

**PARSIPPANY-TROY HILLS
BOARD OF EDUCATION
REORGANIZATION MEETING OF
Thursday, January 7, 2021**

The Parsippany-Troy Hills Board of Education held its Reorganization Meeting on Thursday, January 7, 2021 at the Calabria Educational Center, 292 Parsippany Road, Parsippany, NJ 07054

Special Note: As a result of the limitations placed on public assemblies due to COVID-19 related restrictions, this meeting was conducted via Zoom. The district website contained information on public participation.

CALL TO ORDER

CALL TO ORDER

Mrs. Dykstra, Comptroller called the meeting to order at 6:31 p.m.

MEETING NOTICE

MEETING NOTICE

Mrs. Dykstra stated that in compliance with Chapter 231, Public Law 1975 entitled Open Public Meetings Act, adequate notice of this meeting has been provided as specified in the Act. A meeting notice was published in the Daily Record on January 8, 2020 and on the district website <http://www.pthsd.k12.nj.us>. Additionally, the Notice of Meeting was posted at the Municipal building and a copy of the Notice was filed with the Township Clerk on December 23, 2020. This is an official meeting.

FIRE NOTICE

FIRE NOTICE

The Fire Notice was read by Mrs. Dykstra. She also reminded everyone to turn off/or silence all electronic devices so as to not disturb the meeting.

SALUTE TO THE FLAG

SALUTE TO THE FLAG

Mrs. Dykstra asked everyone to stand for the flag salute.

REVIEW OF ELECTION RESULTS

REVIEW OF ELECTION RESULTS

Mrs. Dykstra reviewed the results of the November 3, 2020 election as follows:

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

| Name | Votes |
|--------------------|--------------|
| Matthew DeVitto | 12,103 |
| Deborah Orme | 11,128 |
| Timothy P. Berrios | 10,487 |
| John E. Titus III | 7,193 |
| Aisha Mahmood | 7,970 |
| Nilesh Bagdai | 319 |

OATH OF OFFICE

OATH OF OFFICE

Board Attorney, Katherine Gilfillan, administered the Oath of Office to Matthew DeVitto, Deborah Orme and Timothy Berrios.

ROLL CALL

ROLL CALL

Present: Mr. Timothy Berrios
 Mr. Andrew Choffo
 Mrs. Alison Cogan
 Mr. Matthew DeVitto
 Mrs. Susy Golderer
 Mrs. Judy Mayer
 Mr. Frank Neglia
 Mrs. Deborah Orme
 Mrs. Kendra Von Achen

Also Present: Dr. Barbara Sargent, Superintendent
 Dr. Alfred Savio, Business Administrator
 Dr. Robert Sutter, Asst. Superintendent- Human Resources
 Mrs. Joan Benos, Chief of Staff/Public Information Officer
 Mrs. Susan Dykstra, Comptroller
 Mrs. Katherine Gilfillan, Esq. Board Attorney
 Dr. Tali Axelrod, Assistant Superintendent for Curriculum
 Mr. Keith Cortright, Executive Director of Pupil Personnel Services

ELECTION OF OFFICERS

ELECTION OF OFFICERS

Mrs. Dykstra opened the floor for nominations for Board President. Mrs. Cogan nominated Mr. Frank Neglia. There being no further nominations, the floor was closed. Mr. Neglia was elected Board President and voted on as follows:

| BOARD MEMBERS | AYE | NAY | ABSTAIN | RECUSE | ABSENT | RESOLUTION NUMBERS |
|---------------|-----|-----|---------|--------|--------|--------------------|
| Mr. Berrios | | X | | | | |
| Mr. Choffo | X | | | | | |
| Mr. DeVitto | X | | | | | |
| Mrs. Golderer | X | | | | | |
| Mrs. Mayer | X | | | | | |
| Mrs. Orme | X | | | | | |
| Mrs. VonAchen | X | | | | | |
| Mrs. Cogan | X | | | | | |
| Mr. Neglia | X | | | | | |

Mr. Neglia took the Chair and then called for nominations for Vice President of the Board. Mrs. Mayer nominated Mrs. Alison Cogan. There being no further nominations, the floor was closed. Mrs. Cogan was elected Vice President of the Board and voted on as follows:

| BOARD MEMBERS | AYE | NAY | ABSTAIN | RECUSE | ABSENT | RESOLUTION NUMBERS |
|---------------|-----|-----|---------|--------|--------|--------------------|
| Mr. Berrios | | X | | | | |
| Mr. Choffo | | X | | | | |
| Mr. DeVitto | X | | | | | |
| Mrs. Golderer | X | | | | | |
| Mrs. Mayer | X | | | | | |
| Mrs. Orme | X | | | | | |
| Mrs. VonAchen | X | | | | | |
| Mrs. Cogan | X | | | | | |
| Mr. Neglia | X | | | | | |

