

**PARSIPPANY-TROY HILLS  
BOARD OF EDUCATION  
REGULAR MEETING OF  
Thursday, February 16, 2017**

The Parsippany-Troy Hills Board of Education held its Regular Meeting on Thursday, February 16, 2017 at Dr. Frank A. Calabria Education Center, 292 Parsippany Road, Parsippany, NJ 07054.

**CALL TO ORDER**

**CALL TO ORDER**

President Neglia called the meeting to order at 6:37 pm.

**MEETING NOTICE**

**MEETING NOTICE**

President 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 as a rescheduled meeting for February 16, 2017. This is an official meeting.

**FIRE NOTICE**

**FIRE NOTICE**

The Fire Notice was read by President Neglia.

**ROLL CALL**

**ROLL CALL**

Present:                   Mr. George Blair  
                              Mr. Joseph Cistaro  
                              Mr. Nicholas Kumburis  
                              Mrs. Judy Mayer  
                              Mr. Frank Neglia

Also Present:            Dr. LeRoy Seitz, Interim Superintendent  
                              Mrs. Robin C. Tedesco, Business Administrator/Board Secretary  
                              Mr. Anthony Giordano, Director of Pupil Personnel Services  
                              Dr. Robert Sutter, Asst. Superintendent- Human Resources  
                              Ms. Lyanna Rios, Assistant Business Administrator  
                              Mrs. Joan Benos, Chief of Staff/Public Information Officer  
                              Mrs. Katherine Gilfillan, Esq., Board Attorney

Absent and Excused:  Mr. Timothy Berrios  
                              Mrs. Alison Cogan  
                              Mrs. Susy Golderer  
                              Mr. Andrew Choffo  
                              Dr. Jeffrey Charney, Int. Asst. Supt./Chief Academic Officer

**ADJOURN TO EXECUTIVE SESSION**

**ADJOURN TO  
EXEC SESSION**

At 6:37 p.m. a motion was made by Mrs. Mayer seconded by Mr. Cistaro and was unanimously approved by roll call vote to adjourn to closed session for the purpose of a personnel matters, HIB's and legal update.

1. This public meeting is hereby recessed into a private session where the public shall be excluded for the purpose of discussion and consideration of the following: HIBs, legal matters, negotiations, and personnel.
2. It is the determination of the Board that a discussion of the aforementioned subject matter may be prejudicial to the interests of the parties involved and could result in a possible invasion of a right of privacy and be detrimental to the parties involved.
3. Discussion and/or action of the Board with regard to the above mentioned subject matter shall be (or not be) disclosed to the public within 60 days hereof.

**RECONVENE OPEN SESSION**

**RECONVENE  
OPEN SESSION**

On a motion by Mr. Kumburis, seconded by Mr. Blair and unanimously approved by roll call vote the regular meeting reconvened at 7:00 p.m.

**SALUTE TO THE FLAG**

**SALUTE TO THE FLAG**

President Neglia asked everyone to stand for the flag salute.

**STUDENT COMMITTEE REPORT**

**STUDENT COMMITTEE REPORT**

Nicky Parekh reported on activities at Parsippany Hills High School.

**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 had no report.

Superintendent Search Committee: Mr. Cistaro provided update on Superintendent search, he indicated that the timeline set was being followed and that non-conflicted members are interviewing candidates.

Personnel Committee: Mrs. Mayer had no report.

**APPROVAL OF MINUTES**

On a Motion by Mr. Kumburis seconded by Mr. Blair the Regular and Executive Minutes of the January 31, 2017 and Work Session Executive and Regular Minutes of February 2, 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			X		R- Jan. 31, 2017
Mrs. Cogan					X	
Mrs. Golderer					X	
Mr. Kumburis	X					
Mrs. Mayer	X		X			A- Jan. 31, 2017
Mr. Choffo					X	
Mr. Neglia	X					

The Motion to approve the Regular and Executive Minutes of the January 31, 2017 will be re-scheduled for the next meeting on February 23, 2017.

