

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

Number 9

November 25, 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. 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 9

November 25, 2014

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

I. LA – LEADERSHIP ACTIONS – SCOTT RIXFORD

LA 14-15 04 **Middle School Re-Design**

**MIDDLE SCHOOL
RE-DESIGN**

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that the plan prepared and presented by the Administration regarding the extension of the students' day at the Middle Schools by nine minutes and resulting extension of the students' day at the High Schools by nine minutes, changes to transportation, and adjustment to curriculum and staffing levels to accommodate the fifty minute class schedule at the Middle Schools is hereby approved to be implemented with the commencement of the 2015-2016 school year; and

BE IT FURTHER RESOLVED, that a copy of the plan prepared and presented by the Administration shall be incorporated by reference into the official minutes of this meeting.

LA 14-15 05 **Board of Education Goals**

**BOE
GOALS**

BE IT RESOLVED that the Board approve the District, Budget, and Board Goals for the 2014-2015 school year:

2014-2015 Board of Education Goals

Objective: to set parameters of goals that Board members will strive to accomplish in the 14-15 year.

1. Communication – Create opportunities for community to feel engaged with what is going on in the district and assure them that their opinion matters.

2. Planning – Board members commit to creating a more cohesive Board by engaging in discussion of decisions that need to be made by the full Board. Each Board member commits to diligent execution of Board responsibilities by being prepared for meetings.

3. Finance: Set Budget Goals

4. Community Involvement: Offer opportunities that allow the public access to the Board of Education in a conversational manner.

5. Board Member Continuing Education: Board members commit to take advantage of workshops and seminars that will enhance Boardsmanship.

2015-2016 Budget Goals

The budget goals listed below are based on timely receipt of budgetary information regarding expenditures, surpluses, encumbered funds, and forecasts and are intended to provide a quality education to all students. Thus, the Board of Education directs the administration adhere to the following goals in the construction of the annual school operating budget:

1. Manage and control expenses in the operating budget to ensure an end of the year surplus of 2.5 % of the total operating budget without diminishing current services to students.
2. Provide adequate funding in support of capital improvements that is not less than greater than 3% of the approved operating budget without diminishing current services to students.
3. Ensure a tax levy of 2% exclusive of the SGLA (spending growth adjustments).

2014-2015 District Goals

1. **Leadership – Scott Rixford**
 - To affect to a significant degree an improvement and expansion of parent and community engagement with the District, the Board, and Senior Administration.
 - To conduct a thorough review and produce a plan of action for the Middle School Program.
2. **General Administration – Joni Benos**
 - To create and implement an e-newsletter for the district website to enhance communications between parents, staff and Board Members.
 - To help re-design the District website for ease of use, interactivity, and making it a vital resource for communication to promote our schools, our achievements, and public relations.

3. **Office of Academics – Nancy Gigante**
 - To fully implement a district-wide plan for the administration of PARCC assessments in all 14 schools
 - To plan and provide support for 15-16 implementation of new standards-based assessment and grading practices at all 10 elementary schools, grades 1-5

4. **Human Resources – Eileen Hoehne**
 - Under my direction, my division will properly complete a true and correct position control roster addressing all district employees by June 2015 (this has not been done in the past)

 - Under the direction of the Superintendent and in collaboration with the Executive Director of Pupil Personnel Services, I will explore and design a new process of how we deploy non-certificated staff to our school buildings for instructional and non-instructional purposes (i.e. noon-time aides, offices aides, paraprofessionals)

5. **Pupil Personnel Services – Anthony Giordano**
 - Revise I&RS process and procedures and create a more robust, meaningful delivery of intervention practices and services for at-risk students.
 - Utilize 504 process in a more effective manner to better serve district students through the creation of meaningful professional development to educate staff in 504 law, procedures, and interventions.

6. **Business/Finance – David Corso**
 - Continue to provide the necessary fiscal resources to implement the District 5-Year Long Range Facility Plan
 - Execute Systems 3000 payroll and financial software; coordinate with Human Resources on the implementation of position control program
 - Implementation of the Board of Education 2015-2016 Budget Goals

II. GA – GENERAL ADMINISTRATION – JONI BENOS

GA 14-15 28 **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
Meghan Smith Renee Menadier	Autism Meltdown	January 21, 2015	Princeton, NJ	\$199.99 Ea Title IIA Grant
Danielle Plateroti	Reading Toolkits and Learning Progressions	December 11 & 12, 2014	Teacher’s College, NY	\$600.00 IDEA Grant