STUDENT REPORTS

PHS: Lauren Smith and Gurleen Kaur – Miss Smith and Miss Kaur reported on the various activities going on at Parsippany High School. She also updated the Board on the various athletic teams

ADJOURN TO EXECUTIVE SESSION

**ADJOURN TO
EXEC SESSION**

Mr. Neglia made a motion to adjourn to closed session. The motion was moved by Mrs. Orme, seconded by Mrs. Mayer and unanimously approved by roll call vote to adjourn to closed session for the purpose of a student HIB hearing which is confidential in nature under N.J.A.C. 6A:32-7.1 et seq.

1. This public meeting is hereby recessed into a private session where the public shall be excluded for the purpose of discussion and consideration of the following: student HIB hearing
2. It is the determination of the Board that a discussion of the aforementioned subject matter may be prejudicial to the interests of the parties involved and could result in a possible invasion of a right of privacy and be detrimental to the parties involved.
3. Discussion and/or action of the Board with regard to the above-mentioned subject matter shall be (or not be) disclosed to the public within 60 days hereof.

RECONVENE OPEN SESSION

**RECONVENE
OPEN SESSION**

On a motion by Mrs. Cogan, seconded by Mrs. Von Achen and unanimously approved by roll call vote the regular meeting reconvened at 7:57 p.m.

CORRESPONDENCE

CORRESPONDENCE

None

UNFINISHED BUSINESS

UNFINISHED BUSINESS

None

Distribution of Committee List to Board Members for assignment

APPROVAL OF MINUTES

On a Motion by Mr. DeVitto, seconded by Mrs. Von Achen, the Executive and Regular minutes of the December 17, 2020 meeting, were voted on as follows:

| BOARD MEMBERS | AYE | NAY | ABSTAIN | RECUSE | ABSENT | RESOLUTION NUMBERS |
|----------------|-----|-----|---------|--------|--------|--------------------|
| Mr. Berrios | X | | | | | |
| Mr. Choffo | X | | | | | |
| Mr. DeVitto | X | | | | | |
| Mrs. Golderer | X | | | | | |
| Mrs. Mayer | X | | | | | |
| Mrs. Orme | X | | | | | |
| Mrs. Von Achen | X | | | | | |
| Mrs. Cogan | X | | | | | |
| Mr. Neglia | X | | | | | |

Board Attorney, Katherine Gilfillan, reviewed the Code of Ethics that all Board Members have in front of them for signature.

COMMITTEE REPORTS

COMMITTEE REPORTS

Mrs. Orme reported that the Communications Committee met on December 21. The committee reviewed the Board Goals as they pertain to communications and pushing out positive information to the staff and public. The Superintendent has begun arranging presentations at Board Meetings. The presentations are then placed on the District’s website and on Facebook. Links for the presentations are added to the Superintendent’s staff and parent letters. There was discussion on the Superintendent’s monthly FOCUS articles. Board members may submit items of interest for future articles. The committee discussed sending the Bulletin, Addendum, Read-ins and Board Briefs out to all staff. The Superintendent is scheduled to update the Board on major district initiatives at the second January meeting. The committee also discussed the Open Letter on the Housing Projects that was written last March and they will come up with a pared-down version to submit to other non-conflicted Board members for review and discussion. The goal is to have a letter sent out in early January to the Mayor and Town Council and then as an open letter to the editor so that community members can be informed of the Housing development impact on our schools.

Mrs. Cogan reported that the Finance Committee met on December 17. Mrs. Cogan asked a couple of questions on the audit report. All meetings with supervisors and principals are almost complete and then wish list requests can be priced out and prioritized. The Township is up to date with tax payments and have begun to switch to a monthly, rather than bi-weekly payment. The district was

allocated additional CARES Act funding. There is a lot of concern about the Township PILOT program in regards to potential additional students and the lack of tax revenues to the school district to support the influx of students. The Security Grant application will be submitted by the December 21 deadline. This funding was for the panic buttons to bring the district into compliance with Alyssa's Law and for security cameras and security camera server upgrades.

Dr. Sargent presented Superintendent's Bulletin Number 9

Dr. Sargent reported that the district returned to instruction on Monday in a fully remote status with the goal of transitioning to hybrid instruction, the Week A/Week B model, on Tuesday, January 19. Tomorrow, Friday, January 8, will provide an afternoon in-service for the district staff. The district's educators have expressed how important this time is for instructional planning and articulating with colleagues. This time is unstructured so that teachers and specialists can make their own professional decisions about how to use this time.

