

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

**Number 19 Addendum**

**June 10, 2021**

36. **RESOLUTION OF THE PARSIPPANY-TROY HILLS  
BOARD OF EDUCATION**

**SETTLEMENT  
AGREEMENT**

BE IT HEREBY RESOLVED, that the Board of Education approve the settlement in the student matter captioned, *C.L. and K.L. o/b/o J.L. v. Parsippany-Troy Hills Board of Education*, Agency Reference Number: 2021-32701, in accordance with the terms of the Settlement Agreement and Release provided to the Board which is on file in the office of the Business Administrator.

37. **Food Service Equipment**

**FOOD SVC  
EQUIP**

WHEREAS, pursuant to N.J.S.A. 18A:18A-1 et. Seq., the Parsippany-Troy Hills Township Board of Education advertised and solicited for bids for Food Service Equipment (Bid No: 20/21-06); and

WHEREAS, in accordance with that advertisement, one (1) bid was received and opened on Tuesday, June 8, 2021; and

WHEREAS, the bid received was responsive; and

WHEREAS, there are no material defects in the MAP International Imports & Export Corp. bid and, therefore, represents the lowest responsive and responsible bidder;

NOW, THEREFORE BE IT RESOLVED that the Board hereby awards a contract to be negotiated in accordance with the terms of the bid, not to exceed \$963,575.92, to MAP International Imports & Export Corp., Newark, NJ for bid pricing in affect; and

BE IT FURTHER RESOLVED that the Board of Education authorizes the School Business Administrator/Board Secretary to execute said contract on behalf of the Board, a copy of which shall remain on file in the Business Office.

Food Service Equipment Bid # 20/21-06 June 8, 2021 at 1:00 pm	Bid Cost
MAP International Import & Export Corp.	\$963,575.92

38. **Ratification of the Board/Local 32 MOA 2020-2024**

**LOCAL 32 2020-24  
RATIFICATION** **B**

BE IT RESOLVED that the Board of Education and Local 32 have negotiated a successor to the 2016-2020 Agreement. The successor Memorandum of Agreement for the term of July 1, 2020 through June 30, 2024 is attached and presented for ratification by the Board of Education. The membership of Local 32 ratified this Agreement on June 9, 2021.

39. **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 Fifth Grade Class 20-21 has donated a VIZIO 50” Calls V – Series LED AK VHD Smart Cast TV V 505 – H19 for the Main Entrance at Eastlake School.

**Brooklawn Middle School**

Ruchika Agarwal has donated 48 gallons of Hand Sanitizer to Brooklawn Middle School.

40. **IDEA Grant**

**IDEA GRANT**

BE IT RESOLVED that the Parsippany-Troy Hills Township Board of Education accepts the allocation and approves the submission of the IDEA Consolidated Grant Application to the New Jersey Department of Education for the 2021-2022 school year as follows:

Basic	\$1,675,426
Preschool	\$62,089

41. **American Rescue Plan Elementary and Secondary Schools  
Emergency Relief Fund**

**ARP ESSER  
GRANT**

BE IT RESOLVED that the Parsippany-Troy Hills Township Board of Education accepts the allocation of \$2,757,295 and approves the submission of the American Rescue Plan Elementary and Secondary Schools Emergency Relief Fund Grant Application to the New Jersey Department of Education for the grant period March 13, 2020 to September 30, 2024.

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

OOD 20-21

BE IT RESOLVED that the Board approve the tuition costs for a student with disabilities who requires an out-of-district placement for the 2020-2021 school year. This student is the financial responsibility of the Millville Board of Education. 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>
North Jersey Behavioral Health Services	50649	\$25,200.00
YCS-Sawtelle Learning Center	50649	\$ 7,821.61

43. **ESY Budget 2021 – Additional Staff**

ESY

BE IT RESOLVED that the Board approve the following additional staff for the ESY Program 2021:

<b>Related Service Staff</b>	<b>Hourly rate</b>
Joanne Genovese Petriello	69.08
Mara Mamroud	65.45

44. **Home Instruction**

HOME  
INSTR

BE IT RESOLVED that the Board approve the following student who is on home instruction:

Student	School	Grade	Reason	Anticipated End Date
47432	KW	4	Medical	6/18/2021

45. **Summer Work – Pupil Personnel Services**

SMR WORK  
PPS

BE IT RESOLVED that the Board approve Jennifer Shollenberger to work up to 24 hours (4 days) during either July or August to collect and inventory all equipment in preparation for ESY and at the conclusion of ESY in preparation for the upcoming school year. In addition, she will be available to participate in IEP meetings as necessary at her hourly rate of \$80.42

BE IT RESOLVED that the Board approve Nicole Fasciana for counseling services (High School STRIVE students) during the ESY Program and for the month of August at her hourly rate of \$81.02, not to exceed 5 hours per week.

