

**PARSIPPANY-TROY HILLS  
BOARD OF EDUCATION**

REGULAR MEETING OF  
THURSDAY, DECEMBER 20, 2012

The Parsippany-Troy Hills Board of Education held its Regular Meeting on Thursday, December 20, 2012 at the Board of Education Building, 292 Parsippany Road, Parsippany, NJ 07054.

**CALL TO ORDER**

**CALL TO ORDER**

President Calabria opened the meeting at 6:56 p.m.

President Calabria 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 April 23, 2012. Additionally the Notice of Meeting was posted at the Municipal building and copy of Notice filed with the Township Clerk on December 17, 2012. This notice was also transmitted on December 17, 2012 to the Daily Record, The Citizen, Neighbor News, The Star Ledger, The Herald News and radio station WMTR. This is an official meeting.

**MEETING NOTICE**

**FIRE NOTICE**

**FIRE NOTICE**

The Fire Notice was read by President Calabria.

**ROLL CALL**

**ROLL CALL**

Present: Mrs. Susy Golderer  
Mr. Anthony Mancuso (arrived @ 8:22 p.m.)  
Mr. Gary R. Martin  
Mrs. Debbie Orme  
Mrs. Fran Orthwein  
Mr. Sharif Shamsudin  
Mr. Michael Strumolo  
Mr. Frank Neglia  
Dr. Frank Calabria

Also Present: Mr. Paul Saxton, Interim Director of Personnel  
Mr. Mark Resnick, Interim Business Administrator/Board Secretary  
Mrs. Robin Tedesco, Assist Business Administrator (left the meeting @ 8:20 p.m.)  
Dr. Nancy Gigante, Director, Curriculum & Instruction  
Mrs. Suzanne Olimpio, Director of Special Services  
Mrs. Katherine A. Gilfillan, Esq., Board Attorney  
Mrs. Susan Tindal, Assistant Board Secretary  
Kristina Berrios, Student Representative, Parsippany High School  
Alice Lee, Student Representative, Parsippany Hills High School

**SALUTE TO THE FLAG**

**SALUTE TO THE FLAG**

President Calabria led the assembly in a salute to the flag.

**ADJOURN TO CLOSED SESSION**

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CLOSED SESSION**

At 7:00 p.m. a motion was made by Mr. Neglia and seconded by Mrs. Golderer and was approved by roll call vote with 8 Ayes and 1 Absence to adjourn to closed session for the purpose of personnel, student matters, and negotiations.

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: personnel, student matters, and negotiations.
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**

The regular session was reconvened at 7:31 p.m.

President Calabria asked for a moment of silence in tribute to the victims of the Sandy Hook Elementary School tragedy.

President Calabria noted that Dr. Seitz was ill and that Paul Saxton, Interim Director of Personnel was taking his place at the meeting.

Mr. Saxton introduced Ms. Rose DeFilipo and Mr. Robert Crawford of the Parsippany Education Foundation who presented President Calabria with checks for grants awarded to teachers for student enrichment programs.

Mr. Saxton introduced Mr. Scott Clelland of Wiss & Co., LLC who reported on the results of the 2011-2012 fiscal audit. Mr. Clelland then answered questions from the Board members and the public.

Mr. Saxton then introduced Dr. Nancy Gigante, Director of Curriculum and Mrs. Suzanne Olimpio, Director of Special Services to present the annual Testing Program Report for 2011-2012. Dr. Gigante asked Supervisors Ms. Barbara Sidote and Ms. Pamela Freund to outline practices the district uses to improve test scores. A question and answer period followed.

**APPROVAL OF MINUTES**

**APPROVAL OF MINUTES**

BE IT RESOLVED that the Board of Education approve the minutes of the Regular and Confidential Sessions of November 15, 2012 and the Regular and Confidential

Sessions #1 and #2 of November 29, 2012. Mr. Shamsudin motioned, Mrs. Orthwein seconded and the minutes were approved by roll call vote with 6 Ayes, 1 Abstain by Mrs. Orme, 1 No by Mr. Strumolo, and 1 Absence by Mr. Neglia who had stepped away.

**CORRESPONDENCE**

**CORRESPONDENCE**

Mr. Resnick, Interim Business Administrator/Board Secretary reported that he received a letter from Ms. Joanne Mancuso stating that she does not wish to be sworn in as a Board member. A discussion followed.

**UNFINISHED BUSINESS**

**UNFINISHED BUSINESS**

None.

**STUDENT COMMITTEE REPORTS**

**STUDENT COMM REPTS**

Alice Lee – reported on events at Parsippany Hills High School.

Kristina Berrios – reported on activities at Parsippany High School.

**COMMITTEE REPORTS**

**COMMITTEE REPORTS**

Mr. Martin – Buildings & Grounds/Safety: met this month and will make a presentation next month regarding projects undertaken over the summer and upcoming projects.

Mrs. Orthwein – Policy: met and discussed several policies including participation by the public at meetings. The committee is not recommending any change to this policy or the student award policy. There is an addendum to the Superintendent’s Bulletin to approve the Marshall Rubric Plan.

Mrs. Orthwein – Personnel: did not meet.

Mr. Shamsudin – Sports/Extra-Curricular: did not meet; recommended a Board of Education liaison to MAC be appointed.