She added that she is working on a Progress Report of the 2020-2021 District Goals and will present it at the January 21 Board of Education meeting. While COVID-19 and the hybrid instruction status have caused the modification of a few of the objectives, there is still exciting work happening for the benefit of the students and she looks forward to sharing this in two weeks.

For your consideration we have 1-31 with Addendum items 32-41 and Read-Ins

Mr. Choffo suggested that the Board of Education meeting dates be reviewed to ensure there aren't conflicts with Township Council meeting dates as this would be helpful to the community. He also asked if the district could add an online subscription to the list of newspapers.

Mr. Neglia suggested that the Communications Committee look into the online newspapers for recommendation.

Dr. Savio presented the Secretary's Report

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

Number 9

January 7, 2021

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

I. BUSINESS/FINANCE – ALFRED SAVIO, ED.D.

Review of Election Results:

**REVIEW OF
SCH BRD ELECTION**

1. Dr. Savio reviewed the results of the November 3, 2020 Election as follows:

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

| Name | Votes |
|--------------------|--------|
| Matthew DeVitto | 12,103 |
| Deborah Orme | 11,128 |
| Timothy P. Berrios | 10,487 |

OATH OF OFFICE

The Board Attorney will administer the Oath of Office to the above duly elected members.
Mr. DeVitto, Mrs. Orme, and Mr. Berrios.

ROLL CALL

| BOARD MEMBERS | AYE | NAY |
|---------------|-----|-----|
| Mr. Berrios | | |
| Mr. Choffo | | |
| Mrs. Cogan | | |
| Mr. DeVitto | | |
| Mrs. Golderer | | |
| Mrs. Mayer | | |
| Mr. Neglia | | |
| Mrs. Orme | | |
| Mrs. VonAchen | | |

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 the attached Board Meeting Schedule.

BE IT FURTHER RESOLVED, that the aforesaid notice of regularly scheduled meetings will be posted in the 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 Clerks’ office located in the municipality and the Calabria Education Center located at 292 Parsippany Road, Parsippany, New Jersey.

3. **Law Firm**

LAW FIRM

WHEREAS 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 Parsippany-Troy Hills Board of Education 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 2021 through January 2022; 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. **Adoption of Code of Ethics**

**CODE
OF ETHICS**

BE IT RESOLVED that the Parsippany-Troy Hills Board of Education 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 will 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 will 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.

5. **Auditing Firm**

**AUDITING
FIRM**

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, 100 Campus Drive, Suite 400, Florham Park, New Jersey 07932, is hereby reappointed auditor to the Board of Education, for the annual school audit for the 2021 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. **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 2021 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.

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 School District, which were in effect immediately prior to this Organization Meeting, be reaffirmed and adopted by the Board of Education for the 2021 organization.

8. **Job Description Manual**

**JOB DESC
MANUAL**

BE IT RESOLVED that the Parsippany-Troy Hills Board of Education adopt the existing Manual of Job Descriptions.

9. **Newspapers**

NEWSPAPERS

BE IT RESOLVED that the Parsippany-Troy Hills 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 Parsippany-Troy Hills 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 2021 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, Comptroller, and the District Accountant be authorized to perform wire transfers.

11. **The Uniform Minimum Chart of Accounts for NJ Public Schools** **CHART OF ACCTS**
NJ PUB SCHS

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

12. **Adopt the Standard Operational Procedures & Internal Controls Manual** **OPER PROCEDURES**
INTERNAL CONTROLS

RESOLVED, that the Parsippany-Troy Hills Board of Education adopt the current district Standards Operations Procedures and Internal Controls Manual for the 2021 organization year, on file in the Office of the Business Administrator.

13. **Adoption of Purchasing Manual** **PURCHASING**
MANUAL

RESOLVED, that the Parsippany-Troy Hills Board of Education adopt the current Purchasing Manual for the 2021 organization year, on file in the Office of the Business Administrator.

14. **Appointment of Board Secretary** **BOARD**
SECRETARY

BE IT RESOLVED that the Parsippany-Troy Hills Board of Education, in the County of Morris, appoints Dr. Alfred Savio as Board Secretary,

(N.J.S.A. 18A:13-13, N.J.S.A. 18A:17-2, 17-5), for the 2021 organization year.

BE IT FURTHER RESOLVED, that the Parsippany-Troy Hills Board of Education, in the County of Morris, New Jersey, appoints Mrs. Susan Dykstra, Comptroller, to function in the absence of the Board Secretary for the 2021 organization year.

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

**PAYMENT BILLS
BTWN MTGS**

BE IT RESOLVED that the Parsippany-Troy Hills Board of Education, in the County of Morris, New Jersey, appoint Dr. Alfred Savio Business Administrator/ Board Secretary, to make payments of bills between Board Meetings on an “as needed” basis for the 2021 organization year.

