

**PARSIPPANY-TROY HILLS
BOARD OF EDUCATION
REGULAR MEETING OF
Thursday, February 23, 2017**

The Parsippany-Troy Hills Board of Education held its Regular Meeting on Thursday, February 23, 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 6:30 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 February 15, 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 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. Timothy Berrios
 Mr. George Blair
 Mr. Joseph Cistaro
 Mrs. Alison Cogan
 Mrs. Susy Golderer
 Mr. Nicholas Kumburis
 Mrs. Judy Mayer
 Mr. Andrew Choffo
 Mr. Frank Neglia

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

ADJOURN TO EXECUTIVE SESSION

**ADJOURN TO
EXEC SESSION**

At 6:30 p.m. a motion was made by Mrs. Golderer seconded by Mr. Berrios 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. Blair, seconded by Mrs. Cogan and unanimously approved by roll call vote the regular meeting reconvened at 7:30 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

None

Mr. Neglia suspended the regular agenda and introduced Mr. Giordano and Mr. Haines who presented an overview of the extended day pre-school program and how technology is being used to improve the program.

Mrs. Cogan asked if the goals on the software come from the student's individual IEP and if there is any coordination with Genesis, Mr. Giordano stated that he is looking into moving program up along with students.

CORRESPONDENCE

CORRESPONDENCE

None

UNFINISHED BUSINESS

UNFINISHED BUSINESS

Mrs. Mayer commented on a meeting she attended with the county and the possibility of having a security assessment done, she asked if there has been any update on this. Dr. Seitz explained that he has shared this information with Lieutenant Dowd.

Mrs. Mayer also asked about having teachers present to the board on work currently being done in the classrooms.

Mrs. Golderer explained that when board meetings are held at other locations, it allows the opportunity for teachers to present on what is being done in the classrooms.

Mr. Cistaro asked about letters sent from students to Superintendent, Dr. Seitz stated that he will be responding to the students.

COMMITTEE REPORTS

COMMITTEE REPORTS

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

Transportation Committee: Mr. Kumburis had no report.

Finance Committee: Mrs. Cogan reported on the February 23, 2017 meeting and the budget timelines as attached.

Policy Committee: Mr. Choffo had no report.

Personnel Committee: Mrs. Mayer had no report.

Critical Issues Committee: Mr. Berrios had no report.

Buildings/Grounds Safety Committee: Mr. Cistaro had no report.

Communications Committee: Mr. Cistaro had no report.

Teaching & Learning Committee: Mrs. Golderer reported on February 21, 2017 meeting.

Mrs. Mayer asked about meetings Dr. Charney is having with staff and asked about how it was progressing. Dr. Charney provided an update.

Mrs. Golderer suggested that during the interview with the candidates for Superintendent, that someone ask candidates about their understanding of instructional rounds.

Mr. Neglia asked Dr. Seitz if Dr. Charney could prepare a presentation to the board.

Mr. Kumburis asked about AP courses and the possibility of combining students at different schools to have enough participants in a class. Dr. Seitz explained that in the past this has not worked due to schedule restrictions and cost effectiveness.

Mr. Blair commented on how impressed he was with Dr. Charney's meeting.

APPROVAL OF MINUTES

On a Motion by Mr. Berrios seconded by Mrs. Mayer 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			A-Jan. 31, 2017
Mrs. Cogan	X					
Mrs. Golderer			X			
Mr. Kumburis	X					
Mrs. Mayer	X		X			A- Exec Min. of Jan 31, 2017
Mr. Choffo	X					
Mr. Neglia	X					

Dr. Seitz presented Superintendent Bulletin Number 14.

Mrs. Robin C. Tedesco presented Secretary Report.

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

Number 14

February 23, 2017

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

ITEMS FOR DISCUSSION

Anthony Giordano, Barry Haines, Deborah Huffman, Heather Peltack and Emily Alston will be providing an overview of the preschool programs; and a brief history of its evolution over the years with regard to the use of technology.

