

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

Number 6 ADDENDUM

October 18, 2018

Mrs. Cory Wegesa, Coordinating Supervisor of Guidance and Medical Services, will be present to give the 2017-2018 Period 2 SSDS Report and the District Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act.

45. Volunteers – Media Center

**VOLUNTEERS
TROY HILLS**

BE IT RESOLVED that the Board approve the individuals listed below who have indicated their willingness to serve as volunteers at Troy Hills School for the 2018-2019 school year.

Andrea Rodriguez	James Brda
Avni Desai	Jennifer Blair
Beth Marks	Laura Haberman
Courtney Kelly	Liz Matheis
Dana Brda	Meenal Singh
Deala Qarout	Nathalie Balsamo
Denise Budd	Penelope DeLucia
Devyani Patel	Sarah Ahn
Dhruv Desai	Stacey Kuczynski
Dipa Patel	Stephanie Quiroga
Gianna Bonura	
Jacky VanAuken	

46. Job Description

**JOB
DESCRIPTION**

BE IT RESOLVED that the Board approve the revised Job Description for the position of Paraprofessional which has been reviewed by the Board Personnel Committee.

BE IT FURTHER RESOLVED, that the Board of Education approve the elimination of the following titles as they have been subsumed under the Paraprofessional Job Description:

- Kindergarten Paraprofessional
- One-to-One Paraprofessional
- Preschool Disabled Classroom Paraprofessional

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Paraprofessional

REPORTS TO: Principal
Classroom Teacher

QUALIFICATIONS:

1. High school diploma or equivalent training and passing grade on the PRAXIS exam for paraprofessionals or 48 college credits
2. Minimum experience as determined by the Board of Education
3. Collegial/collaborative interactive style
4. Ability to relate well to students
5. General professionalism
6. Confidentiality
7. Required criminal background check and proof of U.S. citizenship or resident alien status

JOB GOAL: ~~To aid a disabled student who is in need of assistance~~
To provide support to student(s) in order to promote independence and progress towards individual educational goals and objectives.

PERFORMANCE RESPONSIBILITIES:

If assigned, the Paraprofessional will under the direction of the Teacher/Specialist/Behaviorist:

1. Provide ~~assistance~~ **support** to students ~~based on IEP designated need~~ **in designated settings or as documented by their IEP.**
2. Assist with the supervision of the student ~~as required~~ **in order to ensure safety.**
3. Assist in the implementation of behavior ~~improvement~~ **intervention** plans ~~under the direction of the teacher/behaviorist.~~
4. Assist in the implementation of ~~alternative methods~~ **assistive augmentative** communication.
5. **Assist in the implementation of assistive technology.**
6. Communicate any special needs of the individual student to the classroom teacher.
~~Supervise the student during independent activities as required.~~
7. Escort the student when traveling throughout the building.

~~Follow directives of the teacher to meet the individual needs of the student.~~

8. Implement discrete trials, including data collection, graphing procedures for daily student performance during discrete trials, inclusion sessions as well as behavioral data, as required by student's program.

~~Shadow student into mainstream settings.~~

9. **Record behavior, social and academic data in special and general education setting.**

10. Meet with the behaviorists, classroom teachers and other staff as ~~required~~ **determined** by the CST.

11. Prompt, **facilitate**, and model appropriate play skills and conversation ~~using scripts~~ **throughout the school day including** ~~during~~ student(s) lunch and recess ~~if assigned~~.

12. Assist in toilet training, self help skills, expansion of food repertoires and implementation of sensory diets ~~if assigned~~.

~~Assist the teacher in the delivery of an effective instructional program.~~

13. Work with individual students or small groups **to assist the teacher or specialist in the effective delivery of instruction to reinforce learning.** ~~of students to reinforce learning of material or skills taught by the teacher.~~

~~Assist the teacher in implementing strategies for reinforcing learning based on an understanding of individual student needs, interests and abilities.~~

- ~~17. Assist the teacher with group activities.~~

- ~~18. Assist the teacher in the implementation of center activities.~~

14. ~~Shadow and~~ Support students engaged in structured learning experiences/Community Based Instruction.