16. **Fund Investments**

**FUND
INVESTMENTS**

BE IT RESOLVED that Dr. Alfred Savio, Business Administrator, be authorized to invest funds, when available, for 2021 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 Parsippany-Troy Hills Board of Education approve the payment of current bills for January 7, 2021 for the 2020-21 school year in the amount of \$10,056,144.45.

BE IT RESOLVED, that the Board of Education approve the payment of current bills/outstanding warrants for school activities for the month of December 2020-2021 school year in the amount of \$5,271.24.

18. **Transfer of Funds**

TRANSFER OF FUNDS B

BE IT RESOLVED that the Parsippany-Troy Hills Board of Education authorize the transfers in the 2020-2021 budget per detail of transfers report, December 2020 for the 2020-2021 school year, per state law.

19. **Additional Funding – Chapter 192/193**

**CHP 192/193
ADDTL FUNDING**

BE IT RESOLVED, that the Parsippany-Troy Hills Board of Education approve the additional funding received from the State Department of Education for Chapters 192/193 for 2020-2021 as follows:

Initial Examination & Classification \$9,098

20. **Qualified Purchasing Agent**

**QUALIFIED
PURCHASING AGENT**

WHEREAS, the Public School Contracts Law, N.J.S.A. 18A:18A-3 authorizes a local board of education to increase their bid threshold up to the limit set by the Department of the Treasury provided that the local board of education appoints an individual who possesses a Qualified Purchasing Agent certificate to negotiate and award said contracts; and

WHEREAS, the Department of the Treasury has set the maximum total sum of the bidding threshold for local boards of education with a Qualified Purchasing Agent at \$44,000.00; and

WHEREAS, the Parsippany-Troy Hills Board of Education (the "Board") has determined that Ms. Lyanna Rios possesses the requisite certificate of Qualified Purchasing Agent issued by the Director of the Division of Local Government Services in accordance with N.J.S.A. 40A:11-9 and N.J.A.C. 5:32-4.1 et seq.; and

WHEREAS, the Board has determined that the efficient provision of services to the District will be best served by appointing Ms. Lyanna Rios as the District's Qualified Purchasing Agent and by increasing the threshold amount that the Board may negotiate and award contracts without public advertising in accordance with the provisions of law;

NOW THEREFORE BE IT RESOLVED that the Board hereby appoints Ms. Lyanna Rios as the District's Qualified Purchasing Agent and authorizes her to review, negotiate, approve and award and execute contracts on the Board's behalf up to a maximum amount of \$44,000.00 in accordance with the provisions of law, which appointment shall be retroactive to January 1, 2021 and continue through June 30, 2021; and

BE IT FURTHER RESOLVED, the Board shall pay Ms. Rios a stipend of \$200.00 a month for her services as QPA on behalf of the District for the duration of her appointment; and

BE IT FURTHER RESOLVED that the Board hereby approves Dr. Alfred Savio to review, negotiate, approve and award and execute contracts on the Board's behalf up to a maximum amount of \$32,000 in accordance with all provisions of law.

**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS
BOARD OF EDUCATION MEETING DATES
REGULAR PUBLIC MEETINGS**

January 7, 2021 – Approved –

| | | |
|----------|--------------------|---|
| Thursday | January 21, 2021 | Dr. Frank A. Calabria Education Center* Hybrid/292 Parsippany Road, Parsippany |
| Thursday | February 11, 2021 | Dr. Frank A. Calabria Education Center* |
| Thursday | February 25, 2021 | Dr. Frank A. Calabria Education Center * |
| Thursday | March 11, 2021 | Dr. Frank A. Calabria Education Center*- Tentative Budget Adoption |
| Thursday | March 25, 2021 | Dr. Frank A. Calabria Education Center* |
| Thursday | April 15, 2021 | Dr. Frank A. Calabria Education Center* |
| Thursday | April 29, 2021 | Dr. Frank A. Calabria Education Center** Public Hearing & Adoption |
| Thursday | May 13, 2021 | Dr. Frank A. Calabria Education Center |
| Thursday | May 27, 2021 | Dr. Frank A. Calabria Education Center ** |
| Thursday | June 10, 2021 | Dr. Frank A. Calabria Education Center ** |
| Thursday | June 24, 2021 | Dr. Frank A. Calabria Education Center ** |
| Thursday | July 22, 2021 | Dr. Frank A. Calabria Education Center |
| Thursday | August 26, 2021 | Dr. Frank A. Calabria Education Center |
| Thursday | September 9, 2021 | Dr. Frank A. Calabria Education Center |
| Thursday | September 23, 2021 | Dr. Frank A. Calabria Education Center |
| Thursday | October 14, 2021 | Dr. Frank A. Calabria Education Center |
| Thursday | October 28, 2021 | Dr. Frank A. Calabria Education Center* |
| Thursday | November 18, 2021 | Dr. Frank A. Calabria Education Center* |
| Thursday | December 16, 2021 | Dr. Frank A. Calabria Education Center* |
| Thursday | January 6, 2022 | Dr. Frank A. Calabria Education Center – Re-Organization |

