resident alien status

JOB GOALS: To manage the technical support and services for both administrative and instructional client computers, and both student and staff throughout the district in accordance with the technology goals of the district.

PERFORMANCE RESPONSIBILITIES:

- ~~1. Supervises district documentation such as: e-rate filings and reimbursements.~~
- ~~2. Monitor and manage budgetary accounts related to technology hardware, software, and all related services.~~
- ~~3. Evaluates support technicians and manages technical assistance throughout the 17 buildings.~~
4. 1. In collaboration with the site administrators, supervises building level technicians in order to mentor and model appropriate “break and fix” skills and mentoring “just-in-time” training in order to ensure efficiency with site-based techs.
- ~~5. In collaboration with the Coordinating Supervisor of Educational Technology, the Manager of Information Systems, the Manager of Network Operations, advise the Assistant Superintendent/Chief Academic Officer and the Assistant Superintendent for Business/Chief Finance and Operations Officer with regard to budgetary needs for the maintenance, upgrade, and expansion of hardware and software supporting instructional programs and information systems.~~
- ~~6.~~ 2. Manages maintenance and upgrades to existing client computers district-wide.
- ~~7.~~ 3. Manages and supervises a district-wide “help-desk” solution to handle client computer needs.
- ~~8.~~ 4. Works cooperatively with others and accepts direction from supervisors.
- ~~9.~~ 5. Demonstrates and presents workshops in installing, troubleshooting, and upgrading hardware and software, for site-based technicians to support both administrative and instructional users.
- ~~10.~~ 6. Provides assistance to site-based technicians in troubleshooting hardware, software and network problems on a variety of platforms, including PCs, and MACs.

- ~~11.~~ 7. Mentors and manages site-based technical support in order to setup and support a “help-desk” infrastructure district-wide.
- ~~12.~~ 8. Interfaces with and provides hardware/software support for instructional and administrative users.
- ~~13.~~ 9. Manages a district-wide inventory system: working with vendors, pricing and purchasing, inventorying, and distributing computer supplies in an equitable and appropriate manner.
- ~~14.~~ 10. Arranges for proper maintenance of district computer hardware and software.
- ~~15.~~ 11. Assists in maintaining administrative databases, including, but not limited to, voicemail system, Sharepoint and other educational databases.
- ~~16.~~ 12. Manages the repair of client hardware with vendors (e.g.: DELL, APPLE) as appropriate.
- ~~17.~~ 13. Arranges for the disposal of obsolete computer hardware.
- ~~18.~~ 14. Oversees the installation of new computer hardware and district-approved software.
- ~~19.~~ 15. Provides hardware, software, and database recommendations and assistance to the Manager of Information Systems and the **Director of Technology** ~~Coordinating Supervisor of Educational Technology~~, as needed.
- ~~20.~~ 16. Participates in professional development and technical training as necessary to maintain and upgrade skills.
- ~~21.~~ 17. Perform such other duties that may be assigned.

Adopted: 4/5/07

Approved: 5/12/09

Revised:9/24/09

Revised:7/24/14

Revised:_____

JD/Computer Services

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

- TITLE:** Manager of Network Operations
- REPORTS TO:** ~~Assistant Superintendent for Business/Chief Finance and Operations Officer~~
DIRECTOR OF TECHNOLOGY
- QUALIFICATIONS:** Minimum of five years experience working with networked systems
Certifications that support servers and virtualization technologies such as: MCITP, and/or VCA-DCV MCP, MCSE, CCNA and/or CCNE
Expertise in the deployment of wired and wireless network technologies.
Expertise in current educational technology and software systems
Effective communication skills
Required criminal background check and proof of US citizenship or legal resident alien status
- JOB GOAL:** This is a staff position within the Technology Services and Solutions department accountable for planning, managing, and supporting, high-speed reliable networking operation systems and supporting client computers in a collaborative management environment on the district network.
- PERFORMANCE RESPONSIBILITIES:**
1. Coordinates, supervises, plans, manages and makes recommendations for network connectivity through the Internet Service provider-network maintenance, expansion, storage capacity, and utilization of new networking technologies-such as Virtual clients and servers-to improve the instructional and administrative programs.
 - ~~2. In collaboration with the Coordinating Supervisor of Educational Technology, the Manager of Information Systems, the Manager of Technical Support, advise the Director of Curriculum and Instruction and Business Administrator with regard to budgetary needs for the maintenance, upgrade, and expansion of PTHSD student, staff, administrative instructional and administrative informational systems hardware and software.~~
 - ~~3.~~ 2. Supervises district documentation such as: e-rate filings and reimbursements.
 - ~~4.~~ 3. Develops, coordinates, and manages the information support, including assessing district's technology needs, implementing program services, and monitoring and evaluating service delivery.
 - ~~5. Monitor and manage budgetary accounts related to technology hardware, software, and all related services.~~
 - ~~6.~~ 4. Plans, manages, and supports a growing wired and wireless network infrastructure leveraging cloud technologies including (but not limited to) Meraki and Google Apps, and technology on premises including (but not limited to) Active Directory, Web Content Filter, Malware Virus Filtering, NetApp SAN, VMware ESXi, VMware View, Cisco UCS, Cisco Switches, Cisco Firewall, Extreme Switches, RADIUS and 802.1x authentication system, and a variety of application software.
 7. 5. Works cooperatively with others and accepts direction from supervisors.

