

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

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Number 4

September 11, 2014

***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. Please note that we have included copies of Board of Education Bylaw 0167 – Public Participation in Board Meeting which detail the Board's expectations and guidelines for addressing the Board of Education.

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

**Number 4**

**September 11, 2014**

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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.

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

LA 14-15 01 **Board Policies**

**BOARD  
POLICIES**

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

Policy #1110 – Organizational Chart

**LA-A**

LA 14-15 02 **Assistant Superintendent 2014-2015 Merit Goal**

**ASST SUPT 14-15  
MERIT GOAL LA-B**

WHEREAS, NJAC 6A:23A-3.1 permits a Board of Education to include in its contract with the Assistant Superintendent of Schools, qualitative criteria and associated merit salary bonuses in recognition of her achievement during the school year; and

WHEREAS, the Board has agreed to develop and provide to its Assistant Superintendent an Annual Merit Goal consistent with the provisions of law; and

WHEREAS, the Superintendent and the Assistant Superintendent have now developed an annual goal for the 2014-2015 school year;

NOW, THEREFORE BE IT RESOLVED, that the Parsippany-Troy Hills Board of Education establishes the attached qualitative criteria and merit salary bonus for her achievement and directs that this criteria and related bonus be submitted to the Executive County Superintendent for approval.

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

**GA 14-15 01 – 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>
Cheryl Grummer	Orton Gillingham Training	October 13-17, 2014	Secaucus, NJ	\$1,042.98 Title IIA Grant

**GA 14-15 02 Overnight Field Trip Approval**

**OVERNIGHT GA-A  
FIELD TRIP**

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

Grade 10-12 October 26-29, 2014 – National Honors Chorus  
Nashville, TN

**Ga 14-15 03 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:

The Troy Hills PTA has donated \$1,175 to the Board of Education to help support cultural arts events to be held at Troy Hills School.

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

AP 14-15 01 **Summer Curriculum Work – A/C #11.000.223.104.000.140**

**SMR CURR**

BE IT RESOLVED that the Board approve payment of the amounts indicated based on \$41.00/hour to the individuals named below for the development of the following curriculum revisions:

	<b><u>Hours</u></b>	<b><u>Amount</u></b>
<b><u>Social Studies, Gr. 7</u></b>		
Joshua Weinstein	17	\$697.00
Casey Maass	18	\$738.00

AP 14-15 02 **Waiver Application**

**WAIVER AP-A**

BE IT RESOLVED that the Board approve the Waiver Application for flexibility to the NJ Department of Education Teacher Evaluation requirements as per the attached.

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

HR 14-15 01 **Job Descriptions**

**JOB  
DESCRIPTIONS**

BE IT RESOLVED that the Board approve the Job Descriptions for the positions named below:

Bookkeeper (Revised)

Middle School Building coordinator of Athletics (Revised)

School Security Officer (New)

**HR-A  
HR-B  
HR-C**

HR 14-15 02 **Low Pressure – Black Seal Boiler Operator License**

**BOILER  
LICENSE**

BE IT RESOLVED that the Board approve the stipend of \$1,285 (prorated) for Yanitza Figueroa, custodian at Parsippany Hills High School and Troy Hills School, who received his Black Seal Boiler License effective July 31, 2014.

HR 14-15 03 **Long-Term Substitute**

**LONG-TERM  
SUB**

BE IT RESOLVED that the Board approve Katherine McMahon, who is serving as a long-term substitute for Employee #1407, a teacher at Knollwood School who is on maternity leave, effective 9/2/14 through 11/21/14 at the per diem rate of \$99.83.

HR 14-15 04 **Re-Employment - Substitute Approval**

**RE-EMPLOY  
SUBS**

BE IT RESOLVED that the Board approve the re-employment of the individuals named below who have indicated their interest in serving as a substitute in the areas indicated during the 2014-2015 school year:

Blafer, Mollie	Noontime One-to-One Kindergarten
DeMottie, Tina	One-to-One Kindergarten Preschool
Ibrahim, Dalia	Teacher One-to-One Kindergarten
Lipkin, Niki	Secretary Noontime One-to-One
Pallis, Victoria	One-to-One Kindergarten Preschool
Shafer, John	Teacher

HR 14-15 05 **Contract Revision for TL Advancement - Upgrading**

**UPGRADING**

BE IT RESOLVED that the Board approve in accordance with Board Policy, as written under the terms of the Board/PTHEA Agreement and as designated in the provisions for the salary guide for teachers and nurses, the staff members named below who have submitted proof of degree and/or course credits necessary to be advanced to the next higher training level indicated as of September 1, 2014.