BE IT RESOLVED that the Board approve the following individuals as translators for Pupil Personnel Services for the months of July and August, to be paid at a rate of \$41 per hour:

- Grisel Suriel
- Sandra Amadio
- Yvonne Orlando

**Summer Work - continued**

BE IT RESOLVED the Board approve the following Child Study Team staff members to facilitate meetings, complete all required evaluations, and draft Individualized Education Plans for students in the START Program during July and August 2021 - not to exceed 60 hours (10 days) at the hourly rate as follows:

<b>Staff</b>	<b>Hourly rate</b>
Erin Andreotta	73.11
Jasmine Llubes	51.57
Amy Maisto	78.53

BE IT RESOLVED that the Board approve the following Child Study Team staff to conduct preschool eligibility meetings and evaluations during July and August 2021, not to exceed 85 hours, at their hourly rate, as follows:

<u>Staff:</u>	<u>Hourly Rate</u>
Kathleen Attenasio	\$73.05
Toni Farneski	\$75.33
Lisa Beck	\$61.89
Jessica Hensal	\$57.04
Kim Rom	\$80.42
Cristina D'Ambola	\$71.22

46. **Out-of-District Tuition Costs 2021-2022**

**OOD 21-22**

BE IT RESOLVED that the Board approve the tuition costs for students with disabilities who will require an out-of-district placement for the 2021-2022 school year. These students have been classified by the Child Study Team in accordance with Title 18A:46:

<b>School</b>	<b>Student No.</b>	<b>Tuition Cost</b>
The Arc of Union County-Kohler Academy	41367	\$130,078.39
Chapel Hill Academy	40584	\$72,450.00
Cornerstone Day School	32075	\$89,850.20
P.G. Chambers	50761	\$89,880.00
Randolph High School	29238	\$89,300.00
Randolph High School	42761	\$89,300.00
Shepard School	46050	\$55,858.92
Shepard School	45524	\$65,016.12
Shepard School	41791	\$55,858.92
South Bergen Jointure Commission-ESY Only	50386	\$3,900.00
Spectrum 360 Lower School	34192	\$118,686.80
Spectrum 360 Upper School	26893	\$81,335.80
Shepard Prep. High School	47470	\$83,193.63

47. **Retirement - PTHEA** **RETIRE  
PTHEA**
- BE IT RESOLVED that the Board approve the resignation, for the purpose of retirement, of Rhonda Pritchard, Teacher at Parsippany Hills High School, effective July 1, 2021.
48. **Resignation - PTHEA** **RESIGN  
PTHEA**
- BE IT RESOLVED that the Board approve the resignation of Katherine Caprara, Speech Language Specialist at Troy Hills and Lake Hiawatha Elementary Schools, effective June 21, 2021.
49. **Resignation – PTHESA** **RESIGN  
PTHESA**
- BE IT RESOLVED that the Board approve the following resignation as indicated below:
- Effective June 30, 2021**  
Adele Santo                      Paraprofessional                      Troy Hills Elementary School
50. **Resignation - Bus Aide** **RESIGN  
BUS AIDE**
- BE IT RESOLVED that the Board approve the following resignation:
- Effective June 30, 2021**  
Caroline Appice                      Transportation
51. **Resignation - Noontime Aide** **RESIGN  
NOONTIME**
- BE IT RESOLVED that the Board approve the following resignation:
- Effective June 9, 2021**  
Fiona Preston                      Knollwood Elementary School
52. **RESOLUTION - Increment Withheld** **RESOLUTION  
INCREMENT**
- BE IT RESOLVED that the Board of Education of the Township of Parsippany-Troy Hills approve the recommendation of the Superintendent of Schools that the salary adjustment for employee #40451 be withheld effective September 1, 2021 for reasons of professional misconduct in the Parsippany-Troy Hills Township School District. Employee #40451's current salary is \$68,960 subject to any guide placement or other salary adjustments that may be due upon completion of the negotiations between the Board of Education and the PTHEA.

53. **Employment - ESAPTH - Pending**

**EMPLOY  
ESAPTH**

BE IT RESOLVED that the Board approve the employment of Caroline Appice who has been selected as a Secretary of Transportation replacing Patricia Radler. Ms. Appice will be placed on 12 month - Guide A - Step 4 and receive \$49,432.00, plus \$500.00 Addendum, effective July 1, 2021, subject to the receipt of all required employment documents including but not limited to the completion of criminal history background check, proof of certification and any other materials, and executive of the requisite contract of employment to be signed by the Board President; and in accordance with the provisions of the 2019-2023 Agreement between the Board of Education and the ESAPTH.

