

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

**Number 14 Addendum**

**February 19, 2015**

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

The following items I-VI represent the complete Superintendent's Report, and therefore represent Board Action for all of these recommendations made by the Superintendent as required by statute. For purposes of Board and public clarity and as previously advised by the Superintendent the report is being broken down into sections by functional level and as so co-assigned by the Superintendent to a specified Cabinet Member as noted.

14-15 05

**II. GA – GENERAL ADMINISTRATION – JONI BENOS**

**GA 14-15 61 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
Joseph Gesumaria Betty Wang Goarcke	NJTESOL Conference	May 27-28, 2015	New Brunswick, NJ	\$219.00 ea IDEA
Peter Riffel	AHERA Inspector Conf	March 2-4, 2015	Piscataway, NJ	\$595.00

**GA 14-15 62 Overnight Field Trip Approval**

**OVERNIGHT GA-C  
FIELD TRIP**

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

Grade 9-12 March 6-8, 2015 – Wrestling State Tournament  
Atlantic city, NJ

IV. **HR – HUMAN RESOURCES – EILEEN HOEHNE**

HR 14-15 191 **Approval of Employments**

BE IT RESOLVED that the Board approve the employment of the individual named below, for the 2014-2015 school year and that a contract be issued in accordance with the provisions of the Teachers' Salary Guide for the 2011-2015 school year for the educational level and experience indicated.

<b><u>Mallory Tolomieri</u></b>	<b><u>Teacher of English</u></b>
Degree:	BA/William Patterson University 2014
Certification:	Teacher of English
Experience:	First Year Teacher
Guide Placement:	BA, Step 1 \$51,420.00 (prorated)
Effective Dates:	February 20, 2015
Assignment:	Central Middle School (Replacement)

HR 14-15 192 **Long-Term Assignment**

**LONG TERM**

BE IT RESOLVED that the Board approve Daniel Caivano as a long-term substitute for employee #10341, a teacher at Troy Hills Elementary School who will be out on maternity leave. Mr. Caivano will be compensated at \$99.83 effective March 9, 2015 through June 9, 2015; and effective June 10, 2015 through June 26, 2015 at the per diem rate of \$257.10.

HR 14-15 193 **Change in Salary – PACE Site Supervisor**

**CHANGE IN SALARY**

BE IT RESOLVED that the Board approve the following change of salary for the 2014-2015 school year for the individual named below effective March 2, 2015:

**Bryan Hershkowitz – Site Supervisor**

From: \$40.00 per hour

To: \$50.00 per hour

*(accepting additional duties/responsibilities for the PACE/SKIP program)*

HR 14-15 194 **Job Description**

**JOB HR-B DESCRIPTION**

BE IT RESOLVED that the Board approve the Job Description for the new position of Administrative Support Specialist as appended.

HR 14-15 195 **Employment – School Security Officer**

**EMPLOY  
SSO**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approve the employment of the following individual, subject to the receipt of all required employment documents including, but not limited to completion of criminal history background check and any other required materials, to serve as a School Security Officer for the 2014-15 school year at the salary indicated:

Mr. Kevin Duffy – Central Middle School - \$48,000

HR 14-15 196 **Employment – One-to-One Aide Co-Curricular**

**EMPLOY  
AIDE**

BE IT RESOLVED that the Board approve the employment of the individuals named below to serve as a One-to-One Co-Curricular Aide for the 2014-2015 school year at the hourly rate of \$18.00/per hour not to exceed \$3,330:

Parsippany Hills High School

Stephanie Lyons - Spring Track

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS
OVERNIGHT FIELD TRIP APPROVAL FORM

PLEASE COMPLETE ALL OF THE NECESSARY INFORMATION ON THE ATTACHED REGULATIONS BEFORE SUBMITTING THIS FORM.