Mr. Neglia – Finance: met this evening with the auditors to review the Audit Report that was presented to the Board tonight.

Mrs. Golderer – Communications: met to discuss getting the referendum information to the community from the Board of Education; possibility of sharing Nixel, the Township messenger system, or School Messenger with the township residents.

Mrs. Orme – Teaching & Learning: met and discussed the testing presentation; she thanked Dr. Gigante, Mrs. Olimpio, Ms. Sidote and Ms. Freund for their efforts; recommended that a breakdown of the Marshall Plan be shared with the Board members.

Mr. Mancuso – Critical Issues: no report.

*“The achievements of an organization are the result of the combined effort of each individual.”*

-Vince Lombardi

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

**I. The Superintendent Reports. . .**

**A. ITEMS FOR DISCUSSION**

Ms. Rose DeFilippo and Mr. Bob Crawford will present the Parsippany Education Foundation Grant checks totaling \$14,705.17.

Mr. Scott Clelland of Wiss & Co. will be present this evening to give a report on the 2011-2012 Annual Financial Report for the Fiscal Year ended June 30, 2012.

Dr. Nancy Gigante, Director of Curriculum and Instruction, will present the annual Testing Program Report for 11-12.

**B. ITEMS FOR ACTION/EDUCATION**

**1. Parsippany Education Foundation Grants**

**PEF, INC  
GRANTS**

BE IT RESOLVED that the Board accept the grant awards totaling \$14,705.17 to the schools named below from the Parsippany Education Foundation, Inc.:

Technology Explorer	\$6,365.00	Central
Presenting Mr. Federick Douglass	\$3,600.00	District
Viking Pop Art Installation	\$865.17	Parsippany Hills
Mini Residency-Dr. Peter L. Boonshaft	\$2,500.00	Parsippany Hills
Book A Reading Road Trip	\$1,375.00	Troy Hills

**2. GlaxoSmithKline**

**GLAXO  
GRANT**

BE IT RESOLVED that the Board accept and approve the Glaxo SmithKline Teacher’s Grant awarded to the Parsippany-Troy Hills School District in the amount of \$6,939.38. The grant is in support of the GSK Teacher Grant Program. The grant will be used to further education in science and math.

**3. Title I FY13**

**TITLE I FY12**

BE IT RESOLVED that the Board approve the funding of Title I Teachers for FY13 as follows:

Sara Hare-Lidman	up to 100% of salary
Rachel Mason	up to 100% of salary

**4. Site-based Objectives 2012-2013**

**SITE-BASED OBJ A**

BE IT RESOLVED that the Board approve the attached site-based objectives for the 2012-2013 school year.

**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>
Michael Nicosia	AP Statistics Institute	January 28, 2013	New York, NY	\$205.00
Gi Shin	AP Statistics Institute	January 28, 2013	New York, NY	\$205.00
Chris Waack	ASCD Annual Conference	March 15-18, 2013	Chicago, Ill	\$1,500.00
Mark Fasciana	ASCD Annual Conference	March 15-18, 2013	Chicago, Ill	\$1,500.00
Lee Seitz	NJASA Techspo Conference	January 31-Feb 1, 2013	Atlantic City	\$495.00

**6. Field Trip Destinations**

**FIELD TRIP DESTINATIONS**

BE IT RESOLVED that the Board approve the potential Field Trip destinations named below for the 2011-2012 school year.

<b><u>Destination</u></b>	<b><u>What the trip would be for</u></b>
Hilton Anaheim, Anaheim, CA	DECA
Boriken Health Center, New York, NY	Spanish Honor Society
Union College, Cranford, NJ	Science

**7. NJQSAC Statement of Assurance – 2011-2012**

**NJQSAC-SOA B**

WHEREAS, the Parsippany-Troy Hills Board of Education, County of Morris, is required by the New Jersey Department of Education to conduct a

self-assessment under the provisions of the New Jersey Quality Single Accountability Continuum (NJQSAC) during the 2012-2013 school year, and

WHEREAS, the Parsippany-Troy Hills Board of Education has appointed a NJQSAC Committee apprised of mandated members, and

WHEREAS the NJQSAC Committee members convened and have undertaken a comprehensive evaluation including responses to all NJQSAC Statements of Assurance items and all NJQSAC District Performance Review (DPR) indicators within the component areas of Instruction and Program, Personnel, Fiscal Management, Operations, and Governance, and

WHEREAS the NJQSAC Committee members and the Superintendent of Schools have signed declarations attesting the accuracy of the responses to the Statement of Assurance items and the District performance Review indicators.

THEREFORE BE IT RESOLVED, the Parsippany-Troy Hills Board of Education, County of Morris, has reviewed the district's SOA and DPR responses and hereby approves these documents, and

BE IT FURTHER RESOLVED, the Parsippany-Troy Hills Board of Education does hereby authorize the Superintendent of Schools to submit the attached District Performance Review and Statement of Assurance, including declarations, to the New Jersey Department of Education in compliance with Department of Education requirements.