54. **Employment - Substitute Approval**

**EMPLOY  
SUB**

BE IT RESOLVED that the Board approve the employment of the individual named below who holds the appropriate number of credits or the proper certification, and who has indicated her interested in serving as a substitute in the area indicated during the 2020-2021 school year effective June 14, 2021:

Audrey Leslie – Substitute School Nurse

55. **Wide World of Summer Staff List 2021**

**WWS**

BE IT RESOLVED that the Board approve the following staff list for the Wide World of Summer Camp Program 2021. The individuals named for employment at PACE in the Wide World of Summer Program are effective from June 28, 2021 through August 13, 2021.

Wide World of Summer 2021				
Name	Position	Hourly Rate	Estimated Potential Hours	Total Est. Pay
Christine Lydiksen	Nurse	\$45	245	\$11,025
Debra Molloy	Nurse	\$45	245	\$11,025
Nicole Poccia	Specialist	\$30	203	\$6,090
Brittney Dungan	Specialist	\$30	203	\$6,090
Stephen Fichter	Specialist	\$30	203	\$6,090
Kathleen Gallagher	Specialist	\$30	203	\$6,090
Nahed Salem	Specialist	\$30	203	\$6,090
Kevin Schmid	Specialist	\$30	203	\$6,090
Kristine Skinner	Specialist	\$30	203	\$6,090
Andrew Smith	Specialist	\$30	203	\$6,090
Samantha Smith	Specialist	\$30	203	\$6,090
Jennifer Suarez	Specialist	\$30	203	\$6,090
Steven Brock	Group Leader	\$26	245	\$6,370
Nicole Korol	Group Leader	\$26	245	\$6,370
Tyler Stecher	Group Leader	\$26	245	\$6,370

Christa Wasiewicz	Group Leader	\$26	245	\$6,370
Ashley Shandra	Group Leader	\$26	85	\$2,210
Lydia Parker	Counselor	\$15	245	\$3,675
Kyle Contaldi	Counselor	\$15	245	\$3,675
Margarita Dedes	Counselor	\$15	245	\$3,675
Debra DeLio	Counselor	\$15	245	\$3,675
Michelle Herrera	Counselor	\$15	245	\$3,675
Katherine Mitchell	Counselor	\$15	245	\$3,675
Sarah Katz	Counselor	\$15	245	\$3,675
Bryan Araujo	Counselor	\$15	245	\$3,675
Ashley Shandra	Counselor	\$15	245	\$3,675
Colin Smith	Counselor	\$15	245	\$3,675
Ben Widdowson	Counselor	\$15	245	\$3,675
Sarika Karwar	Sub Counselor	\$15	245	\$3,675
Cindy Zichelli	Receptionist	\$15	140	\$2,100
Marilyn Fleming	Receptionist	\$15	140	\$2,100
Shaleene Pandof	Science PLUS Teacher	\$45	25	\$1,125
Kelly Hemenway	Literacy PLUS Teacher	\$45	25	\$1,125
Nicole Berkman	Math PLUS Teacher	\$45	50	\$2,250

56. **Wide World of Summer Staff List 2021 - Pending**

WWS

BE IT RESOLVED that the Board approve, upon the recommendation of the Superintendent, the appointment of the individuals named below for the Wide World of Summer Camp Program 2021 subject to the receipt of all required employment documents including but not limited to completion of criminal history background check and any other materials, effective June 28, 2021.

Wide World of Summer 2021				
Name	Position	Hourly Rate	Estimated Potential Hours	Total Estimated Pay
Scott Nordland	Specialist	\$30	203	\$6,090
Alyssa Breeman	Specialist	\$30	203	\$6,090
Marianna Giercyk	Specialist	\$30	203	\$6,090
Stephen Scism	Specialist	\$30	203	\$6,090
Caitlin Timmerman	Specialist	\$30	203	\$6,090
Jordan Radadi	Counselor	\$15	245	\$3,675
Abigail Adams	Counselor	\$15	245	\$3,675
Ethan Cordova	Counselor	\$15	245	\$3,675
Brian Concannon	Counselor	\$15	245	\$3,675
Katelyn Badke	Counselor	\$15	245	\$3,675
Kyle Furfaro	Counselor	\$15	245	\$3,675
Jacob Helmlinger	Counselor	\$15	245	\$3,675
Carolyn Modin	Counselor	\$15	245	\$3,675
Emma Wright	Counselor	\$15	245	\$3,675
Emily O'Donnell	Counselor	\$15	245	\$3,675