Work Session Executive and Regular minutes of February 2, 2017 did not pass and will be re-scheduled for the next meeting on February 23, 2017

Dr. Seitz presented Superintendent Bulletin Number 13.

Dr. Seitz introduced Mr. Giordano who presented the District's HIB Grade Report, Electronic Vandalism, Violence and Substance Abuse Report and the Harassment, Intimidation, and Bullying Report.

Dr. Seitz commented on item number 28 Board of Education Goals.

Mrs. Robin C. Tedesco presented Secretary Report.

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

**Number 13**

**~~February 9, 2017~~ February 16, 2017**

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

**ITEMS FOR DISCUSSION**

**I. LA – LEADERSHIP ACTIONS – LEROY SEITZ, ED.D.**

**1. NJ DOE HIB GRADE REPORT**

**HIB GRADE REPORT A**

BE IT RESOLVED that the Board of Education accepts the presentation of the NJ DOE HIB Grade Report.

**2. Electronic Vandalism, Violence and Substance Abuse Report Period 1 – 9-1-16 – 12-31-16**

**ELECTRONIC  
VIOLENCE,  
VANDALISM &  
SUBSTANCE  
ABUSE B**

BE IT RESOLVED, pursuant to N.J.S.A. 18A 17-46-48, each local district is required to hold a public hearing, twice a year, to report all acts of vandalism and violence which occurred during the 2016-2017 school year.

**3. Harassment, Intimidation, and Bullying Report 9-1-16 – 12-31-16**

**HIBS C**

BE IT RESOLVED, that the Board approve, pursuant to P.L. 2010, c. 122, the semi-annual Harassment, Intimidation and Bullying report for the period September 1, 2016 through December 31, 2016 and hereby directs that a copy of the report be posted on the district's website in accordance with the law and guidance issued by the Department of Education.

**4. Policy 5111**

**POLICY D  
5111**

BE IT RESOLVED that the Board approve the request by Michael DiSanto, Principal of Parsippany Hills High School, that student A be allowed to complete the 2016-2017 school year as per Board of Education Policy 5111.

**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**, the Parsippany-Troy Hills Board of Education (the “Board”) adopted a Travel Expense Reimbursement Policy that addresses the reimbursement of travel-related expenses by Board members and employees of the District; and

**WHEREAS**, the Board has considered all other relevant guidelines and circulars associated with the adoption of its Travel Expense Reimbursement Policy; and

**WHEREAS**, the Board has determined that the travel listed in this Resolution is educationally necessary and fiscally prudent; and

**WHEREAS**, the Board has concluded that the travel and expense reimbursements listed in this Resolution are directly related to and within the scope of the employee’s current responsibilities; and

**WHEREAS**, the Board has determined that the travel and expense reimbursements listed in this Resolution are for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

**WHEREAS**, the Board has concluded that the travel and expense reimbursements listed in this Resolution are in compliance with State travel reimbursement guidelines as established by the Department of Treasury and incorporated herein;

**THEREFORE; BE IT RESOLVED**, Pursuant to N.J.A.C. 6A:23B and Board Policy and upon the recommendation of the Superintendent, that the Parsippany-Troy Hills Board of Education, in the County of Morris, New Jersey, approve the travel requests below.

<b>Name</b>	<b>Purpose</b>	<b>Date</b>	<b>Location</b>	<b>Estimated Expenses</b>
Brigid Mekita Jessica Samsel	Garden State Summit	June 7, 2017	Lakewood, NJ	\$175.00 ea
Lindsay Whitt Deborah Korn Kristin Didimamoff	NJ TESOL Spring Conference	May 31, 2017	New Brunswick, NJ	\$258.00 ea Title III NCLB
Jennifer Yee Betty Wang Go- arcke Lori Saverese Emily Sadusky Julie Perrone Maureen Oden- welder Nirav Lad Joseph Gesumaria Keith Bruno	NJ TESOL Spring Conference	May 31, 2017-June 1, 2017	New Brunswick, NJ	\$338.00 ea Title III NCLB
Karen Rojek	NJ TESOL Spring Conference	May 31, 2017-June 1, 2017	New Brunswick, NJ	\$199.00 Title III NCLB
Nicholas Tocci	NJ TESOL Spring Conference	June 1, 2017	New Brunswick, NJ	\$199.00 Title III NCLB
Julia Compton	NJ TESOL Spring Conference	June 2, 2017	New Brunswick, NJ	\$258.00 Title III NCLB
Shelley Liu	NJ TESOL Spring Conference	June 1-2, 2017	New Brunswick, NJ	\$338.00 Title III NCLB
Anna Cecala	Good Ideas in Teaching Pre Calculus	March 17, 2017	New Brunswick, NJ	\$165.00

