

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

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Number 18

April 30, 2015

**MISSION STATEMENT**

*The mission of Parsippany-Troy Hills School District is to provide effective instruction in all program areas, to develop the learning potential of all students in the district, to build skills for a lifetime of learning, and to develop a feeling of self-worth and confidence that will allow students to become productive members of society.*

*To accomplish this mission, Parsippany-Troy Hills School District is committed to a system which recognizes principals, supervisors and directors as instructional leaders and empowers members of the teaching staff to become partners in the development of curriculum and refinement of instructional strategies. The Board of Education also seeks the involvement of parents and members of the community as participants in a partnership to promote quality education. The result of this collaboration is to produce effective learners who can cope with the demands of an ever-changing society.*

*Furthermore, we are dedicated to achieving a spirit of humaneness as students involve themselves in school activities as well as contributing to the well being of the community. To achieve these ends, the Board of Education also supports a continuous program of staff development for all employees as means of developing the most effective curriculum and instruction for all our students.*

*Date Adopted: 7/6/89*

**Public Comments**

In an effort to align our meeting practices with those of the Township and to insure an orderly meeting, effective this evening the following guidelines must be adhered to for all of those who wish to speak during the public comment section of tonight's meeting and all future meetings:

1. Each person must sign in and will have three minutes to speak to the Board.
2. Each person must address the presiding officer.
3. Each person must recognize the authority of the presiding officer and end his or her comments at the end of three minutes.
4. After everyone who wishes to speak has had that opportunity to do so, a person may speak one more time to the Board for one minute.
5. Bylaw 0167 – Public Participation in Board Meetings which details the Board's expectations and guidelines for addressing the Board of Education can be found on the district website. <http://www.pthsd.k12.nj.us/policies.html>

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

**Number 18**

**April 30, 2015**

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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

**ITEMS FOR DISCUSSION**

**I. LA – LEADERSHIP ACTIONS – SCOTT RIXFORD**

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

GA 14-15 71 **Awards to Students**

**AWARDS**

BE IT RESOLVED that the Board congratulate and present awards to the students listed below for their fine achievements.

**BROOKLAWN MIDDLE SCHOOL – Principal – Natalie Betz, Ed.D.**

**CHORUS**

**Tiffany Schifano, Director**

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**2015 North Jersey School Music Association  
Junior Region 1 Chorus**

Alison Christian	Kimberly Love
Brian Davies	Mia Maccarella
Koji Ericson	Anthony Paterno
Rafaella Espinosa	Devansh Sheth
Teresa Folan	Colin Smith
Paul Kim	Jubin Thomas
Brian Kong	Kaneesha Vaz
Ruth Kowalski	Kyra Waters
Gauri Kshirsagar	Teagan Wittig
Matthew Lin	Sara Zevallos

**ORCHESTRA**

**Joseph Stella, Director**

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**2015 New Jersey All State  
Intermediate Orchestra – Cello  
Brian Kong**

**STUDENT COUNCIL**

**Lou Miller and Alison Franz, Advisors**

**NASC National Gold Council of Excellence  
10<sup>th</sup> Consecutive Year**

Diana DeMottie, President  
Adam Suarez, Vice-President  
Rosie Walek, Secretary  
Colin Smith, Treasurer  
Diya Patel, State Officer

**Board of Directors**

Kaitlin Cirillo  
Feyisara Idera  
Ruth Kowalski  
Kelsey Mogan  
Tirth Patel  
Izabella Tancredo

**WRESTLING**

**Jason Lodato, Coach**

**Greater Morris County Junior School  
Wrestling Tournament Champion - 95 lb Weight Class**

**Nate Camiscioli**

**PARSIPPANY HILLS HIGH SCHOOL**

**Principal – Michael DiSanto**

**Coordinating Principal of Athletics – Todd Ricker**

**BAND**

**Michael Iapicca, Director**

**2014 N.J.S.M.A. Concert Band Festival Gold Rating**

**North Jersey Area Band Wind Ensemble**

**NJSMA Region Symphonic Band**

Arpan Bhavsar

**NJSMA Region Band**

**NJ All State Band**

Justin Lu

**NJSMA Region Symphonic Band**

Eileen Wang

**North Jersey Area Band**

Kristin Chen  
Tracey Miller  
Michael Wu  
Lucas Folan  
Justin Gurth  
Andrew Park

**CHORUS**

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**Matthew Lee, Director**

**2015 North Jersey Region Mixed Chorus**

Mariah Acree  
Brittani Vecchia

**2015 All State Band**

**2015 North Jersey Region Mixed Chorus**

Lucas Folan

**2014 NafMe All National Honors Choir**

**2015 Morris Area Honors Choir**

**2015 North Jersey Regions Mixed Chorus – Rank #4 - Bass 1**

Mitchell Folan

**2015 All State Band**

**2014 NafMe All National Honors Choir**

**2015 Morris Area Honors Choir**

**2015 NafMe All-Eastern Honors Choir**

**2015 North Jersey Regions Mixed Chorus – Rank #2 - Base 2**

Michael Willis

**2014 NafMe All National Honors Choir**

**2015 NafMe All-Eastern Honors Choir**

**2015 ACDA All-National Honors Choir**

**2015 North Jersey Regions Mixed Chorus – Rank #5 - Alto 2**

Grace Lee

**2015 Morris Area Honors Choir**

Jacob Muller

**2015 Morris Area Honors Choir**

**2015 North Jersey Regions Mixed Chorus – Rank #2 – Tenor**

**2014 NafMe All National Honors Choir**

**2015 NafMe All-Eastern Honors Choir**

**2015 ACDA All-National Honors Choir**

Daniel Eyeran

**2015 Morris Area Honors Choir**

**2015 North Jersey Regions Mixed Chorus – Rank #12 - Base 2**

Renzo Espinosa

**2015 Morris Area Honors Choir**

**2015 North Jersey Regions Mixed Chorus**

Kelly Flanagan  
Nicole Poccia

**2015 All State Band**  
**2015 Morris Area Honors Choir**  
**2015 North Jersey Regions Women's Chorus**  
Ananya Iyengar  
Brianne Partington

**2015 NafMe All-Eastern Honors Choir**  
**2015 North Jersey Regions Mixed Chorus – Rank #6 - Alto 1**  
Jeeba Thomas

**NATIONAL MERIT**

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**Trish Morsillo, Coordinator**