Kaitlyn O’Kean	Counselor	\$15	245	\$3,675
Michelle Romano	Receptionist	\$15	140	\$2,100
Claire Gru	Jr. Counselor	\$12	140	\$1,680
Jia Datwani	Jr. Counselor	\$12	140	\$1,680
Anastasia Lee	Jr. Counselor	\$12	140	\$1,680
Zachary Leander	Jr. Counselor	\$12	140	\$1,680
Mohnish Mehta	Jr. Counselor	\$12	140	\$1,680
Gabrielle Lamdagan	Jr. Counselor	\$12	140	\$1,680
Jillian O’Kean	Jr. Counselor	\$12	140	\$1,680
Andrew Song	Jr. Counselor	\$12	140	\$1,680
Hannah Ernst	Jr. Counselor	\$12	140	\$1,680
Emma Lee	Jr. Counselor	\$12	140	\$1,680
Michael Cortright	Jr. Counselor	\$12	140	\$1,680
Brieanna Lomelo	Jr. Counselor	\$12	140	\$1,680
Brandon Hiltz	Jr. Counselor	\$12	140	\$1,680

57. **Lead Teachers**

**EMPLOY  
LEAD TEACHERS**

BE IT RESOLVED that the Board approve the individuals named below who have been selected as Lead Teachers in the areas indicated with the stipend for the 2021-2022 school year, in accordance with the provisions of the 2018-2021 Agreement between the Board of Education and the PTHEA subject to any guide placement or other salary adjustments that may be due upon completion of the negotiations between the Board of Education and PTHEA.

**BROOKLAWN - \$6,232**

Language Arts	Antonia Hernandez
Mathematics	Jamie Wall
Physical Education	Gia Rosamilia
Science	Donna Ricker
Social Studies	Siobhan Hannagan
World Language	Karen Hunt
Special Education	Brian James

**CENTRAL - \$6,232**

Language Arts	Sarah Schwarz
Mathematics	Leon Doty
Physical Education	Kevin Schmid
Science	Kacey Cahill
Social Studies	Casey Palermo
Special Areas	Giselle Gonzalez
Special Education	Laura De Santis



**PARSIPPANY HIGH - \$7,024**

Fine Arts/Applied Tech	Victoria Collado
Language Arts	Julianne Sanchez
Mathematics	Kathleen Effner
Physical Education/Health	Rebecca Lillenthal
Science	Susan Muheisen
Social Studies	Keith Campbell
World Language	Damaris Delgado-Melendez
Special Education	Jason Hurta

**PARSIPPANY HILLS HIGH - \$7,024**

Fine Arts/Applied Tech	Robert Fulton
Language Arts	William Kadar
Mathematics	Eric Berkowitz
Physical Education/Health	Michael Cardell
Science	Michelle Coolbaugh
Social Studies	Steven Bechtler
World Language	Jaclyn Bevacqua
Special Education	Daniel Olsen

58. **Major-Extra Responsibility Assignments**

**MAJOR-EXTRA  
COORD**

BE IT RESOLVED that the Board approve the individuals named below who have been selected as Coordinators for the 2021-2022 school year, in accordance with the provisions of the 2018-2021 Agreement between the Board of Education and the PTHEA subject to any guide placement or other salary adjustments that may be due upon completion of the negotiations between the Board of Education and PTHEA.

**ATHLETIC COORDINATORS**

<b><u>Location</u></b>	<b><u>Coordinator</u></b>	<b><u>Stipend</u></b>
Parsippany High	Erica Roche	\$7,024
Parsippany Hills	Michael Cardell	\$7,024
Brooklawn	Carol Rushing	\$6,015
Central	Kevin Schmid	\$6,015

**GUIDANCE COORDINATORS**

<b><u>Location</u></b>	<b><u>Coordinator</u></b>	<b><u>Stipend</u></b>
Parsippany High	Stacy Bush	\$7,024
Parsippany Hills	Tricia Morsillo	\$7,024
Brooklawn	Lauren Smolinsky	\$6,238
Central	Theresa Mulroony	\$6,238

**STUDENT ACTIVITY COORDINATORS**

<u>Location</u>	<u>Coordinator</u>	<u>Stipend</u>
Brooklawn	Lou Miller	\$6,015
Central	Alyssa Velasquez	\$6,015

**VIRTUAL HIGH SCHOOL COORDINATORS**

<u>Location</u>	<u>Coordinator</u>	<u>Stipend</u>
Parsippany High	Marygrace Record	\$2,000
Parsippany Hills	Suzanne Barrett	\$2,000

59. **Transfer of Assignment**

**TRANSFER OF  
ASSIGN 21-22**

BE IT RESOLVED that the Board approve the individual named below who has been transferred/reassigned for the 2021-2022 school year:

Last Name	First Name	Subject	From	Transfer To	Subject
DeFilippo	Rosanna	Preschool	Eastlake	Intervale	Kindergarten

60. **Change of Assignment/Contract - PTHEA**

**CHANGE  
PTHEA**

BE IT RESOLVED that the Board approved the individual named below who has been reassigned for the 2021-2022 school year, necessitating the following change in contract, effective September 1, 2021:

**Alexandra Genis**

From: Physical Therapist (.6 FTE) - Pupil Personnel Services - \$40,335.00

To: Physical Therapist (1.0 FTE) - Pupil Personnel Services - \$67,225.00

61. **Corrections**

**CORRECTIONS**

BE IT RESOLVED that the Board approve the following corrections:

**Building Website Managers 2020-2021**

**From:**

Eastlake - Susan Gareffa - \$500.00

Intervale - Leticia Lombardi - \$500.00

Knollwood - Ileana Cascio - \$500.00

Lake Hiawatha - Stephanie Willis - \$500.00

Lake Parsippany - Darla Kaminsky - \$500.00

Littleton - Patricia Napolitano - \$250.00 / Carol DePugh - \$250.00

Mt. Tabor - Beth Raff- \$500.00

Northvale - Julie Montesano - \$500.00

Rockaway Meadow - Carmen Rosa - \$500.00

Troy Hills - Christine Lupia-Fugere - \$500.00

**To:**

Eastlake - Susan Gareffa - \$1,567.00  
Intervale - Leticia Lombardi - \$1,567.00  
Knollwood - Ileana Cascio - \$1,567.00  
Lake Hiawatha - Stephanie Willis - \$1,567.00  
Lake Parsippany - Darla Kaminsky - \$1,567.00  
Littleton - Patricia Napolitano - \$783.50 / Carol DePugh - \$783.50  
Mt. Tabor - Beth Raff - \$1,567.00  
Northvale - Julie Montesano - \$1,567.00  
Rockaway Meadow - Carmen Rosa - \$1,567.00  
Troy Hills - Christine Lupia-Fugere - \$1,567.00

**Employment - Noontime Aide - Pending**

**Rockaway Meadow Elementary School**

Lourdes Merida

From: effective June 1, 2021

To: effective June 9, 2021

**Leave of Absence**

**Employee #49648**

From: a medical leave of absence for employee #49648, Supervisor, effective May 24, 2021 through June 4, 2021 utilizing vacation days pursuant to the Family and Medical Leave Act (FMLA).

To: a medical leave of absence for employee #49648, Supervisor, effective May 24, 2021 through July 2, 2021 utilizing vacation days and floating holidays pursuant to the Family and Medical Leave Act (FMLA).

**Employee #10292**

From: a medical leave of absence for employee #10292, Secretary, effective March 22, 2021 through June 22, 2021 utilizing accumulated sick leave and vacation days, pursuant to the Family and Medical Leave Act (FMLA).

To: a medical leave of absence for employee #10292, Secretary, effective March 22, 2021 through June 23, 2021 utilizing accumulated sick leave and vacation days, pursuant to the Family and Medical Leave Act (FMLA).

**Employment/Re-employment - Paraprofessionals - 2021-2022**

**Krupali Mehta**

From:	<b><u>Salary</u></b>	<b><u>Step Increase</u></b>
	\$25,542.00	\$300
To:	\$25,542.00	\$500

**Grace Jae**

From:	<b><u>Salary</u></b>	<b><u>Step Increase</u></b>
	\$25,542.00	\$300
To:	\$25,542.00	\$500

**Re-employment - Tenured Teachers - 2021-2022**

**Megan Barry**

From:	Step 17 BA+60	\$101,150.00 + \$2,430 (L)
To:	Step 17 BA+60	\$101,150.00 + \$3,205 (L)

**Monika Castillo**

From:	Step 17 BA+60	\$101,150.00 + \$2,430 (L)
To:	Step 17 BA+60	\$101,150.00 + \$3,205 (L)

62. **Summer Employment - School Nurses**

**EMPLOY  
SUMMER NURSES**

BE IT RESOLVED that the Board approve the employment of the following individuals to conduct physicals and immunization compliance during the 2021 summer as indicated below:

**PHS**

Judith Skibitski      \$5,000

**PHHS**

Jamie Madonna      \$5,000

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## MEMORANDUM OF AGREEMENT

### OPEIU Local 32

#### AND

### PARSIPPANY-TROY HILLS TOWNSHIP BOARD OF EDUCATION

*Appendix B*  
*June 10, 2021*

THIS AGREEMENT, made and executed this 25<sup>th</sup> day of May, 2021 by and between ParsIPPANY-Troy Hills Board of Education (the "Board") and the OPEIU Local 32 ("Local 32").

