

**PARSIPPANY-TROY HILLS
BOARD OF EDUCATION
REGULAR MEETING OF
Thursday, October 15, 2020**

The ParsIPPany-Troy Hills Board of Education held its Regular Meeting on Thursday, October 15, 2020 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

President Neglia called the meeting to order at 5:31 p.m.

MEETING NOTICE

MEETING NOTICE

Mr. Neglia 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.ptbsd.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 October 9, 2020. This is an official meeting.

SALUTE TO THE FLAG

SALUTE TO THE FLAG

Mr. Neglia asked everyone to stand for the flag salute.

ROLL CALL

ROLL CALL

Present: Mr. Timothy Berrios
 Mr. Andrew Choffo
 Mr. Matthew DeVitto
 Mrs. Susy Golderer (arrived at 5:33 p.m.; left at 6:08 p.m.)
 Mrs. Judy Mayer
 Mrs. Deborah Orme
 Mrs. Kendra Von Achen
 Mrs. Alison Cogan
 Mr. Frank Neglia

Also Present: Dr. Barbara Sargent, Superintendent
 Dr. Alfred Savio, Business Administrator
 Dr. Robert Sutter, Assistant Superintendent for HR
 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
 Dr. Mary Rose Scalo, Interim Dir/Supv Pupil Personnel Services

ADJOURN TO EXECUTIVE SESSION

**ADJOURN TO
EXEC SESSION**

Mr. Neglia made a motion to adjourn to closed session. The motion was moved by Mr. Choffo, seconded by Mrs. Orme and unanimously approved by roll call vote to adjourn to closed session for the purpose of discussing student HIB's which are confidential in nature under N.J.A.C. 6A:32-7.1 et seq., and are being presented for approval at this evening's meeting and personnel items and legal matters.

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:
HIBs, Personnel items and legal matters.
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 Mr. Berrios, seconded by Mrs. Von Achen and unanimously approved by roll call vote the regular meeting reconvened at 6:08 p.m.

STUDENT REPORTS

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

Mr. Neglia suspended tonight's regular meeting agenda for presentations

Update on the School Resource Officer/Class III Program and School Security by Captain Jay Wieners

Mr. Neglia asked how the district's video surveillance system was working.

Captain Wieners responded that it is working and the police communications desk has access to it as needed. It is not being monitored by the police all the time but they can access the system if something happens at a school.

Update on the implementation of the NJ Educator's Health Plan (NJEHP) by Ryan Tola and Dan Henry of Doyle Alliance

Mrs. Mayer asked if current retirees are required to go into this plan or if they would be grandfathered.

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Mr. Tola responded that his understanding was that all retirees under the age of 65 will go into the new plan effective January 1. If retirees are over the age of 65 they will be a part of the Aetna Medicare Advantage Program. When a retiree enrolled in the NJEHP plan turns 65 they will switch over to the Aetna Medicare Advantage Program.

Mrs. Von Achen asked what the cost difference is to the district with the new plan.

Mr. Tola reported that they are currently working on gathering that information. He added that there are two pieces that affect the district. One piece is how much the cost of the premium is reduced which fluctuates because the district offers many plans. The other piece is calculating the loss in employee contributions to the district.

Mrs. Von Achen asked for confirmation that the premium for the new plan is lower.

Mr. Tola responded that the premium is lower but they are still working on calculations to determine whether there will be a savings or loss to the district.

Mr. Choffo commented that this plan is a travesty to taxpayers. He asked if he was correct in reading that a specialty drug was going to be at the brand or generic copay.

Mr. Tola responded that there is a \$5 generic or \$10 brand copay but there is step therapy in the programs and greater level of restriction as far as what medications will be allowed to be prescribed right away. With step therapy, a certain drug will need to be tried first before moving on and trying another.

Mr. Tola added that as numbers start to come in, the savings in the premium versus the reduction in contributions is challenging for districts.

Mr. Choffo added that this plan is more expensive to the taxpayers.

Mrs. Cogan asked if current employees, hired prior to July 1, would be able to get out sooner than 2028 if they opted in to the plan.

Mr. Tola responded that if an employee was hired prior to July 1 this plan is an option to go into or out of at any open enrollment. The employees hired on or after July 1 are required to remain in the plan until 2028 or choose the new Garden State Plan that will be offered next year. The seven year enrollment is not a running seven years so an employee hired in 2027 will only have to stay in the plan for 1 year the way the law is currently written.

Mrs. Cogan wanted to confirm that the presentations are not meant to steer anyone into a particular plan. She wanted to be sure that the goal of the presentations is only to educate the employees of their choices and how to make their choices.

Mr. Tola confirmed that they would not be steering anyone to a particular plan. The goal is simply to make sure that employees understand what they currently have and what they are

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paying for and what their options are and what they would be paying. They will also be sharing the nuances of the plans so the employees can make an informed decision on their plan.

Update on the 2020-2021 District Goals and the Student Safety Data System Report Period 2 by Dr. Sargent

Mrs. Von Achen asked about offering further STEM student education programs for certification opportunities and different course offerings.

Dr. Sargent asked Mrs. Von Achen to forward any information so she could disseminate it to the proper supervisors for review.

Mrs. Von Achen asked if there were adjustments made to the curricular goals due to COVID-19.

Dr. Sargent responded that the curricular goals are in place regardless of COVID-19.

Mrs. Von Achen asked if any state requirements or expectations on curriculum been adjusted due to COVID-19.

Dr. Sargent answered that they have not.

Mrs. Von Achen asked what Gravity Goldberg was.

Dr. Sargent explained that Gravity Goldberg is a woman who was an educator through Teachers College who created her own consulting company. Her company is providing literacy professional development for the district.

CORRESPONDENCE

None

CORRESPONDENCE

UNFINISHED BUSINESS

Mr. Berrios reported that the Board held a work session on October 8, 2020 to review the Board of Education Goals for 2020-2021. A draft was sent out to all Board members for updates. He offered the final goals for adoption.