**2015 National Merit Scholarship Program**

**SEMI-FINALIST / FINALIST**

Kristin Chen  
Karl Mulligan  
Annie Wang

**COMMENDED STUDENTS**

Rohan Gupta  
Grace Lee  
Derek Liu  
Lindsey Magbitang  
Tracey Miller  
Chandni Patel  
David Zhong

**BOYS BASKETBALL**

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**Mike Herzenberg, Coach**

**2<sup>nd</sup> Team All Conference**

Armit Nagendran

**GIRLS BASKETBALL**

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**Van Johnson, Coach**

**1<sup>st</sup> Team All Conference**

Mikaela Dredde  
Veronica Serkowska

**2<sup>nd</sup> Team All Conference**

Rochelle Blair

**Honorable Mention**

Erin Fulmore

**CROSS COUNTRY**

**Michelle Perry, Coach**

**1<sup>st</sup> Team All Conference**

Anthony Azzizzo  
Karl Mulligan  
Zavier Rivera

**FIELD HOCKEY**

**Alez Polizzo, Coach**

**2<sup>nd</sup> Team All Conference**

Jillian Rogers

**FOOTBALL**

**Dave Albano, Coach**

**1<sup>st</sup> Team All-Conference - Defense**

Ryan Hill  
JD Keyes  
Jared Salgado

**2<sup>nd</sup> Team All-Conference - Defense**

Luke Haltigan

**1<sup>st</sup> Team All-Conference - Offense**

Angelo Gallego  
Kyle McGinley  
Ryan Shawn

**2<sup>nd</sup> Team All-Conference- Offense**

Anthony Barlotta  
Matt Joyce  
Christopher Pietrowicz  
Christopher Wojtukiewicz

**Honorable Mention**

Vinny Castellana

**ICE HOCKEY**

**Mike Masotti, Coach**

**1<sup>st</sup> Team All-Conference**

Steven Krolian

**BOYS SOCCER**

**James Weigand, Coach**

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**1<sup>st</sup> Team – All Conference**

**2<sup>nd</sup> Team – All County**

Christian Buitrago

Brandon Fernandez

**2<sup>nd</sup> Team All Conference**

**Honorable Mention-All County**

Thomas Molloy

Sebastian Amaya

**Honorable Mention – All Conference**

Marco Garcia

**GIRLS SOCCER**

**Gia Rosamilia, Coach**

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**1<sup>st</sup> Team – All County**

Rochelle Blair

Sally Campuzano

**2<sup>nd</sup> Team – All Conference**

Erin Crystal

Alexandra Gilgorri

**Honorable Mention All Conference**

Lauren McLaughlin

**TENNIS**

**Dave Bongiovanni, Coach**

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**1st Team – All Conference - Singles**

Karoline Xiong

**2<sup>nd</sup> Team – All Conference - Doubles**

Arina Lysak

Carissa Ganihong

**Honorable Mention All Conference**

Samantha Cannen

Sapana Gupta

**VOLLEYBALL**

**Karen Brzezinski, Coach**

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**1<sup>st</sup> Team All Conference**

Mikaela Dredde

**2<sup>nd</sup> Team All Conference**

Erin Fulmore

**Honorable Mention All Conference**

Clara Delgado

**WRESTLING**

**Justin Altschul, Coach**

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**1<sup>st</sup> Team All Conference**

Kyle McGinley

**2<sup>nd</sup> Team All Conference**

Justin Carifi

**Honorable Mention**

Thomas Molloy



GA 14-15 76 **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
Leanne Adubato Cristine Hild Stephanie Lyons Linda Puso Lauren Vassilowitch	Alternative & Innovative Interventions for Autism, ADHD and Anxiety	May 18, 2015	Princeton, NJ	\$160.00 ea IDEA/CEIS Grant
Keith Cortright	Alternative & Innovative Interventions for Autism, ADHD and Anxiety	May 19, 2015	Toms River, NJ	\$169.00 IDEA/CEIS Grant
Nicholas Tocci	NJ TESOL/NJBE, Inc.	May 28, 2015	New Brunswick, NJ	\$238.00 Title III Grant
Angelina M. Finnegan	NAESP Annual Conference: Best Practices for Better Schools	June 29-July 3, 2015	Long Beach, CA	\$1,877.87

GA 14-15 77 **Field Trip Destination**

**FIELD TRIP DESTINATION**

BE IT RESOLVED that the Board approve the potential Field Trip destination named below for the 2014-2015 school year.

**Destination**  
Hyatt Regency  
Chicago, IL

**What the trip would be for**  
Business class @ PHS

GA 14-15 78 **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:

Central Middle School PTSA has donated an electronic sign to be installed by the Board of Education at Central Middle School.

GA 14-15 79 **Board Policies/Regulations**

**BOARD  
POLICIES**

BE IT RESOLVED that the Board approve the following new and revised Board Policies/Regulations at this second and final reading.

**REVISED**

Regulation 2624 Grading System

**GA-A**

Policy & Regulation 5200 Attendance

**GA-B**

Regulation 5230 Late Arrival and Early Dismissal

**GA-C**

Policy 5410 Promotion and Retention

**GA-D**

Policy & Regulation 7250 School Facility Names

**GA-E**

**NEW**

P 5756 Student Gender Identity

**GA-F**

GA 14-15 80 **Overnight Field Trip Approvals**

**OVERNIGHT G  
FIELD TRIPS**

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

PHHS - Grade 11 May 1-2, 2015– FBLA – New Brunswick

PHS - Grade9-12 June 28-July 3, 2015 FBLA – Chicago, Illinois

**III. AP – ACADEMIC PROGRAMMING – NANCY GIGANTE, ED.D.**

IV. HR – HUMAN RESOURCES – EILEEN HOEHNE

HR 14-15 236 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 effective March 13, 2015 in the area indicated:

**Parsippany High School**  
Michael Plescia Baseball

HR 14-15 237 Resignation - PTHESA **RESIGN  
PTHESA**

BE IT RESOLVED that the Board approve the following resignation effective April 24, 2015 as indicated:

Jenna Mendelsohn Instructional Aide Lake Parsippany

HR 14-15 238 Resignations – Local 32 **RESIGN  
LOCAL 32**

BE IT RESOLVED that the Board approve the following resignations as indicated:

Michael Steward Maintenance Worker 4/17/2015  
Michael H. Volpe, Jr. Custodian Central Middle School 4/30/2015

HR 14-15 239 Waivers of Teaching Load **WAIVERS**

BE IT RESOLVED that the Board approve the waivers of the teaching loads for the following individuals who have agreed to provide class coverage as indicated below during the 2014-2015 school year as indicated below effective April 13, 2015 through June 25, 2015:

Elizabeth Zinckgraf	BMS - Language Arts 1/7	\$8,307.14 (prorated)
Diane Dunleavy	BMS - Language Arts 1/7	\$12,914.29 (prorated)
Kara Just	BMS - Honors Language Arts 1/7	\$8,935.00 (prorated)
Christine Kopas	BMS - Language Arts 1/7	\$13,965.00 (prorated)
Julianne Buccino	BMS - Language Arts 1/7	\$12,914.29 (prorated)

HR 14-15 240 Resignation – Local 32 **RESIGN  
DRIVER**

BE IT RESOLVED that the Board approve the resignation of Arthur Christensen, Bus Driver, effective April 17, 2015.