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

*Budget Discussion

**Student and/or Staff Awards

Adopted: _____

Board Elections – Tuesday, November 2, 2021

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

III. GA – GENERAL ADMINISTRATION – JONI BENOS

21. 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; and³

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 |
|---------------|----------------------------------|---------|----------|--------------------|
| Lynea Dressel | The Zones of Regulation Full Day | 1-28-21 | Webinar | \$190.00/IDEA-B |

22. 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:

Parsippany High School

Zimmer BIOMET has donated the following laboratory equipment valued at \$1,300 to Parsippany High School:

- 1 Thermo Electron Spectrometer
- 1 Hitachi Spectrophotometer
- 1 Thermo Scientific Lab Oven
- 1 Labconco Lab Hood
- 1 Princeton Applied Advanced Electrochemical System
- 1 Bk Precision Dc Regulated Power Supply
- 1 Rigol Waveform Generator
- 1 Struers Polisher

Parsippany-Troy Hills Board of Education
Minutes of the Regular Meeting of January 7, 2021

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- 1 Gw Instek DC Power Supply
- 2 Vacuum Pumps
- 1 Eppendorf Centrifuge
- 1 Olympus Microscope
- 1 Fisher Scientific Inspection Scope
- 1 Fisher Scientific Micromaster Microscope
- 1 Fisher Scientific Hot Plate
- 2 Thermo Scientific Hot Plates
- 1 S&H Industries Glove Box

Kiwanis of Greater Parsippany has donated 25 boxes of food to the Parsippany High School Food Pantry.

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

23. **Student Teacher - Virtual**

**STUDENT TEACHER
VIRTUAL**

BE IT RESOLVED that the Board approve the following student teacher to virtually complete internship for the 2020-2021 school year:

| Student Name | Cooperating School | Requesting University | Dates |
|---------------------|---------------------------|--------------------------------------|------------------------|
| Leigh Huber | PHHS | Rider Univ/Westminster Choir College | 2/1/2021- 4/30/2021 |

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

24. **Resignation - Non-Affiliated**

**RESIGN
NON-AFFILIATED**

BE IT RESOLVED that the Board approve the resignation of Janice Ortiz, Transportation Coordinator, effective February 18, 2021.

25. **Resignation - PTHEA**

**RESIGN
PTHEA**

BE IT RESOLVED that the Board approve the resignation of Tracey Hedden, Teacher at Northvail Elementary School, effective February 26, 2021.

26. **Acting Transportation Supervisor**

**ACTING SUPV
TRANSP**

BE IT RESOLVED that the Board approve Tiffany Pizza-Hiltz as the Acting Supervisor of Transportation with an additional stipend of \$106.77/per diem effective January 4, 2021 through March 30, 2021.

27. **Employment - Local 32**

**EMPLOY
LOCAL 32**

BE IT RESOLVED that the Board approve the employment of Rose Figueroa, who has successfully completed her 150-day probationary period as a Custodian. A new contract should be issued to her in the amount of \$40,505.00, plus \$6,728.00 Addenda, prorated for the 2020-2021 school year effective December 15, 2020.

28. **Maternity Leave of Absence**

**MATERNITY LEAVE
OF ABSENCE**

Employee #50056, Teacher, has requested a maternity leave of absence on or about February 1, 2021 through March 4, 2021 utilizing accumulated sick leave and personal days. 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 March 5, 2021 through June 3, 2021, and pursuant to the PTHEA Agreement an unpaid leave of absence from June 4, 2021 through June 23, 2021.

Employee #40735, Teacher, has requested a maternity leave of absence on or about April 1, 2021 through April 30, 2021 utilizing accumulated sick leave and personal days. 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 3, 2021 through June 23, 2021.

29. **Corrections**

CORRECTIONS

BE IT RESOLVED that the Board approve the following corrections:

Resignation - PTHEA

Mina Kelaid

From: effective March 5, 2021, or sooner if a replacement is found

To: effective February 15, 2021, or sooner if a replacement is found

Employment - Local 32

Jonathan Croat

From: effective 12/28/2020

To: effective 1/04/2021

Maternity Leave of Absence - Employee #49895

From: an unpaid childcare leave of absence from August 31, 2020 through November 20, 2020 pursuant to the Family and Medical Leave Act (FMLA) and inclusive of New Jersey Family Leave Act (NJFLA). Pursuant to the PTHEA Agreement, she is also requesting an unpaid leave of absence from November 23, 2020 through March 5, 2021.

