

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

Number 9

January 7, 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.

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

Number 9

January 7, 2021

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

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

Review of Election Results

**REVIEW OF
SCH BRD ELECTION**

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

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

<u>Name</u>	<u>Votes</u>
Matthew DeVitto	12,103
Deborah Orme	11,128
Timothy P. Berrios	10,487

OATH OF OFFICE

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

ROLL CALL

BOARD MEMBERS	AYE	NAY
Mr. Berrios		
Mr. Choffo		
Mrs. Cogan		
Mr. DeVitto		
Mrs. Golderer		
Mrs. Mayer		
Mr. Neglia		
Mrs. Orme		
Mrs. Von Achen		

ELECTION OF OFFICERS

Election of President:

Nominations

Balloting

President takes the chair

Election of Vice President:

Nominations

Balloting

Vice President assumes office

2. Establish Board of Education Meeting Schedule

MEETING DATES A

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

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

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

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

BE IT FURTHER RESOLVED, that the aforesaid notice be filed with the Township Clerks' office located in the municipality and the Calabria Education Center located at 292 Parsippany Road, Parsippany, New Jersey.

3. Law Firm

LAW FIRM

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

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

NOW, THEREFORE BE IT RESOLVED, that the Parsippany-Troy Hills Board of Education hereby reappoints Katherine A. Gilfillan, Esq. of the law firm of Schenck, Price, Smith & King, LLP to serve as Board Attorney for the period of January 2021 through January 2022; and

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

4. Adoption of Code of Ethics

**CODE
OF ETHICS**

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

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

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c. I will confine my Board action to policymaking, planning and appraisal and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but together with my fellow Board members, to see that they are will run.
- e. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action that may compromise the Board.
- f. I will refuse to surrender my independent judgement to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert will my fellow Board members, interpret to the staff the aspirations of the community for its schools.
- h. I will vote to appoint the best-qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in the proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

5. **Auditing Firm**

**AUDITING
FIRM**

BE IT RESOLVED by the Board of Education of the Township of Parsippany-Troy Hills, Morris County, New Jersey, that the firm of Wiss & Company, LLP, Certified Public Accountants, 100 Campus Drive, Suite 400, Florham Park, New Jersey 07932, is hereby reappointed auditor to the Board of Education, for the annual school audit for the 2021 organization year.

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

6. **Architects of Record**

**ARCHITECTS
OF RECORD**

BE IT RESOLVED by the Board of Education of the Township of Parsippany-Troy Hills, Morris County, New Jersey, that the firm of Parette Somjen Architects, LLC, 439 Route 46 East, Rockaway, New Jersey 07866, is hereby reappointed architects to the Board of Education, for the 2021 organization year.

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

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

PARR

BE IT RESOLVED that the policies, actions, rules, and regulations adopted by prior Boards of Education of the Parsippany-Troy Hills School District, which were in effect immediately prior to this Organization Meeting, be reaffirmed and adopted by the Board of Education for the 2021 organization.

8. **Job Description Manual**

**JOB DESC
MANUAL**

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

9. **Newspapers**

NEWSPAPERS

BE IT RESOLVED that the Parsippany-Troy Hills Board of Education approve the following resolution:

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

10. **Banks**

BANKS

BE IT RESOLVED that the Parsippany-Troy Hills Board of Education reaffirms the designation of Wells Fargo Bank, N.A., and the State of New Jersey Cash Management Fund and NJ/ARM Asset and Rebate Management Program as its official depositories for the 2021 calendar year; and

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

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

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

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

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

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

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

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

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

BE IT RESOLVED that the Parsippany-Troy Hills Board of Education, in the County of Morris, appoints Dr. Alfred Savio as Board Secretary, (N.J.S.A. 18A:13-13, N.J.S.A. 18A:17-2, 17-5), for the 2021 organization year.