**8. Textbook Adoption**

**TEXTBOOK**

BE IT RESOLVED that the Board approve the adoption of the following textbook that has been approved by CCPC and the Board Teaching and Learning Committee:

- A. History Alive! The Medieval World and Beyond (*Teacher's Curriculum Institute*, 2013) for World History, Grade 8

**9. Mini-Grants 2012-2013**

**MINI GRANTS**

BE IT RESOLVED that the Board approve the mini-grants for the persons and projects below. A panel consisting of three teachers read and evaluated the proposals submitted this fall. Nine proposals were selected to receive mini-grants for the 2012-2013 school year. In addition to the award winners, the three teachers who comprised the anonymous panel also deserve a sincere thank you for their efforts and the hours they spent after school reading the proposals.

School	Mini-Grant	Award	Teacher(s)
MT RMS	Cyber Chicks	\$520.00	Carolyn Malloy Linda Algeri
NV	Students and the Beanstalk	\$250.00	Laura Centurrino
NV	Delighting in Our Differences – A Musical Production	\$550.00	James Caulfield
LT	Boardmaker for Self-Contained Autistic Classes	\$399.00	Katrina Wasserman Jennifer Goodhand
CMS	“Latin Rythms”	\$550.00	Beatriz Ramos
KN	Drama Discovery: A Theatrical Journey Under the Sea	\$550.00	Alexandra Partington
BMS	Sunspotter Solar Telescope	\$491.68	Clare M. Clear
PHHS	Drug Prevention & Making Positive Choices Program (Speaker)	\$550.00	Rafael H. Delgado
EL	“Music and the Mind”	\$500.00	Melanie M. Rodzen

10. **Community Based Transition Sites**

**COMM BASED  
TRANS SITES**

BE IT RESOLVED that the Board approve the following Community Based Instruction and Structured Learning Experience Transition sites:

Costco, Route 10, East Hanover, NJ      Armand-Rianna Hair Salon, Main Street, Boonton, NJ  
 Fuddruckers, Route 46, Parsippany, NJ      Lucia C. Salon, Route 53, Denville, NJ

11. **Overnight Field Trip Approval**

**OVERNIGHT  
FIELD TRIPS**

BE IT RESOLVED that the Board approve the following overnight field trips for Parsippany High and Parsippany Hills High.

**Parsippany Hills**

Grade 12 All Eastern Honors Choir April 4-7, 2013 – Hartford, CT  
 Grade 9-12 Junior Statesman of America February 22-24, 2013 – Washington DC

**Parsippany High**

Grade – 9-12 Boston Peak Performance Adjudication Festival  
 April 10-14, 2013 – Boston, MA

**II. PERSONNEL**

12. **Additions/Changes/Resign–Paraprofessionals/Aides/Sub Aides**

**PARAS/AIDES/  
SUB PARAS/AIDES**

BE IT RESOLVED that the Board approve the individuals on the attached list who have been added/changed/resigned as Paraprofessionals/ aides or substitute paraprofessionals/substitute aides for the 2012-2013 school year as indicated on the attached list.

13. **Month-to-Month Substitutes**

**MONTH-TO-  
MONTH SUBS**

BE IT RESOLVED that the Board approve the individuals named on the attached list who have been recommended for employment/re-employment as month-to-month substitutes for the periods indicated.

C

D

E

14. **Employment – PACE**

**EMPLOY  
PACE**

BE IT RESOLVED that the Board approve the following individuals for employment at PACE for the 2012-2013 school year:

**SKIP**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Hourly Rate</u></b>
Maria Naseef	SKIP Aide Substitute	\$14.65
Nube Calle	SKIP Aide Substitute	\$14.65
Jenna D'Alessandro	SKIP Aide Substitute	\$14.65

15. **Re-Employment - Substitute Approval**

**RE-EMPLOY  
SUB**

BE IT RESOLVED that the Board approve the re-employment of the individual named below who has indicated their interest in serving as a substitute during the 2012-2013 school year:

Matthew Giorgio      Teacher

16. **Long-term Assignments**

**LONG-TERM  
ASSIGNS**

BE IT RESOLVED that the Board approve the following long-term assignments as indicated below:

Michael Leipzig will be serving as a long-term substitute for Employee #11123, a teacher at Central middle School who is on maternity leave. Mr. Leipzig will be compensated at the per diem rate of \$96.42 effective January 4, 2013 through May 3, 2013.

Jodi Stapp will be serving as a long-term substitute for Employee #30044, a teacher at Parsippany Hills High School who is on maternity leave. Ms. Stapp will be compensated at the per diem rate of \$96.42 effective September 6, 2012.

17. **Resignation – Local 32**

**RESIGN  
LOCAL 32**

BE IT RESOLVED that the Board approve the resignation of Esther Rosado, part-time custodian at Northvail School, effective December 6, 2012.

18. **Employment – Custodian**

**EMPLOY  
CUSTODIAN**

BE IT RESOLVED that the Board approve the employment of Michael Volpe as a custodian on a 150-day probationary period effective January 2, 2013.

