

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

Number 10

January 3, 2019

MISSION STATEMENT

The mission of the Parsippany-Troy Hills Township School District, in partnership with families and the greater community, is to challenge and nurture all students academically and to develop confident learners who are compassionate, generous, appreciative, and invested in their diverse world. This will be accomplished through innovative opportunities that inspire life-long learning, critical thinking and problem solving, creative exploration, and the democratic collaboration among students and staff.

Date Adopted: 12/15/16

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 10

January 3, 2019

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

ITEMS FOR DISCUSSION

I. BUSINESS/FINANCE – ROBIN C. TEDESCO

Review of Election Results

**REVIEW OF
SCH BRD ELECTION**

1. Mrs. Tedesco reviewed the results of the November 6, 2018 Election as follows:

For Membership to the Board of Education – Three Full Term (3 Years)

<u>Name</u>	<u>Votes</u>
Susy Golderer	9,980
Frank Neglia	10,192
Judy Mayer	10,192
Andrew Choffo (unexpired 1 year)	6,339

OATH OF OFFICE

The Board Attorney will administer the Oath of Office to the above duly elected members.

ROLL CALL

BOARD MEMBERS	AYE	NAY	ABSTAIN	RECUSE	ABSENT	RESOLUTION NUMBER/S
Mr. Berrios						
Mr. Blair						
Mr. Choffo						
Mr. Cistaro						
Mr. DeVitto						
Mrs. Mayer						
Mrs. Golderer						
Mrs. Cogan						
Mr. Neglia						

ELECTION OF OFFICERS

Election of President:

Nominations

Balloting

President takes the chair

Election of Vice President:

Nominations

Balloting

Vice President assumes office

2. **Establish Board of Education Meeting Schedule**

MEETING DATES A

WHEREAS, Chapter 231 of the Public Laws of New Jersey (1975) known as, and hereinafter designated as the "Open Public Meetings Act," requires notification of meetings of public bodies, as therein defined, in the manner therein set forth; therefore,

BE IT RESOLVED that the Parsippany-Troy Hills Board of Education establish its regular meetings on the second and fourth Thursdays of each month and/or as noted per attached Board Meeting Schedule.

BE IT FURTHER RESOLVED, that the aforesaid notice of regularly scheduled meetings will be posted in the Board of Education Calabria Education Center, 292 Parsippany Road, Parsippany, New Jersey.

BE IT FURTHER RESOLVED, that the aforesaid notice be sent to the newspapers designated by this Board to receive the notice required by the provisions of the Open Public Meetings Act, Chapter 231 of the Public Laws of NJ (1975).

BE IT FURTHER RESOLVED, that the aforesaid notice be filed with the Township Clerk's office located in the municipality and the Board Office located at 292 Parsippany Road, New Jersey.

3. **Law Firm**

LAW FIRM

BE IT RESOLVED by the Board of Education, pursuant to the Public School Contracts Law, N.J.S.A. 18A:18A-1, et. seq., previously adopted a resolution appointing Katherine A. Gilfillan, Esq. of the law firm of Schenck, Price, Smith & King, LLP (the "Law Firm") of Florham Park, New Jersey, to serve as Board Attorney.

WHEREAS, the Board has determined that it continues to require these professional services and desires that the Law Firm continue to serve the Board in this capacity.

NOW, THEREFORE BE IT RESOLVED, that the Board hereby reappoints Katherine A. Gilfillan, Esq. of the law firm of Schenck, Price, Smith & King, LLP to serve as Board Attorney for the period of January 2019 through January 2020; and

BE IT FURTHER RESOLVED, that publication of notice of this contract award shall be made in accordance with the requirements of N.J.S.A. 18A:18A.

4. **Auditing Firm**

WISS & COMPANY

BE IT RESOLVED by the Board of Education of the Township of Parsippany-Troy Hills, Morris County, New Jersey, that the firm of Wiss & Company, LLP, Certified Public Accountants, 485C Route 1 South, Suite 250, Iselin, New Jersey 08830, is hereby reappointed auditor to the Board of Education for the annual school audit for the 2019 organization year.

BE IT FURTHER RESOLVED, that publication of notice of this contract award shall be made in accordance with the requirements of N.J.S.A. 18A:18A-5.

5. **Architects of Record**

**ARCHITECTS
OF RECORD**

BE IT RESOLVED by the Board of Education of the Township of Parsippany-Troy Hills, Morris County, New Jersey, that the firm of Parette Somjen Architects, LLC, 439 Route 46 East, Rockaway, New Jersey 07866, is hereby reappointed architects to the Board of Education for the annual school year for the 2019 organization year.

BE IT FURTHER RESOLVED, that publication of notice of this contract award shall be made in accordance with the requirements of N.J.S.A. 18A:18A-5.

6. **Adoption of Code of Ethics**

CODE OF ETHICS

BE IT RESOLVED that the Board of Education of Parsippany-Troy Hills in the County of Morris, New Jersey adopt the Purpose and Role of the Code of Ethics N.J.S.A. 18A:12-24.1.