THE TRIP ARRANGEMENTS CANNOT BE MADE WITHOUT BOARD OF EDUCATION APPROVAL

School: Parsippany High School Date: February 19, 2015

Date of Trip: March 6th - 8th Grade Level & Subject: 9-12 Number of Students: TBD 1-14

Co-Curricular Activity/Group: Wrestling

Destination\*: Atlantic City Phone#

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

NJSIAA State Wrestling Tournament

Address: Boardwalk Hall

Description of Program:

How is this trip related to the curriculum at this grade level? Please be specific.

What academic preparation has been done prior to this trip?

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

- 1.
2.
3.

How is this proposed trip the best method available for achieving the desired learning outcome?

Transportation Information
Means of Transportation: Car
Cost: mileage reimbursement for coaches
Departure from School: March 6, 9am
Departure from Destination: March 8, 5pm
Provider:
Phone #:
Arrival at Destination: March 6, noon
Arrival at School: March 8, 8pm

Total Cost Information
Admission/Registration Cost:
Funding Source:
Cost to Parent: \$0

PLEASE CHECK THAT YOU HAVE READ THE FIELD TRIP REGULATIONS

Names of Teachers/Staff Members:

Names of Non-Staff Chaperones:

Fred Piotrowsky
Joseph Dasti
Jerry McMickle

NURSE NEEDED YES NO DESTINATION ON APPROVED LIST YES NO

APPROVED/PRINCIPAL

DATE

APPROVED CENTRAL OFFICE

DATE

APPROVED BY BOARD OF EDUCATION

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## OVERNIGHT FIELD TRIP APPROVAL FORM

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

School: ParsIPPany Hills Date: February 19, 2015

Date of Trip: March 6-8th Grade Level & Subject: 9-12 Number of Students: TBD 1-14

Co-Curricular Activity/Group: Wrestling

Destination\*: Atlantic City Phone# \_\_\_\_\_

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

NJSIAA State Wrestling Tournament

Address: Boardwalk Hall

Description of Program: \_\_\_\_\_

How is this trip related to the curriculum at this grade level? Please be specific.  
 \_\_\_\_\_

What academic preparation has been done prior to this trip?  
 \_\_\_\_\_

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

How is this proposed trip the best method available for achieving the desired learning outcome?  
 \_\_\_\_\_

Transportation Information	
Means of Transportation: <u>Car</u>	Provider: _____
Cost: <u>mileage reimbursement for coaches</u>	Phone #: _____
Departure from School: <u>March 6, 9am</u>	Arrival at Destination: <u>March 8, noon</u>
Departure from Destination: <u>March 8, 5pm</u>	Arrival at School: <u>March 8, 8pm</u>

Total Cost Information	
Admission/Registration Cost: _____	Cost to Parent: <u>\$0</u>
Funding Source: _____	

PLEASE CHECK THAT YOU HAVE READ THE FIELD TRIP REGULATIONS

**Names of Teachers/Staff Members:**

Justin Alteschul   
Adam Pavese   
 \_\_\_\_\_   
 \_\_\_\_\_

**Names of Non-Staff Chaperones:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

NURSE NEEDED YES  NO  *Kelly* DESTINATION ON APPROVED LIST  YES  NO

*[Signature]*  
 APPROVED PRINCIPAL  
 DATE 2/19/15  
 APPROVED CENTRAL OFFICE DATE 2/19/15

APPROVED BY BOARD OF EDUCATION

**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**

**JOB DESCRIPTION**

- TITLE:** Administrative Support Specialist
- REPORTS TO:** Assistant Business Administrator
- JOB GOAL:** The Administrative Support Specialist will assist with the operations of the Business Office and the Payroll Section.
- QUALIFICATIONS:** High School Graduate  
Thorough familiarity with key computer programs including Word, Excel and Access  
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.
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 and SKIP/PACE Program.
12. Account for all district scholarship programs.
13. Sort mail.

14. Data entry.
15. Update employee status with vendors.
16. Coordinating Bulletin updates.
17. Filing.
18. Perform other related duties that may be assigned.

Date Adopted: \_\_\_\_\_

JD/Central Office