Michelle Nicoletta	BA to BA+15	Step 5	\$57,200
Keith Campbell	BA+15 to BA+30	Step 7	\$61,850
Ojas Ray	BA+45 to BA+60	Step 5	\$64,400

HR 14-15 06 **Employment – Vehicle Repair**

**EMPLOY  
VEH REPAIR**

BE IT RESOLVED that the Board approve the employment of Mr. Robert Fulton to work 44 hours per month doing vehicle repairs for the district effective September 12, 2014 through June 20, 2015 at the rate of \$35.70/per hour.

HR 14-15 07 **Major-Extra Responsibility Assignments – Coordinators**

**MS COORD**

BE IT RESOLVED that the Board approve the individuals named below as Middle School Coordinators of Athletics with a stipend of \$6,015 for the 2014-2015 school year:

Evan Totka	Brooklawn
Kevin Schmid	Central

HR 14-15 08 **Unpaid Medical Leave of Absence**

**LEAVE OF  
ABSENCE**

BE IT RESOLVED that the Board approve an unpaid medical leave of absence for Employee #1044, effective September 19, 2014 through October 31, 2014.

HR 14-15 09 **Employment – Local 32 - Bus Driver**

**EMPLOY  
DRIVER**

BE IT RESOLVED that the Board approve the employment of Franklin Atkins who has successfully completed his 150-day probationary period as a bus driver. A new prorated contract should be issued to him in the amount of \$20,406 effective September 9, 2014.

HR 14-1510 **Late Bus Monitors**

**LATE BUS MONITORS**

BE IT RESOLVED that the Board approve payment to the individuals named below who have indicated their willingness to serve as late bus monitors for the 2014-2015 school year:

**After School Late Bus 2:45-4:00 \$33/per session**

**Brooklawn**

Jeffrey Butterfield	Katie James	James Weigand
Diane Dunleavy	Jennifer Kralik	Lindsey Wyman
David Griffith	Carol Rushing	
Kristy Jaheriss	Andrew Schlosser	
Brian James	Matthew Wilkie	

**Central**

Sandra Bimbi  
 Stacey Hilgendorf  
 Meaghan Elrod  
 Marisa Gillespie  
 Brittany Tobjy

HR 14-15 11 **Long-term Assignment**

**LONG-TERM ASSIGN**

BE IT RESOLVED that the Board approve the following long-term assignment effective as indicated:

Thomas Prudente, who is serving as a long-term substitute for Employee #2877, a teacher at Central Middle School who is on sick leave, effective September 12, 2013 through December 12, 2013 at the per diem rate of \$99.83; and effective December 15, 2014 through February 6, 2015 at the per diem rate of \$305.00.

HR 14-15 12 **Waivers of Teaching Load**

**WAIVERS**

BE IT RESOLVED that the Board approve the waiver 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:

Keith Bush	PHS Science	2/5 of 1/7	\$ 4,063
Michael Cassu	PHS French	1/7	\$13,507
Anne Marie Fitzgerald	PHHS Science	2/5 of 1/7	\$ 5,403
Steve Gilgur	PHS Science	1/5 of 1/7	\$ 2,125
Laura McCluskey	PHHS Science	2/5 of 1/7	\$ 5,403
Christine Nagel	PHHS Science	1/5 of 1/7	\$ 2,072
Daniel Olsen	PHHS Science	1/5 of 1/7	\$ 1,888
Michelle Perry	PHHS Science	1/5 of 1/7	\$ 2,701
Colleen Riley-Lazzari	PHS Science	2/5 of 1/7	\$ 4,171

**HR 14-15 13 Employment – Local 32**

**EMPLOY  
LOCAL 32**

BE IT RESOLVED that the Board approve the employment of the following individuals on a 150-day probationary period as indicated below:

<b>Name</b>	<b>Salary</b>	<b>Effective</b>	<b>Assignment</b>
Robert Hoffman	\$28,350	9/2/14	Maintenance Worker
William Long	\$28,350	9/2/14	Floater Custodian
	+ \$1,394 (2 <sup>nd</sup> Shift)		

**HR 14-15 14 Maternity Leave of Absence**

**MATERNITY  
LEAVE**

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

**Employee #1846**, Parsippany Hills Teacher, has requested a maternity leave of absence on or about November 10, 2014 through December 16, 2014 utilizing her accumulated sick leave. Pursuant to the PTHEA Agreement she is also requesting an unpaid childcare leave of absence from December 17, 2014 through March 24, 2015.