UNFINISHED BUSINESS

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On a Motion by Mr. Berrios, seconded by Mr. DeVitto, the Board of Education Goals for 2020-2021 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					

COMMITTEE REPORTS

COMMITTEE REPORTS

Mrs. Mayer reported that the Personnel Committee met on October 13. Dr. Sutter provided information on transfers being made between Pupil Personnel Services and the Parsippany High School Guidance Department and is item 14 in the Bulletin. He reviewed the secretarial transfers due to retirements and different staff leaves. He discussed the stipends in item 28 of the Bulletin. Bulletin items 46 and 47 were discussed. The QPA is a Qualified Purchasing Agent and Dr. Sargent explained the reason for the rescission and appointment. The revised job description of the Director of Security was discussed and is appendix H in the Bulletin. Dr. Sargent explained that this job has changed over the years and the job description should be revised to reflect the current responsibilities and duties. Dr. Sutter discussed how difficult it is to get substitutes and in order to keep instruction consistent, waivers have been offered to staff. Dr. Sutter and Dr. Sargent explained that the Executive Director of Pupil Personnel Services will be posted and the district is hoping to have someone in place by January. Letters were sent out to all staff members on a FFCRA leave reminding them that their leave will end on November 20, 2020 and they need to return to work or apply for an extended unpaid leave.

Mrs. Cogan reported that the Finance Committee met tonight before the meeting and she will have her report available for the next meeting.

Mrs. Mayer reported that the Teaching and Learning Committee met on October 8. The committee discussed the different mandates that came from the State and the options for lessons. There are resources to adopt into the curriculum. The curriculum is meant to provide tolerance and understanding. The Professional Development Committee discussed the learning needs of the district. Teachers are looking for more time for training and it has been referred back to the building level to create time.

APPROVAL OF MINUTES

On a Motion by Mrs. Cogan, seconded by Mr. Choffo, the Executive #1 and #2 and Regular minutes of the September 24, 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					

Dr. Sargent presented Superintendent Bulletin Number 5

Dr. Sargent pointed out the retirement of a lead maintenance worker and several waivers for Central Middle School and Parsippany Hills High School. These teachers have taken on additional teaching responsibilities and the district appreciates their support in keeping instruction consistent for the students. She also noted the approval of a grant from Special Olympics of New Jersey in the amount of \$15,000 for the Unified Sports Program. This program was in effect last year and is a great inclusive opportunity to connect special education students with general education peers through sports

For your consideration we have Bulletin items 1-45 with Addendum items 46-58 and Read-Ins

Dr. Savio presented the Secretary's Report

Tonight's Secretary's Report has the regular business motions.

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

Number 5

October 15, 2020

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

ITEMS FOR DISCUSSION

Chief Andrew Miller will be present to give an update on the School Resource Officer/ Class III Program and School Security.

Ryan Tola, President NJ Division, and Dan Henry, Senior Consultant, from Doyle Alliance will be present to give an update on the implementation of the NJ Educator’s Health Plan (NJEHP) which will take effect January 1, 2021.

Dr. Barbara Sargent will give an update on the 2020-21 District Goals and the Student Safety Data System Report Period 2.

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

**1. Student Safety Data System (SSDS) Report
 2019-2020 – Report Period 2**

**STUDENT SAFETY
 DATA SYSTEM
 PER 2**

BE IT RESOLVED, that the Board accept the Student Safety Data System (SSDS), Period 2 Report – January 1, 2020 through June 30, 2020 for the 2019-2020 school year.

Report Period 2									
School ID	School	Incident Total	Violence	Vandalism	Substances	Weapons	HIB Confirmed	Other Incidents Leading to Removal	HIB Alleged
050	Parsippany High School	12	3	1	5	0	3	9	6
053	Parsippany Hills High Sc	8	1	1	3	0	3	9	0
055	BROOKLAWN MIDDLE SCHOOL	6	1	0	0	0	5	8	5
060	CENTRAL MIDDLE SCHOOL	4	0	0	0	1	3	0	3
062	EASTLAKE	0	0	0	0	0	0	0	0
064	INTERVALE	1	0	0	0	0	1	0	0
065	KNOLLWOOD	0	0	0	0	0	0	0	0
070	LAKE HIAWATHA SCHOOL	0	0	0	0	0	0	0	0
080	LAKE PARSIPPANY	0	0	0	0	0	0	0	0
090	LITTLETON	0	0	0	0	0	0	0	0
100	MOUNT TABOR SCHOOL	0	0	0	0	0	0	0	0
103	NORTHVAIL	0	0	0	0	0	0	0	0
107	ROCKAWAY MEADOW	1	0	0	0	0	1	0	1
120	Troy Hills Elementary Sc	0	0	0	0	0	0	0	0
Total		32	5	2	8	1	16	26	15

2. **2020-2021 District Goals**

DISTRICT A
GOALS 20-21

BE IT RESOLVED that the Board approve the attached 2020-2021 District Goals derived from our Strategic Plan.

3. **Board of Education Meeting Date - Revised**

BOE MEETING DATE
REVISED

BE IT RESOLVED that the Board approve the deletion of the meeting date listed below.

~~Thursday~~ ~~November 5, 2020~~

II. GA – GENERAL ADMINISTRATION – JONI BENOS

4. 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
Annamarie Altomonte	MUJC Instr. Practices to Accelerate Learning	February 10, 2021	Virtual	\$150.00
Carmela Dasti	Orton-Gillingham Training	October 15, 22, 29 & Nov 5	Virtual	\$1,275.00 IDEA –B
Donna O’Donnell	Managing Frustration, Anxiety and Teaching Social Skills	December 8, 2020	Virtual	\$150.00 IDEA-B

5. 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 School

Staples of Parsippany has donated various school supplies to Intervale School.

Lake Hiawatha School

The Lake Hiawatha PTA has donated \$1,150 to the Board of Education to help support cultural arts events at Lake Hiawatha School.

Lake Parsippany School

Staples of Parsippany has donated various school supplies to Lake Parsippany School.

Gifts to the District (continued)

Mt. Tabor School

The Mt. Tabor PTA has donated Hertz Furniture values at \$13,355.17 to the Mt. Tabor Media Center.

Rockaway Meadow

Visions Federal Credit Union has donated a Keurig Coffee Machine with 40 Coffee Pods to Rockaway Meadow School.

Parsippany Hills High School

The Naazziola Family have donated a Wii game console and games to Parsippany Hills High School.