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

15. **Payment of Bills between BOE Meetings** **PAYMENT BILLS
BTWN MTGS**

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

16. **Fund Investments** **FUND
INVESTMENTS**

BE IT RESOLVED that Dr. Alfred Savio, Business Administrator, be authorized to invest funds, when available, for 2021 calendar year in Certificates of Deposit, Treasury Bills and/or Savings and Checking Accounts, and approved Investment Funds and report said investments to the Board of Education.

17. **Payment of Bills** **PAYMENT
OF BILLS**

BE IT RESOLVED that the Parsippany-Troy Hills Board of Education approve the payment of current bills for January 7, 2021 for the 2020-21 school year in the amount of \$10,056,144.45.

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

18. **Transfer of Funds** **TRANSFER OF FUNDS** **B**

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

19. **Additional Funding – Chapter 192/193** **CHP 192/193
ADDTL FUNDING**

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

Initial Examination & Classification	\$9,098
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20. **Qualified Purchasing Agent**

**QUALIFIED
PURCHASING AGENT**

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

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

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

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

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

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

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

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

January 7, 2021 – Approved –

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

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

*Budget Discussion

**Student and/or Staff Awards

Adopted: _____

Board Elections – Tuesday, November 2, 2021

Parsippany-Troy Hills Board of Education

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.111317

11/01/2020

All Cycles

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000143	PHS REPAIRS TO BOILERS	11-000-261-420-000-050--	CLEANING,REPAIR & MAINT	12/01/2020	NPALLESSI	\$43,535.50	\$12,514.20	\$56,049.70
	PHS REPAIRS TO BOILERS	11-000-261-420-000-053--	CLEANING,REPAIR & MAINT	12/01/2020	NPALLESSI	\$57,713.50	(\$12,514.20)	\$45,199.30
Total for Adjustment # 000143							\$0.00	
000144	PURCH TECH SVCS/ART	11-190-100-340-101-150--	PURCH TECH SVCS-ELEM ART	12/02/2020	NPALLESSI	\$480.00	(\$10.00)	\$470.00
	PURCH TECH SVCS/ART	11-190-100-340-101-155--	PURCH TECH SVCS-SEC ART	12/02/2020	NPALLESSI	\$1,740.00	\$1,054.62	\$2,794.62
	PURCH TECH SVCS/ART	11-190-100-610-101-155--	GENERAL SUPPLIES-SEC ART	12/02/2020	NPALLESSI	\$14,095.00	(\$1,044.62)	\$13,050.38