**HR 14-15 15 Substitute Approval**

**SUBSTITUTE HR-D  
APPROVAL**

BE IT RESOLVED that the Board approve the individuals named on the attached, who hold the appropriate number of credits or the proper certification, and have indicated their interest in serving as substitutes during the 2014-2015 school year.

**HR 14-15 16 Employment/Reemployment Paraprofessionals**

**EMPLOY/ HR-E  
REEMPLOY PARAS**

BE IT RESOLVED that the Board approve the individuals named on the attached list who have been re-employed/employed for the 2014-2015 school year as paraprofessionals in the areas indicated.



HR 14-15 17 **Approval of Employments**

**EMPLOY  
CERTIF STAFF**

BE IT RESOLVED that the Board approve the employment of the individuals named below, for the 2014-2015 school year and that a contract be issued to them in accordance with the provisions of the Teacher's Salary Guide for the 2012-2015 school year for the educational level and experience indicated.

**Karen Bieri**

BA  
MA  
Certification:  
Experience:  
Guide Placement:  
Effective:  
Assignment:

**Family & Consumer Science Teacher**

Montclair – 1971  
Rutgers – 1987  
Home Economics  
25 Years  
BA + 60, Step 8, \$69,800  
September 2, 2014  
CMS/PHS  
(Replacement)

**Emily rogers**

BS  
MA  
Certification:  
Experience:  
Guide Placement:  
Effective:  
Assignment:

**Special Education-Science Teacher**

Lyoming College - 2011  
George Washington Univ. - 2013  
Chemistry  
6 Years  
BA + 30, Step 1, \$55,120  
September 1, 2014  
PHHS  
(Replacement)

**Adam Starr**

BS  
Certification:  
Experience:  
Guide Placement:  
Effective:  
Assignment:

**Special Education - Math Teacher**

Montclair – 2014  
Mathematics  
Student Teaching  
BA, Step 1, \$51,420  
September 1, 2014  
PHS  
(Replacement)

**Michael Tepedino**

BA  
Certification:  
Experience:  
Guide Placement:  
Effective:  
Assignment:

**Special Education Social Studies Teacher**

Ramapo College – 2009  
Social Studies/Student w/Disabilities  
1 year  
BA + 30, Step 2, \$55,700  
September 1, 2014  
BMS  
(Replacement)

HR 14-15 18 **Corrections**

**CORRECT**

BE IT RESOLVED that the Board approve the following changes/corrections as indicated:

**Maternity Leave - Employee #2723**

From: on or about September 18, 2014 through October 3, 2014 utilizing her accumulated sick leave. Pursuant to the Family Leave Act she is also requesting an unpaid childcare leave of absence from October 6, 2014 through November 14, 2014.

To: on or about September 18, 2014 through October 3, 2014 utilizing her accumulated sick leave. Pursuant to the Family Leave Act she is also requesting an unpaid childcare leave of absence from October 6, 2014 through January 13, 2015.

**Coaching – Parsippany High**

**Michael Mueller**

**Boys Soccer**

From: \$7,775 To: \$7,775 + \$250 (L)

**Golf**

From: \$7,274 To: \$7,274 + \$250 (L)

**Kelly Hemenway**

**Fall Cheerleading**

From: \$6,646 To: \$6,646 + \$150 (L)

**Winter Cheerleading**

From: \$6,646 To: \$6,646 + \$150 (L)

**Approvals of Employment**

Emily Jones

From: MT 7/10 TH 3/10 To: MT 4/5 TH 1/5

**Re-employment Non-Tenured Teachers – 2014-2015**

Evan Intveld BA03

From: \$36,960 (7/10) To: \$52,800 (5/5)

**Long-Term Assignment**

Caitlin Timmerman

From: 9/18/14 through 11/14/14 at the per diem rate of \$99.83.

To: 9/18/14 through 12/18/14 at the per diem rate of \$99.83; and effective 12/19/14 through 1/13/15 at the per diem rate of \$257.00.

