

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

**Number 17 Addendum**

**May 10, 2018**

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

25. **Ratification of the Board/APSA Agreement 2018-2019** **RATIFICATION M**
- BE IT RESOLVED that the Board of Education and the Association of Parsippany School Administrators have negotiated a successor to the 2015-2018 Bargaining Agreement. The successor Agreement for the term of July 1, 2018 through June 30, 2019 is attached and presented for ratification by the Board of Education. The membership of APSA ratified this Agreement on May 10, 2018.
26. **Re-appointment - Tenured Administrators - 2018-2019** **RE-APPOINT  
TENURED ADMINS N**
- BE IT RESOLVED that the Board approve the re-appointment of the tenured administrators named on the attached list for the 2018-2019 school year in accordance with the provisions of the extension of the 2015-2018 Agreement.
27. **Re-employment - Non-Tenured Administrators - Tenure Contract 18-19** **RE-EMPLOY  
NON-TEN TEN ADMINS N**
- BE IT RESOLVED that the Board approve the re-employment of the non-tenured-tenure contract administrators named on the attached list for the 2018-2019 school year in accordance with the provisions of the extension of the 2015-2018 Agreement. Issuance of this contract will result in the named individuals achieving tenure status pursuant to N.J.S.A. 18A:28-5.
28. **Re-employment - Non-Tenured Administrators - 2018-2019** **RE-EMPLOY  
NON-TENURED ADMINS N**
- BE IT RESOLVED that the Board approve the re-employment of the non-tenured administrators named on the attached list for the 2018-2019 school year in accordance with the provisions of the extension of the 2015-2018 Agreement.
29. **Board Policies** **BOARD  
POLICIES**
- BE IT RESOLVED that the Board approve the following revised Board Policies/Regulations at this first of two readings.
- P & R 1550 Equal Employment/Anti-Discrimination Practices (M) Revised **O**
30. **Overnight Field Trip Approval** **OVERNIGHT  
FIELD TRIPS P**
- BE IT RESOLVED that the Board approve the following overnight field trips for Parsippany Hills High School as per Field Trip Guidelines 6190/6153.
- Grade 12 June 28-July 2, 2018 – FCCLA National Conference  
Atlanta, GA



ASSOCIATION OF PARSIPPANY SCHOOL ADMINISTRATORS  
AND  
PARSIPPANY-TROY HILLS BOARD OF EDUCATION

THIS extension to the 2015-2018 Collectively Negotiated Agreement (“Agreement”) by and between ParsIPPany-Troy Hills Board of Education (the “Board”) and the Association of ParsIPPany School Administrators (the “Association”) is entered into this 9<sup>th</sup> day of May, 2018.

WITNESSETH:

**WHEREAS**, the Board is the public employer of all employees employed as principals, assistant principals and supervisors as set forth in the Agreement; and

**WHEREAS**, all such employees are represented for purposes of collective negotiations by the Association; and

**WHEREAS**, the parties have negotiated in good faith and have agreed to extend the terms and conditions of employment covering Association members from July 1, 2018 through June 30, 2019 subject to the following modification; and

**WHEREAS**, the parties wish to memorialize their agreement in writing for the aforesaid period of time;

**NOW, THEREFORE**, in consideration of the promises and the mutual covenants contained herein and for other good and valuable considerations:

1. All terms and conditions of employment set forth in the 2015-2018 Agreement shall remain in full force and effect, except as expressly modified below:
  - The base salary for each member shall be increased for 2018-2019 by 2.6%

**IN WITNESS WHEREOF**, the parties have set their hands and seals the day and year first above written.

ATTEST:

Judy Mayer  
Susy Halolera

Date: 5/9/18

ATTEST:

Angela Martin-Jennings  
Natalie Beck

WITNESS  
Date: 5/9/18

ParsIPPany-Troy Hills Board of Education

Donald Berron  
Alison Logan

Association of ParsIPPany  
School Administrators

John Cruz  
Will Gil

<b>Parsippany-Troy Hills Board of Education Appendix N</b>				
<b>2018-2019 Tenured APSA</b>				
<b><u>Employee Name</u></b>	<b><u>Salary Description</u></b>	<b><u>Salary</u></b>	<b><u>Longevity</u></b>	<b><u>Total</u></b>
Betz, Natalie	APSA - MS - P	156,215.00	5,000.00	161,215.00
Bush, Keith	APSA - HS - VP	109,597.00	0.00	109,597.00
Cortright, Keith	APSA - ES - P	144,502.00	2,500.00	147,002.00
Cruz, Juan	APSA - SUP	124,051.00	2,500.00	126,551.00
DiSanto, Michael	APSA - HS - P	146,809.00	4,000.00	150,809.00
Finnegan, Angelina	APSA - ES - P	156,623.00	6,000.00	162,623.00
Flanagan, Joseph	APSA - MS - VP	121,492.00	2,500.00	123,992.00
Fonti, Richard	APSA - HS - VP	124,288.00	4,000.00	128,288.00
Freund, Pamela	APSA - SUP	141,050.00	5,000.00	146,050.00
Garofalo, Lisa	APSA - HS - VP	128,971.00	4,000.00	132,971.00
Gray, Mark	APSA - MS - P	151,718.00	4,000.00	155,718.00
Hoffman, Michele	APSA - ES - P	145,102.00	4,000.00	149,102.00
Keegan, Christian	APSA - MS - VP	116,272.00	0.00	116,272.00
Martens, Jeffrey	APSA - ES - P	148,479.00	5,000.00	153,479.00
Mulroony, Denis	APSA - HS - P	160,956.00	4,000.00	164,956.00
Neal, Michele	APSA - SUP	111,811.00	0.00	111,811.00
Ricker, Todd	APSA - HS - VP	123,693.00	2,500.00	126,193.00
Santana, Vicky	APSA - SUP	118,621.00	2,500.00	121,121.00
Stout, Carly	APSA - HS - VP	116,272.00	2,500.00	118,772.00
Totka, Evan	APSA - MS - VP	109,597.00	0.00	109,597.00
Waack, Christopher	APSA - ES - P	151,871.00	5,000.00	156,871.00

<b>Parsippany-Troy Hills Board of Education</b>				
<b>2018-2019 Non-Tenured Tenure APSA</b>				
<b><u>Employee Name</u></b>	<b><u>Salary Description</u></b>	<b><u>Salary</u></b>	<b><u>Longevity</u></b>	<b><u>Total</u></b>
Toomey, Marlene	APSA - ES - P	126,203.00	0.00	126,203.00
Wegesa, Cory	APSA - SUP	111,811.00	0.00	111,811.00

<b>Parsippany-Troy Hills Board of Education</b>				
<b>2018-2019 Non-Tenured APSA</b>				
<b><u>Employee Name</u></b>	<b><u>Salary Description</u></b>	<b><u>Salary</u></b>	<b><u>Longevity</u></b>	<b><u>Total</u></b>
Ahmuty, Dana	APSA - SUP	103,626.00	0.00	103,626.00
DiBernard, Michael	APSA - HS - VP	101,574.00	0.00	101,574.00
Huffman, Deborah	APSA - SUP	108,979.00	0.00	108,979.00
Kane, Mary	APSA - SUP	103,626.00	0.00	103,626.00
Linzenbold, Steven	APSA - ES - P	129,524.00	0.00	129,524.00
Nicosia, Michael	APSA - ES - P	105,678.00	0.00	105,678.00
Powell, Sebastian	APSA - ES - P	121,068.00	0.00	121,068.00
Rosa, Merisa	APSA - ES - P	118,454.00	0.00	118,454.00
Russo, Annamarie	APSA - SUP	103,626.00	0.00	103,626.00
Stanzione, Matthew	APSA - MS - VP	101,574.00	0.00	101,574.00
Villanova, Rachel	APSA - SUP	108,979.00	0.00	108,979.00

# POLICY

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

ADMINISTRATION

1550/page 1 of 1

**Equal Employment/Anti-Discrimination Affirmative**

**Action Program for Employment and**

**Contract Practices**

**M**

1550 **EQUAL EMPLOYMENT/ANTI-DISCRIMINATION AFFIRMATIVE ACTION  
PROGRAM FOR EMPLOYMENT AND  
CONTRACT PRACTICES**

The Board of Education shall, in accordance with State statutes and administrative code and Federal law and regulations, strive to overcome the effects of any previous patterns of discrimination in **school** district employment practices and shall systematically monitor **school** district procedures to ensure continuing compliance with anti-discrimination laws and regulations.

The Board will ensure all persons regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status shall have equal and bias-free access to all categories of employment in the public educational system of New Jersey, pursuant to N.J.A.C. 6A:7-1.1.

The Board will not enter into any contract with a person, agency, or organization that discriminates on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status, either in employment practices or in the provision of benefits or services to students or employees. **In addition, the Board encourages minority businesses, women's business enterprises, and labor surplus area firms to submit bids to be considered for the awarding of contracts.**

The Board shall not assign, transfer, promote or retain staff, or fail to assign, transfer, promote or retain staff, on the sole basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status.