- 8- 6. Works collaboratively with district-level service technicians in a team environment to implement, maintain, install, and repair computers, network hardware, and cabling.
- 9. 7. Plans district initiatives such as (but not limited to): new building wired and wireless networks, migration to newer servers as needed, wireless LAN deployment, upgrades to network infrastructure and new security and content filtering systems.
- 10. 8. Supervises the District Network Administrator
- 11. 9. Plans, procures, and manages all network hardware, including diagnostic services, upgrading, and customizing WAN and LAN networks to meet the need of individual schools as well as the district network.
- 12. 10. In collaboration the Manager of Technical Support, supports site level techs and identifies trainings needed to trouble-shoot network related issues.
- 13. 11. Supports the Manager of Information Systems in establishing and maintaining web-based information and communication regarding in-district and out-of-district access to student information and teacher folders.
- 14. 12. Manage telephone, Internet, and private fiber network services.
- 15. 13. Assists in installation, problem-solving, and repair of networked hardware and software.
- 16. 14. Serves as a member of the District Technology Committee.
- 17. 15. Maintains awareness of emerging network technologies.
- 18. 16. Assists in the development and implementation of the long-range technology plan.
- 19. 17. Communicates with vendors and outside contractors as needed.
- 20. 18. Manages a central monitoring and notification system to communicate network issues.
- 21. 19. Performs such other duties that may be assigned

Adopted: 4/05/07
Approved: 5/12/09
Revised: 9/24/09
Revised: 7/24/14
Revised:

JD/Computer Services

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: ~~Administrative Support Specialist~~—**Secretary – Business Office**

REPORTS TO: Assistant Business Administrator

JOB GOAL: To assist with the operations of the Business Office

QUALIFICATIONS: High School Graduate
Thorough familiarity with key computer programs including Word, Excel, Access, **and Systems 3000.**
Excellent clerical and organizational skills
Strong interpersonal skills with demonstrated ability to effectively communicate with staff and community members.
Demonstrated ability to multitask, work as a self-starter, produce high quality outcomes, and learn new skills and work effectively under pressure
Required Criminal History Check and proof of U.S. citizenship or resident alien status of the persons

PERFORMANCE RESPONSIBILITIES

1. Process district wide cultural arts requests.
2. Review and coordinate use of district field applications and permits.
3. Process outside and weekly billings for use of facilities.
4. Process Use of Facility applications.
5. Maintain Board Office petty cash disbursements.
6. Input purchase orders and enter budget line items.
7. Assists the Assistant Business Administrator and other duties as directed by the ~~Assistant Superintendent for Business/CFO.~~ **Business Administrator**
8. Coding Cash receipts and set-up of purchase cards for the facility and Home Economics Program.
9. Review and approval of district lunch applications and coordinate approvals with School Nurses and food service vendor.
10. Processing of Food Service vendor deposits and parent deposits.

11. Process all refund cash receipts for the district.
12. ~~Account for all district scholarship programs.~~
13. ~~Sort mail.~~
14. 12. Data entry.
15. ~~Update employee status with vendors.~~
16. ~~Coordinating Bulletin updates.~~
17. 13. ~~Filing.~~ Performs other duties as assigned for the efficient operation of the Business Office.