GA 14-15 29 **Overnight Field Trip Approval**

OVERNIGHT GA-A FIELD TRIP

BE IT RESOLVED that the Board approve the following overnight field trip for Parsippany Hills High School.
 Grade 10-12 Feb 25-29, 2015 – All National Concert Choir
 Salt Lake City, Utah

GA 14-15 30 **Employment – PACE**

EMPLOY PACE

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

<u>PACE</u>	<u>Name</u>	<u>Position</u>	<u>Salary</u>
	Richard Williams	PACE Instructor	\$400.00

GA 14-15 31 **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

Boonton High School

What the trip would be for

Multi/Athletics Class

GA 14-15 32 **Policy 5111**

**POLICY GA-B
5111**

BE IT RESOLVED that the Board approve the request by Natalie Betz, Principal of Brooklawn Middle School, that student A be allowed to complete the 2014-2015 school year as per Board of Education Policy 5111.

NOV 12 2014

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS
OVERNIGHT FIELD TRIP APPROVAL FORM

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

THE TRIP ARRANGEMENTS CANNOT BE MADE WITHOUT BOARD OF EDUCATION APPROVAL

School: PHHS Date: Nov 10 2014

Date of Trip: 2/25/2015 - 2/29/2015 Grade Level & Subject: 10-12 Vocal Music Number of Students: 2

Co-Curricular Activity/Group: Concert Choir / ACDA All-National Honors Chorus

Destination*: Salt Palace Convention Center Phone# (732) 429-0173

*If co-curricular activity what is the rationale for missing instructional time? Students will have the opportunity to participate in the highest honors chorus at a National Level; only 300 students from the nation have been selected for this honor.

Address: 100 SW Temple, Salt Lake City, UT 84101

Description of Program: Students have auditioned by mp3 submission and were selected from thousands of other applicants.

This is the highest level ensemble that a student can be selected to join. They will also have the once-in-a-lifetime opportunity to sing with the Mormon Tabernacle Choir.

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 / assessment in creating and responding to music

What academic preparation has been done prior to this trip?

Blend, Vocal Technique, Following Conductor/Rehearsal Cues; Sight Reading, Part-singing, musical literacy, multicultural repertoire Students will also have learned all the music since they will be assessed on knowledge of score upon arrival.

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?

The students will be able to apply their skills for performance; such an experience entails authentic assessment of learning within an Honors choir setting at the highest level. Students will also have the opportunity to study and perform with a world-renowned conductor.

Transportation Information

Means of Transportation: Plane Provider: Vista Travel
Cost: ~\$454.00 Phone #: (732) 574-1100 x 116
Departure from School: Tuesday, 2/24/15 2PM Arrival at Destination: 10:30PM
Departure from Destination: Sunday 3/1/15 12PM Arrival at School: 10PM

Total Cost Information

Admission/Registration Cost: \$125Reg/\$625Hotel/\$454Air Cost to Parent: 50% (\$602)
Funding Source: Board / Parent

PLEASE CHECK THAT YOU HAVE READ THE FIELD TRIP REGULATIONS []

Names of Teachers/Staff Members:

Matthew Lee [x]
[]
[]
[]

Names of Non-Staff Chaperones:

[]
[]
[]
[]

NURSE NEEDED YES [] NO [] DESTINATION ON APPROVED LIST [] YES [] NO []

APPROVED PRINCIPAL [Signature] DATE 11/12/14
APPROVED CENTRAL OFFICE DATE APPROVED BY BOARD OF EDUCATION

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

AP 14-15 07 **Courses of Study**

**COURSES OF
STUDY**

BE IT RESOLVED that the Board approve the following Courses of Study that have been approved by CCPC and the Board Teaching and Learning Committee:

Library/Media Grades K-5
Library/Media Grades 6-8

AP 14-15 08 **Course Selection Bulletin**

**COURSE
SELECTION BULLETIN**

BE IT RESOLVED that the Board approve the Course Selection Bulletin for the 2015-2016 school year as per that attached.

AP 14-15 09 **2014-2015 Progress Targets Action Plans**

**14-15 ACTION
PLANS**

BE IT RESOLVED that the Board acknowledge and accept the Action Plans developed by Parsippany-Troy Hills Township Schools and required by the New Jersey Department of Education to assist low performing students with attainment of District Progress Targets, and authorize the submission of the Statement of Assurances to the New Jersey Department of Education.

