

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

Number 14

March 25, 2021

MISSION STATEMENT

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

Date Adopted: 12/15/16

Public Comments

In light of the need for social distancing and an effort to align our meeting practices and to insure an orderly meeting, the following guidelines must be adhered to for all of those who wish to speak during the public comment section of tonight's meeting and all future meetings:

1. If the meeting is held virtually you will need to virtually raise your hand and when called upon state your name and address for the record. Each person will have three minutes to speak to the Board.
2. If the meeting is held in person you will need to stand at your chair and when called upon state your name and address for the record. Each person will have three minutes to speak to the Board.
3. Each person must address the presiding officer.
4. Each person must recognize the authority of the presiding officer and end his or her comments at the end of three minutes.
5. After everyone who wishes to speak has had that opportunity to do so, a person may speak one more time to the Board for one minute.
6. Please note Board of Education Bylaw 0167 – Public Participation in Board Meeting (*which can be found on our website*) details the Board's expectations and guidelines for addressing the Board of Education.

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

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

1. Job Description – Ex. Director of Pupil Personnel Services

**JOB
DESCRIPTION**

BE IT RESOLVED that the Board approve the amended Job Description for the position of Executive Director of Pupil Personnel Services and submittal to the Executive County Superintendent. The Executive County Superintendent shall review annually all previously approved unrecognized position titles and shall determine whether the titles will be continued for the next school year, per N.J.A.C. 6A:9B-5.5.

JOB DESCRIPTION

TITLE: Executive Director of Pupil Personnel Services

REPORTS TO: Superintendent

SUPERVISES: Special Services Personnel, Nurses, Guidance Counselors, Student Assistant Counselors, Supervisors of Special Education, Supervisor of Guidance and Medical Services

QUALIFICATIONS: **A SCHOOL ADMINISTRATOR, OR STANDARD PRINCIPAL CERTIFICATE** ~~A valid New Jersey certificate as Principal or School Administrator, or a valid New Jersey certificate as Director of Pupil/Personnel Services~~

JOB GOAL: Manages and directs the activities of the pupil services department while implementing and delivering the following programs: special education, school nursing and health services, home instruction, guidance, extended school year and auxiliary programs. Ensures that all programs and related services are in compliance with NJ administrative code, state, and federal law and Board policy.

PERFORMANCE RESPONSIBILITIES:

1. Provides vision and leadership in the development of the district's special education programs; coordinates and supervises related activities. Evaluates existing programs and makes recommendations for improvements.
2. Develops program proposals, budgets, action plans, and evaluative reports as required; presents proposals and reports to the administration, school staff and community and Board of Education when requested by the Superintendent.
3. Collects and analyzes data, particularly State assessments, regarding the achievement of students and other pertinent information affecting the design and implementation of services and programs.
4. Supervises school psychologists, learning consultants, social workers, behaviorists, occupational, physical and speech therapists.
5. Supervises, coordinates, assesses and implements the administration of all Guidance and Substance Abuse Counseling (SAC) programs for the District.
6. Coordinates and supervises the school nurses and the health services programs.
7. Keeps informed on all legal requirements governing special education and ensures that all requirements under NJ administrative code, state and federal law and Board policy are met.
8. Serves as the strategic planning leader for the creation and implementation of new school and instructional opportunities for students with special needs grades preschool through 12. Participates in the development and implementation of inservice programs.
9. Directs staff in the maintenance of student files to comply with state rules and regulations.
10. Coordinates non-public school services as required under Chapter 192-193 and IDEA.

11. Assumes responsibility for the recruitment, assignment, and supervision of all certified and non-certified pupil services and special education staff.
12. Establishes procedures for the evaluation, placement and reevaluation of students in need of special education services.
13. Supervises the coordination of transition activities between schools to ensure smooth transition for all students and parents between buildings.
14. Coordinates articulation meetings within and between schools.
15. Supervises the home instruction program.
16. Responsible for the timely submission of federal and state entitlement and grant applications, administers grant-funded special education programs and ensures district compliance with all related eligibility requirements.
17. Works in collaboration with other central office staff in analyzing and evaluating procedures within schools and central office and makes recommendations as required.
18. Assumes responsibility for own professional growth and development; for keeping current with the literature, new research findings, improved techniques, and for attending appropriate professional meetings and conventions.
19. Ensures the implementation of Individual Education Plans for the district’s classified students.
20. Assumes responsibility for the preparation and timely submission of all required federal, state, NJDOE, county and internal reports.
21. Serves as the ADA and Section 504 Compliance Officer for the district.
22. Assists the Superintendent in development of school policy related to special education and pupil services.
23. Initiates, facilitates, and maintains liaison with community agencies and other resources to meet the special needs of students. Makes referral recommendations to agencies when appropriate.
24. Advises parents, students, staff, community members, and the Board of Education on special education, guidance and compensatory programs.
25. Cooperates with district administrators to plan, coordinate, and evaluate district special education programs and to evaluate the performance of pupil services staff assigned to each school.
26. Monitors the placement of students requiring out of district settings and the return of out of district students back to district.
27. Supervises and ensures verification and input of information throughout the school year for the SSDS HIB Trainings and Programs.
28. Other duties as assigned by the Superintendent.