- HR 14-15 241    **Employment – Bus Aide**    **EMPLOY  
BUS AIDE**
- BE IT RESOLVED that the Board approve Arthur Christensen as a Bus Aide for the 2014-2015 school year for 5.50 hours per day at the rate of \$15.17 per hour effective April 20, 2015.
- HR 14-15 242    **Certificate of Retirement - PTHESA**    **RETIRE  
PTHESA**
- BE IT RESOLVED that the Board approve the resignation of Huan-Chu Pohlman, Paraprofessional, for the purpose of retirement effective July 1, 2015.
- HR 14-15 243    **Change in Start Date – Administrative Support Specialist**    **START DATE**
- BE IT RESOLVED that the Board approve the following change in start date as indicated below:
- Lisa Galioto**  
From: Subject to the receipt of all required employment documents  
To:    May 7, 2015
- HR 14-15 244    **Certificate of Retirement – Noontime Aide**    **RETIRE  
NOONTIME**
- BE IT RESOLVED that the Board approve the resignation of Catherine A. Posselt, Noontime Aide, for the purpose of retirement effective July 1, 2015.
- HR 14-15 245    **Medical Leaves of Absence**    **LEAVES OF  
ABSENCE**
- BE IT RESOLVED that the Board approve a paid medical leave of absence for Employee #10123, utilizing accumulated sick leave effective June 1, 2015 through September 1, 2015.
- BE IT RESOLVED that the Board approve a paid medical leave of absence for Employee #30502, utilizing accumulated sick leave effective April 20, 2015 through June 1, 2015.
- HR 14-15 246    **Long-Term Assignments**    **LONG-TERM  
ASSIGN**
- BE IT RESOLVED that the Board approve Sharon Stieve as a long-term substitute for Employee #30714, a teacher at Mount Tabor School. Ms. Stieve will be compensated at the per diem rate of \$99.83 effective April 20, 2015 through June 26, 2015.
- BE IT RESOLVED that the Board approve Katherine Philip as a long-term substitute for Employee #30505, a teacher at Eastlake School. Ms. Philip will be compensated at the per diem rate of \$99.83 effective April 24, 2015 through June 26, 2015.

HR 14-15 247 **Employment – Local 32**

**EMPLOY  
CUSTODIAN**

BE IT RESOLVED that the Board approve the employment of Delroy Hill who has successfully completed his 150-day probationary period as a Custodian Floater. A new contract should be issued to him in the amount of \$29,182 (prorated) + \$1,415 (2<sup>nd</sup> Shift) + \$1,285 (Boiler License) for the 2014-2015 school year, effective April 30, 2015.

HR 14-15 248 **Employment – Substitutes**

**EMPLOY SUBS**

BE IT RESOLVED that the Board approve the employment/changes/deletions of the individuals named below who hold the appropriate number of credits or the proper certification, and who have indicated their interest in serving as a substitute in the areas indicated during the 2014-2015 school year, effective May 1, 2015:

Stephen Badian	Teacher
Jessica DePugh	Teacher
Anthony Egidio	Teacher
Christine Judge	Nurse
Karen Kinsey	Nurse
Rachel Lieberman	Teacher
Jennifer Montan	Paraprofessional
Kathleen Ries	Teacher
Kristina Schrag	Teacher (effective 3/27/15)

HR 14-15 249 **Job Descriptions**

**JOB  
DESCRIPTION**

BE IT RESOLVED that the Board approve the Job Descriptions for the positions indicated below which have been reviewed by the Board Human Resources Committee as appended.

Dean of Student Affairs	<b>HR-A</b>
Director of District and School Security	<b>HR-B</b>
Elementary School Security Agent	<b>HR-C</b>
Server Administrator	<b>HR-D</b>
Technical Services Analyst	<b>HR-E</b>

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

- TITLE:** DEAN OF STUDENT AFFAIRS
- REPORTS TO:** Building Principal
- SUPERVISES:** Professional and non-professional staff in the school
- QUALIFICATIONS:** New Jersey Principal Certificate or eligibility  
Successful teaching experience at the elementary and/or high school level  
Demonstrated leadership capability in the areas of curriculum and staff development and student activities, athletics or Special education  
Strong interpersonal and communication skills  
Required criminal background check and proof of US citizenship or legal resident alien status  
Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
- JOB GOAL:** To assist the Building Principal in the effective administration of the schools in the area of student affairs.
- ASSIGN:** 10.5 month position annually

### **PERFORMANCE RESPONSIBILITIES:**

As directed by the Building Principal:

1. Assists in the overall administration of the school in the area of student affairs.
2. Assists in the observation, evaluating, and coordinating services of the professional and non-certified staff.
3. Supervises the reporting and monitoring of student attendances.
4. Shares responsibility of student discipline as designated or directed by Building Principal.
5. Serves with parent, faculty and student groups as requested in advancing the educational and related activities and objectives.
6. Assists in the development of in-service programs or staff.
7. Assists Building Principal and others in the development of the educational budget for the school in the area student affairs.
8. Work cooperatively with the SRO/Juvenile Police Department/SSO.
9. Oversees all student activities, class trips and school assemblies.
10. Oversees the busing, and assists the transportation department with any issues that arise in conjunction with students or trips.
11. Oversees the collection and deposit of all bursar items.
12. Oversees the Brooklawn Bridges/Central Connections annually.
13. Assists with all public relations in collaboration with the building principal.
14. Performs such other duties that may be assigned by the Building Principal and/or District Central Office.