6. **Board Policies**

**BOARD
POLICIES**

BE IT RESOLVED that the Board approve the following revised Board Policies/Regulations at this second and final reading:

- P & R 5330.04 Administering an Opioid Antidote (M) (Revised)
- P & R 8320 Personnel Records (M) (Revised)

B
C

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

7. **Curriculum Work – A/C #11.000.223.104.000.140**

BE IT RESOLVED that the Board approve payment of the amounts indicated based on \$41.00/hour to the individuals named below for the development of the following curriculum revisions:

	Hours	Amount
Networks		
Ellesa Jala	20	\$820.00
Introduction to Computing with Python		
Ellesa Jala	5	\$205.00
Introduction to Computing		
Ellesa Jala	3	\$123.00

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

8. **Retirement – Local 32**

**RETIRE
LOCAL 32**

BE IT RESOLVED that the Board approve the resignation for the purpose of retirement of Sandy Herrera, Lead Maintenance Worker, effective January 1, 2021.

9. **Resignation - Local 32**

**RESIGN
LOCAL 32**

BE IT RESOLVED that the Board approve the resignation of Gerard Primamore, Maintenance Worker, effective October 6, 2020.

BE IT RESOLVED that the Board approve the resignation of Alec Thomas, Custodian at Parsippany Hills High School, effective October 14, 2020.

10. **Resignation - PTHESA**

**RESIGN
PTHESA**

BE IT RESOLVED that the Board approve the following resignation as indicated below effective October 9, 2020:

Kelsey O’Connell Paraprofessional Rockaway Meadow Elementary School

11. **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.

Nicole Martino

ESL Teacher

Degree:

BA/Montclair State University

Certification:

MA/ William Patterson University

Experience:

N-8, ESL

Guide Placement:

5 years

Effective:

BA+60, Step 5, \$67,225.00 (prorated)

Assignment:

November 1, 2020

Parsippany High School

(Replacement – Odenwelder - Transfer)

12. **Employment – Local 32**

**EMPLOY
LOCAL 32**

BE IT RESOLVED that the Board approve the employment of the following individual on a 150-day probationary period as indicated below, subject to any guide placement or other salary adjustment that may be due upon completion of the negotiations between the Board of Education and Local 32:

Name	Salary	Effective	Assignment	School
Mykhailo Strutynskyi	\$31,037.00	10/16/20	Custodian	PHHS
	+ \$1,458.00 (2nd Shift) (prorated)			

(Replacing Garrett Fulmore)

13. **Employment - Substitute Bus Aide**

**EMPLOY
SUB BUS AIDE**

BE IT RESOLVED that the Board approve Brandon Gregory as a substitute bus aide for the 2020-2021 school year at a rate of \$17.20 per hour effective October 16, 2020.

14. **Transfers of Assignment - ESAPTH**

**TRANS OF ASSIGN
ESAPTH**

BE IT RESOLVED that the Board approve the transfers of assignment for the 2020-2021 school year with no change in salary, effective September 29, 2020:

Annette Sargie

From: Secretary - Pupil Personnel Services

To: Secretary - Reception Desk Calabria Education Center

BE IT RESOLVED that the Board approve the transfer of assignment for the 2020-2021 school year, effective October 16, 2020:

Lisa De Cicco

From: Head Secretary - Pupil Personnel Services

To: Secretary - Pupil Personnel Services

(Replacing Annette Sargie, transferred)

15. **Transfer of Assignment**

**TRANSFER OF
ASSIGN 20-21**

BE IT RESOLVED that the Board approve the individual named below who has been transferred/reassigned for the 2020-2021 school year:

Maureen Odenwelder

From: Parsippany High School - ESL

To: Central Middle School - ESL

(replacing Crompton) Effective 10/26/2020

16. **Leave of Absence**

**LEAVE OF
ABSENCE**

BE IT RESOLVED that the Board approve a medical leave of absence for employee #30996, Secretary, effective September 25, 2020 through November 30, 2020 utilizing accumulated sick leave, pursuant to the Family and Medical Leave Act (FMLA).

BE IT RESOLVED that the Board approve an unpaid leave of absence for employee #49540, LDT-C, effective October 19, 2020 through June 22, 2021 pursuant to the PTHEA Agreement.

17. **Maternity Leave of Absence**

**MATERNITY LEAVE
OF ABSENCE**

Employee #40892, Teacher, has requested a maternity leave of absence on or about February 16, 2021 through March 26, 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 March 29, 2021 through June 22, 2021.

18. **Appointment - Unpaid Sports Trainers/Clinicians**

**APPOINT
TRAINER/CLINICIANS**

BE IT RESOLVED that the Board approve the following individuals to perform unpaid athletic trainers/clinicians for student athletes for the 2020-2021 school year effective October 1, 2020:

PHS

Football: Marcus Washington, Steven Miller

19. **Lead Behaviorist**

**EMPLOY
LEAD BEHAVIORIST**

BE IT RESOLVED that the Board approve the individual named below who has been selected as the Lead Behaviorist with the stipend for the 2020-2021 school year, effective October 1, 2020, to be paid with the IDEA grant.

Christopher Birge \$7,024.00 (prorated)

20. **ESL Translators**

**ESL
TRANSLATORS**

BE IT RESOLVED that the Board approve the following individuals as ESL Translators at the rate of \$41.00 per hour to be paid out of the Title III Grant Funds for the 2020-2021 school year:

Margherita Coscia Zahra Sadaat Saida Sepulveda

21. **Waivers of Teaching Load**

WAIVERS

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

Name	Location	Subject	Amount	Effect. Date	Class load	Formula
Heather Martinez	CMS	Special Ed- Science	\$1,412.98	9/29/20 -10/30/20	1 class every day	1/7
Jennifer Lepre	CMS	Special Ed- Social Studies	\$1,433.57	9/29/20 -10/30/20	1 class every day	1/7
Deirdre Wilson	CMS	Special Ed- Math	\$1,485.47	9/29/20 -10/30/20	1 class every day	1/7
Carolyn Pettinelli	CMS	Special Ed- Math	\$1,762.17	9/29/20 -10/30/20	1 class every day	1/7
Laura DeSantis	CMS	Special Ed- Social Studies	\$ 1,369.01	9/29/20 -10/30/20	1 class every day	1/7
Christine Mulroy	PHHS	Science	\$1,684.10	10/30/2020- 11/20/2020	1 class every day	1/7
Stephanie Thaler	PHHS	Science	\$1,684.10	10/30/2020- 11/20/2020	1 class every day	1/7