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

II. GA – GENERAL ADMINISTRATION – JONI BENOS

1. Travel and Work Related Expenses

**TRAVEL &
EXPENSES**

WHEREAS, N.J.A.C. 6A:23B-1.1 et. seq. requires that each Board of Education adopt a formal policy and procedures relating to travel and expense reimbursement for its employees and Board members; and

WHEREAS, 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
Rosemary Moore Melissa Warcholk	Behaviors: Practical Strategies	March 30, 2017	West Orange, NJ	\$245.00ea Title 2A
Judy Corrente	ISTE Conference	June 23-26, 2017	San Antonio, TX	\$2,693.29

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

2. **Independent Study**

**INDEPENDENT
STUDY**

BE IT RESOLVED that the Board approve the following independent study program request for the student indicated. An outline of studies has been submitted as part of the application process.

T.V. Production III

Daniel Gardner

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

3. **Waivers of Teaching Load**

WAIVERS

BE IT RESOLVED that the Board approve the waivers of teaching load for the following individuals who will provide class coverage as indicated below during the 2016-2017 school year:

Name	Location	Subject	Amount	Effect. Dates	Total Classes
Rohe Ahmad	PHHS	Science	\$1,854.30	2/24/2017 – 4/21/2017	42
Michelle Perry	PHHS	Science	\$2,023.92	2/24/2017 – 4/21/2017	27
Les Odorico	PHHS	Science	\$570.90	2/24/2017 – 4/21/2017	8
Emily Rogers	PHHS	Science	\$1,668.45	2/24/2017 – 4/21/2017	35
Smita Shukla	PHHS	Science	\$297.06	2/24/2017 – 4/21/2017	6
Christine Mulroy	PHHS	Science	\$284.62	2/24/2017 – 4/21/2017	7
Christine Mann	PHHS	Science	\$1,981.00	2/24/2017 – 4/21/2017	35
Michelle Coolbaugh	PHHS	Science	\$381.43	2/24/2017 – 4/21/2017	7
Heather Aschmann	PHHS	Science	\$595.05	2/24/2017 – 4/21/2017	15

Spanish Waivers

Name	Location	Subject	Amount	Effect. Dates	Class Load	Formula
Rosabella Lopes	PHS	Spanish	\$3,985.44	2/27/2017-6/22/2017	5 classes/week	1/7
Damaris Delgado	PHS	Spanish	\$5,423.36	2/27/2017-6/22/2017	5 classes/week	1/7
Jay Duhl	PHS	Spanish	\$5,840.60	2/27/2017-6/22/2017	5 classes/week	1/7
Olenka Acosta	PHS	Spanish	\$6,180.32	2/27/2017-6/22/2017	10 classes/week	1/7

4. **Resignation – Noontime Aide**

**RESIGN
NOONTIME**

BE IT RESOLVED that the Board approve the resignation of Teresa Mitchell, Noontime Aide at Lake Parsippany Elementary School, effective February 10, 2017.

5. **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 Hills High School

Karen Brzezinski	Asst. Coach Girls Track	Step 1	\$6,038.00
Justin Altschul	Asst. Coach Boys Track	Step 1 (split)	\$3,019.00

Resignation:

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6. **Low Pressure – Black Seal Boiler Operator License**

**BOILER
LICENSE**

BE IT RESOLVED that the Board approve the stipend of \$1,304.00 (prorated) for Alec Thomas, Custodian, effective February 1, 2017.

7. **Employment – Acting Head Custodian**

**ACTING HEAD
CUSTODIAN**

BE IT RESOLVED that the Board approve the individuals named below who worked as Acting Head Custodians and are entitled to a prorated portion of the Head Custodian stipend of \$5,324.00:

Troy Hills Elementary School

Eric Ambrose 12/15/2016 through 1/6/2017 (14 days)

Eastlake Elementary School

Virginia Rivera 12/21/2016 through 1/17/2017 (16 days)

Northvail Elementary School

Walter Mosuriak 1/3/2017 through 1/17/2017 (10 days)

8. **Appointment – Volunteer Extra-Curricular/Athletic Aides**

**APPOINT VOL
EXTRA AIDES**

BE IT RESOLVED that the Board approve the appointment of the following individuals as volunteer extra-curricular/athletic aides in the area indicated for the 2016-2017 school year:

Parsippany Hills High School – Overnight Chaperones for Disney Band Trip

Julia Burke	Katherine Roekaert
Lori Kertesz	Michael Seredvick
Helen Love	Lynn Wald

Parsippany High School

Gionna Florey	Softball
Adam Starr	Baseball

9. **Additional Sick Days – Local 32**

**ADDL SICK
DAYS**

BE IT RESOLVED that the Board approve thirty (30) additional non-accumulative sick days at one-half pay for Employee #11231, Maintenance Worker, effective November 16, 2016 through January 3, 2017.

