

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

Number 14 Addendum

March 24, 2022

37. Adoption of the Tentative Budget for School Year 2022-2023

**ADOPT TENT
BUDGET 22-23**

BE IT RESOLVED that the tentative budget for the Parsippany-Troy Hills Township Board of Education, in the County of Morris, New Jersey be approved for the 2022-2023 school year using the 2022-2023 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent for approval in accordance with N.J.S.A. 18A:7F-5 and 18A:7F-6:

| | General Fund | Special Revenues | Debt Service | Total |
|---------------------------------|---------------------|-------------------------|---------------------|----------------|
| 2022-2023 Total Expenditures | \$ 166,272,284 | \$ 6,487,697 | \$ 3,235,750 | \$ 175,995,731 |
| Less: Anticipated Revenues | \$ 17,818,369 | \$ 6,487,697 | \$ 548,222 | \$ 24,854,288 |
| Taxes to be Raised | \$ 148,453,915 | \$ 0 | \$ 2,687,528 | \$ 151,141,443 |

And, to advertise said tentative budget in the Daily Record in accordance with the form suggested by the New Jersey Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing on the budget for the 2022-2023 school year will be held at the Dr. Frank A. Calabria Education Center, 292 Parsippany Road, Parsippany, New Jersey on April 28, 2022 at 6:30 p.m.; and

BE IT FURTHER RESOLVED, that the Parsippany-Troy Hills Township Board of Education, approves the following Capital Outlay, Capital Projects and Equipment for the 2022-2023 school year:

| Description / Activity | Cost |
|--|---------------------|
| Assessment for Debt Service on SDA Funding | \$ 46,633 |
| Instructional/Technology/Maintenance Equipment | \$ 573,839 |
| Lease / Purchase Principal Payments | \$ 983,259 |
| Architect | \$ 682,700 |
| Exterior Door Replacement Districtwide | \$ 200,000 |
| Flooring Replacement Districtwide | \$ 200,000 |
| Paving and Concrete Work Districtwide | \$ 500,000 |
| District HVAC Replacement | \$ 352,900 |
| District Roof Replacement | \$ 307,206 |
| District Window Replacement | \$ 2,812,325 |
| District Retaining Wall Replacement | \$ 28,075 |
| Capital Reserve Interest | \$ 5,000 |
| Classroom Addition Startup Costs | \$ 200,000 |
| TOTAL | \$ 6,891,937 |

38. **Maximum Travel**

**MAX
TRAVEL**

Pursuant to N.J.A.C. 6A:23A-7.3, a Board of Education must establish a maximum dollar limit for travel expenditure, as defined in N.J.A.C. 6A:23A-7.1 et seq.,

BE IT RESOLVED that the Parsippany-Troy Hills Township Board Education includes in the tentative budget a maximum travel expenditure in the amount of \$211,184 for the 2022-2023 school year. The maximum travel expenditure amount for the 2021-2022 school year is \$259,570, of which \$51,475 has been spent and \$33,717 is encumbered to date.

39. **Travel and Related Expense Reimbursement**

**TRAVEL EXP
REIMBURSE**

WHEREAS, the Parsippany-Troy Hills Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A Subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7 but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out-of-District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A Subchapter 7 as being necessary and unavoidable as noted on the approved Board of Education Out-of-District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education includes in the tentative budget travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$211,184 for all staff and Board members for the 2022-2023 school year.

The Interim School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

40. **Maximum Professional Services**

MAX PROF SERVICES

WHEREAS, pursuant to N.J.A.C. 6A:23A-5.2, a Board of Education must establish a maximum dollar limit for professional services and public relations, as defined in N.J.A.C. 6A:23A-9.3 (c) 14;

NOW, THEREFORE, BE IT RESOLVED, that the Parsippany –Troy Hills Township Board of Education hereby establishes the following maximums for the 2022-2023 school year as follows:

| Service | Cost |
|--------------|-------------|
| Architecture | \$ 682,700 |
| Legal | \$ 235,000 |
| Audit | \$ 87,602 |
| Physician | \$ 81,000 |
| Total | \$1,086,302 |

BE IT FURTHER RESOLVED, that the Interim School Business Administrator/Board Secretary track and record these costs to ensure that the maximum amount is not exceeded.