<b>Name</b>	<b>Salary</b>	<b>Assignment</b>
Michael Volpe	\$12.75/per hour	Part-time Central Middle School

19. **Employment Part-time Paraprofessional**

**EMPLOY P/T  
PARAS**

BE IT RESOLVED that the Board approve the following part-time paraprofessional at the hourly rate indicated effective December 3, 2012:  
Neelam Patel - Eastlake One-to-One 16.25/hours per week - \$14.16/per hour



20. **Change of Assignment – Custodian**

**CHANGE OF  
ASSIGNMENT**

BE IT RESOLVED that the Board approve the following change of assignment which necessitates the following change of contract and will be effective December 26, 2012:

Yanitza Figueroa

From: Custodian Floater \$12.75/per hour

To: Custodian – Parsippany Hills High School ½ and Troy Hills ½  
\$26,560 + \$1,340 (2<sup>nd</sup> shift)

21. **Transfer of Assignments – Local 32**

**TRANSFER OF  
ASSIGNMENTS**

BE IT RESOLVED that the Board approve the following transfer of assignments effective December 26, 2012:

Janina Krasowska - Custodian

From: Custodian Parsippany Hills ½ - Troy Hills ½

To: Custodian Parsippany Hills Full-time

Jamie Alarcon

From: Custodian Knollwood Full-time

To: Maintenance Worker – Full-time

22. **Employment – Data Center**

**EMPLOY  
DATA CENTER**

BE IT RESOLVED that the Board approve the following individuals for employment at the Data Center to support the following data wiring initiatives in the district: data drops for CMS Computer Labs, data drops at the Board Office for printers, Phone Line consolidation, wiring command centers for cable boxes, installation of new wireless access points and repairing broken fixtures.

Ryan Masker not to exceed 150 hours @ \$15/per hour

Luke Donnelly not to exceed 150 hours @ \$15/per hour

Taylor Donnelly not to exceed 150 hours @ \$15/per hour

23. **Maternity Leaves of Absence**

**MATERNITY  
LEAVES**

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

Employee #11310, Physical Education teacher at Parsippany High School, has requested a maternity disability leave of absence on or about April 22, 2013 through May 17, 2013 utilizing her accumulated sick leave. Pursuant to the Family Leave Act she is also requesting an unpaid childcare leave of absence from May 20, 2013 through June 20, 2013.

Employee #30595, teacher at Lake Hiawatha, has requested a maternity disability leave of absence on or about April 29, 2013 through June 24, 2013 utilizing her accumulated sick leave. Pursuant to the Family Leave Act she is

also requesting an unpaid childcare leave of absence from September 3, 2013 through November 22, 2013.

24. **Employment – Secretary**

**EMPLOY  
SECY**

BE IT RESOLVED that the Board approve the employment of Tiffany Young who has been selected as the Career Resource Secretary at Parsippany High School (½) and Maintenance Secretary (½) effective January 2, 2013. Ms. Young will be placed on 12 month-Guide B – Step 3/4 \$38,565. \*\*

25. **Employment – One-to-One Aide for Winter Track**

**EMPLOY  
AIDE**

BE IT RESOLVED that the Board approve the employment of Stephanie Lyons as a One-to-One Aide for Winter Track at Parsippany Hills High School for the 2012-2013 school year at the hourly rate of \$14.16 not to exceed \$2,620.

26. **Certificate of Retirement – Local 32**

**RETIRE**

BE IT RESOLVED that the Board approve the resignation of Arthur Olsson, Custodian at Mt. Tabor School, for the purpose of retirement effective March 1, 2013.

27. **Appointment – Volunteer Extra-Curricular Athletic Aide**

**APPOINT VOL  
EXTRA AIDE**

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

Bryan DiMaulo            Girls Basketball

28. **Employment –Equipment Operators**

**EQUIP  
OPERATORS**

BE IT RESOLVED that the Board approve the employment of the following individuals as Equipment Operators for auditorium sound and lights at Parsippany High School and Parsippany Hills High School at \$7.25/per hour for the 2012-2013 school year:

Michael Monroe  
Robert Turner  
Joseph Gasbarro  
Ronald Vasilik  
Christopher Gardner  
Morgan Brenner  
Luke Ferrante

29. **Transfer of Assignment –Secretary**

**TRANSFER  
ASSIGN**

BE IT RESOLVED that the Board approve the following transfer of assignment necessitating no change of contract effective January 2, 2013:

**Annette Sargie**

From: Supervisor’s Office ½ / Parsippany High Guidance ½

To: Supervisor’s Office Full-time

30. **Salaries – Local 32 Custodians, Maintenance, Bus Drivers**

**SALARIES F  
CUSTODIANS, MAINT**

BE IT RESOLVED that the Board approve the adjusted salaries of the custodians, maintenance personnel, and bus drivers named on the attached lists for the 2011-2012 school year, and the salaries for the 2012-2013 school year as per the Memorandum of Understanding between the Board of Education and Local 32.

31. **Study Island**

**STUDY  
ISLAND**

BE IT RESOLVED that the Board approve payment of the amounts indicated based on \$38.00/hour to the individuals named below for facilitating the parent meeting regarding Study Island:

	<b><u>Hours</u></b>	<b><u>Amount</u></b>
<b><u>Study Island Parent Meeting</u></b>		
Lauren Lombardy	2	\$76.00
Regan Michaels	2	\$76.00
Alison Franz	2	\$76.00
Joy Migliaccio	2	\$76.00

32. **Employment – Custodian**

**EMPLOY  
CUSTODIAN**

BE IT RESOLVED that the Board approve the employment of Pyotr Mazur who has successfully completed his 150-day probationary period as a custodian. A new prorated contract should be issued to him in the amount of \$26,694 + \$1,340 (2<sup>nd</sup> shift) (prorated) for the 2012-2013 school year effective November 28, 2012.