6. **Overnight Field Trip Approvals**

**OVERNIGHT  
FIELD TRIPS**      **E**

BE IT RESOLVED that the Board approve the following overnight field trips:

**Brooklawn Middle School/Parsippany High School/Parsippany Hills High School**

Grade 7-12 April 28-30, 2017 – NJASC Student Council Leadership Conference  
Halifax, PA

Grade 7-12 June 23-29, 2017 – NASC Student Council National Conference  
Derry, NH

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:

**Parsippany Hills High School**

The Parsippany Hills High School Football Parents Association has donated 65 pair of football pants, valued at approximately \$4,000, to the PHHS Viking Football team.

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

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

**8. Major-Extra Responsibility Assignment**

**MAJOR-EXTRA  
ASSIGN**

BE IT RESOLVED that the Board approve the additions/changes/resignations named below in major-extra responsibility coaching assignments for the 2016-2017 school year:

**ADD:**

**Parsippany High School**

Esteban Morales Asst. Coach Boys Lacrosse Step 1 \$6,038.00

**9. Resignation – PTHESA**

**RESIGN  
PTHESA**

BE IT RESOLVED that the Board approve the resignation of Cara Kohaut, Preschool Paraprofessional at Eastlake Elementary School, effective February 2, 2017.

**10. Retirement – PTHEA**

**RETIRE**

BE IT RESOLVED that the Board approve the resignation of Linda Bunte, Media Specialist at Parsippany Hills High School, for the purpose of retirement, effective July 1, 2017.

BE IT RESOLVED that the Board approve the resignation of Nancy Douglas, Teacher at Brooklawn Middle School, for the purpose of retirement, effective July 1, 2017.

**11. Unpaid Medical Leave of Absence**

**UNPAID LOA**

BE IT RESOLVED that the Board approve an unpaid medical leave of absence for Employee #43659, Noontime Aide at Littleton Elementary School, effective January 17, 2017 through June 22, 2017.

**12. Maternity Leave of Absence**

**MATERNITY  
LEAVE**

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

**Employee #40843**, a teacher at Parsippany High School, has requested a maternity leave of absence on or about May 8, 2017 through June 19, 2017 utilizing accumulated sick leave. Pursuant to the Family Leave Act, she is also requesting an unpaid childcare leave of absence from June 20, 2017 through November 22, 2017.

13. **Leave of Absence**

BE IT RESOLVED that the Board approve a medical leave of absence for employee #10120, Bus Driver, effective March 20, 2017 through May 14, 2017 utilizing accumulated sick leave.

14. **PTHESA - Perfect Attendance**

**PERFECT ATT**

BE IT RESOLVED that the Board approve \$250 each for the Paraprofessionals named on the attached list who maintained perfect attendance from September 1, 2016 through January 31, 2017, in accordance with the PTHESA Agreement.