41. **Parsippany Hills High School Home Side Bleacher Renovation**

PHHS BLEACHERS

WHEREAS, The Board of Education of Parsippany-Troy Hills Township Schools in the County of Morris, New Jersey (the “Board”), would like to proceed with a school facilities project consisting generally of:

Parsippany Hills High School Home Side Bleacher Renovation
State App # 27-3950-053-xx-xxxx

WHEREAS, the Board now seeks to take the initial steps in order to proceed with the Project:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE PARSIPPANY – TROY HILLS TOWNSHIP SCHOOLS IN THE COUNTY OF MORRIS, STATE OF NEW JERSEY, as follows:

Section 1. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Morris County Superintendent of Schools and the New Jersey Department of Education for approval. This project is designated “Other Capital” and the Board is not seeking state funding.

Section 2. The Board hereby authorizes, if necessary, the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project.

Section 3. The School Administration and such other officers and agents of the Board as are necessary, including the Board Attorney, Bond Counsel and Architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution, including the submission of Information to the New Jersey Department of Education as applicable to the proposed Project.

42. Stipends – ABA Trained Professional Stipends

ABA STIPENDS

BE IT RESOLVED that the Board approve a stipend change for Lori Newman, originally approved in the October 28, 2021 Bulletin. The stipend of \$1,500.00 ended on February 25, 2022.

BE IT RESOLVED that the Board approve the following staff members as ABA-trained Paraprofessionals with a stipend of \$1,200 (prorated), for the 2021-2022 school year effective as follows:

| STAFF | EFFECTIVE DATE |
|-----------------|-----------------------|
| Alsaid, Nerveen | 1/31/22 |
| Loughlin, Lori | 3/15/22 |

BE IT RESOLVED that the Board approve the following staff member as an ABA-trained Paraprofessional with a stipend of \$1,500 (prorated), for the 2021-2022 school year effective as follows:

| STAFF | EFFECTIVE DATE |
|---------------|-----------------------|
| Huppert, Beth | 2/28/22 |

43. Home Instruction - Change in Anticipated End Date

**HOME INSTR
END DATE**

BE IT RESOLVED that the Board approve the following change in anticipated end dates for the following students on home instruction, originally approved in the Superintendent's Bulletin dated January 27, 2022.

| Student# | School | Grade | Reason | Anticipated End Date |
|-----------------|---------------|--------------|---------------|-----------------------------|
| 50309 | NV | Pre-K | Medical | 4/29/22 |
| 43562 | CMS | 6 | Medical | 5/6/22 |

BE IT RESOLVED that the Board approve the following change in anticipated end date for the following student on home instruction, originally approved in the Superintendent's Bulletin dated March 10, 2022

| Student# | School | Grade | Reason | Anticipated End Date |
|-----------------|---------------|--------------|---------------|-----------------------------|
| 32156 | PHHS | 12 | Medical | 4/29/22 |

44. **Home Instruction**

HOME INSTR

BE IT RESOLVED that the Board approve the following student who has been placed on home instruction.

| <u>Student #</u> | <u>School</u> | <u>Grade</u> | <u>Reason</u> | <u>Anticipated End Date</u> |
|-------------------------|----------------------|---------------------|----------------------|------------------------------------|
| 46115 | PHS | 9 | Medical | 5/6/22 |

45. **Employment – Local 32**

**EMPLOY
LOCAL 32**

BE IT RESOLVED that the Board approve the employment of Garrett Fulmore, who has successfully completed his 150-day probationary period as a Custodian. A new contract should be issued to him in the amount of \$32,758.00 plus \$1,335.00 Addenda, prorated, for the 2021-2022 school year effective March 17, 2022.