**HR 14-15 19 Employment – School Security Officers**

**EMPLOY  
SSOs**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approve the employment of the following individuals to serve as School Security Officers for the 2014-15 school year at the salary indicated:

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

**HR 14-15 20 Employment – PACE**

**EMPLOY  
PACE**

BE IT RESOLVED that the Board approve the following individual for employment at PACE for the 2014-2015 school year:

**SKIP - ADD**

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>
Bryan Hershkowitz	SKIP Full Day Site Coordinator	\$40.00

**Adult and Community Education**

Instructor/Site Coordinators Spring Semester 2014

**HR-F**

V. PS – PUPIL PERSONNEL SERVICES – ANTHONY GIORDANO

PS 14-15 01 Child Study Team – State Mandated Evals

**CST  
EVALS**

BE IT RESOLVED that the Board approve the payment for the following Child Study Team personnel who completed state-mandated evaluations and conducted IEP meetings during the 2014 summer, at their per diem rate as indicated:

Kathy Williams-Buttari	2 hours	\$76.89/ per hour
Erin Andreotta	1 day	\$368.21/per diem

PS 14-15 02 Home Based Program

**HOME  
PROGRAM**

BE IT RESOLVED that the Board approve the following individuals to provide a home-based/ABA program at the rate of \$41.00 per hour, as per a student's IEP, as indicated below for the 2014-2015 school year.

Jennifer Goodhand	2 hours per week
Stephanie Lyons	2 hours per week ABA
Lauren Scherzer	2 hours per week

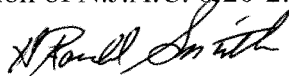
VI. **F – BUSINESS/FINANCE – H. RON SMITH**

F14-15 01 **Secretary/Treasurer Report**

**SEC/TREAS  
REPORT**

BE IT RESOLVED that the Board of Education acknowledge and accept the reports of the Board Secretary and Treasurer of School Monies for the period ending July 31, 2014.

Pursuant to N.J.A.C. 6:20-2:13(d), I certify that as of the end of July, 2014 no budgetary line item account has been over expended in violation of N.J.A.C. 6:20-2:13(a).



H. Ronald Smith  
Interim Board Secretary

Pursuant to N.J.A.C. 6:20-2:13(a), we certify that as of July 31, 2014 after review of the Secretary's monthly financial report respectively for July, 2014 (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.

F14-1502 **Payment of Bills**

**PAYMENT  
OF BILLS**

BE IT RESOLVED that the Board of Education approve the payment of current bills for the 2014-2015 school year in the amount of \$3,876,920.44.

F14-15 03 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 2014-2015 school year in the amount of \$38,300.00.

F14-15 04 **Parsippany High School Back-Up Generator**

**PHS BACK-UP GEN**

BE IT RESOLVED that the Board of Education authorize the submission of the project application for an Emergency Generator at the Parsippany High School and upon the recommendation of the Superintendent, that the Parsippany-Troy Hills Board of Education, in the County of Morris, New Jersey, authorizes DiCara/Rubino Architects to submit all necessary plans and paperwork to the Department of Education concerning the Emergency Generator and that this submission will serve as an application to the office of School Facilities and it will be an amendment to the district's Long Range Facilities Plan; and

BE IT FURTHER RESOLVED, this project shall be an "Other Capital" project and the Board of Education is seeking mitigation grant funding through FEMA/NJSP/NJEM and the remainder of the project will be funded through the district's capital reserve fund.



# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## MERIT GOAL SUBMISSION FORM SCHOOL YEAR 2014-2015

<b>NAME OF INDIVIDUAL</b>	<b>Nancy A. Gigante, Ed.D.</b>	<b>TITLE</b>	<b>Assistant Superintendent / Chief Academic Officer</b>
<b>QUANTITATIVE GOALS</b>	<input style="width: 30px; height: 25px; border: 1px solid black;" type="text" value="1"/>	<b>PERCENTAGE</b>	3.33%
		<b>DOLLAR VALUE</b>	\$5547.16
<b>QUALITATIVE GOAL</b>	<input style="width: 30px; height: 25px; border: 1px solid black;" type="text"/>	<b>PERCENTAGE</b>	_____
		<b>DOLLAR VALUE</b>	_____