The Board shall ensure equal pay for equal work among members of the **school** district's staff, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status, pursuant to N.J.A.C. 6A:7-1.1.

N.J.S.A. 10:5-4

N.J.A.C. 6A:7-1.1 et seq.; 6A:7-1.8

Adopted: 8 January 2009

Revised: 8 September 2016

Revised:



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

ADMINISTRATION

R 1550/page 1 of 5

**Equal Employment/Anti-Discrimination  
Affirmative Action Program for Employment  
and Contract Practices Complaint Procedure**

**M**

R 1550 **EQUAL EMPLOYMENT/ANTI-DISCRIMINATION  
AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT  
AND CONTRACT PRACTICES COMPLAINT PROCEDURE**

A. Purpose and Application

1. The purpose of this procedure is to give any **school** district employee or candidate for **school** district employment the opportunity to appeal an alleged violation of the **school** district's Affirmative Action Program for employment and contract practices, as set forth in Policy No. 1550 or in a plan formally adopted by the Board of Education and approved by the Commissioner.
2. No qualified handicapped person, shall, on the basis of handicap, be subjected to discrimination in employment and the Board will take positive steps to employ and advance in employment qualified handicapped persons in programs and activities.
3. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and should be implemented in an informal manner.
4. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties.
5. All participants in the procedure will respect the confidentiality that this **school** district accords to information about individual staff members.

B. Definitions

1. "Board of Education" means the Board of Education of the Parsippany-Troy Hills Township School District.
2. "Complaint" means an alleged violation of the **school** district's Affirmative Action Plan or Policy.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

ADMINISTRATION

R 1550/page 2 of 5

### **Equal Employment/Anti-Discrimination Affirmative Action Program for Employment and Contract Practices Complaint Procedure**

3. "Complainant" means a staff member who alleges a violation of the school district's Affirmative Action Plan or Policy No. 1550.
4. "Day" means a **business day** ~~working~~ or calendar day as identified.
5. "School district" or "**district**" means the Parsippany-Troy Hills Township School District.
6. "Violation" means the failure of a **school** district official or employee to take the positive steps outlined in Policy No. 1550 or the duly approved Affirmative Action Plan to remove impermissible bias or preference from all aspects of **school** district employment or contract practices and/or to correct the results of past discrimination.

#### C. Procedure

1. A Complainant who believes ~~that~~ he/she has been harmed or adversely affected by a failure to enforce the **school** district's Affirmative Action Plan for employment and contract practices shall discuss the matter with his/her immediate supervisor in an attempt to resolve the matter informally.
  - a. **In the event the Complainant believes their immediate supervisor may be conflicted or if the immediate supervisor is not available, the Complainant may proceed directly to the school district's Affirmative Action Officer as outlined in C.2. below.**
  - b. **In the event the Complainant believes the school district's Affirmative Action Officer may be conflicted, the Complainant may submit a written complaint to the Superintendent of Schools who will designate a supervisor or administrative staff member to conduct the investigation in accordance with the procedures outlined in this Regulation. The Superintendent will ensure the supervisor or administrative staff member is provided affirmative action training in accordance with State mandates and guidelines.**



**Equal Employment/Anti-Discrimination  
~~Affirmative Action Program for Employment  
and Contract Practices Complaint Procedure~~**

2. If the matter is not resolved to the satisfaction of the Ceomplainant within **ten business** ~~thirty working~~ days, the Ceomplainant may submit a written complaint to the Affirmative Action Officer. The complaint will include:
  - a. The Ceomplainant's name and address;
  - b. The specific failure to act that the Ceomplainant complains of;
  - c. The school officer or employee, if any, responsible for the alleged violation of the Affirmative Action Plan;
  - d. The results of discussions conducted in accordance with paragraph C.1.-; and
  - e. The reasons why those results are not satisfactory.
3. The Affirmative Action Officer will investigate the matter informally and will respond to the complaint in writing no later than seven **business working** days after receipt of the written complaint. A copy of the complaint and the response will be forwarded to the Superintendent.
4. The response of the Affirmative Action Officer may be appealed to the Superintendent in writing within three **business working** days after it has been received by the Ceomplainant. The appeal will include the original complaint, the response to the complaint, and the Ceomplainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have violated the Affirmative Action Plan.
5. ~~On his/her timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision),~~ **Upon request**, the Ceomplainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties, but no later than seven **business working** days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with violation of the Affirmative Action Plan and any other person with knowledge of the violation complained of.





# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

ADMINISTRATION

R 1550/page 4 of 5

### **Equal Employment/Anti-Discrimination ~~Affirmative Action Program for Employment and Contract Practices Complaint Procedure~~**

6. The Superintendent will render a written decision in the matter no later than seven **business working** days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties ~~and to the Board of Education.~~
7. The Ceomplainant may appeal the Superintendent's decision to the Board by filing a written appeal with the Board Secretary no later than three **business working** days after receipt of the Superintendent's decision. The appeal will include:
  - a. The original complaint;;
  - b. The response to the complaint;;
  - c. The Superintendent's decision;;
  - d. A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented;; and
  - e. The Ceomplainant's reason for believing the Superintendent's decision should be changed.
8. A copy of the appeal to the Board must be given to the staff member, if any, charged with a violation of the Affirmative Action Plan.
9. The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the Ceomplainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.
10. The Board will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

ADMINISTRATION

R 1550/page 5 of 5

**Equal Employment/Anti-Discrimination  
Affirmative Action Program for Employment  
and Contract Practices Complaint Procedure**

11. The Ceomplainant will be informed of his/her right to appeal the Board's decision to the:

a. Commissioner of Education  
New Jersey State Department of Education  
P.O. Box 500  
Trenton, New Jersey 08625-0500, **or**  
~~Telephone: (877) 900-6960 or the~~

b. New Jersey Division on Civil Rights  
~~Trenton-Central~~ Regional Office  
~~Office of the Attorney General~~  
140 East Front Street – 6<sup>th</sup> Floor  
Trenton, New Jersey 08625-0090  
~~Telephone: (609) 292-4605~~

D. Record

1. The records of any complaint processed in accordance with this procedure shall be kept in a file maintained by the Affirmative Action Officer.
2. A copy of the decision rendered at its highest level of appeal will be kept in the Ceomplainant's personnel file.

Issued: 8 January 2009

Revised:



APR -3 2018

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS OVERNIGHT FIELD TRIP APPROVAL FORM

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

School: Parsippany Hills High School Date: 3/30/18

Date of Trip: 6/28/18 to 7/2/18 Grade Level & Subject: 12th graders Number of Students: 2

Co-Curricular Activity/Group: FCCLA

Destination\*: Allanta Marriot Marquis, Atlanta, GA Phone# 404-521-0000

\*If co-curricular activity what is the rationale for missing instructional time? No instructional time will be missed as the conference is during the summer

Address: 265 Peachtree Center Ave NE

Description of Program: All competitive events build leadership roles associated with families, careers, and communities and are linked to the NJCCCS for FCS.

How is this trip related to the curriculum at this grade level? Please be specific.  
The competitive events directly relate to the FCS NJCCCS and will allow the students to gain further leadership development through workshops and competitive events.

What academic preparation has been done prior to this trip?  
Students, with my guidance, competed in the State Leadership Conference and won a spot to compete in Nationals.

List follow-up activities to be done in class after the trip.  
1. Recognition medals and award certification  
2. Discussion on how well students represent PHHS and bring back knowledge gained to the following school year  
3. Self assessment of projects on how to improve and place for next year.

How is this proposed trip the best method available for achieving the desired learning outcome?  
It provides learning opportunities for leadership and reinforces positive and critical thinking skills

Transportation Information	
Means of Transportation: <u>Airlines/Transfers</u>	Provider: <u>Peter Scoccia @ Vista Travel</u>
Cost: <u>Awaiting email confirmation from Vista Travels</u>	Phone #: <u>732-574-1100</u>
Departure from School: <u>June 28, 2018 TBD</u>	Arrival at Destination: <u>June 28, 2018 TBD</u>
Departure from Destination: <u>July 2, 2018 TBD</u>	Arrival at School: <u>July 2, 2018 TBD</u>

Total Cost Information	
Admission/Registration Cost: <u>Reg (\$240) Hotel \$189/night</u>	Cost to Parent: <u>BOE pays 1/2, parent pays 1/2</u>
Funding Source: <u>Competitive Events Account</u>	

PLEASE CHECK THAT YOU HAVE READ THE FIELD TRIP REGULATIONS

Names of Teachers/Staff Members:  
Kristy Jaheriss   
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of Non-Staff Chaperones:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NURSE NEEDED YES  NO  DESTINATION ON APPROVED LIST  YES  NO

[Signature] 3/30/18  
APPROVED PRINCIPAL DATE

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

APPROVED BY BOARD OF EDUCATION