Date Adopted: _____
Date Revised:

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

JOB TITLE: Confidential Secretary – Assistant Business Administrator – Business Office

QUALIFICATIONS:

1. High School graduate
2. Thorough familiarity with key computer programs including Word, Excel, Access **and Systems 3000**
3. Excellent clerical and organizational skills
4. Strong interpersonal skills with demonstrated ability to effectively communicate with staff and community members.
5. Demonstrated ability to multitask, work as a self-starter, produce high quality outcomes, learn new skills and work effectively under pressure
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: ~~Assistant~~-Business Administrator

JOB GOALS: Perform secretarial duties entailing a high degree of confidentiality and responsibility, in addition to routine work necessary for the smooth and efficient operation of the Business Office.

PRIMARY RESPONSIBILITIES:

- ~~1. Assist with preparation of budget materials, includes preparing all text and Excel spreadsheets for object budget book and notebooks for Board members.~~
- ~~2. Assists in the preparation of budget books and assists in the budget development/presentation process.~~
- ~~3. Assist with Preparing Board meeting agendas and related materials.~~
- ~~4. Assist the Assistant Business Administrator in the completion of the audit.~~
- ~~5. 1. Process district wide health benefit enrollment information. Maintain all changes to employee benefit coverage. Maintain benefit files and confidentiality of all records and information.~~
- ~~6. 2. Process COBRA (Consolidated Omnibus Budget Reconciliation Act) notification for employee's leaving the Parsippany-Troy Hills School District.~~
- ~~7. Assist with confidential Worker's Compensation Insurance Claims.~~
- ~~8. 3. Accurately complete, process and file Worker's Compensation reports~~
- ~~9. Performs secretarial duties; including, but not limited to entering purchase orders, photocopying, filing, ordering supplies, compiling reports, telephone, appointments, mail and correspondence, while maintaining confidentiality of sensitive information.~~
- ~~10. Communicates effectively with the members of the Board of Education.~~
- ~~11. 4. Process and maintain 1095 file for ACA (Affordable Care Act).~~
- ~~12. 5. Process and maintain all district health waiver/opt out paperwork~~
- ~~13. 6. Process and maintain all district Source4Teachers data and invoicing.~~
- ~~14. 7. Performs other duties as assigned for the efficient operation of the Business Office.~~

Approved: 7/24/14

Revised:

JD/Central Office

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Purchasing Expeditor

REPORTS TO: Business Administrator/Assistant to the Business Administrator

QUALIFICATIONS:

1. High School diploma or equivalent training
2. Minimum experience as determined by the Board of Education
3. Pleasant demeanor and strong interpersonal skills
4. Strong organizational skills
5. Excellent working knowledge of the CrossPointe Systems 3000 finance system and Microsoft Office applications
6. Ability to multi-task
7. Excellent telephone skills and ability to communicate effectively
8. Maintains confidentiality as required and appropriate
9. Knowledge of automated office equipment and efficient office procedures
10. Required criminal background check and proof of US citizenship or resident alien status.

JOB GOAL: To carry out all aspects of the purchasing function of the district in a systematic and efficient manner.

PERFORMANCE RESPONSIBILITIES:

- ~~1. Accurately process invoices for payment at Board of Education meetings.~~
 - ~~2.~~ 1. Process all payments for utilities and other district systems such as photo copiers, postage meters and other equipment and maintains spreadsheets on each for tracking purposes.
 - ~~3. Prepare purchase orders for all construction and capital projects; organize and maintain files for projects.~~
 - ~~4.~~ 2. Prepare and distribute Board of Education notices.
 - ~~5.~~ 3. Maintain vendor records including all required specifications.
 - ~~6. Maintain an accurate filing system of purchase orders and paid invoices.~~
 - ~~7.~~ 4. Assist district staff with purchasing of supplies, equipment and furniture.
 - ~~8.~~ 5. Handle and organize general office work.
-

- ~~9.~~ 6. Assist district staff with inquiries and problems for vendor numbers.
- ~~10.~~ 7. Maintain logs for reimbursement and distribute uniform orders for Local 32.
- ~~11.~~ 8. Maintain inventory and order paper/envelopes for district; supplies for CEC; and district furniture as assigned by Business Administrator.
- ~~12.~~ 9. Responsible for maintenance of Records Retention Room including accurate organization of all files.
- ~~13.~~ 10. Receive and organize files from all locations throughout district.
- ~~14.~~ 11. Process microfilming of student and employee records.
- ~~15.~~ 12. Accurately follow proper procedures for destruction of district records as required by New Jersey statutes.
- ~~16.~~ 13. Follow proper procedures for Shredding documents as needed.
- ~~17.~~ 14. Perform such other duties as may be assigned.