**DESCRIPTION OF GOAL:**

A REQUIREMENT OF ACHIEVE NJ IS FOR ALL OBSERVERS (SELECT DISTRICT ADMINISTRATORS IN PARSIPPANY-TROY HILLS, TOTALING 34) TO CONDUCT 2 CO-OBSERVATIONS. I WILL COMPLETE THIS REQUIREMENT BY CONDUCTING ALL CO-OBSERVATIONS, WITH A GOAL OF SURPASSING THIS MINIMUM AND COMPLETING 3 CO-OBSERVATIONS WITH ALL DIRECTORS (2), ALL COORDINATING SUPERVISORS (9), ALL ASSISTANT PRINCIPALS (6), ALL PRINCIPALS (16), AND THE EXECUTIVE DIRECTOR OF PUPIL PERSONNEL SERVICES (1).

**EVIDENCE OF COMPLETION:**

This goal will be partially attained at 2% when I have completed 3 co-observations with 75% of the administrators.

This goal will be fully attained at 3.33% when I have completed 3 co-observations with 100% of the administrators.

**INDIVIDUAL(S) RESPONSIBLE FOR GOAL COMPLETION:**

Assistant Superintendent / Chief Academic Officer

**TIMELINE (2) TO COMPLETE THE GOAL FOR THE 2014-2015 SCHOOL YEAR:**

September 4, 2014 – May 1, 2015

**\*ATTACH ANY DATA/REPORTS TO BE USED AS A BASIS OF MEASUREMENT**

<b>DATE SENT TO ECS</b>	September 12, 2014	<b>SIGNATURE AND DATE</b>	

**A FORM MUST BE SUBMITTED WITH EACH MERIT GOAL TO THE ECS NO LATER THAN SEPTEMBER 30, 2014.**

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

GA-4

## 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: PHS Date: 9/3/14

Date of Trip: 10/26 - 10/29/14 Grade Level & Subject: 11 Inst. Music Number of Students: 1

Co-Curricular Activity/Group: Wind Ensemble / NAfME All-National Concert Band

**Destination\*:** Grand Ole Opry House, Nashville, TN Phone# (732) 429-0173

\*If co-curricular activity what is the rationale for missing instructional time? Student will have the opportunity to participate in highest honors band at a National Level; students from all over US will have auditioned for this prestigious ensemble.

Address: 2804 Opyrland Dr. Nashville, TN 37214

**Description of Program:** A selection of All-State Band students have auditioned and been chosen to participate in the All-National Concert Band. This is one of the highest level ensembles available to high school students in instrumental music.

**How is this trip related to the curriculum at this grade level? Please be specific.**  
NJCCS 1.1.12.B1; 1.1.12.B2; Using advanced skills to perform challenging music; authentic application / assesment in creating and responding to music.

**What academic preparation has been done prior to this trip?**  
Scales, Solo, Blend, Technique, Following Conductor/Rehearsal Cues; Sight-Reading, musical literacy, multicultural, repertoire, posture, breath support, tone.

- List follow-up activities to be done in class after the trip.**
1. 1.4.12.B2 Oral Presentation
  2. Written Assessment (Reflection)
  3. Listening and Critiquing the recording of the concert

**How is this proposed trip the best method available for achieving the desired learning outcome?**  
Student will be able to apply skills for performance; such an experience entails authentic assessment of learning within an Honor Band setting at the highest level. Student will also have the opportunity to study and perform with a world-renowned conductor.

**Transportation Information**

Means of Transportation: <u>Plane</u>	Provider: <u>District Travel Agent</u>
Cost: _____	Phone #: _____
Departure from School: <u>Sunday, 10/26 12PM</u>	Arrival at Destination: <u>4PM</u>
Departure from Destination: <u>4PM 10/29</u>	Arrival at School: <u>10PM</u>

**Total Cost Information**

Admission/Registration Cost: <u>\$650 + \$280 Flight = \$930</u>	Cost to Parent: <u>50% (\$465)</u>
Funding Source: <u>Board / Parent</u>	

**PLEASE CHECK THAT YOU HAVE READ THE FIELD TRIP REGULATIONS**

<u>Names of Teachers/Staff Members:</u>	<u>Names of Non-Staff Chaperones:</u>
Matthew Lee (PHHS) <input checked="" type="checkbox"/>	_____ <input type="checkbox"/>
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>

NURSE NEEDED YES  NO  DESTINATION ON APPROVED LIST  YES  NO

*[Signature]* 9-4-14  
 APPROVED PRINCIPAL DATE

*[Signature]* \_\_\_\_\_  
 APPROVED CENTRAL OFFICE DATE

APPROVED BY BOARD OF EDUCATION



**WAIVER APPLICATION**  
**N.J.A.C. 6A:5**

COUNTY MORRIS ID CODE # 27

DISTRICT PARSIPPANY-TROY HILLS ID CODE # 3950

“WAIVER” means approval to avoid compliance either with the specific procedures or the substantive requirements of a specific rule for reasons that are judged educationally, organizationally and fiscally sound..