BE IT RESOLVED that the Board approve the employment of the following individual on a 150-day probationary period as indicated below:

| <u>Name</u> | <u>Salary</u> | <u>Effective</u> | <u>Assignment</u> |
|--------------------|----------------------|-------------------------|--------------------------|
| Andres Made | \$23,000.00 | 3/28/2022 | Driver - 10 Mo-6hr |

46. **Employment - PTHESA**

**EMPLOY
PTHESA**

BE IT RESOLVED that the Board approve the individuals named below as Paraprofessionals in the areas indicated effective March 28, 2022:

Knollwood Elementary School

| | | |
|---------------|------------------|------------------------|
| Reena Chauhan | Paraprofessional | \$24,002.00 (prorated) |
|---------------|------------------|------------------------|

Littleton Elementary School

| | | |
|-------------|------------------|------------------------|
| Nahla Zedan | Paraprofessional | \$24,002.00 (prorated) |
|-------------|------------------|------------------------|

47. **Leaves of Absence**

**LEAVES OF
ABSENCE**

BE IT RESOLVED that the Board approve an unpaid leave of absence for employee #49899, Noontime Aide, effective March 21, 2022 through March 25, 2022.

BE IT RESOLVED that the Board approve a leave of absence for employee #49858, School Nurse, effective March 28, 2022 through April 8, 2022 utilizing accumulated sick days pursuant to the Family and Medical Leave Act (FMLA).

BE IT RESOLVED that the Board approve a leave of absence for employee #49887, Teacher, Effective March 14, 2022 through March 29, 2022 utilizing accumulated sick and personal days, and an unpaid leave of absence effective March 30, 2022 through April 29, 2022 pursuant to the Family and Medical Leave Act (FMLA).

BE IT RESOLVED that the Board approve an unpaid leave of absence for employee #30558, School Nurse, effective May 18, 2022 through May 20, 2022.

48. **Maternity Leave of Absence**

**MATERNITY LEAVE
OF ABSENCE**

Employee #43959, Teacher, has requested a maternity leave of absence on or about September 1, 2022 through September 2, 2022 utilizing accumulated sick leave. Pursuant to the Family and Medical Leave Act (FMLA) and inclusive of New Jersey Family Leave Act (NJFLA), she is also requesting an unpaid childcare leave of absence from September 6, 2022 through November 23, 2022, and pursuant to the PTHEA Agreement an unpaid leave of absence from November 28, 2022 through March 10, 2023.

49. **ESL Summer Program**

**ESL
SUMMER**

BE IT RESOLVED that the Board approve the following individuals who will be paid out of Title III ESSA grant monies for the ESL Summer Program from July 5, 2022 - July 22, 2022:

| Name | Position | Hours | Hourly Rate | Total Salary |
|--------------------|--------------------------------|--------------|--------------------|---------------------|
| Linda Algieri | Math Specialist | 51 | \$45.00 | \$2,295.00 |
| Adrienne Schauder | Math Specialist | 51 | \$45.00 | \$2,295.00 |
| Meaghan Elrod | Math Specialist | 51 | \$45.00 | \$2,295.00 |
| Matthew Stanzione | PE Teacher | 51 | \$45.00 | \$2,295.00 |
| Michelle Nicoletta | PE Teacher | 17 | \$45.00 | \$855.00 |
| Evan Intveld | Art Teacher | 51 | \$45.00 | \$2,295.00 |
| Betty Wang Goarcke | ESL Teacher | 51 | \$45.00 | \$2,295.00 |
| Jenna Brennan | ESL Teacher | 51 | \$45.00 | 2,295.00 |
| Keith Bruno | ESL Teacher | 51 | \$45.00 | \$2,295.00 |
| Jennifer Cruz | ESL Teacher | 51 | \$45.00 | \$2,295.00 |
| Joseph Gesumaria | ESL Teacher | 51 | \$45.00 | \$2,295.00 |
| Antoinette DeCaro | Reading Specialist | 51 | \$45.00 | \$2,295.00 |
| Susan Scholz | STEM Teacher | 51 | \$45.00 | \$2,295.00 |
| Donna Boll | STEM Teacher | 51 | \$45.00 | \$2,295.00 |
| Dominique Keena | STEM Teacher | 51 | \$45.00 | \$2,295.00 |
| Victoria Collado | Foods Prep & Nutrition Teacher | 35 | \$45.00 | \$1,575.00 |
| Kristen Jaheriss | Foods Prep & Nutrition Teacher | 51 | \$45.00 | \$2,295.00 |
| Mary Willmot | School Nurse | 51 | \$45.00 | \$2,295.00 |
| Andrew Nicholes | TV Production Teacher | 51 | \$45.00 | \$2,295.00 |
| Tiffany Young | Secretary | | | \$1,500.00 |