Total for Adjustment # 000144							\$0.00	
000145	DISTRICT TRUCK TIRES	11-000-261-420-000-140--	CLEANING,REPAIR & MAINT	12/02/2020	NPALLESSI	\$94,069.50	\$4,005.60	\$98,075.10
	DISTRICT TRUCK TIRES	11-000-261-420-000-210--	CLEANING,REPAIR & MAINT	12/02/2020	NPALLESSI	\$91,114.04	(\$4,005.60)	\$87,108.44
Total for Adjustment # 000145							\$0.00	
000146	ESS TRANSFER	11-212-100-320-137-140--	PURCH PROF-ED SVCS-SUBS	12/03/2020	NPALLESSI	\$10,000.00	\$10,000.00	\$20,000.00
	ESS TRANSFER	11-213-100-320-137-140--	PURCH PROF-ED SVCS-SUBS	12/03/2020	NPALLESSI	\$95,000.00	(\$10,000.00)	\$85,000.00
Total for Adjustment # 000146							\$0.00	
000147	NORTHVALE PLUMBING	11-000-261-610-000-070--	GENERAL SUPPLIES	12/03/2020	NPALLESSI	\$22,500.00	(\$1,855.46)	\$20,644.54
	NORTHVALE PLUMBING	11-000-261-610-000-103--	GENERAL SUPPLIES	12/03/2020	NPALLESSI	\$7,500.00	\$1,855.46	\$9,355.46
Total for Adjustment # 000147							\$0.00	
000148	MAINT - TRAILER FLOOR	11-000-261-610-000-070--	GENERAL SUPPLIES	12/03/2020	NPALLESSI	\$20,644.54	(\$64.60)	\$20,579.94
	MAINT - TRAILER FLOOR	11-000-261-610-000-340--	GENERAL SUPPLIES	12/03/2020	NPALLESSI	\$37,824.88	\$64.60	\$37,889.48
Total for Adjustment # 000148							\$0.00	
000149	GENERATOR REPAIRS	11-000-261-420-000-050--	CLEANING,REPAIR & MAINT	12/04/2020	NPALLESSI	\$56,049.70	\$3,596.05	\$59,645.75
	GENERATOR REPAIRS	11-000-261-610-000-050--	GENERAL SUPPLIES	12/04/2020	NPALLESSI	\$32,000.00	(\$3,596.05)	\$28,403.95
Total for Adjustment # 000149							\$0.00	
000150	TV PRODUCTION CAMERA	11-190-100-610-115-053--	GENERAL SUPPLIES-IA	12/09/2020	NPALLESSI	\$8,860.00	(\$1,330.00)	\$7,530.00
	TV PRODUCTION CAMERA	11-302-100-610-000-053--	GENERAL SUPPLIES-TV PROD	12/09/2020	NPALLESSI	\$5,000.00	\$1,330.00	\$6,330.00
Total for Adjustment # 000150							\$0.00	
000151	ACADEMY ROUTE BID	11-000-270-511-000-140--	CONTRACT SVCS-HOME/SCH	12/13/2020	SDYKSTRA	\$3,137,039.64	\$377,784.00	\$3,514,823.64
	ACADEMY ROUTE BID	11-000-270-517-000-140--	CONT SVCS-ESC/CTSA-REG	12/13/2020	SDYKSTRA	\$463,363.39	(\$377,784.00)	\$85,579.39
Total for Adjustment # 000151							\$0.00	
000152	GRAINGER GLOVES	11-000-261-610-000-140--	GENERAL SUPPLIES	12/14/2020	NPALLESSI	\$84,495.82	(\$858.00)	\$83,637.82
	GRAINGER GLOVES	11-000-261-610-000-340--	GENERAL SUPPLIES	12/14/2020	NPALLESSI	\$37,889.48	\$858.00	\$38,747.48
Total for Adjustment # 000152							\$0.00	
000153	FLUSHMETER	11-000-261-610-000-080--	GENERAL SUPPLIES	12/14/2020	NPALLESSI	\$7,500.00	(\$178.58)	\$7,321.42
	FLUSHMETER	11-000-261-610-000-090--	GENERAL SUPPLIES	12/14/2020	NPALLESSI	\$7,500.00	\$178.58	\$7,678.58
Total for Adjustment # 000153							\$0.00	
000154	DISTRICT GLOVES	11-000-261-610-000-064--	GENERAL SUPPLIES	12/15/2020	NPALLESSI	\$22,500.00	(\$1,754.00)	\$20,746.00