The members of the Board of Education recognize that they hold authority not as individuals but as members of the Board. In order to make a clear public statement of its philosophy of service to the pupils of the district, the Board adopts this code of ethics:

- a. I will uphold and enforce all laws, rules, and regulations of the State Board of Education and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c. I will confine my Board action to policymaking, planning, and appraisal and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.

- d. I will carry out my responsibility not to administer the schools, but, together with my fellow Board members, to see that they are well run.
- e. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action that may compromise the Board.
- f. I will refuse to surrender my independent judgement to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its schools.
- h. I will vote to appoint the best-qualified personnel available after consideration of the recommendation of the Chief Administrative Officer.
- i. I will support and protect school personnel in the proper performance of their duties.
- j. I will refer all complaints to the Chief Administrative Officer and will act on the complaints at public meetings only after failure of an administrative solution.

7. **Policies, Actions, Rules and Regulations**

PARR

BE IT RESOLVED that the policies, actions, rules, and regulations adopted by prior Boards of Education of the Parsippany-Troy Hills Township School District, which were in effect immediately prior to this Organization Meeting, be reaffirmed and adopted by the Board of Education for the 2019 organization.

8. **Job Description Manual**

JOB DESCRIPTIONS

BE IT RESOLVED that the Board of Education adopt the existing Manual of Job Descriptions.

9. **Newspaper**

NEWSPAPER

BE IT RESOLVED that the Board of Education approve the following resolution:

The Morris County *Daily Record* and *The Star Ledger* are hereby designated as the official newspapers of the Board of Education of the Township of Parsippany-Troy Hills.

10. **Banks**

BANKS

BE IT RESOLVED that the Board of Education reaffirms the designation of Wells Fargo Bank, N.A. and the State of New Jersey Cash Management Fund and NJ/ARM Asset and Rebate Management Program as its official depositories for the 2019 calendar year; and

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

BE IT FURTHER RESOLVED that the Business Administrator, Assistant Business Administrator, and the District Accountant be authorized to perform wire transfers.

11. **The Uniform Minimum Chart of Accounts for NJ Public Schools**

UNI MIN CHART OF ACCTS FOR NJ PUB SCHS

BE IT RESOLVED that the Parsippany-Troy Hills Township Board of Education approves the Chart of Accounts as presented by the New Jersey Department of Education.

12. **Adopt the Standard Operational Procedures & Internal Controls Manual**

OPERATIONAL PROCEDURES INTERNAL CONTROL

BE IT RESOLVED, that the Parsippany-Troy Hills Township Board of Education adopt the current district Standards Operations Procedures and Internal Controls Manual for the 2019 organization year on file in the Office of the Business Administrator.

13. **Adoption of Purchasing Manual**

PURCHASING MANUAL

BE IT RESOLVED, that the Parsippany-Troy Hills Township Board of Education adopt the current Purchasing Manual for the 2019 organization year on file in the Office of the Business Administrator.

14. **Payment of Bills between BOE Meetings**

PAY BETWEEN BOE MTGS

BE IT RESOLVED that the Parsippany-Troy Hills Township Board of Education, in the County of Morris, New Jersey, appoint Mrs. Robin Tedesco, Business Administrator/Board Secretary, to make payments of bills between Board Meetings on an "as needed" basis for the 2019 organization year.

15. **Appointment of Board Secretary**

BOARD SECRETARY

BE IT RESOLVED that the Parsippany-Troy Hills Township Board of Education, in the County of Morris, appoint Mrs. Robin Tedesco as Board Secretary (N.J.S.A. 18A:13-13, N.J.S.A. 18A:17-2, 17-5) for the 2019 organization year.

BE IT FURTHER RESOLVED, that the Parsippany-Troy Hills Township Board of Education, in the County of Morris, New Jersey, appoint Ms. Gabrielle Conde, as Assistant Board Secretary to function in the absence of the Board Secretary for the 2019 organization year.

16. **Fund Investments**

FUND INVESTMENTS

BE IT RESOLVED that Robin Tedesco, Business Administrator, be authorized to invest funds, when available, for the 2019 calendar year in Certificates of Deposit, Treasury Bills and/or Savings and Checking Accounts, and approved Investment Funds and report said investments to the Board of Education.

17. **Payment of Bills**

PAYMENT OF BILLS

BE IT RESOLVED that the Board of Education approve the payment of current bills for January 3, 2019 for the 2018-19 school year in the amount of \$10,338,058.91.

BE IT RESOLVED, that the Board of Education approve the payment of current bills/outstanding warrants for school activities for the month of December 2018-2019 school year in the amount of \$27,297.41

18. **Additional Funding**

ADDITIONAL FUNDING

BE IT RESOLVED, that the Parsippany-Troy Hills Township Board of Education approve the additional funding received from the State Department of Education for Chapters 192/193 for 2018-2019 as follows:

Compensatory Education	\$1,777
------------------------	---------

19. **Transfer of Funds**

TRANSFERS B

BE IT RESOLVED that the Board of Education authorize the transfers in the 2018-2019 budget per detail of transfers report, December 2018 for the 2018-2019 school year, per state law.