#### WITNESSETH:

**WHEREAS**, the Board is the public employer of all employees classified in the titles of maintenance, custodial and driver; and

**WHEREAS**, all such employees are represented for purposes of collective negotiations by the Local 32; and

**WHEREAS**, the parties have negotiated in good faith in agreeing to terms and conditions of employment covering Local 32 members from July 1, 2020 through June 30, 2024; and

**WHEREAS**, the parties wish to memorialize those terms and conditions of employment governing the parties' labor relations for the aforesaid period of time;

**NOW, THEREFORE**, in consideration of the promises and the mutual covenants herein contained, and for other good and valuable considerations:

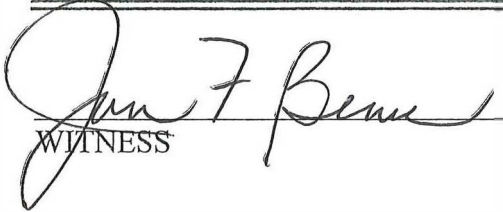
1. All terms and conditions of employment shall remain in full force and effect, except as expressly modified in this Agreement.
2. The overall percentages for Local 32 members shall be increased by the following amounts after the adoption of the newly proposed guides, as reflected in the amounts shown for each employee in the salary scattergram which shall be incorporated into this Agreement.
3.
  - (i) for 2020-2021, effective July 1, 2020 the overall increase 3.42%;
  - (ii) for 2021-2022, the overall increase 1.28%;
  - (iii) for 2022-2023, the overall increase 2.89%
  - (iv) for 2023-2024, the overall increase 3.05%
4. This Agreement shall be construed in accordance with and governed by the laws of the State of New Jersey.

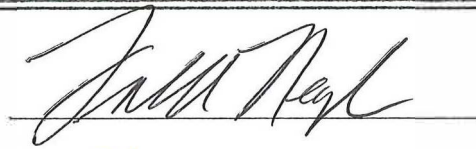
5. The parties' respective negotiations committees hereby agree to the proposed changes to the Agreement as set forth herein and agree to endorse these changes to their respective constituencies for ratification. **(attached)**
6. The Local 32 shall conduct a ratification meeting as soon as practical and shall notify the Board of the result of the vote. In the event that the Local 32 ratifies the Agreement, the Memorandum of Agreement shall be presented to the Board for approval. Once both parties execute the Memorandum of Agreement and ratify the terms and conditions of the new contract, a new contract will be drafted.
7. This Agreement shall cover all current employees for the period from July 1, 2020 to June 30, 2024, with all changes retroactive to the commencement date of the successor contract unless otherwise noted.

IN WITNESS WHEREOF, the parties have set their hands and seals the day and year first above written.

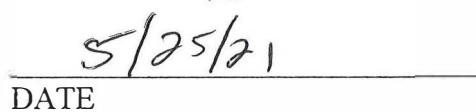
**ATTEST:**

**Parsippany-Troy Hills Board of Education**

  
WITNESS





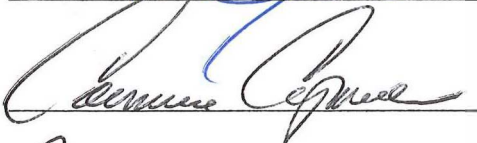
  
DATE

**ATTEST:**

**OPEIU Local 32**

  
WITNESS















**ARTICLE II SALARY GUIDE – Page 2**

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**B. CHANGE**

**Probationary period for custodians/maintenance workers and bus drivers.**

new custodian, maintenance and driver employees shall be hired on a probationary basis for one hundred and fifty (150) calendar days. During the period of probationary employment the employee's salary shall be established at four hundred dollars (\$400) less than the **expected guide placement for that individual.** ~~Hiring range placement;~~ **Employees shall not use accrued ~~nor be granted~~ vacation or personal days until the successful completion of the probationary period.** Sick days shall be prorated for the first 150 days based upon the number of months for which the employee is hired. Upon successful completion of **the probationary period** ~~one hundred fifty (150) days of employment~~ the **employee** individual shall be issued a contract for the remainder of the school year **which will include the employee's starting salary guide** ~~at the appropriate hiring range placement.~~ Providing a new employee has been in the employment of the board for at least six (6) months of the school year, (including the probationary period) and received the recommendation of the superintendent of schools, he/she shall be granted a pay raise in accordance with the agreement.

**ARTICLE III DRIVER – Page 2**

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**DELETE:**

**Types of Drivers**

To/From school Drivers are assigned to school packages.

Trip Drivers are assigned to various field trips and athletic trips.

**Article III - Page 3**

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**REPLACE HOURS OF WORK/, WITH THE FOLLOWING:**

**DRIVERS**

Six (6) hour Drivers will be guaranteed a minimum of six hours per day and shall work all six hours.

Eight (8) hour Drivers will be guaranteed a minimum of eight hours per day and shall work all eight hours.

**A. ASSIGNMENT OF REGULAR ROUTES/PACKAGES**

The Board will organize its regularly scheduled daily bus trips to and from school into preplanned packages which will include a set daily morning and afternoon routes. A package may include additional midday and/or late run routes. Regular daily runs/packages will be optimized by the Transportation Supervisor so as to (a) ensure the most efficient use of the district buses (b) enable as many Drivers as possible to receive the maximum number of working hours possible and (c) ensure adequate coverage and that all students can be transported in a safe and timely manner.