Parsippany-Troy Hills Board of Education

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.111317

11/01/2020

All Cycles

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000154	DISTRICT GLOVES	11-000-261-610-000-140--	GENERAL SUPPLIES	12/15/2020	NPALLESSI	\$83,637.82	\$1,754.00	\$85,391.82
Total for Adjustment # 000154							\$0.00	
000155	HIGH JUMP PIT (FIXED ASSET)	11-402-100-600-000-053--	SUPPLIES & MATERIALS	12/16/2020	NPALLESSI	\$122,000.00	(\$6,025.00)	\$115,975.00
	HIGH JUMP PIT (FIXED ASSET)	12-402-100-730-000-140--	SCHOOL-SPONSORED AND OTH	12/16/2020	NPALLESSI	\$13,043.99	\$6,025.00	\$19,068.99
Total for Adjustment # 000155							\$0.00	
000156	MAINTENANCE - TRUCK	11-000-261-610-000-070--	GENERAL SUPPLIES	12/18/2020	NPALLESSI	\$20,579.94	(\$400.74)	\$20,179.20
	MAINTENANCE - TRUCK	11-000-261-610-000-340--	GENERAL SUPPLIES	12/18/2020	NPALLESSI	\$38,747.48	\$400.74	\$39,148.22
Total for Adjustment # 000156							\$0.00	
000157	DISTRICT SALT FOR SNOW	11-000-261-610-000-055--	GENERAL SUPPLIES	12/18/2020	NPALLESSI	\$22,810.80	(\$1,959.37)	\$20,851.43
	DISTRICT SALT FOR SNOW	11-000-261-610-000-064--	GENERAL SUPPLIES	12/18/2020	NPALLESSI	\$20,746.00	(\$1,959.37)	\$18,786.63
	DISTRICT SALT FOR SNOW	11-000-261-610-000-070--	GENERAL SUPPLIES	12/18/2020	NPALLESSI	\$20,179.20	(\$1,959.38)	\$18,219.82
	DISTRICT SALT FOR SNOW	11-000-261-610-000-107--	GENERAL SUPPLIES	12/18/2020	NPALLESSI	\$20,000.00	(\$1,959.38)	\$18,040.62
	DISTRICT SALT FOR SNOW	11-000-261-610-000-140--	GENERAL SUPPLIES	12/18/2020	NPALLESSI	\$85,391.82	\$7,837.50	\$93,229.32
Total for Adjustment # 000157							\$0.00	
000158	DISTRICT - PLOW FLUID	11-000-261-610-000-055--	GENERAL SUPPLIES	12/18/2020	NPALLESSI	\$20,851.43	(\$919.08)	\$19,932.35
	DISTRICT - PLOW FLUID	11-000-261-610-000-140--	GENERAL SUPPLIES	12/18/2020	NPALLESSI	\$93,229.32	\$919.08	\$94,148.40
Total for Adjustment # 000158							\$0.00	
000159	DISTRICT - TOOLS	11-000-261-610-000-055--	GENERAL SUPPLIES	12/18/2020	NPALLESSI	\$19,932.35	(\$722.49)	\$19,209.86
	DISTRICT - TOOLS	11-000-261-610-000-140--	GENERAL SUPPLIES	12/18/2020	NPALLESSI	\$94,148.40	\$722.49	\$94,870.89
Total for Adjustment # 000159							\$0.00	
000160	DISTRICT PAINT	11-000-261-610-000-055--	GENERAL SUPPLIES	12/18/2020	NPALLESSI	\$19,209.86	(\$97.65)	\$19,112.21
	DISTRICT PAINT	11-000-261-610-000-340--	GENERAL SUPPLIES	12/18/2020	NPALLESSI	\$39,148.22	\$97.65	\$39,245.87
Total for Adjustment # 000160							\$0.00	
000161	TUITION ADJUSTMENT	11-000-100-562-000-360--	TUITION-LEAS-STATE-SPEC	12/22/2020	SDYKSTRA	\$549,885.00	\$5,625.58	\$555,510.58
	TUITION ADJUSTMENT	11-000-100-566-000-360--	TUITION-PVT SCHOOL-STATE	12/22/2020	SDYKSTRA	\$4,705,381.88	(\$5,625.58)	\$4,699,756.30
Total for Adjustment # 000161							\$0.00	
000162	NURSING	11-000-213-600-000-064--	SUPPLIES & MATERIALS	12/23/2020	SDYKSTRA	\$500.00	\$91.20	\$591.20
	NURSING	11-190-100-610-000-064--	GENERAL SUPPLIES	12/23/2020	SDYKSTRA	\$4,282.00	(\$91.20)	\$4,190.80
Total for Adjustment # 000162							\$0.00	
Total Current Appropriation Adjustments							\$0.00	