Board Approved:

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

**JOB TITLE:**               **DIRECTOR OF DISTRICT AND SCHOOL SECURITY**

**REPORTS TO:**           **Superintendent of Schools or Designee**

**SUPERVISES:**         SROs; SSOs; and Elementary School Security Agents; other safety and security personnel

**QUALIFICATIONS:** Hold a high school diploma or its equivalent.  
**Bachelor's Degree Preferred**  
Have excellent integrity and demonstrate moral character and initiative.  
Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.  
Required background in public or private law enforcement.  
Experience/knowledge of public school operations preferred.  
Required criminal history check and proof of US citizenship or legal resident alien status.  
Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

**JOB GOAL:**           The Director of District and School Security will coordinate building safety and security, and law enforcement throughout the school district. He/she will work in collaboration with the building principals and all other district and school security personnel to establish appropriate regulations, procedures, and plans to ensure safe and secure school facilities. In addition, he/she will work in conjunction with the Superintendent and Board of Education to conduct internal investigations and refer incidents to Federal and State Law enforcement agencies.

## **PERFORMANCE RESPONSIBILITIES**

The District Security Officer shall:

1. Oversee all district security personnel.
2. Serve as the school district's liaison to the Parsippany-Troy Hills Police Department, the Juvenile Justice System, DCPP (DYFS), NJDOE and other related agencies.
3. Develop individual School and overall district Crisis Emergency Plans that would help direct Fire Drills and emergency evacuation drills.
4. In collaboration with the Superintendent, recruit, employ and train elementary and middle school safety and security personnel as required.
5. Direct the deployment of safety and law enforcement personnel to manage routine operations and emergency situations.

6. Establish and maintain a District Safety and Security Program, including:
  - a) Appropriate lighting and signage;
  - b) Building safety systems;
  - c) Building surveillance systems;
  - d) Equipment identification procedures;
  - e) Student and personnel identification procedures;
  - f) Visitor registration and identification procedures;
  - g) Emergency plans for evacuations, lock downs, and other crisis;
  - h) Safety staff orientation and training programs;
  - i) Effective and efficient deployment of safety personnel; and
  - j) Coordination of services with local, State and Federal Law enforcement and emergency agencies
7. Supervise district and contracted law enforcement and safety personnel.
8. In collaboration with the Superintendent, provide training for district staff in child abuse, Megan's Law, and other areas as required by Federal and State, and/or a local initiative.
9. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

Board Approved:



# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

**TITLE:** ELEMENTARY SCHOOL SECURITY AGENT

**REPORTS TO:** Director of District and School Security and Building Principal

**SUPERVISES:** Students, under the authority of the principal

**QUALIFICATIONS:** Hold a high school diploma or its equivalent.  
Show evidence of successful experience working with students.  
Have excellent integrity and demonstrate moral character and initiative.  
Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.  
Preference for those with experience in public or private law enforcement.  
Required criminal history check and proof of US citizenship or legal resident alien status  
Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

**JOB GOAL:** The Elementary School Security Agent promotes attitudes of student responsibility and assists the professional staff with the safety of students and staff and the security of the facilities.

### **PERFORMANCE RESPONSIBILITIES**

The Elementary School Security Agent shall:

1. Promote student responsibility for behavior and attitude by serving as a role model and build relationships with the students and faculty.
2. Supervise and monitor entrances of school building. Patrol and monitor hallways, bathrooms, playgrounds, and other public and unsupervised places of the school to ensure the safety and well-being of students and staff and the security of the facility.
3. Assist the Principal in conducting Fire Drills and School Security Drills; ensure all proper reporting.
4. Ensure a smooth traffic flow of students through the hallways, assisting students with on-time arrival to class and to assigned locations.
5. Assist with supervision during lunch periods and with morning arrival and afternoon dismissal of students.
6. Assist the professional staff, police, and emergency personnel in handling emergencies or disruptive situations.
7. Assist visitors with directions and secure proper identification. Challenge unauthorized visitors and escort them to exits.

8. Report any discipline infractions, unauthorized visitors, and acts of vandalism to the Principal. Notify the Director of Security, the building administration, police, and/or appropriate emergency personnel of any emergency, potentially dangerous, or unusual situations.
9. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, and or child neglect.
10. Monitor exterior of school buildings for safety and security.
11. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

Board Approved:

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

**TITLE:** SERVER ADMINISTRATOR

**REPORTS TO:** Manager of Network Operations

**QUALIFICATIONS:** Experience with Mobile Device Management systems.  
Experience supporting multiple platforms including Windows, Mac OS, iOS, and Chrome OS in an enterprise environment.  
Experience with VMware ESXi and Horizon View.  
Proficient in Active Directory features and functionality.  
Ability to automate administrative tasks using Powershell, Shell scripts, or other tools.  
Experience managing cloud hosted resources including Google Apps.  
Familiarity with administration of SQL and Oracle databases  
Familiarity with networking technologies including routing, VLANs, and ACLs.  
Familiarity with backup and storage technologies.  
Familiarity with disaster recovery and business continuity planning and testing.  
Ability to gracefully react to high-priority requirements with little or no notice  
Must be able to communicate effectively orally and in writing.  
Required criminal background check and proof of US citizenship or legal resident alien status  
Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

### **JOB GOAL:**

This is a staff position within the Technology Services and Solutions department accountable for ensuring continuity of computer use by supporting, maintaining, and upgrading reliable on-premise and cloud-base server systems.

### **PERFORMANCE RESPONSIBILITIES:**

1. Installs, maintains and supports district servers and storage infrastructure by performing upgrades of software, maintaining computer hardware, and improving efficiency by evaluating server functions.
2. Manages security settings and user preferences on mobile devices (laptops, iPads, Chromebooks) through the use of a Mobile Device Management system.
3. Manages all Active Directory functions including Printing Services, LDAP access, and Group Policy Objects.

4. Ensures that systems remain stable, secure, and optimized, and integrates and leverages new technologies.
5. Troubleshoots technical tickets escalated from the service desk and provides technical support to other support teams and team members.
6. Performs daily backups of all critical systems and maintains proper documentation of business continuity and disaster recovery processes.
7. Manages and supports VMware ESXi and vSphere administration.
8. Manages and supports VMware Horizon View virtual desktop infrastructure.
9. Manages and supports Windows and Mac infrastructure servers and systems, such as Genesis, Systems 3000, Kronos, SharePoint, district web servers, anti-virus, and system monitoring solutions hosted on virtual and blade server hardware environments.
10. Automates administrative tasks using scripting and system management tools.
11. Coordinates assistance from third parties and vendors when necessary.
12. Works cooperatively with others and accepts direction from supervisors.
13. Participates in professional development and technical training as necessary to maintain and upgrade skills.
14. Assists in the development and implementation of the long-range technology plan.
15. Performs such other duties that may be assigned.