22. **Contract Revision of Training Level Advancement - Upgrading**

UPGRADING

BE IT RESOLVED that the Board approve in accordance with Board Policy, as written under the terms of the Board/PTHEA Agreement and as designated in the provisions for the salary guide for teachers and nurses, the

staff members named below who have submitted proof of degree and/or course credits necessary to be advanced to the next higher training level effective September 1, 2020 – June 30, 2021:

<u>NAME</u>	<u>STEP</u>	<u>SALARY</u>
Upgrade from BA to BA+15		
Sarah Washington	3	\$59,225.00
Upgrade from BA+15 to BA+30		
Jenna Brennan	8	\$65,540.00
Upgrade from BA+45 to BA+60		
Maria Elisa Glatz	10	\$75,830.00

23. **ESL Teacher Support**

**ESL
TEACHER SUPPORT**

BE IT RESOLVED that the Board approve the following individuals as ESL Teacher Support at the rate of \$80.00 per session to be paid out of the Title III Grant Funds for the 2020-2021 school year:

Emily Holmsen Joseph Gesumaria

24. **Videographer - Football Games**

**VIDEOGRAPHER
FOOTBALL**

BE IT RESOLVED that the Board approve Colin Aguesseau as a videographer for varsity football games at a fee of \$125.00 per game effective October 2, 2020.

25. **Emergency On-Call**

**EMERGENCY
ON-CALL**

BE IT RESOLVED that the Board approve Taner Uygun to receive the Emergency On-Call Stipend of \$1,131.00 (prorated) for the 2020-2021 school year, effective September 25, 2020.

26. **Weekend Building and Boiler Checks**

**WEEKEND
BOILER CHECKS**

BE IT RESOLVED that the Board approve the individuals named below for the weekend building and boiler check stipends from October 13, 2020 through April 12, 2021 for the 2020-2021 school year as indicated:

SCHOOL	EMPLOYEE	12 MONTH 2020-2021	½ PAID DECEMBER	½ PAID JUNE
Parsippany High	Michael Prall	\$3,202.00	\$1,601.00	\$1,601.11
Parsippany Hills	Jose Reyes	\$3,202.00	\$1,601.00	\$1,601.11
Brooklawn	Rostyslav Borsuk	\$3,202.00	\$1,601.00	\$1,601.11
Central	Michael Osborne	\$3,202.00	\$1,601.00	\$1,601.11
Eastlake	Ben Hur Castro Mancias	\$2,092.00	\$1,046.00	\$1,046.00
Intervale	Edwin Rivera	\$2,092.00	\$1,046.00	\$1,046.00
Knollwood	Rose Figueroa	\$2,092.00	\$1,046.00	\$1,046.00
Lake Hiawatha	Brian Dohm	\$2,092.00	\$1,046.00	\$1,046.00
Lake Parsippany	Juan Castro	\$2,092.00	\$1,046.00	\$1,046.00
Littleton	Carlos Rojas	\$2,092.00	\$1,046.00	\$1,046.00
Mt. Tabor	Scott Rosselli	\$2,092.00	\$1,046.00	\$1,046.00
Northvail	Christopher Hanna	\$2,092.00	\$1,046.00	\$1,046.00
Rockaway Meadow	Zenon Bilanych	\$2,092.00	\$1,046.00	\$1,046.00
Troy Hills	Maria Cataldo	\$2,092.00	\$1,046.00	\$1,046.00
CEC	Zeonid Khrapko	\$2,092.00	\$1,046.00	\$1,046.00
JRW/THAnnex/Main	Gerard Vecchia	\$3,202.00	\$1,601.00	\$1,601.00

27. **Leave of Absence**

**LEAVE OF
ABSENCE**

BE IT RESOLVED that the Board approve an unpaid leave of absence for employee #30046, Teacher, effective November 23, 2020 through June 22, 2021 pursuant to the PTHEA Agreement.

28. **Temporary Additional Duties**

**TEMP ADDL
DUTIES**

BE IT RESOLVED that the Board approve a stipend payment in the amount of \$8,443.95 to Stacy Bush, Guidance Counselor, for covering additional caseload from September 14, 2020 through October 23, 2020.

29. **Change of Assignment**

**CHANGE OF
ASSIGN**

BE IT RESOLVED that the Board approve the appointment of Lisa De Cicco as Acting Guidance Counselor at Parsippany High School effective October 16, 2020 through November 30, 2020 for which she shall receive her present salary of \$51,082.00 with an additional stipend of \$252.90 per diem for performing the duties of guidance counselor.

30. **Corrections**

CORRECTIONS

BE IT RESOLVED that the Board approve the following corrections:

Approval of Employment - Pending Completion

Andrew Rohloff

From: effective October 12, 2020

To: effective October 6, 2020

Employment – Local 32

Gerard Primamore

From: \$31,437.00 + \$1,458.00 (2nd Shift) + \$1,920.00 (Tues-Sat)

To: \$31,037.00 + \$1,458.00 (2nd Shift) + \$1,920.00 (Tues-Sat)

Maternity Leave of Absence

Employee #49087

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 25, 2020 through June 22, 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 22, 2021.

Fall/Winter/Spring Coaching

From:

Brooklawn Middle School 2020-2021 School Year Coaches				
Sport	Name	Step	Stipend	
Girls' Basketball	Denise Fiore	3	\$2,995.00	(split)
Girls' Basketball	Stephanie Pavone	3	\$2,995.00	(split)

To:

Brooklawn Middle School 2020-2021 School Year Coaches				
Sport	Name	Step	Stipend	
Girls' Basketball	Stephanie Pavone	3	\$2,995.00	(split)
Girls' Basketball	Gia Rosamilia	3	\$2,995.00	(split)

Virtual High School Coordinators

From:

<u>Location</u>	<u>Coordinator</u>	<u>Stipend</u>
Parsippany High	Stacy Cozin	\$1,000
	Marygrace Record	\$1,000

To:

<u>Location</u>	<u>Coordinator</u>	<u>Stipend</u>
Parsippany High	Stacy Cozin	\$2,000

Employment – Doctors for Football Game Coverage

ADD:

Dr. Ashley Bassett – The Orthopedic Institute of New Jersey

V. PPS- PUPIL PERSONNEL SERVICES

31. Unified Sports Grant Application Acceptance and Awarded Grant

**USG
APPLICATION**

BE IT RESOLVED that the Board accepts a grant from Special Olympics of New Jersey to fund Unified Sports and Clubs at BMS, CMS, PHS, and PHHS in the amount of \$15,000 for the 2020-2021 school year.