Approved: 5/12/09

Revised:

Legal References:

JD/Central Office 09

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Receptionist

REPORTS TO: ~~Business Administrator/Assistant Business Administrator~~
Chief of Staff/Public Information Officer

QUALIFICATIONS:

1. High school diploma or equivalent training
2. Minimum experience as determined by the Board of Education
3. Maintains pleasant demeanor and has strong interpersonal skills
4. Knowledge of automated office equipment, and efficient office procedures
5. Excellent telephone skills and ability to communicate effectively
6. Ability to multi-task
7. Has good working knowledge of computers and Microsoft office applications
8. Maintains confidentiality as required and appropriate
9. Required criminal background check and proof of U.S. citizenship or resident alien status

JOB GOAL: To answer and direct incoming calls and visitors to appropriate individuals; to take and forward messages as necessary; and be responsible for routine clerical and record keeping functions

PERFORMANCE RESPONSIBILITIES:

1. Maintain front desk in a professional and pleasant manner
2. Oversee and greet visitor entry to the central office and maintain sign-in log
3. Answer central office switchboard in a professional and pleasant manner and properly transfer calls
4. Photocopy and distribute Use of Facility Applications
5. ~~Accurately complete, process and file Worker's Compensation reports~~
6. Organize vouchers and invoices for bookkeeping department
7. File Pupil Accident Reports
8. File School Fire Drill Reports
9. Perform such other duties as may be assigned

Approved: 5/12/09
Revised:

JD/Central Office 09

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS
JOB DESCRIPTION

TITLE: Coordinator of External Programs (PACE)
REPORTS TO: ~~Assistant Superintendent for Business/Chief Financial Officer~~
Business Administrator
JOB GOAL: To provide leadership to the Parsippany Adult and Community Education Program and the Safe Kids in Parsippany Program
QUALIFICATIONS: Strong organizational ability
(Non-certificated) Knowledge of Community Education Programs
Ability to develop and maintain program budget
Ability to interface with members of the community to generate program ideas
Required criminal background check and proof of US citizenship or legal resident alien status

PERFORMANCE RESPONSIBILITIES:

1. Program design, budget preparation, recruitment of staff and recommendation of candidates for hire in the Parsippany Adult and Community Education and Safe Kids in Parsippany Programs.
2. Create and maintain all schedules.
3. ~~Meet regularly with the PACE Advisory Committee.~~
4. Coordinate public relations program including the creation of fall and spring brochures and program announcements.
5. Prepare statistical reports for the Board of Education ~~and the PACE Advisory Committee.~~
6. Prepare and disseminate all publicity for adult education programs.
7. Direct the activities of aides and community education program providers.
8. Coordinate the summer day camp program.
9. Provide input to the ~~Assistant Superintendent for Business/Chief Financial Officer~~ **Business Administrator** for the evaluation of all staff.
10. Coordinate building use with the business office and the building principals.
11. Research and apply for grant funding appropriate for community education programs.
12. Perform any other additional duties that may be assigned.

Approved: 8/18/05
Approved: 5/12/09
Revised: 9/24/09
Revised: 7/24/14
Revised:

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Part-Time Office Aide

REPORTS TO: Principal

QUALIFICATIONS:

1. High School Diploma
2. Collegial/collaborative interactive style
3. Ability to relate well to students and parents
4. Ability to conduct oneself with professionalism
5. Able to maintain confidentiality
6. Required criminal background check and proof of U.S. citizenship or resident alien status

To assist the office staff and principal with clerical tasks, coordinate the School Breakfast and Lunch program, and assist certified staff with the supervision of children during lunch and recess.