15. Follow directives of the teacher to meet the individual needs of the student.

16. Perform such other duties as may be assigned.

Revised: 1/8/09

Revised: 5/12/09

Revised:

JD/School Building Personnel

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
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

47. **Resignation - Office Aide**

**RESIGN
OFFICE AIDE**

BE IT RESOLVED that the Board approve the resignation of Carmen Rosa, Office Aide at Rockaway Meadow Elementary School, effective December 21, 2018.

48. **Retirement - PTHESA**

**RESIGN
ESAPTH**

BE IT RESOLVED that the Board approve the resignation for the purpose of retirement of Joan Konkol, Secretary at Central Middle School, effective January 1, 2019.

49. **Employment - Paraprofessional**

**EMPLOY
PTHESA**

BE IT RESOLVED that the Board approve the individual named below as a Paraprofessional in the area indicated:

Rockaway Meadow Elementary School
Effective 10/22/18

Christina Allen Paraprofessional \$22,013.00 (Prorated)

50. **Employment - ESAPTH**

**EMPLOY
ESAPTH**

BE IT RESOLVED that the Board approve the employment of Carmen Rosa who has been selected as a Secretary at Rockaway Meadow Elementary School replacing Rita Ben Asher. Ms. Rosa will be placed on a 12 month - Guide A - Step 1 and receive \$46,253.00 + \$700.00 (Head Secretary stipend), prorated, effective January 2, 2019.

51. **Late Bus Monitor**

**LATE BUS
MONITOR**

BE IT RESOLVED that the Board approve payment to the individual named below who has indicated their willingness to serve as a late bus monitor for the 2018-2019 school year:

After School Late Bus 2:45-4:00 **\$33.00 per session**
Parsippany High School
Jennifer Hakim

52. **Approval of Employment - Pending Completion**

**EMPLOY
CERTIF STAFF**

BE IT RESOLVED that the Board approve, upon the recommendation of the Superintendent, the appointment of the individuals named below subject to the receipt of all required employment documents including but not limited to the completion of criminal history background check, proof of certification and any other materials, and execution of the requisite contract of employment signed by the Board; and in accordance with the provisions of the 2015-2018 Agreement subject to any guide placement or other salary adjustment that may be due upon completion of the negotiations between the Board of Education and the PTHEA.

<u>Alexandra Katz</u>	<u>Social Studies Teacher</u>
Degree:	BA/ Fairleigh Dickinson MA/Fairleigh Dickinson
Certification:	Social Studies
Experience:	Teacher - 8 years
Guide Placement:	BA+45, Step 5, \$63,514.00
Effective:	December 20, 2018, or sooner
Assignment:	Parsippany High School (Replacement - Samantha Regenye)

53. **Leave of Absence**

**LEAVE OF
ABSENCE**

BE IT RESOLVED that the Board approved a medical leave of absence or employee #30642, Teacher, from November 6, 2018 through November 30, 2018 utilizing accumulated sick leave, pursuant to the Family and Medical Leave Act.

BE IT RESOLVED that the Board approved a medical leave of absence for employee #40057, Paraprofessional, from October 26, 2018 through December 21, 2018 utilizing personal days and accumulated sick leave, pursuant to the Family and Medical Leave Act.