50. **Morning Enrichment Program**

**MORN ENRICH
PROGRAM**

BE IT RESOLVED that the Board approve the following staff member, to substitute as needed, for the Morning Enrichment Program that began on January 3, 2022 through June 23, 2022, for up to five days per week, at Eastlake, Intervale, Knollwood, Lake Hiawatha, Lake Parsippany, Littleton, Mt.Tabor, Northvail, Rockaway Meadow and Troy Hills Elementary Schools, at the rate of \$50.00 per session, as indicated below, paid for through the Coordinated Early Intervention Services (CEIS) Funds.

Courtney Breslauer

51. **ESL Homework Club**

**ESL
HOMEWORK**

BE IT RESOLVED that the Board approve the following individual as ESL Homework Club teachers at the rate of \$50.00 per session to be paid out of the Title III Grant Funds for the 2021-2022 school Year:

Donna Boll

52. **Corrections**

CORRECTIONS

BE IT RESOLVED that the Board approve the following corrections:

Portfolio Appeals

From:

| Name | Position | Location | Area | Per Diem Rate | Length |
|----------------|-----------------|-----------------|-------------|----------------------|------------------------|
| Cristine Hild | Teacher | PHHS | Math | \$80.42 | Not to exceed 30 hours |
| Diane Dunleavy | Teacher | PHHS | English | \$81.02 | Not to exceed 15 hours |
| Kerry Corbett | Teacher | PHHS | English | \$78.53 | Not to exceed 15 hours |

To:

| Name | Position | Location | Area | Per Diem Rate | Length |
|----------------|-----------------|-----------------|-------------|----------------------|------------------------|
| Cristine Hild | Teacher | PHHS | Math | \$80.42 | Not to exceed 40 hours |
| Diane Dunleavy | Teacher | PHHS | English | \$81.02 | Not to exceed 25hours |
| Kerry Corbett | Teacher | PHHS | English | \$78.53 | Not to exceed 25 hours |

Late Bus Monitor

Jaclyn Bevacqua

From: After School Late Bus 2:30-4:15 \$33.00/per session
 To: After School Late Bus 2:40-4:30 \$33.00/per hour

Leave of Absence

Employee #30787

From: an unpaid intermittent leave of absence effective February 21, 2022 through April 14, 2022, up to a maximum of 28 days, pursuant to the Family Medical Leave Act and inclusive of New Jersey Family Leave Act (NJFLA).

To: an unpaid intermittent leave of absence effective February 21, 2022 through April 14, 2022, up to a maximum of 34 days, pursuant to the Family Medical Leave Act and inclusive of New Jersey Family Leave Act (NJFLA).

Maternity Leave of Absence

Employee #43710

From: an unpaid childcare leave of absence effective September, 2022 through November 24, 2022 pursuant to the Family and Medical Leave Act (FMLA) and inclusive of New Jersey Family Leave Act (NJFLA).

To: an unpaid childcare leave of absence effective September 1, 2022 through November 23, 2022 pursuant to the Family and Medical Leave Act (FMLA) and inclusive of New Jersey Family Leave Act (NJFLA).