Board Approved:

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

**TITLE:** TECHNICAL SERVICES ANALYST

**REPORTS TO:** Manager of Technical Services and Assistant Superintendent/CAO

**QUALIFICATIONS:** Knowledge of various technologies deployed throughout the organization including Mac, Windows, iOS and Chrome OS  
High level of IT literacy and the ability to trouble-shoot rudimentary technical problems  
Database management experience skills as well as advanced knowledge of Excel  
Experience with the creation and execution of various scripting technologies  
Demonstrates professionalism by being courteous, responsive, and by treating others respectfully and using mature judgment when deciding what and how to communicate  
Willingly acts as a resource to the entire department and cooperates with other department members to accomplish work  
Ability to learn and apply new technologies as required  
Must be self-motivated with the ability to work independently.  
Must be able to communicate effectively orally and in writing.  
Should have experience in a school setting.  
Required criminal background check and proof of US citizenship or legal resident alien status.  
Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

### **JOB GOAL:**

The Technical Services Analyst will maintain database systems supporting instruction, as well as maintain effective communications with end users. This person will assist in ensuring data integrity for critical systems, and provide accurate reporting.

### **PERFORMANCE RESPONSIBILITIES:**

1. Learns, maintains, implements and troubleshoots a variety of district software packages/applications.
2. Performs account administration duties including uploads, moves, adds, changes, name changes, password resets, etc. for user databases such as Active Directory, Google Apps for Education, online curriculum, and voice systems.
3. Uses knowledge of Excel to analyze data, prepare reports and file uploads for software applications.

4. Maintains technical knowledge base for end users.
5. Maintains communications with district staff through online portal.
6. Maintains asset list including entering all new equipment.
7. Provides regular and timely status reports and progress of assigned work to Manager of Technical Services.
8. Works cooperatively with others and accepts direction from supervisors.
9. Participates in professional development and technical training as necessary to maintain and upgrade skills.
10. Performs such other duties that may be assigned.

Board Approved:

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

PS 14-15 64 **Professional Development Consulting Services** **PROF CONSULT**

BE IT RESOLVED that the Board approve Pamela Brillante, Ed.D., to provide professional development consulting services for the 2014-2015 and 2015-2016 school years, to be paid out of IDEA CEIS funds.

PS 14-15 65 **ABA Trained Paraprofessional** **ABA PARA**

BE IT RESOLVED that the Board approve the individual named below as an ABA-trained Paraprofessional with a stipend of \$1,200 (prorated) for the 2014-2015 school year:

<u>Name</u>	<u>School</u>	<u>Effective Date</u>
Brittany Ciccarelli	Rockaway Meadow	3/18/15

PS 14-15 66 **IEP Related Services** **IEP SERVICES**

BE IT RESOLVED that the Board approve the following school personnel to assist with afterschool activities, as per student's IEP requirements, for the 2014-2015 school year:

- McKenzie Price – up to two hours per week, at the hourly rate of \$24.17
- Elena Gerber – 18 hours total, at the hourly rate of \$51.00
- Jayne Dzuback – 18 hours total, at the hourly rate of \$51.00

PS 14-15 67 **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>
34558	OOD	12	Medical
33923	Littleton	4	Medical
31681	Mt. Tabor	4	Medical
26224	PHHS	10	Administrative
23543	PHHS	12	Medical
27407	PHHS	9	Medical

PS 14-15 68 **Harassment, Intimidation, and Bullying** **HIB**

BE IT RESOLVED that the Board of Education affirms the Harassment, Intimidation, and Bullying (HIB) report for April 30, 2015.

**Suspensions** **SUSPENSIONS PS-A**

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





F14-15 85      **Professional Services**

**PROF SVCS**

WHEREAS, pursuant to N.J.A.C. 6A:23A-5.2, a board of education must establish a maximum dollar limit for professional services and public relations, as defined in N.J.A.C. 6A:23A-9.3©14

NOW, THEREFORE, BE IT RESOLVED, that the Parsippany-Troy Hills Board of Education hereby establishes the following maximums for the 2015-2016 year as follows:

Architecture/Engineering	\$250,000.00
Legal	225,000.00
Audit	77,000.00
Physician	<u>82,000.00</u>
For a total amount of	<u>\$634,000.00</u>

BE IT FURTHER RESOLVED, that the School Business Administrator track and record these costs to insure that the maximum amount is not exceeded.

F14-15 86      **Adoption of Final Budget - 2015-2016**

**FINAL BUDGET**

BE IT RESOLVED that the final budget be approved for the 2015-2016 School Year as follows:

	<b><u>GENERAL FUND</u></b>	<b><u>SPECIAL REVENUES</u></b>	<b><u>DEBT SERVICE</u></b>	<b><u>TOTAL</u></b>
<b>2015-16 Total Expenditures</b>	\$138,905,684	\$1,962,702	\$3,357,779	\$144,226,165
<b>Less: Anticipated Revenues</b>	<u>13,306,947</u>	<u>1,962,702</u>	<u>569,702</u>	<u>15,839,351</u>
<b>Taxes to be Raised</b>	<u>125,598,737</u>	<u>0</u>	<u>2,788,077</u>	<u>128,386,814</u>

F14-15 87

**Athletic Field Improvements for Parsippany High School and Parsippany Hills High School**

**ATHLETIC FIELDS**

WHEREAS the Board of Education advertised and received bids for the Athletic Field Improvements at Parsippany High School and Parsippany Hills High School and the bids were opened and accepted on Thursday, April 22, 2015 at 11:00 a.m.

THEREFORE BE IT RESOLVED that the Board approve the award of the base bid as the lowest responsive bidder for the Athletic field Improvements for Parsippany High School and Parsippany Hills High School to Dakota Excavating Contractors, Inc., 481 Hackensack Avenue, Hackensack, NJ 07601 in the amount of \$1,896,000.00 and reject alternate No. 1.

F14-15 88

**Roof Replacements for Littleton and Intervale**

**ROOF REPLACE**

WHEREAS: The Board of Education of Parsippany-Troy Hills in the county of Morris, New Jersey (the "Board"), desires to proceed with a School facilities project consisting generally of:

- Partial Roof Replacement at Littleton Elementary School
- Partial Roof Replacement at Intervale Elementary School

WHEREAS: the Board now seeks to take the initial steps in order to proceed with the Project:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF PARSIPPANY-TROY HILLS IN THE COUNTY OF MORRIS, STATE OF NEW JERSEY, as follows:

Section 1: In accordance with the requirements of Section 6a:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Morris County Superintendent of Schools and the New Jersey Department of Education for approval.