Drivers shall be permitted to select a regular route/package in order of seniority. Route selection will occur twice per year in August (for the regular school year) and June for summer work, when applicable. The District will make its best efforts to provide at least 4 weeks' notice of the route/package selection dates to the Drivers. Drivers will be assigned a day and time to pick their route. Drivers are required to sign a summary/acknowledgement sheet for their route on the day it is chosen which constitutes acceptance of the terms of the route/package. Once a route/package is chosen and accepted by a Driver, the Driver may not request a change or alteration to that package.

If a Driver cannot physically attend the route selection meeting, and wishes to be represented by another Driver, they must notify the supervisor, in writing, not later than 1 business day prior to the route selection meeting, of the individual who is designated to select for them. The route/package that is chosen by the designee shall be considered chosen and accepted by the Driver.

B. **ASSIGNMENT OF FLEX ROUTES/PACKAGES.** If the number of Drivers employed on the date of the route selection exceeds the number of regular routes/packages available for that school year, Drivers who are not responsible for a regular route/package shall be offered the option of being assigned to "Flex Packages" which do not consist of specific assigned daily am and pm route sets. Flex Packages may include, but are not limited to,

1. Being available for a staggered work schedule to permit coverage for the absence of another driver;
2. Provide coverage of any and all routes that need coverage due to employee absences. This could include driving a route or aiding on a route when needed.
3. Driving for field trips that may be available during the hours of a regular school day;
4. Assist with any other work that may be required (errands, deliveries, etc.) throughout the day.

All daily assignments distributed to Flex Drivers on a given day will be done at the discretion of the Transportation Dispatcher and/or Supervisor for the efficient operation of the department in order to optimize and ensure the efficiency of the same.

Once a Flex Package is assigned, the Driver is obligated to perform the work required by the package.

In the event that a regular route/package becomes available during the course of the year, the package shall be posted in the Transportation Office for no less than 48 (forty-eight) hours. All Drivers shall be permitted to apply for the regular route/package if the Driver is not already assigned to a regular route/package. The available packages will be given out on a seniority basis to those who apply.

Selection of a route/package shall not hinder the District's discretion to reassign or remove a Driver from a route/package when it is determined that such a change is necessary to serve the best interests of students and the District.

C. **EXTRA WORK**

Extra work is any work exclusive of regular routes/packages and Flex Packages to be completed on a specific day such as garage work, cleaning detail, field trips, athletic trips, etc. Extra work "sign-up sheets" will be posted in a visible place on a daily basis no later than 6:00 a.m. each day. Any extra work available for a particular day will be distributed to those who have signed-up based upon seniority, on a rotating basis as equitably and practicable as possible among those employees who are qualified and capable of performing said work.

Athletic/Field trips that are scheduled to occur Monday through Friday before 2:45 p.m. will be filled using the extra work sign-up sheets to the extent not filled by a Flex Driver.



Athletic/Field trips that are scheduled to occur from Friday at 2:45 p.m. through Sunday will be posted for a minimum of 24 hours. Weekend work will be assigned based on seniority on a rotating schedule. Weekend assignments will have a separate rotation from the daily extra work sign-up sheets. The following will be in place:

1. Weekend assignments will be assigned no later than Friday morning at 10:00 a.m.
2. If a trip is cancelled after it is assigned to a Driver(s), that Driver(s), in order of rotation, will be given the first option to select a Weekend assignment the following week.
3. If a trip is cancelled, the Driver will be paid for two hours.
4. Any trip that is scheduled with the Transportation Office after weekend trips are assigned will be considered a new trip and offered first to any Driver who signed up for weekend work but wasn't assigned to one. If the trip is not covered this way, the trip will then be offered to all other Drivers in seniority order. Any Driver who already was assigned a weekend trip that conflicts with the new trip will not be eligible to take the new trip.

Athletic/Field Trips/Extra Work that fall during any school recess period will be posted in the Transportation Office as "extra work" and be assigned based on seniority, on a rotating basis among Drivers who have signed up for the same.

Any extra work, offered to but refused shall be counted as worked for the purpose of determining the equitable distribution of work.

Drivers will be paid for snow removal as indicated:

If employee works 2 hours of snow removal, employee receives 2 additional hours – total of 4 hours. If employee works 3 or more hours of snow removal, employee receives 3 additional hours – total of 6 hours. Snow removal will be assigned based on an extra work sign-up based on seniority.

**Training programs: Drivers for special needs students**

All Drivers who transport special needs students, and Drivers who substitute on a route transporting special needs students, will be trained in the specific needs of the students prior to driving/assisting that route when feasible.