**1. List the administrative code citation(s) which necessitate the proposed waiver.**

N.J.A.C. 6A:10-5.2 (a-d) & 5.3.

**2. Describe what the district intends to accomplish that is currently prevented or disallowed by an existing rule.**

Our district organizational structure provides for two staff members to be designated “Assistant Principal – Building Operations.” These two staff members serve both a high school and its sending middle school. These two positions have no instructional responsibilities, yet the legislation would have them assigned a school mSGP and a school SGO average by virtue of serving a middle school that is an SGP school. In addition, they have no responsibility for implementing the evaluation system for certificated staff, as they only will supervise non-certificated staff. The evaluation leadership rubric, therefore, does not fit for these roles.

**3. Briefly describe why a waiver is necessary to accomplish the desired or measurable results.**

We are requesting a waiver to this requirement so that these assistant principals can remain focused on operations, allowing principals and other assistant principals to focus on instruction and student achievement.

**4. Describe the process for informing the community, parents, boards of education members, administration, and staff in the development of the proposal through input and public comment.**

The decision to re-apply for a waiver was discussed with DEAC, which represents all of these groups. We also presented the decision to re-apply at a public Board of Education meeting on September 11, 2014 so that there would be opportunity for public comment.

**5. List the date that the local Board of Education adopted the resolution for the proposed waiver.** \_\_\_\_\_

I, \_\_\_\_\_, certify that the information presented in this application is true and accurate to the best of my knowledge.

\_\_\_\_\_  
CHIEF SCHOOL ADMINISTRATOR

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

HR-A

**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**

**JOB DESCRIPTION**

**TITLE:** Bookkeeper/**STUDENT ACTIVITY**

**REPORTS TO:** Head Bookkeeper/Assistant to the Business Administrator/Business Administrator

- QUALIFICATIONS:**
1. High school diploma or equivalent training
  2. Minimum experience as determined by the Board of Education
  3. Maintains pleasant demeanor and has strong interpersonal skills
  4. Strong bookkeeping skills
  5. Ability to multitask – **TO MEET DEADLINES**
  6. Knowledge of automated office equipment and the ~~CrossPointe~~ **DISTRICT'S** finance system, **EXCEL AND WORD**
  7. Good telephone skills and ability to communicate effectively
  8. Maintains confidentiality as required and appropriate
  9. Required criminal background check and proof of U.S. citizenship or resident alien status

**JOB GOAL:** To carry out all bookkeeping duties for the smooth and efficient operation of the bookkeeping department

**PERFORMANCE RESPONSIBILITIES:**

1. ~~Print, p~~Process and mail approved purchase orders
2. Accurately process invoices for payment at Board of Education meetings
3. Print, process and mail checks for payment of invoices in a timely manner
4. ~~Maintain vendor records including obtaining all required certifications-~~ **WORK WITH DISTRICT ACCOUNTANT.**
5. Maintain an accurate filing system of purchase orders and paid invoices
6. Assist district staff with inquiries and problems
7. Handle and organize general office work including photocopying
8. Make bank deposits and enter cash receipts and disbursement refunds as assigned.
9. Prepare 1099 forms as assigned.
10. Reconcile bank statements as assigned. **MONTHLY FOR STUDENT ACTIVITIES AND PREPARE BILL LISTS AS NEEDED.**
11. Perform such other duties as may be assigned

Approved: 5/12/09

Revised:

JD/Central Office

Legal References:

- N.J.S.A. 18A:6-7.1 Criminal history record
- N.J.S.A. 18A:16-1 Officers and employees in general
- N.J.S.A. 18A:16-2 Physical examinations, requirement
- N.J.S.A. 18A:17-2 Tenure of secretarial and clerical employees
- N.J.A.C. 6:3-4A.4 Requirements of physical examinations
- Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

**TITLE:** Middle School ~~Building~~ Coordinator of Athletics

**REPORTS TO:** ~~School Principal~~ **Coordinating Principal of Athletics/K-12 Health & Physical Education**

**SUPERVISES:** All coaches and advisors related to athletics

**QUALIFICATIONS:** Teacher in the building  
Experience as a coach  
Understanding of the functions of a middle school athletic program  
Demonstrated leadership in athletics  
Required criminal background check and proof of US citizenship or legal resident alien status.