BE IT RESOLVED that the Board approve the individuals named on the list below who have accepted Unified Sports and Advisor assignments for the 2020-2021 school year, to be paid through IDEA grant monies and Unified grant monies:

Name	Location	Position	Sessions Per Year	Stipend Amount
Fugowski, Jamie	District	Coordinator	n/a	\$1000
Marx, Michelle	District	Coordinator	n/a	\$1000
Andreotta, Erin	PHHS	Club Advisor	8	\$1500
Scherzer, Lauren	PHHS	Co-Coach, Bowling	8	\$875
McKay, Stacey	PHHS	Co-Coach, Bowling	8	\$875
Scherzer, Lauren	PHHS	Co-Coach, Track	8	\$875
McKay, Stacey	PHHS	Co-Coach, Track	8	\$875
James, Brian	BMS	Club Advisor	8	\$1,125
James, Brian	BMS	Recreation Advisor	8	\$1,125
Dasti, Carmela	CMS	Club Advisor	8	\$1,125
Dasti, Carmela	CMS	Recreation Advisor	8	\$1,125
Dugan, Eileen	PHS	Club Advisor	8	\$1500
Hakim, Jennifer	PHS	Co-Coach, Bowling	8	\$875
Dugan, Eileen	PHS	Co-Coach, Bowling	8	\$875
Machado, Jasmine	PHS	Co-Coach, Track	8	\$875
Spautz, Jenna	PHS	Co-Coach, Track	8	\$875

BE IT RESOLVED that the Board approve Allison Franz to present at Family Connections on 10/20/2020 at a rate of \$41, not to exceed 3 hours, to be paid through IDEA grant funds.

BE IT RESOLVED that the Board approve Ms. Renee Caratozzolo from the Division of Vocational Rehabilitation Services to present at Family Connections on 12/15/202, at no cost to the District.

32. **ESL Translators - District ESL TRANSLATORS**

ESL TRANSLATORS

BE IT RESOLVED that the Board approve the following individuals as translators for ESL and Pupil Personnel Services, to be paid at a rate of \$41.00 per hour:

Amadio, Sandra	Mistry, Asmita
Barreira, Jaqueline	Nyshadham, Bharathi
Caso, Tracey	Randelia, Daisy
Daher, Bassam	Rich, Yamilette Mercedes
Dasti, Stephanie	Rodriguez, Deysee
Delgado-Melendez, Damaris	Sadaat, Zahra
Delgado, Rafael	Salem, Nahed
Foong, Ling en	Sepulveda, Saida
Forte, Jacqueline	Shah, Pratiksha
Goradia, Karishma	Shah, Shetal
Huang, Shirley	Shah, Smruti
Kelaid, Mina	Tandan, Priyanka
Lopes, Rosebella	Torres, Maria
Machado, Jasmine	Yip, Mui Fong
Mehta, Krupali	

33. **Stipends - ABA-Trained Paraprofessional Stipends**

ABA STIPENDS

BE IT RESOLVED that the Board approve the following staff members as ABA-trained Paraprofessionals with a stipend of \$1,200 (prorated), for the 2020-2021 school year effective September 2, 2020, as follows:

Anderson, Elise	Mogavero, Vincent
Balasundaram, Sudha	Nittolo, Danielle
Brock, Steven	Ollo, Susan
Caccavale, Paulette	Patel, Nita
Cameron, Terese	Prajapati, Archana
Coll, Kasey	Recchia, Valerie
DePitro, Denise	Robinson, Christine
Dourdolikis, Irene	Samtani, Hermine
Fetzer, Stephen	Santana, Gabrielle
Ford-Verdi, Gina	Santo, Adele
Hendersen, Valerie	Stettner, Tatia
Hill, Stephen	Taylor, Christopher
Jae, Grace	Todkari, Pradnya
Jenkins, Donna	VanVleit, Lisa
Khullar, Sweety	Zoon, Cynthia
Mitschel, Donna	

BE IT RESOLVED that the Board approve the following staff members as ABA-trained Paraprofessionals with a stipend of \$1,500 (prorated), for the 2020-2021 school year effective September 2, 2020 (*except as noted*), as follows:

Annino, Karen	Hackling, Barbara	Plotkin, Julie
Ashi, Ann	Heller, Pamela	Rangaraju, Niranjanadevi
Aslam, Shaista	Jasinski, Regina	Reade, Sean
Atienza, Caroline	Kadushin, Laynie	Salem, Nahed
Baird, Scott	Kandil, Bahaa	Sanchez, Nayasia – 9-29-20
Bathejanardhanan, Jeyadevi	Keller, Krysta	Sawant, Pravina
Bellomo, Carmen	Komathchal, Shobha	Shah, Nita
Blafer, Ellen	Korol, Nicole	Sharma, Manisha
Cagatay, Sayda	Koziatek, Sarah	Singh, Payal
Carey, Jennifer	Krishnamurthy, Seetha	Sivakumar, Meena
Cartelli, Kimberly	Lavorgna, Lisa	Songun, Mine
Castro, Jennipher	Le, Jennifer	Sorrese, Lora
Chintada, Lakshmi	Matti, Martiza	Staudinger, Ildiko
Cowhig, Laura	Mazhar, Juveria	Telepko, Oksana
DiPasquale, Wendy	Mehta, Krupali	Thore, Debra
Dodzo, Memory	Michels, Michele	Tiwari, Poonam
Doud, Nicole	Migliazza, Christine	To, Christine
Foong, Ling	O'Connell, Kelsey	Valdez, Jose
Francisco, JoAnn	Obrycki, Sarah – 9-17-20	Vicari, Joseph
Georges, Victoria	Pandya, Mansi	Voulo, Lisa
Godfrey, Shalina	Patel, Ami	Wach, Samantha
Gripp, Amy	Patel, Neelam	Wear, Chris
Guzman, Loida	Pathre, Neha	Ziemski, Rich
		Zuber, Linda