2. 2020-2021 Revised School Year Calendar

2020-2021 REVISED CALENDAR

BE IT RESOLVED that the Board approve the revision to the 2020-2021 school year calendar due to having two (2) unused snow days as follows:

DAY/DATE	FROM:	TO:
Last day of School for Students	June 22	June 18
Last day of School for Staff	June 23	June 21

Graduation/Moving-Up Dates

PHS Graduation	June 22	June 22 – 9:30 AM @ PHS
PHHS Graduation	June 22	June 23 – 9:30 AM @ PHHS
Brooklawn Moving-Up	June 21	June 18 – 9:00 AM @ PHHS
Central Moving-Up	June 21	June 21 – 9:30 AM @ PHS

II. GA – GENERAL ADMINISTRATION – JONI BENOS

3. 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
Jamie Fugowski	Evidenced-Based Development Pediatric Brain	March/April	Virtual	\$199.00 IDEA-B
Kendall Edwards	Practice Sense – Sensory Integration	March/April	Virtual	\$300.00 IDEA-B
Melissa Laurie	TCRWP – Teaching of Reading	July 19-23 2021	Virtual	\$850.00

4. 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:

Eastlake Elementary School

The Eastlake PTA has donated \$1,145.00 to the Board of Education to help support Cultural Arts at Eastlake School.

Lake Hiawatha School

Waibhav Tembe has donated an ECR4kids GUS Climb-n-Crawl Caterpillar Tunnel, Indoor/Outdoor Fun Kids Play Structure expandable (7 feet long) – Model ELR-035 to Lake Hiawatha School.

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

5. 9th Grade High School Book Club Novels

GR 9 HS NOVELS

BE IT RESOLVED that the Board approve the following novels:

Grade	School	Novel
9	PHS/PHHS	Big Fish by Daniel Wallace
9	PHS/PHHS	Homecoming by Cynthia Vogel
9	PHS/PHHS	Everything, Everything by Nicola Yoon
9	PHS/PHHS	Opposite of Always by Justin A. Reynolds
9	PHS/PHHS	Since We Last Spoke by Brenda Rufener

6. Student Teachers

STUDENT TEACHERS

BE IT RESOLVED that the Board approve the following student teachers for the 2021-2022 school year to be completed virtually unless determined otherwise as the new school year approaches:

Student Name	Cooperating School	Requesting University	Dates
Nicolas Bova	Central Middle	William Paterson	9/1/21-12/9/21
Michael Quartucci	Eastlake/Intervale	William Paterson	9/1/21-12/9/21
Melissa Tirone	Mt. Tabor	William Paterson	9/1/21-12/9/21

7. Summer Skills Bootcamp

SMT SKILLS BOOTCAMP

BE IT RESOLVED that the Board approve the Summer Skills Bootcamp Program during the summer of 2021, forty teachers will be assigned to teach in person small group instruction for elementary math or literacy, grades 1-6 at \$45.00 per hour.

15. **Appointment – Volunteer Extra-Curricular/Athletic Aide - 2020-2021** **APPOINT VOL-EXTRA**

BE IT RESOLVED that the Board approve the appointment of the following individuals as a volunteer extra-curricular athletic aides in the areas indicated:

Parsippany Hills High School

Jamel Demir Baseball
 Stephen Vecchione Boys’ Lacrosse

Parsippany High School

Adam Starr Baseball

16. **ESL Translator** **ESL TRANSLATOR**

BE IT RESOLVED that the Board approve Angela Davis as an ESL Translator at the rate of \$41.00 per hour to be paid out of the Title III Grant Funds for the 2020-2021 school year.