Andrea Abeigon	Shobha Komathchal
Nicole Bakirtzis	Nicole Korol
Kathleen Berardo	Emily Kuspiel
Nancy Briscoe	Christine LaStella
Steven Brock	Debra Lowenstein
Christine Buzinky	Kathryn Marcinkiewicz
Sayda Cagatay	Maritza Matti
Suzanna Camacho	Jennifer McVea
Julia Carabello	Michele Michels
Kelly Carluccio	Christine Migliazza
Kimberly Cartelli-Martinez	Donna Nesser
Nancy Choffo	Farkhanda Niaz
Mirjana Ciklic	Catherine Nunes
Rosetta Craney	Sarah Obrycki
Karen Delade	Susan Ollo
Patricia Delcore	Mansi Pandya
Sharon Dickerson	Neelam Patel
Rosemary DiFilippo	Neha Pathre
Jeanette DiGiacomo	Christina Pesci
Carol Dimmelmeier	Daisy Randelia
Irene Dourdoulakis	Nicole Raniere
Ling En Foong	Valerie Recchia
Debra Ford	Anita Refolo-Laux
Gina Ford-Verdi	Nahed Salem
Jessica Gabelmann	Hermine Samtani
Sudha Ganesh	Adele Santo
Lisa Gangala	Pravina Sawant
Maryann Gatto	Shetalkumari Shah
Angela Gizas	Stephanie Steere
Barbara Hackling	Patricia Studzinski
Elizabeth Hardie	Christine To
Grace Jae	Marion Tredinnick
Regina Jasinski	Stephanie Tyrone
Bahaa Kandil	Jane Ullman
Geeta Kanoor	Theresa Verdon
Sweetie Khullar	Mui Fong Yip
Joann Koeck	



15. **Approval of Employment**

**EMPLOY  
CERTIF STAFF**

BE IT RESOLVED that the Board approve the employment of the individual named below, for the 2016-2017 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.

**Erin B. Maier**

Degree:

Certifications:

Experience:

Guide Placement:

Effective:

Assignment

**Teacher - Resource Program - In-class**

Teacher Certificate Program/College of St. Elizabeth 2015

BA/Rutgers 2009

English; Teacher of Students with Disabilities

Long-term Sub - 1 year

BA+15, Step 2, \$54,770.00

February 15, 2017

Parsippany High School

(Replacement)

16. **Employment – PTHESA**

**EMPLOY  
PARA**

BE IT RESOLVED that the Board approve the individual named below who has been employed for the 2016-2017 school year as a paraprofessional in the area indicated, subject to any salary adjustment that may be due upon of the negotiations between the Board of Education and the PTHESA:

**Lake Hiawatha Elementary School**

Ildiko Staudinger Preschool Para \$21,858.00 (prorated) 2/15/17

17. **Corrections**

**CORRECTIONS**

BE IT RESOLVED that the Board approve the corrections listed below:

**Leave of Absence**

**Employee #11231**

From: effective October 13, 2016, through October 19, 2016 utilizing accumulated sick leave. Pursuant to the Family Leave Act, he is also requesting an unpaid leave of absence from October 20, 2016 through January 20, 2017.

To: effective October 13, 2016, through October 19, 2016 utilizing accumulated sick leave. Pursuant to the Family Leave Act, he is also requesting an unpaid leave of absence from October 20, 2016 through January 20, 2017. He is also requesting an unpaid leave of absence from January 21, 2017 through February 28, 2017.

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

18. **Morning Enrichment Program**

**AM ENRICH  
PROGRAM**

BE IT RESOLVED that the Board approve the addition of the following staff members to provide a Morning Enrichment Program beginning January 9, 2017 through June 1, 2017, four mornings per week, at the Knollwood, Lake Hiawatha, Lake Parsippany and Rockaway Meadow Schools, at the rate of \$50 per session, originally approved January 5, 2017, Bulletin No. 11, Item No. 39:

Karen D’Aurizio  
Nicole Jordan  
Megan Proto

19. **ABA-Trained Paraprofessionals**

**ABA PARAS**

BE IT RESOLVED that the Board approve the following staff member as an ABA-trained Paraprofessional with a stipend of \$1,200 (prorated), for the 2016-2017 school year, as follows:

<u>Name</u>	<u>School</u>	<u>Effective Date</u>
Sandra Vojta	Central Middle	11/15/16

20. **Staff Compensation**

**STAFF COMPENSATION**

BE IT RESOLVED that the Board approve \$1,000 each to Jennifer Fedo, PHS teacher, and Michelle Marx, district physical therapist, for the planning and coordinating of the Race to the Finish Program in June 2017.