AP 14-15 10 **Independent Study**

**INDEPENDENT
STUDY**

BE IT RESOLVED that the Board approve the following independent study program request for the 14-15 school year for the student indicated. An outline of studies has been submitted as part of the application process.

Introduction to Music Composition Techniques and Music in the Film Score

Tracey Miller – PHHS

HR 14-15 89 **Resignation – PTHESA**

**RESIGN
PTHESA**

BE IT RESOLVED that the Board approve the resignation of the paraprofessional named below effective November 14, 2014:

Name	School
Renee Davino	Troy Hills Elementary

HR 14-15 90 **Maternity Leave of Absence**

**MATERNITY
LEAVE**

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

Employee #2258, Parsippany High School Teacher, has requested a maternity leave of absence on or about February 17, 2015 through March 27, 2015 utilizing her accumulated sick leave. Pursuant to the Family Leave Act she is also requesting an unpaid childcare leave of absence from March 30, 2015 through June 26, 2015.

HR 14-15 91 **Contract Revision for Training Level 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 member named below who has submitted proof of degree and/or course credits necessary to be advanced to the next higher training level indicated as of September 1, 2014:

Jennifer Blanchard

From: BA + 15 Step 6 \$58,875.00

To: BA + 30 Step 6 \$60,175.00

HR 14-15 92 **Resignations - PTHEA**

**RESIGN
TEACHERS**

BE IT RESOLVED that the Board approved the resignation of **Frank Caccavale**, Teacher of Industrial Arts at Brooklawn Middle School, effective January 16, 2015, or sooner if a suitable replacement can be employed.

BE IT RESOLVED that the Board approved the resignation of **Erica Coviello**, Teacher of Science at Central Middle School, effective January 20, 2015, or sooner if a suitable replacement can be employed.

HR 14-15 93 **Employment – One-to-One Aide Co-Curricular**

**EMPLOY
AIDE**

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

Parsippany Hills High School

- Nicholas Gilbert - Soccer
- Stephanie Lyons - Cross Country
- Judith DeMonico - Swimming

HR 14-15 94 **Transfer of Assignment – PTHEA**

**TRANSFER
PTHEA**

BE IT RESOLVED that the Board approve the following transfers of assignment effective January 5, 2015:

Joseph Gillespie

- From: Reading/Writing 5/5 CMS
- To: Computers 4/5 CMS 1/5 BMS

HR 14-15 95 **Winter Coaching**

COACHING

BE IT RESOLVED that the Board approve the individuals named below who have accepted Winter coaching assignments at the schools indicated for the 2014-2015 school year.

Parsippany High School

WINTER SEASON			
SPORT	NAME	Step 3	Stipend
Track Asst. Coach	Mina Kelaid	1	\$6,038

Parsippany Hills High School

WINTER SEASON			
SPORT	NAME	STEP	STIPEND
Wrestling Head Coach	Justin Altschul	3	\$7,775.00

HR 14-15 96 **Employment – Paraprofessionals**

**EMPLOY
PARAS**

BE IT RESOLVED that the Board approve the individuals named below who have been employed for the 2014-2015 school year as paraprofessionals in the areas indicated, effective December 1, 2014:

Lake Hiawatha Elementary

Mary Ann Gatto	One-to-One Paraprofessional - 1 st Year	\$20,018 (prorated)
Catherine Welsch	One-to-One Paraprofessional - 2 nd Year	\$21,535 (prorated)
Theresa Cevetello	Preschool Paraprofessional	\$21,535 (prorated)

Lake Parsippany Elementary

Stephanie Steere	One-to-One Paraprofessional - 1st Year	\$20,018 (prorated)
------------------	--	---------------------

Eastlake Elementary

Neha Pathre	One-to-One Paraprofessional - 1st Year	\$20,018 (prorated)
-------------	--	---------------------

HR 14-15 97 **Long-Term Assignments**

**LONG TERM
ASSIGNS**

BE IT RESOLVED that the Board approve Kristen Viscardo, as a long-term substitute for Employee #1461, a teacher at Lake Hiawatha School who will be out on maternity leave. Ms. Viscardo will be compensated at the per diem rate of \$99.83 effective December 1, 2014; and effective March 9, 2015 at the per diem rate of \$257.00.

BE IT RESOLVED that the Board approve Sharon Stieve, as a long-term substitute for Employee #2436, a teacher at Lake Hiawatha School who will be out on maternity leave. Ms. Stieve will be compensated at the per diem rate of \$99.83 effective December 5, 2014; and effective March 13, 2015 at the per diem rate of \$276.00.