**ARTICLE IV – STIPENDS - Page 5**

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A. Custodian/Maintenance stipends shall be increased by 0.85% effective July 1, 2021. The stipend amounts shall be the amounts for the 2021-2022 school year, for the duration of this contract period.

**DELETE**

B. New employees shall be subject to a hold of one week's wages

**ADD**

D. The elementary, **MIDDLE, AND HIGH** head custodianS ~~will be frozen at the current level for the individual receiving such~~ **WILL NOT RECEIVE THEIR** stipend while not **PERFORMING THEIR DUTIES** in that position.

*(Re-letter Article IV)*

**ARTICLE V – EMPLOYMENT - Page 7**

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- E. Regular part-time employees shall be entitled to sick **LEAVE AS PER N.J.S.A. 18A:30-2 ON A PRORATED BASIS TO A MAXIMUM OF 5 DAYS** and holiday pay on a pro rata basis. However, they shall not be entitled to any benefits, including vacation, temporary leaves, or health insurance.

**ARTICLE VII - HOURS OF WORK AND OVERTIME - Page 9**

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**CHANGE**

- H. Overtime shall be distributed equally as practical by building and/or department among the employees qualified and capable of performing the work available **EXCLUDING THOSE MEMBERS ON AN Action Plan**. Individuals declining overtime will be required to sign off acknowledging refusal. During emergencies or when a replacement is unavailable, working overtime may be mandatory.

**ARTICLE XI – UNIFORMS – Page 12**

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**ADD**

- A. The basic uniform shall consist of trousers or slacks, **SHORTS**, shirt or blouse and steel toe shoes. Bus Drivers, **CUSTODIANS, AND MAINTENACE WORKERS** may wear uniform shorts, or capris, during the summer months (**JUNE 1 THROUGH SEPTEMBER 30**) as part of their basic uniform attire. The color and quality of the uniform to be approved by the Board prior to purchase each year. Tee-shirts in a color to match the basic trousers shall also be deemed acceptable in warm weather. **ALL UNIFORMS ARE TO BE PURCHASED THROUGH THE BOARD VENDOR**. All shirts/blouses/tee-shirts shall have an emblem showing the name of the school system.

**ARTICLE XV HOLIDAYS – Page 15**

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- A. Not less than fifteen (15) paid holidays shall be granted during the period July 1<sup>st</sup> to June 30<sup>th</sup> each year. One (1) of these to be a Floating Holiday, which can be taken at the employee's discretion, **WITH FIVE (5) DAYS NOTICE TO EMPLOYEE'S IMMEDIATE SUPERVISOR**, with no reasonable request being denied. The dates to be set forth in a holiday calendar established each year by the Board and distributed to the employees in the bargaining unit.
- B. Employees who work on holidays listed in the calendar shall be paid straight time plus time and one-half (or a total of 2½ times the employee's regular rate). To be eligible for holiday pay, said employee must actually work, according to the normal work schedule, on the days before and after the holiday, **EXCLUDING THOSE MEMBERS ON AN ACTION PLAN**.

**ARTICLE XVI – VACATIONS – Page 16**

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- D. Other than in unusual circumstances vacations will not be approved for the ~~last two weeks in August~~ **TWO WEEKS PRIOR TO THE OPENING OF SCHOOL AND THE FIRST WEEK AFTER SCHOOL OPENS**. Any requests for vacation time during this time period will be made directly to the Personnel Office. **NO CUSTODIAN OR MAINTENANCE EMPLOYEE WILL BE PERMITTED TO TAKE VACATION TWO (2) WEEKS PRIOR TO THE LAST DAY OF SCHOOL IN JUNE**.

**ARTICLE XVII – HEALTH CARE - Page 16**

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**ADD**

**Effective January 1, 2021, all employees hired on or after July 1, 2020 must enroll and remain in the New Jersey Educator’s Health Plan (or Garden State Health Plan (GSHP) once available) until January 1, 2028.**

**ARTICLE XVIII – LONGEVITY - Page 18**

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Effective July 1, 2021 ELIMINATE Longevity level:

30 Years \$3,500

Local 32 members at the level of 30 Years effective June 30, 2021 shall be grandfathered.

**ARTICLE XIX – Terminal Leave Pay – Page 18**

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**ADD**

**C. ALL EMPLOYEES HIRED ON OR AFTER May 21, 2010 SHALL RECEIVE PAYMENT IN ACCORDANCE WITH P.L. 2010,c.3.**

**ARTICLE XXI - Miscellaneous and General Provisions – Page 22**

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**ADD**

**Local 32 members will receive four (4) hours regular pay for Safe-School Training provided the training is completed by the date set forth by the Board or they will not receive payment for training.**

**Appendix A – Salary Guides**

ADD – Head Driver Guide

Page 27 – 12 Month 8 Hour Drive Guide