Section 2. The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project.

Section 3. The School Administration and such other officers and agents of the Board as are necessary, including the Board attorney, bond counsel and architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution. Including the submission of information to the New Jersey Department of Education as set forth in Section 5(d) of P.L. 2000, c72 in connection with receipt of a grant with respect to the proposed Project.

Section 4. This resolution shall take effect immediately.

F 14-15 89 **Hunterdon County Educational Services Commission**

ESC COMM

WHEREAS: The Hunterdon County Educational Services Commission provides educational programs for school districts, students with special needs, parents and staff members of our member districts, and other Educational Services Commissions. In addition to assisting school districts administratively through cooperative purchasing programs; cooperative transportation, staff development and assisting in meeting federal grant compliance

WHEREAS: Parsippany-Troy Hills School District desires to become a member of the Hunterdon County Educational Services Commission and desires to use various contracts to acquire products, equipment or other service. There is no charge to become a member. That the Parsippany-Troy Hills School District Board is in full support of becoming a member of The Hunterdon County Educational Services Commission and hereby authorizes staff to complete all necessary paperwork to become a member.

F 14-15 90 **BANKS**

**BANKS**

BE IT RESOLVED that the Board of Education approve the designation of Wells Fargo Bank, Department of Government & Institutional Banking, Bank Wells Fargo Bank, NA, and State of New Jersey Cash Management Fund and NJ/ARM Asset and Rebate Management Program as its official depositories for the ensuing year, and

BE IT FURTHER RESOLVED that three officers be authorized to sign checks namely: President or Vice-President, Business Administrator/Board Secretary and the Treasurer of School Monies, and

BE IT FURTHER RESOLVED that the District Accountant be authorized to perform wire transfers.

F14-15 91 **Insurance Broker**

**INS BROKER**

BE IT RESOLVED that the Board of Education reaffirm the designation of Morville Agency, a Division of Bollinger Insurance, Newton, NJ as casualty and liability insurance broker for the period July 1, 2015 – June 30, 2016.

F14-15 92 **Health Insurance Brokers**

**HEALTH INS BROKERS**

BE IT RESOLVED that the Board of Education reaffirm the designation of Doyle Alliance Group, 9 Woodbridge Center Drive, Ste. 220, Woodbridge, NJ 07095 as health benefits broker for the period July 1, 2015 – June 30, 2016.

F14-15 93 **Tax Shelter Annuity and Brokers**

**ANNUITY CO.**

BE IT RESOLVED that the Board of Education approve the designation of the following tax shelter annuity companies and brokers for the period July 1, 2015 to June 30, 2016:

403(b) Company/Broker

- ASP, Inc., Aaron Skloff
- AXA Equitable, Michael Bassett/Alan Friedman
- Great West Insurance Co., Jeffrey Faller
- Lincoln Investment Planning, Stephen Bruss/Patrick Bergin
- Lincoln National Insurance Co., Al Mashnouk/Rachel Geueke
- Metropolitan Insurance Co., Cliff Robinson/CJ DeMarco
- Security Benefit/NEA Value Builder, Alan Curley
- Sun America Mutual Funds, Michael Ballan
- Travelers Insurance Co., Nancy Clemente

457(b) Company/Broker

- AXA Equitable, Michael Bassett/Alan Friedman
- Great West Insurance Co., Jeffrey Faller
- Lincoln Investment Planning, Stephen Bruss/Patrick Bergin
- Lincoln National Insurance Co., Al Mashnouk/Rachel Geueke
- MetLife Nisivoccia Financial Services, Cliff Robinson/CJ DeMarco
- Security Benefit/NEA Value Builder, Alan Curley
- ASP, Inc., Aaron Skloff

14-15 94 **Pupil Personnel – Related Service Providers**

**PPS CONSULTS/PHYS  
2015-2016**

ADHD, Mood & Behavior Center	\$575.00	Per Evaluation
American Tutor, Inc.	\$58.00	Per Hour
Armstrong, Carla, Home Program	\$60.00	Per Hour
Ascending Trends, LLC	\$140.00	Per Hour
Balaban, Mae, M.D.	\$900.00	Per Visit
Bartky, Eric, M.D.	\$850.00	Per Visit
Bayada Nurses	\$60.00	Per Hour
Besante, Lauren, Behaviorist	\$120.00	Per Hour
Bhatt, Pranali behavioral consultant	\$90.00	Per Hour
Caldwell Pediatric Therapy	\$160.00	Per Hour
Callahan, Margaret LDTC consultant	\$375.00	Per Diem
Children's Center of Monmouth County	\$350.00	Per Hour
Daytop Village of NJ	\$120.00	Per Diem
Delta T. Group	\$38.00	Per Hour
Education, Inc.	\$49.00	Per Hour
Employment Horizons	\$800.00	Per Evaluation
Essex County Educational Services Commission	See Attached Service Rates Exhibit A	

Faber, Mark, M.D.	\$550.00	Per Visit
Fennelly, Bryan, M.D.	\$600.00	Per Visit
Francois, Andre, M.D.	\$1,000.00	Per Bilingual Evaluation
Friedlander, Brian, M.D.	\$1,000.00	Per Evaluation
Gallagher, Daniel, M.D.	\$360.00	Per Visit
Gluckman, William, M.D.	\$135.00	Per Visit
Hillmar, LLC	\$500.00 \$1,500.00	Per Evaluation Per Bilingual Evaluation
Immediate Care Psychiatric Center	\$875.00	Per Evaluation
Integrated Nursing Associates, LLD	\$50.00	Per Hour
Invo Healthcare	\$103.00	Per Hour
J&B Therapy	\$83.00	Per Hour
Jacobs, Dale, M.D.	\$550.00	Per Visit
Learning Impact Consulting	\$375.00	Per Evaluation
Livanis Behavioral Consulting	\$150.00	Per Hour
McHugh, Susan LDTC consultant	\$410.00	Per Diem
Miller, Barbara, Physical Therapist	\$115.00	Per Hour
Moreno, Jose, M.D.	\$500.00	Per Visit
Morris County Educational Services Commission	See Attached Service Rates Exhibit B	
Morristown Memorial Hospital	\$625.00	Per Visit
New Hope Psy. Service	\$450.00	Per Visit
Nirgudkar, Anjalee, Behaviorist	\$140.00	Per Hour
North Jersey Outreach ABA Therapy	\$90.00	Per Hour
Odell, Dawn OT services	\$100.00	Per Session
P. G. Chambers	\$84.00	Per Hour
Pane Consulting, Behaviorists	\$85.00	Per Hour
Patrice Lisante, Behaviorist	\$60.00	Per Hour
Professional Education Services, Inc. (PESI)	\$41.00	Per Hour
Rooney, Carolyn, M.D.	\$1,600.00	Per Neuro-Psychological Evaluation
Saint Clare's Hospital	\$54.00	Per Hour
Silvergate Prep	\$50.00	Per Hour
Smith, Judith, psychologist consultant	\$370.00	Per Evaluation
Speech Therapy Center	\$350.00	Per Evaluation
St. Joseph's	\$450.00	Per Evaluation
Suckno, Lee, M.D.	\$450.00	Per Visit
Sussex County Educational Services Commission	See Attached Service Rates Exhibit C	
Theranorth Services, LLC	\$110.00	Per Hour
Trinitas Children's Therapy Services	\$84.00	Per Hour