HR 14-15 98 **Corrections**

CORRECT

BE IT RESOLVED that the Board approve the corrections listed below:

Waiver of Teaching Load

Alison Franz - BMS

From: September 2, 2014 through January 29, 2015
To: September 2, 2014 through November 12, 2014

Maternity Leaves

Employee #1023

From: Return date: November 11, 2014
To: Return date: November 10, 2014

Corrections – continued

Employee# 1461

From: on or about November 20, 2014 through January 9, 2015 utilizing her accumulated sick leave. Pursuant to the Family Leave Act she is also requesting an unpaid childcare leave of absence from January 12, 2015 through April 15, 2015; and under the terms of the PTHEA Agreement an unpaid childcare leave of absence from April 16, 2015 through June 26, 2015.

To: on or about December 1, 2014 through January 16, 2015 utilizing her accumulated sick leave. Pursuant to the Family Leave Act she is also requesting an unpaid childcare leave of absence from January 20, 2015 to April 22, 2015; and under the terms of the PTHEA Agreement an unpaid childcare leave of absence from April 23, 2015 through June 26, 2015.

Employee #1658

From: on or about October 20, 2014 through November 24, 2014 utilizing her accumulated sick leave. Pursuant to the Family Leave Act she is also requesting an unpaid childcare leave of absence from November 25, 2014 through March 4, 2015

To: on or about October 14, 2014 through November 19, 2014 utilizing her accumulated sick leave. Pursuant to the Family Leave Act she is also requesting an unpaid childcare leave of absence from November 20, 2014 through March 2, 2015.

Employee #1076

From: on or about November 26, 2014 through January 6, 2015 utilizing her accumulated sick leave. Pursuant to the Family Leave Act she is also requesting an unpaid childcare leave of absence from January 7, 2015 through April 2, 2015.

To: on or about November 14, 2014 through January 6, 2015 utilizing her accumulated sick leave. Pursuant to the Family Leave Act she is also requesting an unpaid childcare leave of absence from January 7, 2015 through April 2, 2015.

V. PS – PUPIL PERSONNEL SERVICES – ANTHONY GIORDANO

PS 14-15 26 **NJPSA Consultant – PPS**

**NJPSA
CONSULTANT**

BE IT RESOLVED that the Board approve Barbara Gantwerk, New Jersey Principal and Supervisor Association consultant, to work with Pupil Personnel Services for up to 20 days for the 2014-2015 school year at the per diem rate of \$500, paid for through the IDEA Grant.

PS 14-15 27 **Home Instruction**

**HOME
INSTRUCTION**

BE IT RESOLVED that the Board approve the following students who are on Home Instruction:

<u>Student ID#</u>	<u>School</u>	<u>Grade</u>	<u>Reason</u>
29438	Brooklawn	7	Medical
34153	Parsippany High	11	Administrative
24074	Parsippany Hills	12	Medical
23598	Parsippany High	12	Medical
28228	Parsippany Hills	12	Medical
30232	Parsippany High	9	Medical

PS 14-15 28 **Tuition Costs Out-of-District Programs**

TUITION OOD

BE IT RESOLVED that the Board approve the following tuition costs for students with disabilities who will require out-of-district special programs for the 2014-2015 school year, effective November 10, 2014. These students have been classified by their Child Study Teams in accordance with Title 18A:46.

<u>School</u>	<u>Student Number</u>	<u>Tuition Costs</u>
Douglass Disabilities Developmental Center	31300	\$77,994.00
Cornerstone Day School	31650	\$51,156.00
Windsor Learning Center	42584	\$41,005.00
Windsor Learning Center	40584	\$38,940.00

PS 14-15 29 **Harassment, Intimidation, and Bullying**

HIB

BE IT RESOLVED that the Board of Education affirms the Harassment, Intimidation, and Bullying (HIB) report for November 13, 2014.

Suspensions

SUSPENSIONS PS A

One (1) elementary and seven (7) secondary students have been suspended by their building principals as per New Jersey Statutes Title 18A:37-2-2.

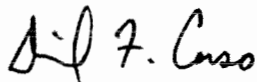
VI. F – BUSINESS/FINANCE – DAVID CORSO

F14-15 28 Secretary/Treasurer Report

**SEC/TREAS
REPORT**

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

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



David F. Corso
Board Secretary

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

F14-15 29 Payment of Bills

PAYMENT OF BILLS

BE IT RESOLVED that the Board of Education approve the payment of current bills for November 25, 2014 school year in the amount of \$5,611,601.74.