To: an unpaid childcare leave of absence from August 31, 2020 through November 20, 2020 pursuant to the Family and Medical Leave Act (FMLA) and inclusive of New Jersey Family Leave Act (NJFLA). Pursuant to the PTHEA Agreement, she is also requesting an unpaid leave of absence from November 23, 2020 through June 23, 2021.

Leave of Absence - Employee #49941

From: a medical leave of absence effective November 30, 2020 through December 22, 2020 utilizing accumulated sick leave.

To: a medical leave of absence effective November 30, 2020 through January 21, 2021 utilizing accumulated sick leave and personal days, and an unpaid medical leave of absence from January 22, 2021 through February 26, 2021.

Correction - Employment – Equipment Operators - 2020-2021

From: paid at the rate of \$11.00/hour

To: paid at the rate of \$12.00/hour

Effective January 1, 2021

Parsippany-Troy Hills Board of Education
Minutes of the Regular Meeting of January 7, 2021

Waiver of Teaching Load

From:

| Name | Location | Subject | Amount | Effect. Date | Class load | Formula |
|------------------|-----------------|----------------|---------------|-----------------------|-------------------|----------------|
| Stephanie Pavone | BMS | PE | \$273.10 | 11/24/2020-12/2/2020 | 1 class every day | 1/7 |
| Cara Bansch | CMS | French | \$,4677.44 | 03/01/2021-06/22/2021 | 1 class every day | 1/7 |
| Shelly Liu | CMS | French | \$6,947.16 | 09/02/2020-02/26/2021 | 1 class every day | 1/7 |

To:

| Name | Location | Subject | Amount | Effect. Date | Class load | Formula |
|------------------|-----------------|----------------|---------------|-----------------------|-------------------|----------------|
| Stephanie Pavone | BMS | PE | \$910.33 | 11/24/2020-12/22/2020 | 1 class every day | 1/7 |
| Cara Bansch | CMS | French | \$3,308.43 | 04/02/2021-06/22/2021 | 1 class every day | 1/7 |
| Shelly Liu | CMS | French | \$8,360.14 | 09/02/2020-04/01/2021 | 1 class every day | 1/7 |

VI. PPS – PUPIL PERSONNEL SERVICES – MR. KEITH CORTRIGHT

30. **Stipends – ABA Trained Professional Stipend**

**STIPENDS
ABA PARA**

BE IT RESOLVED that the Board approve Grace Jae as an ABA-trained paraprofessional with a stipend of \$1,500.00 (prorated), for the 2020-2021 school year effective September 2, 2020 – June 22, 2020.

31. **Home Instruction – Change in Anticipated End Date**

**HOME INSTR
CHANGE**

BE IT RESOLVED that the Board approve the following change in the anticipated end date for the following student on home instruction, originally approved in the bulletin of November 19, 2021:

| <u>Student</u> | <u>School</u> | <u>Grade</u> | <u>Reason</u> | <u>Anticipated End Date</u> |
|----------------|---------------|--------------|---------------|-----------------------------|
| 31492 | PHHS | 10 | Medical | 2/26/21 |

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

Number 9 ADDENDUM

January 7, 2021

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

32. **Scheduling Consultant**

**SCHED
CONSULT**

BE IT RESOLVED at the recommendation of the Superintendent that the Board approve the employment of Louis Miller as a Scheduling Consultant for the 2020-2021 school year. Mr. Miller should receive \$100.00 per hour, not to exceed \$6,000.00 effective January 4, 2021.

33. **Policy 5111**

**POLICY C
5111**

BE IT RESOLVED that the Board approve the request by Ms. Carly Stout, principal of Brooklawn Middle School, that student A; and the request by Mr. Sebastian Powell, principal of Eastlake Elementary School, that students B and C, be allowed to complete the 2020-2021 school as per Board of Education Policy 5111.

34. **Retirement - PTHEA**
PTHEA

RETIRE

BE IT RESOLVED that the Board approve the resignation, for the purpose of retirement, of Anthony Pico, Teacher at Brooklawn Middle School, effective July 1, 2021.

35. **Resignation - Local 32**

LOCAL 32

RESIGN

BE IT RESOLVED that the Board approve the resignation of Martha Gonzalez, Part-Time Custodian at Troy Hills Elementary School, effective December 11, 2020.

36. **Approval of Employment – Pending Completion**

**EMPLOY
CERTIF STAFF**

BE IT RESOLVED that the Board approve, upon the recommendation of the Superintendent, the employment of the individual named below subject to the receipt of all required employment documents including but not limited to completion of criminal history background check, proof of certification and any other materials, and execution of the requisite contract of employment to be signed by the Board President; and in accordance with the provisions of the 2018-2021 Agreement between the Board of Education and the PTHEA.