PERFORMANCE RESPONSIBILITIES:

1. Assist with the school's daily operations including in the main office and other assigned locations.
2. Provide coverage for the main office during breaks and other absences of main office staff.
3. Assist with the coordination and supervision of the school lunch and/or breakfast program.
4. Assists with bus duties and arrival/dismissal procedures.
5. Assist in greeting and screening visitors to the school or office.
6. Assist the Media Specialist to ensure the efficient operation of the Media Center.
7. Assist certified staff with the supervision of students during lunch in the classroom and/or multi-purpose room and while at play on the playground to ensure a safe school environment.
8. Ensure that all students adhere to proper rules of conduct as determined by the administration.
9. Ensure that appropriate safety standards in the classroom, the multi-purpose room and on the playground are adhered to by all students.
10. Report infractions of the rules to the classroom teacher or building principal.
11. Report all accidents to the nurse immediately and inform the classroom teacher as soon as practical.
12. Direct the movement of groups of students to and from the multi-purpose room and the playground.
13. Communicate any special needs of individual students to the teacher.
14. Perform such other duties as may be assigned.

Adopted:
JD/School Building Personnel

NEW BUSINESS

NEW BUSINESS

Mr. Cistaro discussed the District’s need for an updated IT Audit as, the last time one was done was seven years ago. Mr. Cistaro, commented that the audit is necessary to ensure that the system(s) the District presently utilizes currently is appropriate and secure.

Mr. Cistaro moved, and Mrs. Golderer seconded, a motion that the Board engage a firm or individual to perform the IT audit, at a cost not to exceed \$25, 000.00 and that the Board initiate the RFP process to obtain proposals and cost quotes from qualified firms or individuals.

The motion was voted on as follow:

BOARD MEMBERS	AYE	NAY	ABSTAIN	RECUSE	ABSENT	RESOLUTION NUMBERS
Mr. Berrios	X					
Mr. Blair	X					
Mr. Cistaro	X					
Mrs. Cogan					X	
Mrs. Golderer	X					
Mr. Kumburis	X					
Mrs. Mayer	X					
Mr. Choffo	X					
Mr. Neglia	X					

Mr. Choffo commented that there is no fee associated with putting together an RFP.

HEARING OF PUBLIC

HEARING OF PUBLIC

Joe Kyle- Commented on the elimination of the Reading and Writing Program. He also commented on how policy changes should be made and how teacher involvement should be considered.

Brendon Shaughnessy – Commented on an easement on his property with regards to a fence, he requested to have the easement returned to him so that he can maintain the property.

Closing of Public Session.

**ROLL CALL: SUPERINTENDENT’S BULLETIN #1
AND SECRETARY’S REPORT**

**ROLL CALL
VOTES**

On a motion by Mr. Berrios seconded by Mr. Kumburis, Superintendent’s Bulletin Number 1 was voted on as follows:

BOARD MEMBERS	AYE	NAY	ABSTAIN	RECUSE	ABSENT	RESOLUTION NUMBERS
Mr. Berrios	X					
Mr. Blair	X					
Mr. Cistaro	X					
Mrs. Cogan					X	
Mrs. Golderer	X					
Mr. Kumburis	X					
Mrs. Mayer	X					
Mr. Choffo	X			X		R- 19, 30, 34, 68 and 72
Mr. Neglia	X					

ADJOURN

ADJOURN

There being no further business, the public meeting adjourned at 7:37 pm on a motion by Mrs. Mayer seconded by Mr. Choffo and voted on as follow:

BOARD MEMBERS	AYE	NAY	ABSTAIN	RECUSE	ABSENT	RESOLUTION NUMBERS
Mr. Berrios	X					
Mr. Blair	X					
Mr. Cistaro	X					
Mrs. Cogan					X	
Mrs. Golderer	X					
Mrs. Kumburis	X					
Mrs. Mayer	X					
Mr. Choffo	X					
Mr. Neglia	X					

Respectfully submitted,



Lyanna Rios
Assistant Board Secretary

**FOR ALL APPENDICES AND EXHIBIT ATTACHMENTS
AFOREMENTIONED IN THESE MINUTES, PLEASE REFER TO
THE SUPERINTENDENT’S BULLETIN # 1
INCLUSIVE OF THE SECRETARY REPORT
INITIALLY RECEIVED IN THE BOARD PACKET
AND NOW POSTED AT THE DISTRICT WEBSITE**