20. **Sale of Surplus Property**

**SALE OF SURPLUS
PROPERTY**

WHEREAS, the Parsippany-Troy Hills Township Board of Education is the owner of certain surplus property which is no longer needed for public use; and

WHEREAS, the Board is desirous of selling said surplus property in an "as is" condition without express or implied warranties.

NOW THEREFORE, BE IT RESOLVED by the Parsippany-Troy Hills Board of Education in the Township of Parsippany-Troy Hills, County of Morris, New Jersey as follows:

The sale of the surplus property shall be conducted through GovDeals pursuant to State Contract A-83453/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals is available online at govdeals.com and also available from the Parsippany-Troy Hills Board of Education.

1. The sale will be conducted online and the address of the auction site is govdeals.com.
2. The sale is being conducted pursuant to Local Finance Notice 2008-09.
3. A list of the surplus property to be sold is below.
4. The surplus property as identified shall be sold in an "as-is" condition without express or implied warranties with the successful bidder required to execute as Hold Harmless and Indemnification Agreement concerning use of said property.
5. The Parsippany-Troy Hills Township Board of Education reserves the right to accept or reject any bid submitted.

EQUIPMENT TO BE SOLD

See attached Spreadsheet for list of Musical Instruments
608: 2006 Ford Utility Box Truck, VIV#: 1FDWE35L86HA51039
Bus 14: 24 Passenger Van 2006 Ford, VIN#: 1FDXE45P34HB27258

C

21. **Payment from Sale of Surplus Property**

**PAYMENT SALE OF SURPLUS
PROPERTY**

BE IT RESOLVED, that the Parsippany-Troy Hills Board of Education accepts the check in the sum of \$7,325.09 from GovDeals which represents payment for bidded Transportation Vehicles, Maintenance Vehicles and Equipment approved on the August 21, 2018 Superintendent's Bulletin, motion #69.

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

**BOARD OF EDUCATION MEETING DATES
REGULAR PUBLIC MEETINGS**

January 3, 2019

Thursday	January 3, 2019	Dr. Frank A. Calabria Education Center -Re-Organization Meeting 292 Parsippany Road, Parsippany
Thursday	January 17, 2019	Parsippany Hills High School**
Thursday	February 7, 2019	Dr. Frank A. Calabria Education Center
Thursday	February 21, 2019	Dr. Frank A. Calabria Education Center *
Thursday	March 7, 2019	Dr. Frank A. Calabria Education Center*- Tentative Budget Adoption
Thursday	March 21, 2019	Dr. Frank A. Calabria Education Center*
Thursday	April 11, 2019	Dr. Frank A. Calabria Education Center*
Tuesday	April 23, 2019	Dr. Frank A. Calabria Education Center*
Thursday	May 2, 2019	Dr. Frank A. Calabria Education Center** Public Hearing & Adoption
Thursday	May 9, 2019	Dr. Frank A. Calabria Education Center
Thursday	May 23, 2019	Parsippany High School**
Thursday	June 13, 2019	Parsippany Hills High School**
Thursday	June 27, 2019	Parsippany Hills High School**
Thursday	July 25, 2019	Dr. Frank A. Calabria Education Center
Thursday	August 22, 2019	Dr. Frank A. Calabria Education Center
Thursday	September 12, 2019	Dr. Frank A. Calabria Education Center
Thursday	September 26, 2019	Dr. Frank A. Calabria Education Center
Thursday	October 17, 2019	Dr. Frank A. Calabria Education Center*
Tuesday	November 5, 2019	Dr. Frank A. Calabria Education Center
Thursday	November 21, 2019	Dr. Frank A. Calabria Education Center
Thursday	December 19, 2019	Dr. Frank A. Calabria Education Center
Tuesday	January 7, 2020	Dr. Frank A. Calabria Education Center – Re-Organization