Daniela DiCarlo

Degree:
Certification:
Experience:
Guide Placement:
Effective:

Autism Teacher

BA/William Paterson University
Elementary K-6, TOSD
4 years
BA+15, Step 5, \$60,025.00
March 8, 2021

Assignment: Rockaway Meadow Elementary School
 (Replacement – Andreacio - Transferred)

36. **Maternity Leave of Absence**

**MATERNITY LEAVE
OF ABSENCE**

Employee #30606, Teacher, has requested a maternity leave of absence on or about May 3, 2021 through June 23, 2021 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 September 1, 2021 through November 23, 2021.

Employee #43752, Teacher, has requested a maternity leave of absence on or about March 2, 2021 through April 28, 2021 utilizing accumulated sick leave and personal days. 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 29, 2021 through September 29, 2021.

37. **Leave of Absence**

**LEAVE
OF ABSENCE**

BE IT RESOLVED that the Board approve an unpaid leave of absence for employee #10286, Paraprofessional, effective January 25, 2021 through April 23, 2021.

38. **Additional Sick Days – Local 32**

**ADDITIONAL
SICK DAYS**

BE IT RESOLVED that the Board approve twenty-seven (27) additional non-accumulative sick days at one-half pay for Employee #49606, Maintenance Worker, effective December 9, 2020 through January 20, 2021.

39. **Waiver of Teaching Load**

WAIVERS

BE IT RESOLVED that the Board approve the waiver of teaching load for the following individual who will provide class coverage as indicated below during the 2020-2021 school year:

| Name | Location | Subject | Amount | Effect. Date | Class load | Formula |
|--------------|----------|---------|------------|---------------------------|------------|---------|
| Amy Skladany | CMS | FCS | \$9,340.43 | 11/21/2020- 06/22/2021 | 1 | 1/7 |

40. **Corrections**

CORRECTIONS

BE IT RESOLVED that the Board approve the following corrections:

Approval of Employment

Kevin Lombardo

From: effective January 19, 2021

To: effective January 11, 2021

Maternity Leave of Absence

Employee #49990

From: a maternity leave of absence on or about January 11, 2021 through February 11, 2021 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 February 16, 2021 through April 30, 2021.

To: a maternity leave of absence on or about December 28, 2020 through February 9, 2021 utilizing accumulated sick leave and vacation days. 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 February 10, 2021 through April 30, 2021.

Change in Assignment/Contract - Local 32

Carlos Cordova

FROM:

From: Custodian - Parsippany High School \$37,409.00 + \$800.00 (L) + \$1,324.00 (Black Seal) + \$1,920.00 (2nd Shift)

To: Head Custodian - Parsippany High School \$39,298.00 + \$800.00 (L) + \$1,324.00 (Black Seal) + \$12,423.00 (Head Custodian Stipend)

To:

From: Custodian - Parsippany High School \$37,409.00 + \$800.00 (L) + \$1,324.00 (Black Seal) + \$1,920.00 (Tues-Sat)

To: Head Custodian - Parsippany High School \$39,298.00 + \$800.00 (L) + \$1,324.00 (Black Seal) + \$12,423.00 (Head Custodian Stipend)

Leave of Absence

Employee #30888

From: a medical leave of absence effective October 9, 2020 through December 31, 2020 utilizing accumulated sick leave, pursuant to the Family and Medical Leave Act (FMLA).

To: a medical leave of absence effective October 9, 2020 through January 15, 2021 utilizing accumulated sick leave, personal days and floating holiday pursuant to the Family and Medical Leave Act (FMLA). She is also requesting a medical leave of absence (post-FMLA) effective January 19, 2021 through January 29, 2021 utilizing a floating holiday and vacation days.

Employee #11078 (Original Bulletin Item)

From: BE IT RESOLVED that the Board approve an unpaid leave of absence for employee #11078, Paraprofessional, effective November 11, 2020 through November 25, 2020.

Employee #11078 (Corrected Bulletin Item)

From:

From: an unpaid leave of absence effective November 11, 2020 through November 25, 2020.

To: an unpaid leave of absence effective November 11, 2020 through December 4, 2020.

To: PULL

Employee #49606

From: an unpaid medical leave of absence effective December 1, 2020 through January 20, 2021 pursuant to the Family and Medical Leave Act (FMLA).

To: a medical leave of absence effective December 1, 2020 through January 20, 2021 utilizing vacation and sick days pursuant to the Family and Medical Leave Act (FMLA).