33. **Corrections**

**CORRECT**

BE IT RESOLVED that the Board approve the corrections/changes as listed below:

**MATERNITY LEAVES**

**Employee #31045**

From: pursuant to Family Medical Leave Act an unpaid childcare leave of absence from September 28, 2012 through January 11, 2013.

To: pursuant to Family Medical Leave Act an unpaid childcare leave of absence from September 28, 2012 through December 21, 2012

**Employee #30794**

From: on or about November 14, 2012 through December 7, 2012 utilizing her accumulated sick leave. Pursuant to the Family Leave Act she is also requesting an unpaid childcare leave of absence from December 12, 2012 through March 8, 2013.

To: from November 8 through November 30, 2012 utilizing her accumulated sick leave. Pursuant to the Family Leave Act she is also requesting an unpaid childcare leave of absence from December 1, 2012 through March 1, 2013.

**Employee #10633**

From: on or about October 12, 2012 through November 12, 2012 utilizing her accumulated sick leave. Pursuant to the Family Leave Act she is also requesting an unpaid childcare leave of absence from November 13, 2012 through January 15, 2013.

To: on or about October 15, 2012 through November 21, 2012 utilizing her accumulated sick leave. Pursuant to the Family Leave Act she is also requesting an unpaid childcare leave of absence from November 22, 2012 through January 24, 2013.

**Employee #30115**

From: pursuant to Family Medical Leave Act an unpaid childcare leave of absence from September 11, 2012 through December 17, 2012.

To: on or about September 4, 2012 through October 4, 2012 utilizing her accumulated sick leave. Pursuant to the Family Leave Act she is also requesting an unpaid childcare leave of absence from October 5, 2012 through January 16, 2013.

**Employee #31241**

From: on or about November 12, 2012 through December 11, 2012 utilizing her accumulated sick leave. Pursuant to the Family Leave Act she is also requesting an unpaid childcare leave of absence from December 12, 2012 through March 20, 2013.

To: on or about November 12, 2012 through December 11, 2012 utilizing her accumulated sick leave. Pursuant to the Family Leave Act she is also requesting an unpaid childcare leave of absence from December 12, 2012 through March 15, 2013.

**APPROVALS OF EMPLOYMENT**

Brian Schuckmann

From: effective December 8, 2012 To: effective December 10, 2012

**LONG-TERM ASSIGNMENT**

Mary Jo Prill From: through January 24, 2013 To: through March 1, 2013

34. **Employment – Maintenance Worker**

**EMPLOY  
MAINT**

BE IT RESOLVED that the Board approve the employment of Claude Ortiz who has successfully completed his 150-day probationary period as a maintenance worker. A new prorated contract should be issued to him in the amount of \$27,917 + \$1,340 (2<sup>nd</sup> shift) (prorated) for the 2011-2012 school year effective November 16, 2012.

35. **Harassment, Intimidation, and Bullying**

**HIB**

BE IT RESOLVED that the Board of Education affirms the Harassment, Intimidation, and Bullying (HIB) report for November 29, 2012.

36. **Marshall Evaluation Plan**

**MARSHALL  
EVAL PLAN**

BE IT RESOLVED that the Board approve upon the recommendation of the Superintendent, the state-approved “The Marshall Rubrics” as our teaching practice evaluation instrument beginning September 2013.

**C. ITEMS FOR INFORMATION**

**Suspensions**

**SUSPENSIONS G**

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

\* subject to any guide placement or other salary adjustment that may be due upon completion of the negotiations between the Board of Education and PTHEA.

\*\* subject to any guide placement or other salary adjustment that may be due upon completion of the negotiations between the Board of Education and ESAPTH.

***Superintendent’s Bulletin No. 9***  
***December 20, 2012***  
***Read-Ins***

<b>Page/Number</b>	<b>Explanation</b>
Page 4 / # 9	<p><b><u>Mini Grants</u></b></p> <p><b><u>Add One additional:</u></b>                      Eastlake                      “Empowering Writers...Read, Write, Soar!” \$550.00                      Tracy Carroll and Victoria Mastrangelo</p>
Page 5 / #11	<p><b><u>Overnight Field Trips</u></b></p> <p><b>ADD:</b>  <b><u>Parsippany Hills</u></b>                      Grade 9-12 Junior Statesman of America February 22-24, 2013 – Washington DC</p>
#12	<p><b><u>Additions/Changes/Resign–Paraprofessionals/Aides/Sub Aides</u></b></p>

	<b>CHANGES</b> ADD: Eniola Honsberger – Instructional Resignation Effective January 2, 2013
Page 6 / #16	<b><u>Long-term Assignment</u></b> Employee #30044 From: Maternity Leave To: Sick Leave
#18	<b><u>Employment – Custodian</u></b> ADD: Louis Volpe \$12.75/per hour Part-time custodian – Brooklawn
#20	<b><u>Change of Assignment – Custodian</u></b> From: \$25,560 To: \$26,520
Page 10 / #33	<b><u>Corrections</u></b> Employee #30115 – CHANGE From: through January 16, 2013 To: through December 14, 2012

Interim Business Administrator Mark Resnick presented the Secretary’s Report.

**SECRETARY’S REPORT**

**SECRETARY’S REPORT**

The following motions recommended by the Board Secretary are non-controversial, a matter of routine business and will be voted on by one motion.