NOTE-All meetings start with Closed Session 6:30 P.M., Regular Meeting 7:00 PM

*Budget Discussion

**Student and/or Staff Awards

Adopted: _____

Board Elections – Tuesday, November 5, 2019

Parsippany-Troy Hills Board of Education

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.111317

11/01/2018

All Cycles

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000080	TRANSP PARENT CONTRACT	11-000-270-514-000-140--	CONTRACT SVCS-SPEC ED	12/06/2018	SDYKSTRA	\$7,000.00	\$1,670.00	\$8,670.00
	TRANSP PARENT CONTRACT	11-000-270-518-000-140--	CONT SVCS-ESC/CTSA-SPEC	12/06/2018	SDYKSTRA	\$2,111,980.00	(\$1,670.00)	\$2,110,310.00
Total for Adjustment #						000080	\$0.00	
000081	ATHLETIC TRANSPORTATION	11-000-270-512-000-053--	CONTRACT SVCS-OTHER	12/07/2018	SDYKSTRA	\$100,000.00	\$11,000.00	\$111,000.00
	ATHLETIC TRANSPORTATION	11-000-270-512-000-140--	CONTRACT SVCS-OTHER	12/07/2018	SDYKSTRA	\$75,000.00	(\$11,000.00)	\$64,000.00
Total for Adjustment #						000081	\$0.00	
000082	SALTER	11-000-261-420-000-210--	CLEANING,REPAIR & MAINT	12/10/2018	SDYKSTRA	\$333,191.00	(\$5,740.00)	\$327,451.00
	SALTER	12-000-261-732-000-340--	NON-INSTRUCTIONAL EQUIP.	12/10/2018	SDYKSTRA	\$0.00	\$5,740.00	\$5,740.00
Total for Adjustment #						000082	\$0.00	
000083	TEACHER IN-SERVICE PD	11-000-223-320-000-150--	PURCH PROF-ED SERVICES	12/10/2018	SDYKSTRA	\$4,750.00	\$2,500.00	\$7,250.00
	TEACHER IN-SERVICE PD	11-000-223-500-000-150--	OTHER PURCHASED SERVICES	12/10/2018	SDYKSTRA	\$76,887.48	(\$2,500.00)	\$74,387.48
Total for Adjustment #						000083	\$0.00	
000084	CONCRETE-MAINT SHOP	11-000-261-420-000-340--	CLEANING,REPAIR & MAINT	12/11/2018	SDYKSTRA	\$20,065.07	(\$482.50)	\$19,582.57
	CONCRETE-MAINT SHOP	11-000-261-610-000-340--	GENERAL SUPPLIES	12/11/2018	SDYKSTRA	\$39,167.63	\$482.50	\$39,650.13
Total for Adjustment #						000084	\$0.00	
000085	LEAF BLOWER BATTERY	11-000-261-420-000-340--	CLEANING,REPAIR & MAINT	12/11/2018	SDYKSTRA	\$19,582.57	(\$137.85)	\$19,444.72
	LEAF BLOWER BATTERY	11-000-261-610-000-340--	GENERAL SUPPLIES	12/11/2018	SDYKSTRA	\$39,650.13	\$137.85	\$39,787.98
Total for Adjustment #						000085	\$0.00	
000086	BMS PLUMBING SUPPLIES	11-000-261-420-000-055--	CLEANING,REPAIR & MAINT	12/11/2018	SDYKSTRA	\$39,451.04	(\$991.72)	\$38,459.32
	BMS PLUMBING SUPPLIES	11-000-261-610-000-055--	GENERAL SUPPLIES	12/11/2018	SDYKSTRA	\$20,788.96	\$991.72	\$21,780.68
Total for Adjustment #						000086	\$0.00	
000087	MAINT SHOP CAULK	11-000-261-420-000-340--	CLEANING,REPAIR & MAINT	12/11/2018	SDYKSTRA	\$19,444.72	(\$377.40)	\$19,067.32
	MAINT SHOP CAULK	11-000-261-610-000-340--	GENERAL SUPPLIES	12/11/2018	SDYKSTRA	\$39,787.98	\$377.40	\$40,165.38
Total for Adjustment #						000087	\$0.00	
000088	LK PAR ROOF PATCH	11-000-261-420-000-064--	CLEANING,REPAIR & MAINT	12/11/2018	SDYKSTRA	\$34,365.00	(\$7,500.00)	\$26,865.00
	LK PAR ROOF PATCH	11-000-261-420-000-080--	CLEANING,REPAIR & MAINT	12/11/2018	SDYKSTRA	\$16,340.00	\$7,500.00	\$23,840.00
Total for Adjustment #						000088	\$0.00	
000089	BOILER SERVICE	11-000-261-420-000-080--	CLEANING,REPAIR & MAINT	12/11/2018	SDYKSTRA	\$23,840.00	\$1,554.00	\$25,394.00
	BOILER SERVICE	11-000-261-420-000-120--	CLEANING,REPAIR & MAINT	12/11/2018	SDYKSTRA	\$15,340.00	\$677.27	\$16,017.27
	BOILER SERVICE	11-000-261-420-000-140--	CLEANING,REPAIR & MAINT	12/11/2018	SDYKSTRA	\$18,565.00	(\$2,231.27)	\$16,333.73
Total for Adjustment #						000089	\$0.00	
000090	BOILER SERVICE-MT TABOR	11-000-261-420-000-100--	CLEANING,REPAIR & MAINT	12/12/2018	SDYKSTRA	\$17,365.00	\$5,986.41	\$23,351.41
	BOILER SERVICE-MT TABOR	11-000-261-610-000-060--	GENERAL SUPPLIES	12/12/2018	SDYKSTRA	\$26,325.00	(\$2,986.41)	\$23,338.59
	BOILER SERVICE-MT TABOR	11-000-261-610-000-100--	GENERAL SUPPLIES	12/12/2018	SDYKSTRA	\$22,500.00	(\$3,000.00)	\$19,500.00
Total for Adjustment #						000090	\$0.00	