**JOB GOAL:** To provide each enrolled student of secondary school age an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play.

**PERFORMANCE RESPONSIBILITIES:**

1. Organizes and ~~administers~~ **assists with** the overall program of extra-curricular athletics on the middle school level.
2. Provides ~~leadership~~ **input** in the selection and assignment of athletic coaches and staff members.
3. Fosters good school community relations by keeping the community aware of and responsive to the athletic program.
4. ~~Assumes responsibility for the~~ **Assists** in organization and scheduling of all interscholastic athletic events.
5. ~~Hires~~ **Confirms** officials, and home game personnel, as required. Assumes general responsibility for the supervision of home games.
6. ~~Arranges~~ **Confirms** transportation for athletic contest participants.
7. ~~Develops and places into operation~~ **Upholds** rules and regulations governing the conduct of staff, students and spectators of athletic activities.
8. ~~Prepares the athletic program budget.~~ **Assists with the management of**
9. ~~Requisitions, program supplies, and equipment.~~

- ~~10. Supervises all fiscal events of the athletic program.~~
- ~~11. 9. Arranges all details of visiting teams' needs.~~
- ~~12. Arranges field and gym practice schedules.~~
- ~~13. Keeps records of the results of all school athletic contests, and maintains a record file of all award winners, stating the date and type of award.~~
- 14. **10.** Assists in the planning of recognition programs for school athletes.
- 15. **11.** Represents the school in all local, conference and state meetings where approved by the principal.
- 16. **12.** Performs any such other duties as assigned.

3/93

Approved: 5/12/09

Revised: 9/24/09

Revised:

**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**

**JOB DESCRIPTION**

**TITLE:** School Security Officer

**REPORTS TO:** Superintendent or his Designee

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

**NATURE AND SCOPE OF JOB:**

The School Security Officer promotes attitudes of student responsibility and assists the professional staff with the safety of students and staff and the security of the facilities.

**QUALIFICATIONS:**

The School Security Officer shall:

1. Hold a high school diploma or its equivalent.
2. Show evidence of successful experience working with students.
3. Hold and maintain a valid driver's license with no serious violations
4. Have excellent integrity and demonstrate moral character and initiative.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Provide proof of U.S. citizenship or legal alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
8. Evidence of an appropriate criminal history check has been conducted and clearance has been given by the Department of Education within thirty days of employment. If the clearance is not given on the first day of employment, the individual must provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
9. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and accordance with N.J.A.C. 6:3-4A.4.
10. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-

4A.4.

11. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

### **VERIFICATION OF COMPETENCY**

1. District Application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from non-family members.

### **EMPLOYMENT TERMS**

The "School Security Officer shall be employed under the following terms:

1. Work year of ten months.
2. Salary, benefits, leave time and conditions as specified by the Superintendent
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et.seq.).

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The School Security Officer shall:

1. Patrol and monitor hallways, stairwells, toilet facilities, outside facilities, 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.
2. Ensure a smooth traffic flow of students through the hallways, assisting students with on-time arrival to class and to assigned locations.
3. Assist with supervision in the breakfast and lunch periods and with morning arrival and afternoon dismissal of students
4. Remove disruptive students from classes when needed
5. Assist the professional staff, police, and emergency personnel in handling emergencies or disruptive situations
6. Assist visitors with directions and secure proper identification
7. Identify by request or police intervention unauthorized visitors and escort them to exits, fol-