**Treasurer Report**

**TREASURER REPORT**

1. 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 August 31, 2012 and September 30, 2012.

Pursuant to N.J.A.C. 6:20-2:13(d), I certify that as of the end of August, 2012 and the end of September, 2012 no budgetary line item account has been over expended in violation of N.J.A.C. 6:20-2:13(a).



Mark Resnick  
Interim Board Secretary

Pursuant to N.J.A.C. 6:20-2:13(a), we certify that as of August 31, 2012 and September 30, 2012 after review of the Secretary’s monthly financial report for August, 2012 (appropriations section), and September, 2012 (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.

**Payment of Bills**

**PAYMENT OF BILLS**

2. BE IT RESOLVED that the Board of Education approve the payment of current bills for the 2012-2013 school year in the amount of \$10,545,551.62.
3. BE IT RESOLVED that the Board of Education approve the payment of current bills/outstanding warrants for school activities and the lost media accounts for the 2012-2013 school year in the amount of \$58,727.18.

**Change Order**

**CHANGE ORDER**

4. BE IT RESOLVED that the Board of Education approves the following Change Order #002 as follows:

Hannon Floor Covering Corporation  
Gym Floor Replacements at  
Lake Parsippany and Troy Hills Elementary Schools  
The original contract sum was: **\$211,500.00**  
Net change by previously authorized Change Orders: **\$30,687.00**  
Contract sum prior to this Change Order: **\$242,187.00**  
Contract sum will be increased by this CO in the amount of: **\$123,413.70**  
**The New Contract Sum including this CO will be: \$365,600.70**

**Energy Audit Firms**

**ENERGY AUDIT FIRMS**

5. WHEREAS the Board of Education requested proposals from BPU prequalified audit firms to perform energy audits on our 11 facilities, Parsippany High School, Brooklawn Middle School, and Eastlake, Intervale, Knollwood, Lake Hiawatha, Lake Parsippany, Mt. Tabor, Northvail, Rockaway Meadow and Troy Hills Elementary Schools, in connection with the NJ Board of Public Utilities' Local Government Energy Audit Program. Proposals were submitted as follows:

	<b><u>Vendor Name</u></b>	<b><u>RFP</u></b>
1	Clough Harbour & Associates, Parsippany, NJ	\$37,297.00
2	CD Smith, Woodbury, NY	\$37,475.00
3	Concord Engineering Group, Voorhees, NJ	\$38,280.00
4	Steven Winter Associates, North Brunswick, NJ	\$51,713.00

BE IT RESOLVED that the Board accepts the proposals from the prequalified audit firms to perform energy audits on our 11 facilities, Parsippany High School, Brooklawn Middle School, and Eastlake, Intervale, Knollwood, Lake Hiawatha, Lake Parsippany, Mt. Tabor, Northvail, Rockaway Meadow and Troy Hills Elementary Schools, in connection with the NJ Board of Public Utilities' Local Government Energy Audit Program and accept the proposal from Clough Harbour & Associates of Parsippany, NJ in the total amount of \$37,297.00.

**Emergency Roof Replacements @ Lake Hiawatha  
Elem School and Board of Education Building**

**EMERG ROOF REPLACES  
LK HIAWATHA ELEM & BOE**

6. WHEREAS the district solicited quotes for the Emergency Roof Replacements at the Lake Hiawatha Elementary School and the Board of Education buildings and quotes were opened and accepted from the following:

**Parsippany-Troy Hills School District – QUOTE Results**

<b>Emergency Roof Replacements @ Lk. Hiawatha Elem Sch &amp; BOE Bldg after Hurricane Sandy 10-29-12</b>	<b>Response:</b>
1 Barrett Roofs Millington, NJ	<b>\$349,565.00</b>

NOW, THEREFORE BE IT RESOLVED that the Board approve the quote for the Emergency Roof Replacements at the Lake Hiawatha Elementary School and the Board of Education buildings from Barrett Roofs of Millington, NJ in the amount of \$349,565.00 as quoted above.

**Acceptance of CAFR**

**ACCEPT OF CAFR**

7. WHEREAS, the district in compliance with NJSA 18A:23-1 has had an annual audit of the district's accounts and financial transactions conducted by the auditing firm of Wiss and Company, LLC, and

WHEREAS, the results of the audit has been discussed with the Board of Education at a public meeting and copies of the audit summary made available, and

WHEREAS, the following recommendations were cited by the auditors and are being addressed as noted below and on the Corrective Action Plan (CAP):

- Financial Planning, Accounting and Reporting

1. The District should assign an individual to be responsible for the compensated absences analysis. We suggest the analysis be documented in writing and be referenced to a contract or policy. The analysis should be reviewed and verified by a different person to make sure it meets all contract requirements and is properly calculated.

CAP: The District will assign the Director of Personnel or his/her designee to be responsible for the preparation of the compensated absences analysis. The analysis will be documented in writing and be referenced to a contract or policy. The analysis will be reviewed and verified by a different person assigned by the Director of Personnel to make sure it meets all contract requirements and is properly calculated.

2. The District misclassified year end liability balances between accounts payable and the reserve for encumbrances and certain instances were noted where year-end accounts payable balances were not recorded.



CAP: The Business Administrator will review purchase orders and accounts payable balances at year end for accuracy and proper classification at June 30<sup>th</sup> between accounts payable and the reserve for encumbrances.