34. Out-of-District Tuition Contracts - OOD 20-21

BE IT RESOLVED that the Board approve the acceptance of a student to remain in the Parsippany-Troy Hills School District for the balance of the 2020-2021 school year. This student became homeless September 26, 2019 and became the responsibility of the Boonton Public School District as of September 26, 2020. The Boonton Public School District will be billed for the tuition costs for this student for the months of September 2020 through June 2021, as per NJ State law, as follows:

<u>School Attending</u>	<u>Student No.</u>	<u>Tuition Costs</u>
Knollwood Elementary School	47364	\$16,067.00

35. **Vendor Approval**

BE IT RESOLVED that the Board approve Mr. Bernard Ivin and Strength for Change Counseling Center to provide Professional Development sessions for the 2020-20201 school year, at the following service fee cost:

Staff Presentation (1-1.5 hour) \$1000
Half-Day Training (3-4 hours) \$1995
Full-Day Training (5-7 hours) \$3495
Keynote Presentation (1-2 hours) \$2250
Parent Presentation (1.5 hours) \$950

36. **Harassment, Intimidation, and Bullying**

HIB

BE IT RESOLVED that the Board of Education affirms the Harassment, Intimidation, and Bullying (HIB) report for October 15, 2020.

Suspensions

SUSPENSIONS D

One secondary student has been suspended by their building principals as per New Jersey Statutes Title 18A:37-2-2.

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

37. **Payment of Bills**

**PAYMENT
OF BILLS**

BE IT RESOLVED, that the Board of Education approve the payment of current bills for October 15, 2020 for the 2020-2021 school year in the amount of \$9,904,835.98.

BE IT RESOLVED that the Board of Education approve the payment of current bills/outstanding warrants for School Activities for the month of September 2020 school year in the amount of \$5,910.75.

38. **Transfer of Funds**

TRANSFER OF FUNDS E

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

39. **Secretary/Treasurer Report**

**SECRETARY
REPORT**

BE IT RESOLVED that the Board of Education acknowledge, accept and approve the report of the Board Secretary and Treasurer of School Monies for the period ending August 1 - 31, 2020.

Pursuant to N.J.A.C. 6:20-2:13(d), I certify that as of the end of August 2020 no budgetary line item account has been over expended in violation of N.J.A.C. 6:20-2:13(a).



Dr. Alfred Savio
Business Administrator/Board Secretary

Pursuant to N.J.A.C. 6:20-2:13(a), we certify that as of August 31, 2020 after review of the Secretary's monthly financial report for August 2020 (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6:20- 2:13(b) and those sufficient funds are available to meet the district's financial obligations.

40. **Annual Maintenance Budget – Form M-1** **ANNUAL MAINT F**
BUDGET M-1

BE IT RESOLVED, in compliance with N.J.A.C. 6A:26A, the Parsippany-Troy Hills Board of Education hereby approve the Annual Maintenance Budget Amount Worksheet, Form M-1.

41. **Comprehensive Maintenance Plan** **COMPREHNSV G**
MAINT PLAN

WHEREAS, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of the Parsippany-Troy Hills School District are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED, that the Parsippany-Troy Hills Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Parsippany-Troy Hills School District in compliance with Department of Education requirements; as attached.

42. **Non-Public Security Aid** **NON-PUBLIC SECURITY AID**

BE IT RESOLVED, that the Board approve the entitlement from the State Department of Education for Non-Public Security Aid in the amount of \$57,750 for the 2020-2021 school year.

43. **Non-Public Nursing Aid** **NON-PUBLIC NURSING AID**

BE IT RESOLVED, that the Board approve the additional entitlement from the State Department of Education for Non-Public Nursing Aid in the amount of \$1,650 for the 2020-2021 school year.

44. **ESEA Grant**

ESEA GRANT

BE IT RESOLVED that the Parsippany-Troy Hills Board of Education accept the approval by the New Jersey Department of Education of the ESEA FY 2021 Consolidated Grant Application.

45. **ESEA Title I Grant Teachers**

ESEA TITLE I

BE IT RESOLVED that the Board of Education approve the allocation of 100% of Melissa Laurie's salary and Andrew Rohloff's salary to the ESEA Title I FY 2020- 2021 grant in the amounts as follows:

Melissa Laurie	\$65,855
Andrew Rohloff	\$55,225

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

Number 5 ADDENDUM

October 15, 2020

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

46. **Rescind - Qualified Purchasing Agent Board Resolution** **RESCIND QPA**

BE IT RESOLVED that the Board hereby rescind the appointment of Dr. Alfred Savio as the Board’s Qualified Purchasing Agent as set forth in Resolution #29 set forth in the Superintendent’s Bulletin of September 10, 2020.

47. **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 September 1, 2020 and continue through January 1, 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.

48. **Job Description**

JOB DESCRIPTION H

BE IT RESOLVED that the Board approve the revised Job Description for the Director of District Security.

49. **Professional Learning Series – Fall 2020 Facilitator**

PROF LEARN SERIES

BE IT RESOLVED that the Board approve the following payment in the amount indicated based on \$41/per hour to the individual named below who has completed preparation work for a session on October 13, 2020:

<u>Presenter</u>	<u>Session Title</u>	<u>Hours/Pay</u>	<u>Total</u>
Anthony Vlahakes	Personal Math Trainer	1 hr. x \$41.00	\$41.00

50. **Summer Workshop**

SMR WORKSHOP

BE IT RESOLVED that the Board approve payment of the amount indicated based on \$41 per hour to the individuals named below who have completed preparation work and presented for a workshop during the 2020 Summer Professional Learning Series:

<u>Presenter</u>	<u>Hours</u>	<u>Total</u>
Julianne Buccino	6	\$246.00
Johanna Kosciolk	3	\$123.00

51. **Resignation - Local 32**

RESIGN LOCAL 32

BE IT RESOLVED that the Board approve the resignation of Janina Krasowska, Custodian at Northvail Elementary School, effective December 1, 2020.