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

III. GA – GENERAL ADMINISTRATION – JONI BENOS

21. Travel and Work Related Expenses

TRAVEL & EXPENSES

WHEREAS, N.J.A.C. 6A:23B-1.1 et. Seq. requires that each Board of Education adopt a formal policy and procedures relating to travel and expense reimbursement for its employees and Board members; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et. Seq. requires that each Board of Education adopt a formal policy and procedures relating to travel and expense reimbursement for its employees and Board members; and

WHEREAS, the Parsippany-Troy Hills Board of Education (the “Board”) adopted a Travel Expense Reimbursement Policy that addresses the reimbursement of travel-related expenses by Board members and employees of the District; and

WHEREAS, the Board has considered all other relevant guidelines and circulars associated with the adoption of its Travel Expense Reimbursement Policy; and

WHEREAS, the Board has determined that the travel listed in this Resolution is educationally necessary and fiscally prudent; and

WHEREAS, the Board has concluded that the travel and expense reimbursements listed in this Resolution are directly related to and within the scope of the employee’s current responsibilities; and

WHEREAS, the Board has determined that the travel and expense reimbursements listed in this Resolution are for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, the Board has concluded that the travel and expense reimbursements listed in this Resolution are in compliance with State travel reimbursement guidelines as established by the Department of Treasury and incorporated herein;

THEREFORE; BE IT RESOLVED, Pursuant to N.J.A.C. 6A:23B and Board Policy and upon the recommendation of the Superintendent, that the Parsippany-Troy Hills Board of Education, in the County of Morris, New Jersey, approve the travel requests below.

Name	Purpose	Date	Location	Estimated Expenses
Lynea Dressel	The Zones of Regulation Full Day	1-28-21	Webinar	\$190.00/IDEA-B

22. Gifts to the District

GIFTS TO THE DISTRICT

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

Parsippany High School

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

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

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

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

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

23. **Student Teacher - Virtual**

**STUDENT TEACHER
VIRTUAL**

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

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

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

**24. Resignation - Non-Affiliated RESIGN
NON-AFFILIATED**

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

**25. Resignation - PTHEA RESIGN
PTHEA**

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

**26. Acting Transportation Supervisor ACTING SUPV
TRANSP**

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

**27. Employment - Local 32 EMPLOY
LOCAL 32**

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

**28. Maternity Leave of Absence MATERNITY LEAVE
OF ABSENCE**

Employee #50056, Teacher, has requested a maternity leave of absence on or about February 1, 2021 through March 4, 2021 utilizing accumulated sick leave and personal days. Pursuant to the Family and Medical Leave Act (FMLA) and inclusive of New Jersey Family Leave Act (NJFLA), she is also requesting an unpaid childcare leave of absence from March 5, 2021 through June 3, 2021, and pursuant to the PTHEA Agreement an unpaid leave of absence from June 4, 2021 through June 23, 2021.

Employee #40735, Teacher, has requested a maternity leave of absence on or about April 1, 2021 through April 30, 2021 utilizing accumulated sick leave and personal days. Pursuant to the Family and Medical Leave Act (FMLA) and inclusive of New Jersey Family Leave Act (NJFLA), she is also requesting an unpaid childcare leave of absence from May 3, 2021 through June 23, 2021.

29. Corrections

CORRECTIONS

BE IT RESOLVED that the Board approve the following corrections:

Resignation - PTHEA

Mina Kelaid

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

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

Employment - Local 32

Jonathan Croat

From: effective 12/28/2020

To: effective 1/04/2021

Maternity Leave of Absence - Employee #49895

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

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

Leave of Absence - Employee #49941

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

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

Correction - Employment – Equipment Operators - 2020-2021

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

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

Effective January 1, 2021

Waiver of Teaching Load

From:

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

To:

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

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

30. Stipends – ABA Trained Professional Stipend

**STIPENDS
ABA PARA**

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

31. Home Instruction – Change in Anticipated End Date

**HOME INSTR
CHANGE**

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

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