3. During month end reports the audit noted that the monthly budget transfers, Board secretary/treasurer reports were not being approved on a timely consistent basis throughout the year.

CAP: Based on intermittent, unpredictable time-line factors, the Business Administrator will attempt to ensure a more timely approval of budget transfers and Board secretary/treasurer reports.

- School Purchasing Programs

The District's compliance with Public School Contracts Law for quotes found a few instances where the District could not provide proof that two quotes were obtained.

CAP: The Business Administrator will communicate with all administrators and school principals to reiterate adherence to the Public School Contracts Law and internal policy manual to assure that at least two quotes are obtained and documented.

- Student Body Activities

District schools did not always provide cash receipt logs/registers to document the timeliness of deposits being made within 3 to 5 business days.

CAP: The Business Administrator will coordinate with bookkeeping to implement a more effective procedure that will document the timeliness of student activity deposits.

BE IT RESOLVED, that the Board of Education accept the CAFR as presented, and approve the attached Corrective Action Plan, **EXHIBIT A**.

BE IT FURTHER RESOLVED, that the Board Secretary/Business Administrator be directed to deliver a copy of the CAFR synopsis and Corrective Action Plan to the County Superintendent for review.

**Referendum Fields Cost**

**REFERENDUM FIELDS COST**

8. WHEREAS, the Board of Education of the Township of Parsippany-Troy Hills in the County of Morris, New Jersey (the "Board" when referring to the governing body and the "School District" when referring to the territorial boundaries governed by the Board) desires to undertake a capital project, consisting of athletic field improvements at both the Parsippany High School and Parsippany Hills High School consisting of the replacement of the running track, the installation of a turf

field, the addition of restroom facilities and all site work, including barrier free access improvements, storm water/sanitary management improvements and fencing, entrance, lighting and electrical upgrades (the "Project"); and

WHEREAS, to accomplish the same, the Board seeks to authorize the submission of a special question (the "Proposal") at a special School District election to be held Tuesday, January 22, 2013 (the "Election") and to authorize certain actions required to be taken in connection with the conduct of the Election and the undertaking of the Project.

**NOW THEREFORE, BE IT RESOLVED** by The Board of Education of the Township of Parsippany-Troy Hills in the County of Morris, New Jersey (not less than a majority of the full membership of the Board concurring) as follows:

1. The following Explanatory Statement and Proposal (the "Proposal") shall be submitted to the legal voters of the School District at the Election:

#### **EXPLANATORY STATEMENT**

**As set forth in the Proposal below, the Board is seeking authorization to undertake various renovations and upgrades to both of the district's High Schools to provide athletic field improvements consisting of the replacement of the running track, the installation of a turf field, the addition of restroom facilities and all site work, including barrier free access improvements, storm water/sanitary management improvements and fencing, entrance, lighting and electrical upgrades all at a cost not to exceed \$7,733,000. The Board anticipates financing such cost through the issuance of school bonds over a 10 year period.**

#### **PROPOSAL**

**The Board of Education of the Township of Parsippany-Troy Hills in the County of Morris, New Jersey is authorized to (A) undertake athletic field improvements at both the Parsippany High School and Parsippany Hills High School consisting of the replacement of the running track, the installation of a turf field, the addition of restroom facilities and all site work, including barrier free access improvements, storm water/sanitary management improvements and fencing, entrance, lighting and electrical upgrades and (B) expend on such project an amount not to exceed \$7,733,000 which amount may be transferred between the projects and which expenditure shall be funded with bonds of the School District in an aggregate amount not to exceed \$7,733,000. The projects to be funded are not eligible for state support.**

2. The Board hereby approves and adopts the Proposal and, subject to the approval of the legal voters of the School District, hereby determines to carry out the same.

3. The Business Administrator/Board Secretary is hereby authorized and directed, in conjunction with Bond Counsel, to deliver a certified copy of this resolution and such other information as shall be necessary to comply with applicable provisions of the Education Law and Election Law, to the Morris County Superintendent of Schools, Morris County Clerk, Morris County Board of Elections, and to the Clerk of the Township of Parsippany-Troy Hills, and to request such persons to undertake their respective functions under the Education Law and the Election Law, as applicable, in connection with the Election. The Business Administrator/ Board Secretary is hereby authorized to amend the Proposal and the Explanatory Statement to conform same to statutory requirements.
4. The Board hereby acknowledges and confirms that, in accordance with the requirements of Sections 24-16 and 24-17 of the Education Law, a Supplemental Debt Statement has been prepared as of the date of this resolution by the Chief Financial Officer of the Township of Parsippany-Troy Hills, giving effect to the proposed total authorization of School Bonds of the School District in the maximum amount provided for in the Proposal, and that such Supplemental Debt Statement has been filed in the offices of the Clerk of the Township of Parsippany-Troy Hills, and in the office of the Business Administrator/Board Secretary prior to the adoption of this resolution. The Board hereby directs the Business Administrator/Board Secretary to cause such Supplemental Debt Statement to be filed in the office of the Director of the Division of Local Government Services, New Jersey Department of Community Affairs prior to the date of the Election.
5. The School Administration and such other officers, professionals and agents of the Board as are necessary, including Wilentz, Goldman & Spitzer, P.A., Bond Counsel and the Architect for the Project, are each hereby authorized and directed to perform such acts, execute such documents and do such things as are necessary and proper for the submission of the Proposal to the voters of the School District at the Election.
6. This resolution shall take effect immediately.