52. **Transfer of Assignment – ESAPTH**

**TRANSFER OF
ASSIGN - ESAPTH**

BE IT RESOLVED that the Board approve the transfer of assignment necessitating the following change of contract for the 2020-2021 school year, effective October 26, 2020:

Wanda DiVitano

From: Secretary B-12 months Step 9 PHHS \$54,511.00 + \$1,000.00 (L)
To: Head Secretary A-12 months Step 9 PPS \$55,536.00 + \$1,000.00 (L)

53. **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.

Michele Olinto

LDT-C

Degree:

BA/Rutgers University

MA/Columbia University

Certification:

Elementary K-5; Teacher of the Handicapped

Experience:

3 years

Guide Placement:

BA+45, Step 4, \$65,055.00

Effective:

November 2, 2020

Assignment:

Lake Hiawatha Elementary School (3/5)

Mt. Tabor Elementary School (2/5)

(Replacement – Bazerman - retired)

54. **Appointment – Volunteer Extra-Curricular/Athletic Aide 2020-2021**

**APPOINT
VOL-EXTRA**

BE IT RESOLVED that the Board approve the appointment of the following individual as a volunteer extra-curricular athletic aide in the area indicated:

Parsippany Hills High School

Diego Buitrago

Boys' Soccer

Effective 10/16/2020

55. **Out of District Tuition Cost 2020-2021**

**OOD TUITION
20-21**

BE IT RESOLVED that the Board approve the tuition cost for the student with disabilities who will require an out-of-district placement for the 2020-2021 school year. This student has been classified by the Child Study Team in accordance with Title 18A:46:

School	Student No.	Tuition Cost
Windsor Learning Center - A.M.	44907	\$50,876.00

56. **Family Connections Presenter**

BE IT RESOLVED that the Board approve Mary Betsy to present at Family Connections on 10/20/2020 at a rate of \$41, not to exceed 3 hours, to be paid through IDEA grant funds.

57. **Corrections**

CORRECTIONS

BE IT RESOLVED that the Board approve the following corrections:

Leave of Absence - Employee #40377

From: an unpaid leave of absence effective August 31, 2020 through October 2, 2020.

To: an unpaid leave of absence effective August 31, 2020 through November 2, 2020.

Waiver of Teaching Load

From:

Name	Location	Subject	Amount	Effect. Date	Class load	Formula
Laura Rizzo	PHS	Art	\$4,848.08	02/02/2021-06/22/2021	1 class every day	1/7
Melissa Van Wingerden	PHS	English	\$5,588.94	09/02/2020 - 12/10/2020	1 class every day	1/7
David Engh	PHHS	English	\$7,899.06	02/01/2021-06/22/2021	1 class every day	1/7
Kimberly Hallock	PHHS	FCS	\$4,935.68	02/01/2021-06/22/2021	1 class every day	1/7

To:

Name	Location	Subject	Amount	Effect. Date	Class load	Formula
Laura Rizzo	PHS	Art	\$5,136.08	01/25/2021-06/22/2021	1 class every day	1/7
Melissa Van Wingerden	PHS	English	\$7,219.05	09/02/2020 -01/22/2021	1 class every day	1/7
David Engh	PHHS	English	\$8,286.27	01/25/2021-06/22/2021	1 class every day	1/7
Kimberly Hallock	PHHS	FCS	\$5,177.62	01/25/2021-06/22/2021	1 class every day	1/7

58. **Settlement Agreement**

**SETTLEMENT
AGREE**

BE IT RESOLVED that the Board hereby approves the tentative settlement agreement with employee #40706 subject to the final approval of the Commissioner of Education and/or his designee and further authorizes the Board President to execute the Agreement on behalf of the Board.

Appendix H

JOB DESCRIPTION

JOB TITLE: DIRECTOR OF DISTRICT SECURITY

REPORTS TO: The Director of District Security is supplied by the Township and is subject to the sole and exclusive control and supervision of the Township through its Police Department and Police Chief. However, while assigned to the District, the Director of District Security shall report to and take administrative direction from the Superintendent or her designee. Performance of this job will be evaluated in accordance with Police Department protocol.

QUALIFICATIONS:

- A. Possess a valid and appropriate New Jersey certification for Director or appropriate experience in law enforcement.
- B. Successful teaching experience at the elementary or secondary level(s), or experience in private or public law enforcement.
- C. Successful experience as a building administrator or district-level department or program administrator in public or private schools or public or private law enforcement. Experience as a principal, a district-level director or public law enforcement officer is preferred.
- D. Ten (10) years' experience in public education or public or private law enforcement.
- E. Possess effective management, problem-solving, organizational, human relations, and written and verbal communication skills.
- F. Possess ability to communicate and work effectively with staff, students, parents, and other school district constituencies.
- G. Demonstrate ability to analyze a situation accurately, and adopt and implement an effective course of action.
- H. Have excellent integrity and demonstrate moral character and initiative.
- I. Experience/knowledge of public school operations preferred.
- J. Required criminal history check and proof of US citizenship or legal resident alien status.
- K. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
- L. Such alternatives to the above qualifications as determined by the Superintendent.

JOB GOAL: The Director of District Security shall ~~be responsible for evaluating the student conduct processes and procedures, act as the student advocate,~~ Supervise and monitor all aspects of campus security. ~~including security technology and staff. The Director of District Security shall also serve as the coordinator of the crisis management team and shall serve as the District's Anti-Bullying Coordinator. In addition, h~~He/she shall work in conjunction with the Superintendent and Board of Education to conduct investigations and refer incidents to Federal and State Law enforcement agencies.