Parsippany-Troy Hills Board of Education

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.111317

11/01/2018

All Cycles

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000091	SPECTROPHOTOMETER	11-190-100-610-111-155--	GEN SUPPLIES-SEC SCIENCE	12/12/2018	SDYKSTRA	\$11,173.14	\$2,000.00	\$13,173.14
	SPECTROPHOTOMETER	11-190-100-640-111-155--	TEXTBOOKS-SEC SCIENCE	12/12/2018	SDYKSTRA	\$73,312.22	(\$2,000.00)	\$71,312.22
Total for Adjustment #						000091	\$0.00	
000092	IN-HOUSE LITERACY PD	11-000-223-320-000-150--	PURCH PROF-ED SERVICES	12/13/2018	SDYKSTRA	\$7,250.00	\$4,000.00	\$11,250.00
	IN-HOUSE LITERACY PD	11-000-223-500-000-150--	OTHER PURCHASED SERVICES	12/13/2018	SDYKSTRA	\$74,387.48	(\$4,000.00)	\$70,387.48
Total for Adjustment #						000092	\$0.00	
000093	SHIPPING CHRG PO 19-4335	11-190-100-610-106-055--	GENERAL SUPPLIES-LANG AR	12/14/2018	SDYKSTRA	\$3,532.00	\$78.61	\$3,610.61
	SHIPPING CHRG PO 19-4335	11-190-100-610-110-055--	GENERAL SUPPLIES-READING	12/14/2018	SDYKSTRA	\$7,064.00	(\$78.61)	\$6,985.39
Total for Adjustment #						000093	\$0.00	
000094	TO REVERSE TRANSFER	20-241-200-200-000-140--	TITLE III-EMP BENEFITS	12/19/2018	SDYKSTRA	\$6,022.24	(\$54.24)	\$5,968.00
	TO REVERSE TRANSFER	20-241-200-600-000-150--	TITLE III-SUPP & MATERIA	12/19/2018	SDYKSTRA	\$745.76	\$54.24	\$800.00
Total for Adjustment #						000094	\$0.00	
000095	TITLE III STIPENDS	20-241-100-101-000-140--	TITLE III-SAL OF TEACHER	12/19/2018	SDYKSTRA	\$57,718.00	\$754.00	\$58,472.00
	TITLE III STIPENDS	20-241-200-600-000-150--	TITLE III-SUPP & MATERIA	12/19/2018	SDYKSTRA	\$800.00	(\$754.00)	\$46.00
Total for Adjustment #						000095	\$0.00	
000096	ELEM MEDIA SPECIALIST	11-000-222-300-132-140--	PURCH PROF-TECH SVCS-SUB	12/21/2018	SDYKSTRA	\$2,000.00	\$500.00	\$2,500.00
	ELEM MEDIA SPECIALIST	11-000-222-300-134-140--	PURCH PROF-TECH SVCS-SUB	12/21/2018	SDYKSTRA	\$2,000.00	(\$500.00)	\$1,500.00
Total for Adjustment #						000096	\$0.00	
000097	S4T LONG TERM SUB	11-212-100-101-000-053--	SALARIES OF TEACHERS-MD	12/21/2018	SDYKSTRA	\$220,348.00	(\$17,790.40)	\$202,557.60
	S4T LONG TERM SUB	11-212-100-320-137-140--	PURCH PROF-ED SVCS-SUBS	12/21/2018	SDYKSTRA	\$7,000.00	\$17,790.40	\$24,790.40
Total for Adjustment #						000097	\$0.00	
000098	REBUILD MOTOR BOARD-LK	11-000-261-420-000-080--	CLEANING,REPAIR & MAINT	12/21/2018	SDYKSTRA	\$25,394.00	\$1,232.00	\$26,626.00
	REBUILD MOTOR BOARD-LK	11-000-261-610-000-080--	GENERAL SUPPLIES	12/21/2018	SDYKSTRA	\$7,500.00	(\$1,232.00)	\$6,268.00
Total for Adjustment #						000098	\$0.00	
Total Current Appropriation Adjustments							\$0.00	