**NEW BUSINESS**

**NEW BUSINESS**

Mrs. Orthwein requested that serious consideration be given to putting 2 full-time SROs back at both high schools. Mr. Strumolo agreed and felt that other security issues should be reviewed in light of the tragedy at Sandy Hook Elementary School.

Mr. Martin felt that the Board needs to be prepared for lack of state aid due to Hurricane Sandy.

**PUBLIC PORTION**

**PUBLIC PORTION**

Hank Heller – shared document with Board from Montville regarding the referendum; requested the names of the Board members in attendance at the meeting with the recreation groups and the Superintendent.

Alison Cogan – addressed future opening on the Board and noted her interest in filling the position.

Sandy Giercyk – test scores; acknowledged and thanked Mr. Neglia and Mrs. Orme for their years of service on the Board; field work beginning before graduation will cause need for alternative place for graduation.

Ray Vigano – asked if referendum vote is one question or several; communication of information; opposed to referendum.

Tim Berrios – visitors to schools should be escorted to the office after being buzzed in; police car should routinely pass by all schools.

Bob Venezia – test score observations; annual maintenance cost to artificial fields.

Bob Crawford – location for graduation; referendum information lacking; Board vacancy.

Peter Bradley – tax rate change due to referendum; incremental cost to operate the fields; communication of information.

Judy Mayer – expressed her thanks to Mr. Neglia and Mrs. Orme; evaluation of administration.

Liz Kadian – security in schools; ADA upgrade to fields should be done even if referendum does not pass

George Blair – Board of Education getting along better and hoping that referendum vote will be united; keep the 3 minute rule.

**ROLL CALL VOTES: SUPERINTENDENT’S BULLETIN  
AND SECRETARY’S REPORT**

**ROLL CALL VOTES**

Mr. Neglia moved and Mrs. Orme seconded a motion that the Board approve resolutions #1-36 of the Superintendent’s Bulletin #9. The resolutions were approved by roll call vote with 9 Ayes with the following exceptions:

Mr. Martin Abstained on #13, Month-to-Month Substitutes; #15, Re-Employment – Substitute Approval; #16, Long-term Assignments; #22, Employment – Data Center; #24, Employment - Secretary; #31, Study Island.

Mrs. Orme moved and Mr. Mancuso seconded a motion that the Board approve resolutions #1-8 of the Secretary’s Report. The resolutions were unanimously approved by roll call vote.

Several Board members and President Calabria thanked Mrs. Orme and Mr. Neglia for their years of service.

President Calabria called upon the Board members to reflect on the past year as this is the last meeting of this Board.

**ADJOURN**

**ADJOURN**

There being no further business the public meeting was adjourned at 10:05 p.m. on a motion by Mr. Neglia, seconded by Mrs. Orme and unanimously approved by voice vote.

Respectfully submitted,

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Susan Tindal, RSBS  
Assistant Board Secretary

**Appendix A**

**Site-Based Objectives**  
**(177 pages)**

**Can be reviewed in your Board packet of December 20<sup>th</sup>**  
**or on-line at the District website**

**CORRECTIVE ACTION PLAN**

**EXHIBIT A**

**NAME OF SCHOOL** Parsippany-Troy Hills

**COUNTY** Morris

**TYPE OF AUDIT** CAFR & Auditor's Management Report, 2012

**CONTACT PERSON** Robin Tedesco, Asst. Business Administrator

**DATE OF BOARD MEETING** Thursday, December 20, 2012

**TELEPHONE NUMBER** 973-263-7200, ext. 7209

Page # of Mgmt Rept	Correction Action Approved by the Board	Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation
3	Develop a compensated absences analysis in writing and reference it to a contract or policy; all documentation and calculations, including contract compliance must be verified by a second person.	The District will assign the Director of Personnel to assure preparation of a compensated absences analysis and assign another individual to verify documentation, accurate calculation and compliance with contract requirements.	Director of Personnel	June 30, 2013
3	Classify year end liability balances between accounts payable and the reserve for encumbrances and assure year-end accounts payable balances are recorded.	Through supervision under the Business Administrator the district accountant will review purchase orders and accounts payable balances at year end June 30 <sup>th</sup> between accounts payable and the reserve for encumbrances	Business Administrator	June 30, 2013
4	Monthly budget transfers and the Board secretary/treasurer reports need to be approved on a more timely and consistent basis.	Through supervision under the Business Administrator the district accountant will assure approval of budget transfers and Board secretary/treasurer reports are completed more timely throughout the year.	Business Administrator	June 30, 2013
5	Under the Public School Contracts Law a minimum of two quotes must be obtained for all school purchases.	A reiteration of this policy will be communicated with all administrators, supervisors and building principals.	Business Administrator	June 30, 2013
7	Cash receipt logs/registers must document all student activity deposits made within 3-5 business days.	The Business Administrator will coordinate with bookkeepers and school bursars to develop a more effective procedure for documenting receipts for student activity deposits.	Business Administrator	June 30, 2013

\_\_\_\_\_  
**Chief School Administrator**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Interim School Business Administrator/Board Secretary**

\_\_\_\_\_  
**Date**

Cc: County Superintendent