17. **Waivers of Teaching Load** **WAIVERS**

BE IT RESOLVED that the Board approve the waivers 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
Deirdre Wilson	CMS	Math	\$618.94	3/9/21-4/1/21	1 class Everyday	1/7
Ann Savadjian	CMS	Math	\$570.42	3/9/21-4/1/21	1 class Everyday	1/7
Laura DeSantis	CMS	Math	\$570.42	3/9/21-4/1/21	1 class Everyday	1/7

18. **Leaves of Absence** **LEAVES OF ABSENCE**

BE IT RESOLVED that the Board approve a medical leave of absence for employee #31073, Teacher, effective February 24, 2021 through March 31, 2021 utilizing accumulated sick leave, pursuant to the Family and Medical Leave Act (FMLA).

BE IT RESOLVED that the Board approve a medical leave of absence for employee #49872, Reading Specialist, effective March 22, 2021 through May 7, 2021 utilizing accumulated sick leave and personal days, pursuant to the Family and Medical Leave Act (FMLA).

BE IT RESOLVED that the Board approve a medical leave of absence for employee #40893, Teacher, effective February 24, 2021 through March 24, 2021 utilizing accumulated sick leave and personal days, and an unpaid medical leave of absence from March 25, 2021 through March 30, 2021 pursuant to the Family and Medical Leave Act (FMLA).

19. **Corrections**

CORRECTIONS

BE IT RESOLVED that the Board approve the following corrections:

Maternity Leave of Absence

Employee #50056

From: 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.

To: 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.

Waivers of Teaching Load

From:

Name	Location	Subject	Amount	Effect. Date	Class load	Formula
Maria Nicolaro	CMS	Math	\$738.10	3/2/21-3/12/21	1 class every day	1/7
Nicole Andersen	CMS	Math	\$589.05	3/2/21-3/12/21	1 class Everyday	1/7
Cara Bansch	CMS	French	\$3,308.43	04/02/2021 -06/22/2021	1 class every day	1/7

To:

Name	Location	Subject	Amount	Effect. Date	Class load	Formula
Maria Nicolaro	CMS	Math	\$1,886.25	3/2/21-4/1/21	1 class every day	1/7
Nicole Andersen	CMS	Math	\$1,505.36	3/2/21-4/1/21	1 class Everyday	1/7
Cara Bansch	CMS	French	\$2,966.18	04/12/2021 -06/22/2021	1 class every day	1/7

Winter/Spring Coaching

From:

Parsippany Hills High School 2020-2021 School Year Coaches				
Sport	Position	Name	Step	Stipend
Boys Track	Assistant Coach	Justin Altschul (Split)	3	\$3,389.50
Boys Track	Assistant Coach	Michelle Perry (Split)	3	\$3,389.50

To:

Parsippany Hills High School 2020-2021 School Year Coaches				
Sport	Position	Name	Step	Stipend
Boys Track	Assistant Coach	Michelle Perry	3	\$6,779.00

V. PPS- PUPIL PERSONNEL SERVICES – KEITH CORTRIGHT

20. **Out-of-District Tuition Costs 2020-2021**

**OOD 20-21
TUITION**

BE IT RESOLVED that the Board approve the tuition cost for a 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:

<u>School Attending</u>	<u>Student #</u>	<u>Tuition Costs</u>
Pillar Care (formally Horizon)	D.S. 50271	\$24,949.00

21. **Paraprofessionals - Assist Students**

**PARA
ASSIST**

BE IT RESOLVED that the Board approve the following paraprofessionals to assist students at school-sponsored activities/events during the spring season as per their IEP, at their hourly rate, not to exceed the hours listed below.

*Paraprofessionals must fill out a timesheet and have it approved by their administrator.

School	Para Name	Hours not to exceed	Activity/Event
PHHS	Bassam Daher	110	Spring Track
PHHS	Jeanne George	110	Spring Track
PHHS	Annamaria Shymanski	110	Spring Track

22. **Morning Enrichment Program**

MORN ENRICH

BE IT RESOLVED that the Board approve Troy Toriello to provide a Morning Enrichment Program beginning March 29, 2021 through June 18, 2021, for up to five days per week, at Troy Hills elementary school, at the rate of \$50.00 per session, paid for through the Coordinated Early Intervention Services (CEIS) funds.

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

**HOME INSTR
CHANGE END DATE**

BE IT RESOLVED that the Board approve the following change in the anticipated end date for the following students on home instruction, originally approved in the Bulletin of December 17, 2020:

<u>Student</u>	<u>School</u>	<u>Grade</u>	<u>Reason</u>	<u>Anticipated End Date</u>
30675	PHHS	12	Medical	6/22/21
49397	PHHS	10	Medical	6/22/21

24. **Harassment, Intimidation, and Bullying**

HIB

BE IT RESOLVED that the Board of Education affirms the Harassment, Intimidation, and Bullying (HIB) report for March 25, 2021.