Waiver of Teaching Load

From:

| Name | Location | Subject | Amount | Effect. Date | Class load | Formula |
|-----------------|----------|-----------|-------------|------------------|-------------------|---------|
| Kevin Schmid | CMS | PE/Health | \$11,821.63 | 09/01/21-4/25/22 | 1 class every day | 1/7 |
| Joseph Dasti | CMS | PE/Health | \$11,472.39 | 09/01/21-4/25/22 | 1 class every day | 1/7 |
| Christina Appel | CMS | PE/Health | \$10,737.96 | 09/01/21-4/25/22 | 1 class every day | 1/7 |
| Stephen Fichter | CMS | PE/Health | \$7,516.06 | 09/01/21-4/25/22 | 1 class every day | 1/7 |
| Andrew Miller | CMS | PE/Health | \$6,862.09 | 09/01/21-4/25/22 | 1 class every day | 1/7 |

To:

| Name | Location | Subject | Amount | Effect. Date | Class load | Formula |
|-----------------|----------|-----------|-------------|------------------|-------------------|---------|
| Kevin Schmid | CMS | PE/Health | \$14,797.14 | 09/01/21-6/23/22 | 1 class every day | 1/7 |
| Joseph Dasti | CMS | PE/Health | \$14,360.00 | 09/01/21-6/23/22 | 1 class every day | 1/7 |
| Christina Appel | CMS | PE/Health | \$13,440.71 | 09/01/21-6/23/22 | 1 class every day | 1/7 |
| Stephen Fichter | CMS | PE/Health | \$9,407.86 | 09/01/21-6/23/22 | 1 class every day | 1/7 |
| Andrew Miller | CMS | PE/Health | \$8,589.29 | 09/01/21-6/23/22 | 1 class every day | 1/7 |

Approval of Employment - Pending Completion

Sophia Schneiderman

From: Lake Hiawatha Elementary School (.6 FTE) and Mt. Tabor Elementary School (.4 FTE)

To: Lake Hiawatha Elementary School (1.0 FTE)

Effective March 21, 2022

53. **Job Descriptions**

**JOB
DESCRIPTIONS**

BE IT RESOLVED that the Board approve the Job Description for the position named below:

Wide World of Summer Supervisor – WWS Plus Program – NEW

NEW

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Wide World of Summer – Supervisor – WWS Plus Program

REPORTS TO: WWS Co-Supervisors
Coordinator of External Programs

JOB GOAL: Supervise the implementation and daily operations of the WWS Plus program. Work collaboratively with the coordinator, supervisors and Plus team to ensure a successful learning environment within a summer camp which provides academic continuity and support for students during the summer months.

QUALIFICATIONS: Principal and/or Supervisor certification preferred.
Certified teacher with 2 years recreation, education, or camp experience with children from grades 1-5.
Strong interpersonal and communication skills.
Required criminal background check and proof of US citizenship or legal resident alien status.

PERFORMANCE RESPONSIBILITIES:

1. Supervise WWS Plus staff to ensure all schedules and guidelines are followed appropriately.
2. Supervise and facilitate camper's learning as they participate each week in hands-on activities.
3. Communicate with parents, WWS supervisors, and the Coordinator of External Programs regarding staff and/or student concerns and needs.

4. Ensure all necessary and reasonable precautions are taken to protect students, equipment, materials, and facilities.
5. Manage daily administrative tasks.
6. Uphold and enforce school and camp rules, administrative regulations, Board policy, state and federal law.
7. Any other duties deemed necessary for the effective and efficient supervision of the program.

Date Approved:

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: SKIP Teacher - **REVISED**

REPORTS TO: **AM/PM Supervisor**
Coordinator of External Programs

JOB GOAL: Work collaboratively with all members of SKIP **to lead a program that fulfills the needs of the elementary child by providing an environment in which children can develop the educational, social, and emotional skills needed in adulthood.** ~~to create and maintain a safe environment in which children can develop educational, social, and emotional skills.~~

QUALIFICATIONS:

1. 60 College credit or equivalent hours in a vocational school.
2. Completion of State and/or District regulated training.
3. CPR/First Aid Certification and training and certification pursuant to NJSA 18A:40-12.6 as a delegate to administer epinephrine via a pre-filled auto-injector mechanism.
4. Experience working with children.
5. Experience leading and managing a team of employees.
6. Required criminal background check and proof of US citizenship or legal resident alien status.