54. **Nurse Assigned to School**

**NURSE
ASSIGNED**

BE IT RESOLVED that the Board approve the following nurse as the nurse assigned to the school indicated for the 2018-2019 school year at a salary of \$40,942.00, replacing Debra Molloy (transferred):

Stacie Christy - Central Middle School

55. **Transfer of Assignment**

**TRANSFER OF
ASSIGN**

BE IT RESOLVED that the Board approve the individual named below who has been transferred for the 2018-2019 school year, effective November 12, 2018:

Jacqueline Takahashi
From: Lake Hiawatha - Preschool, Special Education Teacher
To: Rockaway Meadow - Autistic Teacher

56. **Corrections**

CORRECTIONS

Acting Lead Teacher

Seema Goldberg

From: replacing Sarah Schwarz who will be out on maternity leave effective August 30, 2018 through October 12, 2018. Ms. Goldberg should receive a prorated portion of the Lead Teacher Stipend of \$6,232.

To: replacing Sarah Schwarz who will be out on maternity leave effective August 30, 2018 through October 15, 2018. Ms. Goldberg should receive a prorated portion of the Lead Teacher Stipend of \$6,232.

Employment - ESAPTH - Pending

Christine Joyce

From: Effective 10/15/18
To: Effective 10/18/18

Re-Employment - Custodians, Maintenance, Bus Drivers

2018-2019 2018-2019 Part-time Custodians

From:

Employee	Salary Description	Hourly Rate
Campbell, Patrick	Local 32 - Hourly Cust -1	14.75
Clark, Charles	Local 32 - Hourly Cust -1	14.75
Herrera, Raysa	Local 32 - Hourly Cust -1	14.75
Vanegas, Juan	Local 32 - Hourly Cust -2	18.07

To:

Employee	Salary Description	Hourly Rate
Campbell, Patrick	Local 32 - Hourly Cust -1 (4 hours)	14.75
Clark, Charles	Local 32 - Hourly Cust -1 (4 hours)	14.75
Herrera, Raysa	Local 32 - Hourly Cust -1 (5 hours)	14.75
Vanegas, Juan	Local 32 - Hourly Cust -2 (5 hours)	18.07

Leave of Absence

Employee #10250

From: a medical leave of absence effective August 29, 2018 through November 30, 2018 utilizing available sick, vacation, personal, and family illness days pursuant to the Family and Medical Leave Act.

To: a medical leave of absence effective August 29, 2018 through December 28, 2018 utilizing available sick, vacation, personal, and family illness days pursuant to the Family and Medical Leave Act.

Maternity Leave of Absence

Employee #30475

From: a maternity leave of absence on or about April 16, 2018 through May 11, 2018 utilizing accumulated sick leave. Pursuant to the Family Leave Act, she is also requesting an unpaid childcare leave of absence from May 14, 2018 through October 12, 2018.

To: a maternity leave of absence on or about April 16, 2018 through May 11, 2018 utilizing accumulated sick leave. Pursuant to the Family Leave Act, she is also requesting an unpaid childcare leave of absence from May 14, 2018 through October 15, 2018.

Employee #30505

From: a maternity leave of absence on or about November 12, 2018 through December 11, 2018 utilizing accumulated sick leave. Pursuant to the Family and Medical Leave Act (FMLA), and inclusive of New Jersey Family Leave Act (NJFLA), she is also requesting an unpaid childcare leave of absence from December 12, 2018 through March 12, 2019.

To: a maternity leave of absence on or about November 1, 2018 through December 6, 2018 utilizing accumulated sick leave. Pursuant to the Family and Medical Leave Act (FMLA), and inclusive of New Jersey Family Leave Act (NJFLA), she is also requesting an unpaid childcare leave of absence from December 7, 2018 through March 8, 2019.

Employee #31027

From: a maternity leave of absence on or about April 30, 2018 through June 12, 2018 utilizing accumulated sick leave. Pursuant to the Family Leave Act, she is also requesting an unpaid childcare leave of absence from June 13, 2018 through November 17, 2018.

To: a maternity leave of absence on or about April 30, 2018 through June 12, 2018 utilizing accumulated sick leave. Pursuant to the Family Leave Act, she is also requesting an unpaid childcare leave of absence from June 13, 2018 through November 7, 2018.