10. **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 26, 2016 utilizing accumulated sick leave, and from October 27, 2017 through November 15, 2017 utilizing accumulated vacation days. Pursuant to the Family Leave Act, he is also requesting an unpaid leave of absence from November 16, 2016 through February 8, 2017. He is also requesting an unpaid leave of absence from February 9, 2017 through March 31, 2017.

To: effective October 13, 2016, through October 26, 2016 utilizing accumulated sick leave, and from October 27, 2017 through November 15, 2017 utilizing accumulated vacation days. Pursuant to the Family Leave Act, he is also requesting an unpaid leave of absence from January 4, 2017 through March 29, 2017.

Employee #43939

From: an unpaid medical leave of absence for employee #43939, maintenance worker, effective January 9, 2017 through February 9, 2017 pursuant to the Family Medical Leave Act.

To: an unpaid medical leave of absence for employee #43939, maintenance worker, effective January 9, 2017 through February 14, 2017 pursuant to the Family Medical Leave Act.

PTHESA - Perfect Attendance

ADD:

Maureen Cappuccino

Fraula Demarest

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

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

OOD TUTION 16-17

BE IT RESOLVED that the Board approve the placement of the following students with disabilities who will require an out-of-district special program for the 2016-2017 school year. The students have been classified by the Child Study Team in accordance with Title 18A:46. The new placement costs are as indicated below:

<u>School</u>	<u>Per Diem Rate</u>	<u>No. of Days</u>	<u>Prorated Tuition</u>
Change of Placement			
Gramon School	\$330.58	91	\$30,082.78
New Placement			
P.G. Chambers	\$346.94	88	\$30,530.72

12. **NCLB Grant Amendment No. 1 2016-2017**

NCLB SUBMIT 16-17

BE IT RESOLVED that the Board approve the submission of the NCLB Grant Amendment No. 1 for the 2016-2017 school year as follows:

Title I Carryover	\$34,085
Title II A Carryover	\$ 6,592
Title III Carryover	\$55,186
Title III Immigrant Carryover	\$28,451

13. **Student Assistance**

STUD ASSIST

BE IT RESOLVED that the Board approve Erin Gibson, Paraprofessional, to assist a student who will participate in the PHHS choir concert, as per the student's IEP, not to exceed five hours, on March 2, 2017 at her hourly rate of \$20.66.

14. **ABA-Trained Paraprofessionals**

ABA PARA

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>
Hanadi Khamis	Knollwood	11/14/16

15. **Correction in Hourly Rates for Paraprofessional for 2016-2017** **CORRECT RATE**

BE IT RESOLVED that the Board approve the change in the hourly rate for the 2016-2017 school year for the following paraprofessional who is assisting a student in extracurricular activities, as per the student's IEP:

<u>Name</u>	<u>From</u>	<u>To</u>
Stephanie Tyrone	\$24.52	\$27.73

16. **Vendor Approval** **VENDOR**

BE IT RESOLVED that the Board approve Strength For Change as a related services vendor for the 2016-2017 school year, to provide risk assessments, substance abuse evaluations and group therapy, not to exceed \$395 per evaluation.

17. **Wide Word of Summer** **WWS DIRECTORS**

BE IT RESOLVED that the Board approve John Englishmen and Evan Totka as Co-Directors for Wide World of Summer 2017 with a stipend of \$15,000.00 each.

18. **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>
27294	PHS	11	Medical
29019	PHHS	12	Medical

19. **Student Assistance – Correction in Hours Worked** **CORRECT HOURS**

BE IT RESOLVED that the Board approve the correction in hours worked for Erin Gibson, Paraprofessional, who assisted a student at the PHHS Winter Concert on December 20, 2016, as indicated below, originally approved on December 15, 2016, Bulletin No. 10, Item #22:

FROM: 6:00 – 9:00 p.m. TO: 6:00 – 9:30 p.m.