Appendix C

Timestamp	School	Instrument	Brand	Serial #	Condition	Comments
	Eastlake	trumpet	Bundy	B67664	poor	
	Eastlake	trumpet	Bundy	505792	poor	
5/11/2016 14:43:45	Lake Parsippany	Clarinet		TBD	Poor	
5/11/2016 15:10:46	Lake Parsippany	Trombone		287570	Fair	Slide starting to corrode, water key corroded
5/11/2016 15:15:59	Lake Parsippany	Trombone		26438	Fair	Slide starting to corrode, missing water key
5/11/2016 15:18:39	Lake Parsippany	Trombone		E02614	Fair	slide starting to corrode, welding starting to come apart
	Northvail	Tuba	King	5536550	good	plays well
	Northvail	Baritone	Conn	K10854	fair	no mouthpiece, plays well, forward-facing
	Northvail	Baritone	Caravelle	8448	fair	plays well
	Northvail	Baritone	Conn	305083	fair	valves move well, plays well, forward-facing bell
	Northvail	Baritone	Conn	39282843	fair	2 valves frozen but otherwise playable
5/11/2016 13:18:53	PHHS	Bass Clarinet	Bundy	25291	Broken	Not worth fixing
5/11/2016 13:21:24	PHHS	Bass Clarinet	Bundy	37938	Broken	Not worth fixing
5/11/2016 13:22:39	PHHS	Bass Clarinet	Bundy	23264	Broken	Not worth fixing
5/11/2016 13:25:15	PHHS	Alto Clarinet	Bundy	TBD	Fair	N/A
5/11/2016 13:25:47	PHHS	Alto Clarinet	Bundy	TBD	Fair	Obsolete
5/11/2016 13:26:09	PHHS	Alto Clarinet	Bundy	TBD	Fair	Obsolete
5/11/2016 13:26:26	PHHS	Alto Clarinet	Bundy	TBD	Fair	Obsolete
5/11/2016 13:26:48	PHHS	Alto Clarinet	Bundy	TBD	Fair	obsolete
5/11/2016 13:27:07	PHHS	Alto Clarinet	Bundy	TBD	Condemned	obsolete
	PHHS	Trumpet	Bundy	755956	Poor	Valves stuck and calcified, 2nd and 3rd valve slides stuck, dents to body
	PHHS	Trumpet	Cadet	3244	Poor	Lead pipe detached from main slide (leaking air, needs sauter), valve slides stuck, bell is bent, missing 3rd valve slide ring
	PHHS	Trombone	BL-321	10223	Condemned	Inner slide broken in 2 pieces, outer slide bent, missing spit valve mechanism and slide lock, tuning slides stuck, rotor valve detached from bell segment
	PHHS	Trombone	Conn88H		Poor	Corrosion on inner slide, bent slide, broken rotor
	PHHS	Trombone	Conn 50H	50768	Poor	Inner slide bent inwardly, trigger broken but could be restrung
	PHHS	Bass Amp	Hartke HA1200	120 Watts	Broken	
	PHHS	Amp	Reba	DT12P-00294	Broken	
	PHS	Piccolo	Artley	52479	Fair	
	PHS	Piccolo	Armstrong 204	7289645	Fair	
	PHS	Flute	Gemeinhardt 2SP	E42076	Poor	
	PHS	Flute	Artley	267829	Poor	
	PHS	Oboe	Renard	6962	Fair	
	PHS	Oboe	Renard	2318	Fair	
	PHS	Oboe	Renard	7673	Fair	
	PHS	Oboe	?	7376	Fair	
Oboe	PHS	Oboe	Armstrong	6023847	Fair	1/1/94
	PHS	Bassoon	Adler-Sonora	3934	--	Condemmed
	PHS	Bassoon	Bundy 1432	1979	Poor	
	PHS	Bb Clarinet	Bundy	182415	Poor	
	PHS	Bb Clarinet	Pedler	E19628	Poor	
	PHS	Bb Clarinet	Conn	L18571	Poor	
	PHS	Bb Clarinet	Artley 18S	71596	Poor	
	PHS	Bb Clarinet	Artley 18S	110472	Poor	
	PHS	Eb Alto Clarinet	Bundy	1879	Fair	
	PHS	Eb Alto Clarinet	Bundy	953	Fair	

	PHS	Bb Bass Clarinet	Bundy	1868	Fair	
	PHS	Bb Bass Clarinet	Bundy	3478		
	PHS	Bb Bass Clarinet	Artley	7076315	--	RETIRED 5/2015
	PHS	Bb Bass Clarinet	Bundy	36009	Fair	
	PHS	Alto Saxophone	Schiller	10340	Poor	
	PHS	Tenor Saxophone	Bundy II	943636	Poor	
	PHS	Tenor Saxophone	Bundy II	937035	Poor	
	PHS	Tenor Saxophone	Bundy II	967451	Poor	
	PHS	Tenor Saxophone	Conn 16M	929767	Fair	needs a neck
	PHS	Baritone Saxophone	Conn 11M	176179	Fair	replace w sirius then sell
	PHS	Baritone Saxophone	Selmer	112307	Fair	dont know where it is
	PHS	Baritone Saxophone	Conn 13M	742812	Fair	replace w sirius then sell
	PHS	Trumpet	Schirmer	415154	Poor	
	PHS	Trumpet	Conn	K54627	Poor	
	PHS	Mellophone	Mercedes	36295	Fair	
	PHS	Mellophone	Bach MM 300	37360	Fair	
	PHS	Mellophone	Mercedes	32778	Fair	
	PHS	Trombone	Mercedes II	Bell - 2550, Slide - 82920	Poor	
	PHS	Marching Trombone	Mercedes	93127	Poor	
	PHS	Marching Trombone	Mercedes	93341	Poor	
	PHS	Marching Trombone	Mercedes	93404	Poor	
	PHS	Baritone	Conn	530650	Poor	
	PHS	Baritone	Olds	251109	Poor	
	PHS	Baritone	Conn	E84791	Poor	
	PHS	Baritone	Conn	939372	Poor	
	PHS	Tuba	Conn	907597	Poor	recording bell
	PHS	Tuba	Conn	E84636	Poor	recording bell
	PHS	Tuba	King	946903	Poor	recording bell
	PHS	Tuba	Besson	458234	Poor	
	PHS	Sousaphone	Conn	L61426	Poor	Fiberglass
	PHS	Sousaphone	King	694942	Fair	Fiberglass
	PHS	Sousaphone	Conn	L81745	Poor	Fiberglass
	PHS	Sousaphone	Conn	L81630	Poor	Fiberglass
	PHS	Sousaphone	Signet	405784	Replace	Fiberglass
	PHS	Bass Drum 26"	Slingerland		Poor	
	PHS	Drum Set Bass Dr	Pearl		Poor	
	PHS	Drum Set Bass Dr	Ludwig	6041351	Poor	
	PHS	Drum Set Bass Dr	Ludwig		Poor	
	PHS	Drum Set Bass Dr	Pearl		Poor	
	PHS	Drum Set Floor Tc	Pearl	067144	Poor	
	PHS	Drum Set Rack Tc	Pearl		Poor	
	PHS	Drum Set Rack Tc	Pearl		Poor	
	PHS	Drum Set Rack Tc	Ludwig	6041158	Poor	
	PHS	Drum Set Rack Tc	Ludwig	6041530	Poor	
	PHS	Marching Quints 6	Pearl	960590, 956682, 956828, 956696, 956444	Fair	
	PHS	Marching Quints 6	Pearl	0, 550808, 559320, 559321, 559322	Fair	
	RMS	Acordian			poor	
	Troy Hills	Piano	Everett	166832	poor	
	Troy Hills	Piano	Everett	12000124	poor	