DIRECTOR OF DISTRICT SECURITY

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PERFORMANCE RESPONSIBILITIES

A. ~~Student Conduct Management~~

- ~~1. Regularly review copies of student “Rights and Responsibilities” documents, relevant Board policies and individual school student handbooks, and recommend appropriate changes with input from various district constituencies (e.g., central administration, Board Attorney, building administration and staff, parents, community representatives, etc.) as may be warranted.~~

B. A. Community and Parent Engagement

1. Monitor student behavior in programs and schools, and assess the effectiveness of school procedures and discipline procedures in each building.
- ~~2. Develop support mechanisms for students requiring these services, to be implemented within each school.~~
3. Create, develop and implement proactive district-wide programs that will improve student interest, involvement, and achievement.
4. Monitor school suspensions of Pre-K – 12 students and develop programs to intercede in a proactive manner to limit the need for further disciplinary actions.
- ~~5. Coordinate alternative program placements, expulsions, readmission review committees, and discipline appeal proceedings.~~
- ~~6. Supervise, direct, and evaluate the student assistant coordinators in their district-wide (Pre-K – 12) efforts.~~
7. Establish a system of proactive intervention in which students who are experiencing chronic, social or behavioral problems are remanded to the Superintendent (or his designee) for intense intervention in an effort to improve performance and avoid continued failure.
8. Open meaningful lines of communication with parents and guardians of students identified as having problematic behavioral encounters.
- ~~9. Develops budget recommendations and provide expenditure control on established budgets.~~
- ~~10. Develop and maintain accurate records and annually evaluate the effectiveness of existing methods that improve the behavior of all students.~~
11. Publicize to the community-at-large the programs and efforts being made by the district to maintain high behavioral standards.

€ B. Campus Security Coordination

1. Assist building administrators with the recruitment, selection, training, discipline, evaluation, and termination of campus security staff members in the buildings, including SROs, SSOs and other safety and security personnel.
2. Assist building administrators with developing and presenting recommendations for campus security staffing levels in the buildings.
3. Assist building administrators with the development of campus security personnel utilization practices and procedures in the buildings.
4. Coordinate the development of district-wide policies and procedures relative to campus security matters.

DIRECTOR OF DISTRICT SECURITY

Page 3

5. Individually, or in conjunction with the Superintendent, serve as a district liaison with local, county, state and federal law enforcement agencies in the development and implementation of the district's "model agreement with law enforcement."
6. ~~Prepare budget and expenditure~~ **SUGGEST** recommendations for district-wide components of the district's Campus Security operation.
7. **SUPPORT THE DISTRICT WITH** student and personnel identification procedures; visitor registration and identification procedures.

Ð C. Crisis Management Coordination

1. Assist with the development, revision, recommendation, and distribution of crisis management protocols for the district annually and otherwise as may be necessary. Coordinate the development and monitor the effectiveness of school crisis management teams.
2. Assist building administrators in the effective implementation of the district's crisis management protocols in the buildings.
3. Assist with the orientation and training to staff throughout the district relative to the district's crisis management protocols.
4. Serve as the district liaison with the township, and other agencies and organizations as may be appropriate, relative to the district's crisis management protocols.
5. Serve as the Disaster Response Coordinator for the district. This shall include, but not be limited to, responding immediately to emergency/disaster scenes to assist with and ensure the proper implementation of district protocols by district staff members, and to coordinate the efforts of district staff members with the efforts of emergency response personnel from other agencies and organizations.
6. Assist other district staff members with the identification of, and application for, grants to provide funding for current and new crisis management protocols in the district.

~~E. Anti-Bullying Coordination~~

- ~~1. Organize and strengthen the school district's policies to prevent, identify, and address incidents of harassment, intimidation or bullying of students.~~
- ~~2. Collaborate with each school's Anti-Bullying Specialist, the Board of Education, and the Superintendent to prevent, identify, and respond to incidents of harassment, intimidation, or bullying of students in the district.~~
- ~~3. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students.~~
- ~~4. Develop, foster, and maintain a positive school climate by focusing on and analyzing specific school data related to incidents of harassment, intimidation, or bullying.~~
- ~~5. Develop a deep understanding of New Jersey Statutes and Code as well as District policies and regulations regarding harassment, intimidation, or bullying and confidentiality related to student and staff information.~~
- ~~6. Attend professional development opportunities that address effective practices of successful school climate programs or approaches.~~

DIRECTOR OF DISTRICT SECURITY

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~~F. D. General~~

- ~~1. Serve as chairperson of the district-wide Safe Schools Committee.~~
2. Serve as liaison to law enforcement, social agencies, and neighborhood groups.
3. Identify available resources within the township and county and at the state and national levels to assist with effective school management, student activities, or home problems.
4. Develop grant applications, program proposals and reports for local, state and federal agencies and corporate sponsors
5. Coordinate the utilization of community and school resources.
6. Provide accurate and timely public information and communication to parents.
7. Provide appropriate in-service training for professional and support staff.
8. Provide appropriate parent orientations and workshops.
9. Act as a liaison to the principals to insure a smooth operation of all aspects of school management.
10. All other duties and responsibilities as assigned.

APPOINTMENT

The Director of District Security shall be appointed by the Parsippany Police Chief.

Board Approved: April 30, 2015
Revised: April 28, 2016
Revised:

Superintendent's Bulletin No. 5
October 15, 2020
Read-Ins

Page/Number	Explanation																																				
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Page 13 / #33	<p><u>ABA-Trained Paraprofessional Stipends - Correction</u></p> <p>Change Samtani, Hermine at Brooklawn MS for the ABA-trained Paraprofessionals with a stipend of \$1,200 (prorated) Effective date 09/02/2020 from the 2020-2021 school year to End Date of 09/30/2020.</p>																																				
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ABA-Trained Paraprofessional Stipends

Correction

Change Vicari, Joseph at Brooklawn MS for the ABA-trained Paraprofessionals with a stipend of \$1,500 (pro-rated) Effective date 09/02/2020 from the 2020-2021 school year to End Date of 09/30/2020.

NEW BUSINESS

None

NEW BUSINESS

HEARING OF PUBLIC

None

HEARING OF PUBLIC

Closing of Public Session.

**ROLL CALL: SUPERINTENDENT’S BULLETIN #5
AND SECRETARY’S REPORT**

**ROLL CALL
VOTES**

On a motion by Mr. DeVitto seconded by Mr. Berrios, Superintendent’s Bulletin Number 5 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

ADJOURN

There being no further business, the executive and public meeting adjourned at 7:30 p.m. on a motion by Mrs. Von Achen, seconded by Mr. Orme and voted on as follows:

BOARD MEMBERS	AYE	NAY	ABSTAIN	RECUSE	ABSENT	RESOLUTION NUMBERS
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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 # 5
INCLUSIVE OF THE SECRETARY REPORT
INITIALLY RECEIVED IN THE BOARD PACKET
AND NOW POSTED AT THE DISTRICT WEBSITE