F14-15 102 **Approved State Contract Vendors**

**APPROVED STATE  
CONTRACTS**

WHEREAS, the Parsippany-Troy Hills Board of Education, pursuant to N.J.S.A. 18A:18A-10a and N.J.A.C. 5:34-7.29c, may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program contracts entered into on behalf of the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Parsippany-Troy Hills Board of Education has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the Parsippany-Troy Hills Board of Education intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts; now, therefore, be it

RESOLVED, the Parsippany-Troy Hills Board of Education authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors and be it further

RESOLVED, that the Parsippany-Troy Hills Board of Education's School Business Administrator shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or services; and be it further

RESOLVED, that the duration of the contracts between the Parsippany-Troy Hills Board of Education and the Referenced State Contract Vendors shall be from July 1, 2015 to June 30, 2016 on an as needed basis.

F14-15 103 **Milk/Lunch Program**

**MILK/LUNCH PROGRAM**

BE IT RESOLVED that the Board of Education approve the participation in the Federal Milk/Lunch Program during the 2015-2016 school year and that the Business Administrator/Board Secretary, be designated as the Board's agent to execute the appropriate agreements.

F14-15 104

**Child Nutrition Program Arc Kohler School 2015-16**

**CHILD NUTRITION  
PRG**

WHEREAS, of July 1, 2007 (the effective date) and through the 2015-2016 fiscal year be it resolved that the Parsippany-Troy Hills Board of Education does not require The Arc Kohler School to charge students for reduced meals provided as part of their educational program in compliance with the NJ Department of Agriculture's Child Nutrition Program regulations and;

WHEREAS, in accordance with N.J.A.C. 6A:23-4.5(a)20 the Parsippany-Troy Hills school district hereby authorizes The Arc Kohler School to include the cost of meals provided within the annual tuition rate charged to students and therefore;

NOW THEREFORE, BE IT RESOLVED it is understood by the Parsippany-Troy Hills School District that all meals provided by The Arc Kohler School will meet the nutritional requirement of the Child Nutrition Program as administered by the New Jersey Department of Agriculture.

F14 -15 105

**SCHOOL ALLIANCE INSURANCE FUND ADDITIONAL INSURED**

**INS**

WHEREAS: the School Alliance Insurance Fund membership allows additional insured status for Booster Clubs, Foundations and other affiliated entities, and

WHEREAS: (1) Upon completion of the Quasi Entity General Application, (2) if an athletic team complete supplemental quasi entity athletic group supplement form and (3) formal BOE resolution recognizing the Entity as an additional insured receiving quasi entity status;

THEREFORE BE IT RESOLVED: the Parsippany-Troy Hills Board of Education pursuant to requirements advised by the School Alliance Insurance Fund (SAIF), formally recognizes the following PTA and booster clubs as a Quasi- Entity of the Parsippany-Troy Hills Board of Education.



**SCHOOL ALLIANCE INSURANCE FUND ADDITIONAL INSURED - CONTINUED**

<b><u>Booster Clubs</u></b>	<b><u>Booster Clubs</u></b>
Parsippany Hills High School Baseball	Parsippany High School Boys Basketball
Parsippany Hills High School Boys Basketball	Parsippany High School Girls Basketball
Parsippany Hills High School Girls Basketball	Parsippany High School Cheerleading
Parsippany Hills High School Cheerleading	Parsippany High School Chorus
Parsippany Hills High School Cross Country	Parsippany High School Field Hockey
Parsippany Hills High School Drama	Parsippany High School Softball
Parsippany Hills High School Field Hockey	Parsippany High School Swim Team
Parsippany Hills High School Football	Parsippany High School Volleyball
Parsippany Hills High School Music	Parsippany High School Band
Parsippany Hills High School Girls Soccer	
Parsippany Hills High School Swimming	<b><u>PTA</u></b>
Parsippany Hills High School Volleyball	Brooklawn Middle School PTSA
	Central Middle School PTSA
Parsippany Hills and Parsippany High Ice Hockey	

F14-15 106 **Employment – HRS Management Services, Inc.**

**EMPLOY HRS**

BE IT RESOLVED that the Board approve the employment of H. Ronald Smith, as a Consultant effective November 1, 2014 through June 30, 2015 at the rate of \$90.00/per hour, not to exceed \$73,600 as per the attached Agreement.

# NORTHERN HILLS ACADEMY

Sussex County Educational Services Commission  
10 Gail Court  
Sparta, New Jersey 07871  
Phone: 973-579-6980; Fax: 973-579-1086

Andrea Romano  
Superintendent

Jennifer Kaufman  
Principal

Erin Dunstan  
Business Administrator

## 2015-2016 Public/Itinerant Program Rates

### HOURLY RATE FOR SERVICES:

SERVICE	MEMBER	NON-MEMBER	NOTES
Psychologist	\$80.00*	\$87.00*	+ 6% Adm. Fee
Social Worker	80.00*	87.00*	+6% Adm. Fee
LDTc	80.00*	87.00*	+6% Adm. Fee
Physical Therapy	85.00	95.00	+6% Adm. Fee
Occupational Therapy	85.00	95.00	+6% Adm. Fee
Speech Therapy	85.00	95.00	+6% Adm. Fee
OT/PT/Speech (Consultant)	85.00 (minimum or agency rate)	95.00 (minimum or agency rate)	+6% Adm. Fee
Program Consultant	64.00	71.00	+6% Adm. Fee
Itinerant Teacher	N/A	N/A	If position needed costs would be contracted
Itinerant Aide	27.00	30.00	+6% Adm. Fee
Home Instruction	\$44.00 per hr. + mileage	\$50.00 hr. + mileage	