21. **Extended School Year**

**EXTENDED SCHOOL  
YEAR**

BE IT RESOLVED that the Board approve Alex Fertig as the Coordinator of the 2017-2018 Extended School Year Program at a stipend of \$8,500.

22. **Home Instruction**

**HOME INSTRUCTION**

BE IT RESOLVED that the Board approve the following students who are on home instruction:

<u>Student</u>	<u>School</u>	<u>Grade</u>	<u>Reason</u>
32821	PHHS	12	Medical

23. **Related Services Vendor**

**RELATED SVCS**

BE IT RESOLVED that the Board approve Dr. Nichole Diamond as a related services vendor to provide clinical risk evaluations for the 2016-2017 school year at the rate of \$320 per evaluation.

24. **Harassment, Intimidation, and Bullying**

**HIB**

BE IT RESOLVED that the Board of Education affirms the Harassment, Intimidation, and Bullying (HIB) report for January 31, 2017.

**Suspensions**

**SUSPENSIONS      F**

Two 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**

25. **Payment of Bills**

**PAYMENT OF BILLS**

BE IT RESOLVED that the Board of Education approve the payment of current bills for February 9, 2017 for the 2016-2017 school year in the amount of \$2,794,675.38.

BE IT RESOLVED that the Board of Education approve the payment of current bills/outstanding warrants for school activities for the month of January 2017 school year in the amount of \$33,193.83.

26. **Transfer of Funds**

**TRANSFER OF FUNDS G**

BE IT RESOLVED that the Board of Education authorize the transfers in the 2016-2017 budget per detail of transfers report, January 1-31 for the 2016-2017 school year, per state law.

27. **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 December 1-31, 2016.

Pursuant to N.J.A.C. 6:20-2:13(d), I certify that as of the end of December 2016 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 December 31, 2016 after review of the Secretary's monthly financial report for December 2016 (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 that sufficient funds are available to meet the district's financial obligations.

**NEW BUSINESS**

Mr. Neglia commented on changes to the board calendar. He also talked about an invitation he received to visit China.

**HEARING OF PUBLIC**

**HEARING OF PUBLIC**

Bob Venezia – commented on the building of apartment complex and the impact this will have in the districts enrollment and potential overcrowding.

**Closing of Public Session**

Mrs. Mayer discussed another construction site that is taking place which could also impact enrollment.

Mr. Kumburis asked for a copy of any statistics Mr. Venezia had available for board review. He also commented on the impact the new development will have on transportation.

Mr. Cistaro asked if there has been any precedence as to how this has been handled in the past.

Mrs. Gilfillan commented that traditionally the town ultimately decides however she suggested gathering information and setting up a meeting with the town.

**ROLL CALL: SUPERINTENDENT’S BULLETIN #13  
 AND SECRETARY’S REPORT**

**ROLL CALL  
 VOTES**

On a motion by Mrs. Mayer seconded by Mr. Cistaro, Superintendent’s Bulletin Number 13 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	
Mr. Neglia	X					

**Parsippany-Troy Hills Board of Education**  
**Minutes of the Regular Meeting of February 16, 2017**

**ADJOURN TO  
CLOSED SESSION**

**ADJOURN TO  
CLOSED SESSION**

The public meeting adjourned at 7:30 pm for a closed session on a motion by Mr. Kumburis seconded by Mrs. Mayer 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				X	

Closed session did not take place.

**ADJOURN**

**ADJOURN**

There being no further business the public meeting was adjourned at 7:36 p.m. on a motion by Mrs. Mayer, seconded by Mr. Cistaro 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				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 # 13  
INCLUSIVE OF THE SECRETARY REPORT  
INITIALLY RECEIVED IN THE BOARD PACKET  
AND NOW POSTED AT THE DISTRICT WEBSITE