Suspensions

SUSPENSIONS A

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

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

25. Payment of Bills

**PAYMENT
OF BILLS**

BE IT RESOLVED, that the Board of Education approve the payment of current bills for March 25, 2021 for the 2020-2021 school year in the amount of \$5,444,803.40.

26. 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 January 2021.

Pursuant to N.J.A.C. 6:20-2:13(d), I certify that as of the end of January 2021 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 January 31, 2021 after review of the Secretary's monthly financial report for January 2021 (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.

27. Additional Funding for Chapters 192/193

**ADDL FUNDING
CH 192/193**

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

Initial Examination and Classification	\$2,599
Corrective Speech	\$ 365

28. Lease Refinancing Bid (Energy Savings Improvement Program)

**LEASE REFI
ESIP**

WHEREAS, on June 25, 2014, the Board of Education of the Township of Parsippany-Troy Hills in the County of Morris, New Jersey (the "Board" when referring to the governing body and the "School District" when referring to the territorial boundaries governed thereby) financed its \$14,200,000 Energy Savings Improvement Program ("ESIP") via a 19-year lease structure at an interest rate of 2.6550% (the "Original ESIP Lease"); and

WHEREAS, since such time, interest rates relating to ESIP lease financings have materially dropped; and

WHEREAS, as a result of such interest rate drop, the Board determined it had an opportunity to refinance the remaining balance of the Original ESIP Lease via the undertaking of a refinancing ESIP lease in an amount not to exceed \$9,900,000 (the "Refinancing ESIP Lease"), with a lending banking institution for the Refinancing ESIP Lease to be selected through a competitive bidding process for the lowest offered interest rate; and

WHEREAS, on March 1, 2021, the Board publicly issued a Refinancing ESIP Lease Request for Bid (the "ESIP Refi Bid Request"), with bids due on March 17, 2021 (the Bid Date"); and

WHEREAS, on the Bid Date, the Board received six (6) Refinancing ESIP Lease bids (the "Bids"); and

WHEREAS, upon review and analysis of the Bids, in consultation with the bond counsel and financial advisor assisting the Board in the Refinancing ESIP Lease process, the Board has determined that the Bid (the "Low Bid") submitted by TD Equipment Finance at a new interest rate of 1.785% (the "Refinancing ESIP Lender") produces the greatest amount of net interest savings for the School District taxpayers in the approximate amount of \$314,000; and

WHEREAS, given the financial benefit to be derived by undertaking the Refinancing ESIP Lease process, the Board now desires to award the Refinancing ESIP Lease to the Refinancing ESIP Lender;

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

Section 1. The Bid submitted by the Refinancing ESIP Lender, having been determined to conform to the ESIP Refi Bid Request and to be the most financially advantageous to the School District, is hereby accepted and approved.

Section 2. The lease purchase agreement for the Refinancing ESIP Lease, in such form as is customarily utilized in such transactions (the "Lease Purchase Agreement"), is hereby approved and the President of the Board and Vice President of the Board are each hereby authorized to execute and deliver the same on behalf of the School District, with such changes and modifications thereto as the official executing the same, on the advice of the School District administration and bond counsel, approve, such approval to be conclusively evidenced by the signature of the signing official thereon. The Business Administrator/Board Secretary is hereby authorized and directed to affix the official seal of the School District upon such instrument and to attest to the same.

Section 3. All actions heretofore taken and documents prepared or executed by or on behalf of the School District by the President of the Board, the Vice President of the Board, Superintendent of Schools, Business Administrator/Board Secretary or by the School District bond counsel in connection with the Refinancing ESIP Lease are hereby ratified, confirmed, approved and adopted.

Section 4. The President of the Board, Vice President of the Board, Superintendent of Schools and the Business Administrator/Board Secretary are each hereby authorized to determine all matters and execute all documents and instruments in connection with the Refinancing ESIP Lease, and the signatures of the President of the Board, Vice President of the Board, Superintendent of Schools or the Business Administrator/Board Secretary on such documents or instruments shall be conclusive as to such determinations.

Section 5. The Board hereby covenants that it will comply with any conditions subsequently imposed by the Internal Revenue Code of 1986, as amended, in order to preserve the exemption from taxation of interest on the Refinancing ESIP Lease, including, if necessary, the requirement to rebate all net investment earnings on the gross proceeds above the yield on the Refinancing ESIP .

Section 6. This Resolution shall take effect immediately upon adoption.