Winter/Spring Coaching

From:

| Parsippany High School 2020-2021 School Year Coaches | | | | |
|---|-----------------|-------------|-------------|----------------|
| Sport | Position | Name | Step | Stipend |
| Winter Track & Field | Assistant Coach | Mina Kelaid | 3 | \$6,779.00 |
| Girls' Spring Track | Assistant Coach | Mina Kelaid | 3 | \$6,779.00 |

To:

| Parsippany High School 2020-2021 School Year Coaches | | | | |
|---|-----------------|-------------------|-------------|----------------|
| Sport | Position | Name | Step | Stipend |
| Winter Track & Field | Assistant Coach | Briane DeGironimo | 3 | \$6,779.00 |
| Girls' Spring Track | Assistant Coach | Briane DeGironimo | 3 | \$6,779.00 |

Superintendent's Bulletin No. 9
January 7, 2021
Read-Ins

| Number | Explanation |
|-------------|--|
| Page 11 #23 | <u>Student Teacher Virtual</u> ADD: Michael Martin PHS Rider Univ/Westminster College of the Arts 2/1/2021-4/30/2021 |

NEW BUSINESS

None

NEW BUSINESS

HEARING OF PUBLIC

Nancy Choffo – Mrs. Choffo wished everyone a Happy New Year and thanked everyone for all they do.

Closing of Public Session.

HEARING OF PUBLIC

**ROLL CALL: SUPERINTENDENT’S BULLETIN #9
 AND SECRETARY’S REPORT**

**ROLL CALL
 VOTES**

On a motion by Mrs. Golderer seconded by Mrs. Mayer, Superintendent’s Bulletin Number 9 was voted on as follows:

| BOARD MEMBERS | AYE | NAY | ABSTAIN | RECUSE | ABSENT | RESOLUTION NUMBERS |
|----------------|-----|-----|---------|--------|--------|--------------------|
| Mr. Berrios | X | | | | | |
| Mr. Choffo | X | | | | | |
| Mr. DeVitto | X | | | | | |
| Mrs. Golderer | X | | | | | |
| Mrs. Mayer | X | | | | | |
| Mrs. Orme | X | | | | | |
| Mrs. Von Achen | X | | | | | |
| Mrs. Cogan | X | | | | | |
| Mr. Neglia | X | | | | | |

ADJOURN TO EXECUTIVE SESSION

**ADJOURN TO
 EXECUTIVE SESSION**

Mr. Neglia made a motion to adjourn to Closed Session for the purpose of discussing the student HIB hearing. The motion was moved by Mrs. Cogan and seconded by Mr. DeVitto and was unanimously approved by roll call vote:

| BOARD MEMBERS | AYE | NAY | ABSTAIN | RECUSE | ABSENT | RESOLUTION NUMBERS |
|----------------|-----|-----|---------|--------|--------|--------------------|
| Mr. Berrios | X | | | | | |
| Mr. Choffo | X | | | | | |
| Mr. DeVitto | X | | | | | |
| Mrs. Golderer | X | | | | | |
| Mrs. Mayer | X | | | | | |
| Mrs. Orme | X | | | | | |
| Mrs. Von Achen | X | | | | | |
| Mrs. Cogan | X | | | | | |
| Mr. Neglia | X | | | | | |

RECONVENE OPEN SESSION

**RECONVENE
OPEN SESSION**

On a motion by Mrs. Von Achen, seconded by Mrs. Orme and unanimously approved by roll call vote the regular meeting reconvened at 8:51 p.m.

ADJOURN

ADJOURN

There being no further business, the executive and public meeting adjourned at 8:53 p.m. on a motion by Mr. DeVitto, seconded by Mr. Berrios and voted on as follows:

| BOARD MEMBERS | AYE | NAY | ABSTAIN | RECUSE | ABSENT | RESOLUTION NUMBERS |
|----------------|-----|-----|---------|--------|--------|--------------------|
| Mr. Berrios | X | | | | | |
| Mr. Choffo | X | | | | | |
| Mr. DeVitto | X | | | | | |
| Mrs. Golderer | X | | | | | |
| Mrs. Mayer | X | | | | | |
| Mrs. Orme | X | | | | | |
| Mrs. Von Achen | X | | | | | |
| Mrs. Cogan | X | | | | | |
| Mr. Neglia | X | | | | | |

Respectfully submitted,



Susan Dykstra
Comptroller

FOR ALL APPENDICES AND EXHIBIT ATTACHMENTS
AFOREMENTIONED IN THESE MINUTES, PLEASE
REFER TO THE SUPERINTENDENT'S BULLETIN # 9
INCLUSIVE OF THE SECRETARY REPORT
INITIALLY RECEIVED IN THE BOARD PACKET
AND NOW POSTED AT THE DISTRICT WEBSITE