\*Member – Yearly Commitment for 3 full days or more - \$78.00 per hour

\*\*Non-Member – Yearly Commitment for 3 full days or more \$85.00 per hour

### EVALUATIONS:

SERVICE	MEMBER	NON-MEMBER	NOTES
CST Assessment	\$350.00	\$385.00	+6% Adm. Fee
Meeting	80.00	85.00	+6% Adm. Fee

### OTHER:

SERVICE	MEMBER	NON-MEMBER	NOTES
Sub Nursing (door to Door)	\$40.00	\$43.00	+6% Adm. Fee
Certified School Nurse	45.00	48.00	+6% Adm. Fee
RN (Pending Availability)	42.00	44.00	+6% Adm. Fee
ESL/Ell (service & eval)	As charged by provider plus 6% administrative fee		
In-Service (Professional Dev- minimum 2 hr +1 hr prep)	125.00 per hour	135.00 per hour	

### ADMINISTRATIVE SUPPORT:

SERVICE	MEMBER	NON-MEMBER	NOTES
Supervisor/Principal	\$400.00 per day	\$425.00 per day	
Danielson Teacher Observation	200.00 (per observ.)	225.00 (per observ.)	

### ASSESSMENT:

Member Districts - \$1.25 per student (per October count)
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**Educational Services Commission of Morris County  
Rates for Services 2015-2016**

Exhibit B

TYPE OF SERVICE	RATES	TYPE OF SERVICE	RATES
<b>Park Lake School Tuition</b>		<b>Nonpublic Textbook Services</b>	9%
Multiple Disability	\$60,528.00	with two other Nonpublic Services	0%
Autism	\$60,528.00	<b>Nonpublic Technology Program</b>	5%
Pre-School Disability	\$60,528.00	<b>Nonpublic Nursing Program</b>	6%
<b>Regional Day School Tuition</b>		<b>Cooperative Bid Purchasing</b>	6%
Multiple Disability	\$62,125.00	<b>District Membership Assessment</b>	\$0.30
Pre-School Disability	\$62,125.00		
(Tuition includes 60 min/wk OT,PT,SL)		<b>Transportation Surcharge</b>	4%
<b>Personal Aide Services (Additional)</b>	\$26,901.00	<b>Nonpublic Trans App (Member)</b>	\$13.00
<b>ESC Summer Program Tuition</b>	\$3,783.00	<b>Nonpublic Trans App (NonMem)</b>	\$15.00
<b>Occupational Therapy</b>		<b>Transportation Leasing/Diem†</b>	
Per Diem*	\$604.00	54 Passenger: Bus Only	\$198.00
Per Hour	\$101.00	Bus & Driver	\$275.00
<b>Speech Services</b>			
Per Diem*	\$604.00	24 Passenger: Bus Only	\$183.00
Per Hour	\$101.00	Bus & Driver	\$273.00
<b>Physical Therapy</b>			
Per Diem*	\$604.00	Wheelchair: Bus Only	\$198.00
Per Hour	\$101.00	<b>Transportation Leasing/ Hour†</b>	
<b>Professional Support Services</b>		54 Passenger:	
Psychological Evaluation	\$377.00	Bus & Driver	\$70.00
Social Evaluation	\$377.00	24 Passenger:	
Educational Evaluation	\$377.00	Bus & Driver	\$69.00
Speech/Language Evaluation	\$377.00		
Occupational Therapy Evaluation	\$377.00		
Physical Therapy Evaluation	\$377.00	<b>Health and Safety Services</b>	
Bilingual Evaluation	\$418.00	Per Employee	\$20.00
Meeting Attendance Fee per Hour	\$92.00	Per School	\$1,265.00
Social Worker Per Diem*	\$444.00	<b>Business Admin Services</b>	**
Psychologist Per Diem*	\$444.00	<b>Teacher Evaluation Services</b>	
LDTTC Per Diem*	\$444.00	Per Diem ( 3 evaluations)	\$450.00
(Evaluation discounts for 20 or more)		Per Evaluation	\$150.00
<b>Additional Support Services</b>			
Nursing Services per Hour	\$56.00	<b>Add 10% Non Members except:</b>	
In Class Support per Hour	\$79.00	<b>Transportation Surcharge - 5%</b>	
Personal Aide per Hour	\$45.00	<b>Bid Purchasing, Non Public , and</b>	
Home Instruction per Hour	\$68.00	<b>Health and Safety Services-</b>	
Counseling Per Hour	\$150.00		

\*Per diem is based on a 6.5 hour day

\*\*BA services individually developed with district

†Bus leasing per diem for maximum of five hours per day.

Jointures calculated on 7 hours of travel time.

Board Approved - January 7, 2015

<b>FEE SCHEDULE FOR SCHOOL YEAR 2015 - 2016</b>		
<b>Type of Service</b>	<b>Fee</b>	
Public CST Bilingual Evaluation	\$424.48	/eval
Attendance at CST Meeting	\$104.04	/mtg
Public Educational Evaluation	\$318.36	/eval
Public Psychological Evaluation	\$318.36	/eval
Public Psychological Evaluation w/ Project Testing	\$328.97	/eval
Public Social Assessment	\$318.36	/eval
Public Speech Evaluation	\$318.36	/eval
Public/Charter School Home Instruction	\$42.45	/hr
Public Nursing	\$42.45	/hr
Public Speech Services	\$79.59	/hr
Aide for Applied Behavior Analysis (ABA)	\$45.10	/hr
Occupational/Physical Therapist	\$97.00	/hr
Occupational/Physical Therapist	\$450.00	/eval
Paraprofessional	\$25.47	/hr
Paraprofessional Substitute	\$25.47	/hr
Diaper Duty Stipend for Paraprofessional	\$8.50	/day
Functional Behavior Assessment (FBA)	\$350.00	/eval
Essex Junior Academy Tuition (Sept - June)	\$45,250.00	/year
Essex Junior Academy ESY Tuition (30 days)	\$7,542.00	/30 days
Essex Campus Academy Tuition (Sept - June)	\$41,585.00	/year
Essex Campus Academy ESY Tuition (30 days)	\$6,931.00	/30 days
Essex High School Tuition (Sept - June)	\$41,585.00	/year
Project Life Tuition (Sept - June)	\$54,653.00	/year
Project Life ESY Tuition (30 days)	\$9,109.00	/30 days
Alternative Education Tuition (Sept - June)	\$18,401.00	/year
One-on-One Aide	\$18.73	/hr