PERFORMANCE RESPONSIBILITIES:

- 1. Responsible for planning the orderly transition between school and SKIP, including attendance and the safe dismissal of all students.**
2. Responsible for ensuring a safe environment for all children during all times.
3. Must be comfortable administering first aid, conducting fire drills, and organizing lockdown drills.
4. Establish safety rules for your site, ensure that all staff members are aware of the rules, and distribute rules to families and students.
- 5. Maintain responsibility for SKIP cell phone.**
- 6. Communicate with the Supervisors and/or Coordinator as needed.**

- 7. Ensure a well-run, purposeful program responsive to participant needs by planning activities and programs including but not limited to assistance with homework, indoor/outdoor sports activities, art projects, planning of special activities, holiday celebrations, and parties. Submit weekly plans to supervisors.**
- 8. Conduct and organize activities with the assistance of aides.**
- 9. Supervise all food service activities. Be aware of students with special needs e.g., allergies during snack.**
- 10. Manage clean-up and housekeeping of SKIP sites. This includes the inspection of toys, equipment, and supplies for safety hazards, damage, or wear. Correct safety hazards and unsafe situations.**
- 11. Conduct monthly emergency drills and complete appropriate paperwork.**
- 12. Prepare reports regarding discipline, accidents, etc. in a timely manner.**
- 13. Communicate with parents regarding a child's emergency or illness, discipline issues, or as needed. Be aware of all communications between site staff and parents.**
- 14. Order SKIP supplies and maintain an inventory of equipment.**
- 15. Any other duties deemed necessary for the effective and efficient operation of SKIP or deemed necessary by the supervisors and/or coordinator.**

~~2. — Plan all logistics of the SKIP day. This includes planning the orderly transition between school and SKIP, taking and maintaining attendance, supervising and directing staff to jobs, and creating and executing a variety of activities which accommodate the needs of various age groups.~~

~~3. — Communicate effectively and frequently with the Coordinator, SKIP Supervisor(s), SKIP staff, families, guests, and children.~~

~~4. — Supervise all food service activities. Be aware of any special needs such as allergies and make plans to accommodate as necessary.~~

~~5. — Manage clean up and housekeeping of SKIP areas. This includes the inspection of toys, equipment, and supplies for safety hazards, damage or wear. Correct safety hazards and unsafe situations.~~

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: SKIP Teacher Aide - **REVISED**

REPORTS TO: SKIP Teacher
~~Director of PACE~~
AM/PM Supervisors
Coordinator of External Programs

JOB GOAL: Work collaboratively with all members of the SKIP program to fulfill the needs of the elementary child by providing an environment in which children can develop the educational, social, and emotional skills needed in adulthood.

QUALIFICATIONS:

1. High School degree or equivalent.
2. Fulfill CPR/First Aid Certification and training and certification pursuant to N.J.S.A. 18A:40-12.6 as a delegate to administer epinephrine via a pre-filled auto-injector mechanism.
3. Desire to work with children in a collaborative environment.
4. Required criminal background check and proof of US citizenship or legal resident alien status.

PERFORMANCE RESPONSIBILITIES:

1. Maintain a safe environment for all children at all times.
2. Supervise orderly transition between school and SKIP and the safe dismissal of all students.
3. **Work with the substitute teacher in the event of absence to ensure SKIP procedures are followed.**
4. Take proper attendance according to SKIP policy.
5. Assist in the **implementation** of activities and programs including but not limited to Indoor/outdoor sport activities, art projects, planning of special activities, holiday celebrations, and parties.
6. Perform food service activities such as setting and clearing tables, distributing snacks, and maintaining a sanitary environment. Be aware of students with special needs e.g., allergies during snack.
7. Ensure general clean-up and housekeeping of the SKIP site. This includes the inspection of toys, equipment, and supplies for safety hazards, damage, or wear.
8. Correct safety hazards and unsafe situations.
9. Assist in the ordering of SKIP supplies and the inventory of equipment.
10. Communicate with parents regarding a child's emergency or illness, discipline issues or as needed **in coordination with the SKIP teacher.**
11. Prepare reports when necessary regarding discipline, accidents, etc. in a timely manner **in coordination with the SKIP teacher.**
12. Any other duties deemed necessary for the effective and efficient operation of SKIP or deemed necessary by the **SKIP teacher, supervisors, and/or coordinator.**