- lowed by a written incident report.
8. Report any discipline infractions, unauthorized visitors, and acts of vandalism to the Principal. Notify the building administration, police, and/or appropriate emergency personnel of any emergency, potentially dangerous, or unusual situations, followed by a written incident report.
  9. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
  10. Assist the Parent Liaison, Attendance Officer, School Nurse, or members of the Child Study Team with home visits as needed.
  11. Assist the Behavior Management Technician as needed.
  12. Required to take the Basic School Resource Officer Course and participate in appropriate inservice and workshop programs.
  13. Promote student responsibility for behavior and attitude by serving as a role model and dressing and grooming professionally.
  14. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
  15. Use computers and/or electronic equipment to fulfill job functions.
  16. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
  17. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
  18. To satisfactorily perform all required physical demands/duties.
  19. May as directed by the Superintendent, and by adopted Board Policy, be required to carry a handgun. The SSO must provide the Superintendent with documentation supporting compliance with the requirements of N.J.S.A. 2C:39-6(1), including but not limited to, a copy of the identification card issued by the Superintendent of the State Police permitting the retired officer to carry a handgun in accordance with N.J.S.A. 2C:39-6(1.)4).
  20. The School Security Officer shall assist with Megan's Law notifications received by the school, as directed by the Prosecutor if so designated by the Superintendent.
  21. Upon request, the School Security Officer shall attend faculty meeting and Board of Education Meetings.
  22. Assist the Building principal in updating and executing the Safety and Security Plans.

23. Monitor, inspect, and assure that all building security systems are in working order and if maintenance/repairs are need submit timely work orders.
  
24. 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.

**EVALUATION:**

The Superintendent or his designee shall evaluate the School Security Officer in accordance with this Job Description, and such other criteria as shall be established now or hereafter by the Board of Education.

Date Adopted:



**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**  
**NEW SUBSTITUTE TEACHERS (\$99.83 PER DIEM)/NURSES**  
**(\$163.94 per diem)**  
**September 11, 2014**

<b><u>TEACHER</u></b>	<b><u>COLLEGE</u></b>	<b><u>DEGREE</u></b>	<b><u>CERTIFICATION/MAJOR</u></b>
Catherwood, Jill	University of Texas	BA	Political Science
Welch, Christopher	University of Southern California	BA	Print Journalism

*HR-E*

**PARAPROFESSIONALS 2014-2015**

September 11, 2014

**ADD**

**Knollwood**

Schrag, Kristina	Instructional	\$28,903
Gonzaga-Beg, Ruby	One-to-One	\$20,018

**TRANSFER**

DeLade, Karen	Littleton	From One-to-One	To Preschool
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**Parsippany Adult and Community Education**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Anticipated Salary</u></b>
Berger, Naomi	Instructor	\$1,200.00
Bright, Lois	Instructor	600.00
Clark, Christine	Instructor	1,200.00
Dedrick, Kathleen	Site Coordinator	2,000.00
Clark, Margaret	Instructor	800.00
Engfer, Susan	Site Coordinator	2,000.00
Hill, Roseanna	Instructor	600.00
Kret, Judith	Instructor	300.00
Lotzer, Elaine	Site Coordinator	2,000.00
Martin, Elizabeth	Instructor	1,200.00
Mendola, Patricia	Instructor	1,200.00
Morris, Sandra	Instructor	1,080.00
Mullen, Robert	Instructor	900.00
Tyburski, Joan'na	Instructor	640.00
Ninos, Tony	Instructor	1,050.00
O'Grady, Jacqueline	Instructor	1,750.00
Rakos, Eva	Instructor	1,400.00
Salem, Nahed	Instructor	900.00
Wilson, Michael	Instructor	130.00

**Instructors Paid a Flat Rate**

Marinelli, Theresa – Feng Shui, Balance and Language	\$640.00
Ilic, Dana – Cooking classes	1,600.00
In Order, Inc.,-Deborah Gussoff- 3 Courses	240.00
Nicolich, Claudine - Exercise	3,600.00
Rodriguez, Sonia – Zumba Dancing	1,300.00
Creative Voice Dev.,-Marcotte, Jenny - Getting Paid to Talk	88.00

**Instructors Paid Per Student**

A-1 Peck Driving School	\$55.00/pp
Paul Boddy, StageRight – Multiple trips	\$54.00 – \$100.00/pp
Coast Boating School	\$55.00/pp
Doug Gould –2 Courses	\$64.00pp/42.00/pp
Barry Wolfson – 3 Courses	\$40.00/pp
Louis Drucks American Red Cross – 3 Courses	\$35.00 to 65.00/pp
Ted Sheola – 3 Courses	\$18.00/pp and 33.00/couple
Marc Sky – 3 Courses	\$21.00/pp
Kathleen McGlory – 3 Courses	\$25.00/pp
NY Film Critics	\$206.10/pp
Premier Youth Golf & Tennis	\$65.00/pp