II. LA – LEADERSHIP ACTIONS – BARBARA SARGENT, ED.D.

Project Graduation Coordinators, Amy Gripp from Parsippany High, and Cindy Stavrou from Parsippany Hills will be present this evening to report on the 2018 Project Graduation.

III. GA – GENERAL ADMINISTRATION – JONI BENOS

22. **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, 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
Stacy Basile	Increase Motivation and Learning in your World Language Classroom	January 25, 2019	West Orange, NJ	\$269.00
Kara Baltuch	Guided Math: Practical Strategies	February 28, 2019	West Orange, NJ	\$259.00
Lucia Innocent	Guided Math: Practical Strategies	February 28, 2019	West Orange, NJ	\$259.00 Title IIA

23. **Field Trip Destinations**

BE IT RESOLVED that the Board approve the following Field Trip Destinations:

Destination

What the trip would be for

Amy Ruth’s

African American Club PHHS

New York, NY

Melba’s

African American Club PHHS

New York, NY

Brooklyn Art Library

Honors AP Portfolio/AP Studio Art Classes PHHS

Brooklyn, NY

Emerson Jr. Sr. High School

Robotics Competition PHS/PHHS

Emerson, NJ

24. **Gifts to the District**

**GIFTS TO
THE DISTRICT**

BE IT RESOLVED that the Board accept the following gifts and that the Superintendent send a letter of appreciation.

Intervale

The Intervale PTA has donated \$670.00 to the Board of Education to help support cultural arts events at Intervale School.

Parsippany Hills High School

Garrett Fulmore of Budd Lake has donated a Tama Drum Kit Serial # 014530 consisting of a Bass, Snare, three Toms, Snare stand, and a Ride Cymbal to Parsippany Hills High School.

IV. AP – ACADEMIC PROGRAMMING – TALI AXELROD, ED.D.

25. Mini-Grants 2018-2019 **MINI-GRANTS**

BE IT RESOLVED that the Board approve the mini-grants for the persons and projects as described below. Out of nine proposals, seven proposals were selected to receive mini-grants for the 2018-2019 school year. Teachers who submitted proposals this year deserve a sincere thank you for their efforts and the time they spent developing their ideas for submission.

<u>Mini-Grant</u>	<u>Award</u>	<u>Teacher(s)</u>	<u>School</u>
March Book Madness 2019	\$369.11	Beth Raff	Mt. Tabor Elementary School
Flexible Seating in Kindergarten	\$501.92	Karin Light	Troy Hills Elementary School
Story Time	\$300.00	Asmita Mistry	Lake Hiawatha Elementary School
Parent Book Study	\$300.00	Dr. Barbara Sargent	Superintendent of Schools
Parts for Robotics Team	\$491.00	Kathy Effner	Parsippany High School
Weather Station	\$695.00	Clare M. Clear Kris Skinner Mary Gillen Elena Gerber	Brooklawn Middle School
Get Movin'!	\$338.00	Victoria Mastrangelo	Eastlake Elementary School

V. HR – HUMAN RESOURCES – ROBERT SUTTER, ED.D.

26. Resignations - PTHESA

**RESIGN
PTHESA**

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

Effective January 15, 2019:

JoAnn Koeck Paraprofessional Rockaway Meadow Elementary School

Effective January 16, 2019

Justine Osborne Paraprofessional Mt. Tabor Elementary School

27. Resignation- Supervisor Special Education, 6-12

**RESIGN
SUPV SPECIAL ED**

BE IT RESOLVED that the Board approve the resignation of Michele Neal, Supervisor of Special Education - 6-12, effective February 21, 2019 or sooner if a suitable replacement can be employed.