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

BE IT RESOLVED that the Board of Education affirms the Harassment, Intimidation, and Bullying (HIB) report for February 9, 2017.

Suspensions **SUSPENSIONS A**

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

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VI. BUSINESS/FINANCE – ROBIN C. TEDESCO

21. **Payment of Bills**

**PAYMENT OF
BILLS**

BE IT RESOLVED that the Board of Education approve the payment of current bills for February 23, 2017 for the 2016-2017 school year in the amount of \$9,823,561.61.

22. **Somerset County Educational Services Commission**
Joint Transportation Agreement 2017-18

SOMERSET CTY ESC
JOINT TRANS AGREE 2017-18

B

BE IT RESOLVED that the Board of Education approve the Joint Transportation Agreement between the Somerset County Educational Services Commission and the Parsippany-Troy Hills Township Board of Education for transportation for the 2017-2018 school year per attached.

23. **Essex Regional Educational Services Commission**
Joint Transportation Agreement 2017-18

ESSEX REGIONAL ESC
JOINT TRANS AGREE 2017-18

C

BE IT RESOLVED that the Board of Education approve the Joint Transportation Agreement between the Essex Regional Educational Services Commission and the Parsippany-Troy Hills Township Board of Education for transportation for the 2017-2018 school year per attached.

NEW BUSINESS

NEW BUSINESS

Mrs. Cogan commented on her attendance at Troy Hills parade.

A board member asked about Students immigration status and how the district is handing it. Dr. Seitz commented that as long as a student establishes residency we do not ask about their immigration status.

Mrs. Golderer congratulated Mrs. Gilfillan on a presentation she did.

Mr. Berrios commented on the presentation Mrs. Gilfillan did and asked if she could present it to the rest of the board members.

Mr. Choffo commented on town meeting he attended on Opiate abuse and shared some information from this meeting with the public. Mr. Choffo also thanked the Mayor for having this event.

HEARING OF PUBLIC

HEARING OF PUBLIC

Barbara Srivastara – thanked Dr. Charney and the board for their commitment to the GRO program, she also commented on some of the improvements to the program.

Fran Orthwein asked if we can get a status report on the Superintendent search.

Joe Kyle- reminded the board of three schools that do not have air conditioners and how the lack of air conditioners impact productivity.

Nancy Choffo – commented on how having an online course for personal finance would be beneficial. She suggested that perhaps this can be combined with an accounting course.

Closing of Public Session

Mrs. Cogan provided an update on the Superintendent search and how interviews are currently being conducted.

Dr. Seitz commented that by the end of this school year all elementary schools will have air conditioners. Mr. Neglia suggested that Building & Grounds look into the installation of air conditioners.

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**ROLL CALL: SUPERINTENDENT’S BULLETIN #14
AND SECRETARY’S REPORT**

**ROLL CALL
VOTES**

On a motion by Mr. Berrios seconded by Mrs. Cogan, Superintendent’s Bulletin Number 14 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-10, 13, 14, 15
Mr. Neglia	X					

**ADJOURN TO
CLOSED SESSION**

**ADJOURN TO
CLOSED SESSION**

At 8:26 pm a motion was made by Mr. Choffo, seconded by Mr. Berrios and was unanimously approved by roll call vote to adjourn to closed session for the purpose of personnel matters.

Mrs. Golderer asked if the software used on the ipad replaces all the paperwork that was having the program move with students as they change grades. Mrs. Golderer asked if this software has been budgeted for.

Mr. Giordano explained that the software has been budgeted for and that it also replaces paperwork.

The meeting was reconvened at 9:55 pm on a motion by Mr. Blair, seconded by Mrs. Mayer and unanimously approved by roll call vote.

ADJOURN

ADJOURN

There being no further business the public meeting was adjourned at 9:30 p.m. on a motion by Mrs. Golderer, 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					

Respectfully submitted,



Lyanna Rios
Assistant Board Secretary

**FOR ALL APPENDICES AND EXHIBIT ATTACHMENTS
AFOREMENTIONED IN THESE MINUTES, PLEASE
REFER TO THE SUPERINTENDENT'S BULLETIN # 14
INCLUSIVE OF THE SECRETARY REPORT
INITIALLY RECEIVED IN THE BOARD PACKET
AND NOW POSTED AT THE DISTRICT WEBSITE**