28. Employment - Noontime Aides

**EMPLOY
NOONTIME AIDES**

BE IT RESOLVED that the Board approve the individuals named below as Noontime Aides for the 2018-2019 school year at the rate of \$16.70 per hour:

Effective 01/04/2019:

Northvail Elementary School

Ekta Kumbhani 10 hours/week

Effective 01/14/2019:

Rockaway Meadow Elementary School

Christina Albano 12.5 hours/week

29. Employment - PTHESA

**EMPLOY
PTHESA**

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

Lake Hiawatha Elementary School

Effective January 7, 2019

Lisa Terrone-Tello Paraprofessional \$22,013.00 (prorated)

30. **Employment - Office Aide**

**EMPLOY
OFFICE AIDE**

BE IT RESOLVED that the Board approve the following individual as an Office Aide for the 2018-2019 school year at a rate of \$16.70 per hour, 4 hours per day, effective January 7, 2019:

Rockaway Meadow Elementary School

Heidi Coleman

31. **Transfer of Assignment – Local 32**

**TRANSFER
LOCAL 32**

BE IT RESOLVED that the Board approve the individual named below who has been transferred/reassigned for the 2018-2019 school year, effective January 7, 2019:

William Long

From:

Custodian Floater Maintenance \$30,700.00 + \$1,374.00 (Black Seal)

To:

Part-Time Custodian Troy Hills Elementary School \$14.75/hour (5 hours/day)

32. **Acting Lead Teacher**

**ACTING LEAD
TEACHER**

BE IT RESOLVED that the Board approve Joy Migliaccio as the Acting Lead Teacher for Language Arts, replacing Antonia Hernandez, who will be out on maternity leave effective January 10, 2019 through May 9, 2019. Ms. Migliaccio should receive a prorated portion of the Lead Teacher Stipend of \$6,232.

33. **Leave of Absence**

**LEAVE
OF ABSENCE**

BE IT RESOLVED that the Board approve a medical leave of absence for employee #10022, Custodian, effective November 29, 2018 through January 10, 2019 utilizing accumulated sick leave pursuant to the Family and Medical Leave Act.

34. **Additional Sick Days – PTHEA**

**ADDL
SICK DAYS**

BE IT RESOLVED that the Board approve twenty (20) additional non-accumulative sick days with pay, less the cost of a substitute, for Employee #30569, Teacher, from December 13, 2018 through January 18, 2019. This leave will be counted against available FMLA leave entitlement.

35. **Maternity Leaves of Absence**

**MATERNITY
LEAVES**

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

Employee #10600, Teacher, has requested a maternity leave of absence on or about March 11, 2019 through May 10, 2019 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 May 13, 2019 through October 11, 2019.

Employee #40546, Teacher, has requested a maternity leave of absence on or about February 26, 2019 through April 1, 2019 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 April 2, 2019 through June 20, 2019.

36. **Corrections**

CORRECTIONS

BE IT RESOLVED that the Board approve the following corrections:

Employment - Local 32

Ryan Bruno

From: Effective 12/5/18 To: Effective 12/7/18

Employment - PTHEA - Pending

Alexandra Katz

From: Effective 12/20/18 To: Effective 1/2/19

Major-Extra Responsibility Assignment

Kelsey Principe

From: Step 1 \$6,038.00 To: Step 3 \$6,646.00

Leave of Absence

Employee #30569

From: December 10, 2018 through December 12, 2018 utilizing accumulated sick leave and personal days, and an unpaid medical leave of absence from December 13, 2018 through January 21, 2019 pursuant to the Family and Medical Leave Act.

To: December 10, 2018 through January 18, 2019 utilizing accumulated sick leave and personal days, and an unpaid medical leave of absence on January 21, 2019 pursuant to the Family and Medical Leave Act.

VI. PS – PUPIL PERSONNEL SERVICES

37. **ABA-Trained Paraprofessionals**

ABA PARAS

BE IT RESOLVED that the Board approve the following staff members as ABA-trained paraprofessionals with a stipend of \$1,200 (prorated), for the 2018-2019 school year, as follows:

Last Name, First Name	School	Effective Date of Stipend
Brock, Steven	Central	9/10/18
Greiner, Mary Beth	Central	9/10/18
Jenkins, Donna	Troy Hills	11/21/18
Vojta, Sandra	Central	9/10/18
Wagner, Donna	Troy Hills	11/21/18

38. **ABA-Trained Paraprofessional – Discontinuation of Stipend**

ABA PARA DISCONTINUE

BE IT RESOLVED that the Board approve the discontinuation of the stipend for Radhika Jayakuman as of November 14, 2018, who no longer qualifies since the student she services withdrew from the district.

39. **Student Assistance**

STUD ASSIST

BE IT RESOLVED that the Board approve Erin Gibson, paraprofessional at Parsippany Hills High School, to assist a student during track for the 2018-2019 school year, as per the student's IEP, not to exceed ten hours per week, at the hourly rate of \$22.26.

40. **Community Based Instruction Site**

COMM BASED INSTR

BE IT RESOLVED that the Board approve Wegmans, 100 Farm View, Montvale, NJ as a Community Based Instruction site for the 2018-2019 school year.

41. **Harassment, Intimidation, and Bullying**

HIB

BE IT RESOLVED that the Board of Education affirms the Harassment, Intimidation, and Bullying (HIB) report for December 13, 2018.

Suspensions

SUSPENSIONS D

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