

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

Number 16 ADDENDUM

April 28, 2022

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

37. **RESOLUTION – Reinstatement of Increment**

**REINSTATE
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 increment and salary adjustment for employee #11652 be restored effective September 1, 2022 as indicated below:

From: \$76,345.00 To: \$84,300.00

38. **Resignation - PTHEA**

**RESIGN
PTHEA**

BE IT RESOLVED that the Board approve the resignation of Waheeda Ismailzadah, Teacher at Eastlake Elementary School, effective June 30, 2022.

39. **Resignation - PTHESA**

**RESIGN
PTHESA**

BE IT RESOLVED that the Board approve the following resignation as indicated below:

Effective May 6, 2022:

Archanaben Prajapati Paraprofessional Troy Hills Elementary School

40. **Resignation - Noontime Aide**

**RESIGN
NOONTIME**

BE IT RESOLVED that the Board approve the following resignation as indicated, effective April 29, 2022:

Maria Barahona Littleton Elementary School

41. **Employment - PTHESA**

**EMPLOY
PTHESA**

BE IT RESOLVED that the Board approve the individuals named below as Paraprofessionals in the areas indicated:

Parsippany High School

Effective May 2, 2022

Nadou Lawson Paraprofessional \$24,002.00 (prorated)

Rockaway Meadow Elementary School

Effective May 2, 2022

Billy Garcia Paraprofessional \$24,002.00 (prorated)

42. **Employment - Office Aide**

**EMPLOY
OFFICE AIDE**

BE IT RESOLVED that the Board approve the individual named below as an Office Aide for the 2021-2022 school year at the rate of \$18.25 per hour:

Effective May 2, 2022:

Littleton Elementary School
Maria Barahona – 20 hours/week

43. **Employment – Local 32 - Pending**

**EMPLOY
LOCAL 32**

BE IT RESOLVED that the Board approve the employment of the following individual on a 150-day probationary period as indicated below subject to the receipt of all required employment documents including but not limited to completion of criminal history background check, proof of certification and any other materials:

<u>Name</u>	<u>Salary</u>	<u>Effective</u>	<u>Assignment</u>
Karem Hernandez	\$22,600.00	5/31/22	Driver - 10 Mo-6hr

44. **Low Pressure – Black Seal Boiler Operator License**

**BOILER
LICENSE**

BE IT RESOLVED that the Board approve the stipend of \$1,335.00 (prorated) for Wioleta Waligora, Local 32 Custodian, who received her Black Seal Boiler License effective April 27, 2022.

45. **Transfer of Assignment - Local 32**

**TRANSFER
LOCAL 32**

BE IT RESOLVED that the Board approve the individual named below who has been transferred/reassigned for the 2021-2022 school year as indicated effective April 29, 2022, with no change in salary:

Ana Cardenas Pena

From: Maintenance

To: Lake Hiawatha Elementary School

46. **Leave of Absence**

**LEAVE OF
ABSENCE**

BE IT RESOLVED that the Board approve a leave of absence for employee #40649, Paraprofessional, effective April 11, 2022 through June 15, 2022 utilizing accumulated sick and personal days, and an unpaid leave of absence effective June 16, 2022 through June 23, 2022.

Employee #40549, Teacher, has requested an unpaid 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).

47. **Approval of Employment – Pending Completion**

**EMPLOY
CERTIF STAFF**

BE IT RESOLVED that the Board approve, upon the recommendation of the Superintendent, the employment of the individual named below subject to the receipt of all required employment documents including but not limited to completion of criminal history background check, proof of certification and any other materials, and execution of the requisite contract of employment to be signed by the Board President; and in accordance with the provisions of the 2018-2021 Agreement between the Board of Education and the PTHEA; subject to any guide placement or other salary adjustment that may be due upon completion of the negotiations between the Board of Education and PTHEA.

Charlene Scott

Degree:

Certification:

Experience:

Guide Placement:

Effective:

Assignment:

Spanish Teacher

BS/Seton Hall University

MA/ American College of Education

K-6; Elementary with Subject Matter
Specialization-Spanish; ESL

1 year

BA+30, Step 2, \$59,725.00

September 1, 2022

Central Middle School
(New position)

48. **Maternity Leave of Absence**

**MATERNITY LEAVE
OF ABSENCE**

Employee #50054, Behaviorist, has requested a maternity leave of absence on or about June 13, 2022 through June 23, 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 1, 2022 through November 23, 2022.

49. **Corrections**

CORRECTIONS

BE IT RESOLVED that the Board approve the following corrections:

Leave of Absence

Employee #40749

From: a medical leave of absence effective March 14, 2022 through May 2, 2022 utilizing accumulated sick days. She is also requesting an unpaid medical leave of absence effective May 3, 2022 through May 23, 2022.

To: medical leave of absence effective March 14, 2022 through April 14, 2022 utilizing accumulated sick days.

50. Beyond the School Day Hourly Interventionist INTERVENTIONIST

BE IT RESOLVED the Board approve the following individual as a Beyond the School Day Hourly Interventionist for the 2021-2022 school year to be paid with Elementary and Secondary Relief (ESSER) funds at the rate of \$50.00 per session.

Lake Hiawatha Elementary School
Amanda Beyer

51. Getting Ready for Middle School and High School Math Program MS/HS MATH PROGRAM

BE IT RESOLVED that the Board approve the Getting Ready for Middle School and High School Virtual Math Program during the summer of 2022, for students entering grades 5-11 during the 2022-2023 school year, one teacher per course at \$45 per hour, not to exceed \$900 per course section.

52. High School Summer Acceleration Program HS SMR ACCELERATION PGRM

BE IT RESOLVED that the Board approve the following individuals for the Summer Acceleration Program for Math and Business during the summer of 2022 one teacher per course in the amount of \$45 per hour.

Name	Course
Michael Bornstein	High School Geometry Honors
Alexandra Partington	High School Summer Personal Finance

53. Summer Stepstones Program SMR STEPSTONES PROGRAM

BE IT RESOLVED that the Board approve the Summer Stepstones Program for math and literacy during the summer of 2022, one teacher per grade level, for students entering grades 1-5 at \$45.00 per hour.

54. Summer Skills Bootcamp SMR SKILLS BOOTCAMP

BE IT RESOLVED that the Board approve the Summer Skills Bootcamp Program during the summer of 2022, for students entering grades 1-6 for instruction in elementary math or literacy at \$45.00 per hour.

55. Field Trip Destination FIELD TRIP DESTINATION

BE IT RESOLVED that the Board approve the potential Field Trip destination named below for the 2021-2022 school year.

Chicago Downtown Marriott Magnificent Mile & Vicinty

56. Curriculum Revisions

CURR REVISIONS

BE IT RESOLVED that the Board approve the following individuals for curriculum writing new/revised to be completed over the summer between July and August 2022 in the amount of \$41.00/per hour up to a maximum of forty (40) hours as listed:

Supervisor	Description	Teacher(s)	School	Hours x \$41.00/Hr. Per Stipend Chart	Total Compensation (\$41.00/hour)
R. Villanova	Honors Advanced Engineering and Design (NJIT Dual Enrollment)	Matthew Lazzari	PHS	40 hrs. x \$41.00/hr.	\$1,640.00
R. Villanova	Engineering and CAD Foundations	Matthew Lazzari	PHS	40 hrs. x \$41.00/hr.	\$1,640.00
R. Villanova	New Aerospace and Mechanical Engineering MS	Shirley Yan	BMS	7 hrs. x \$41.00/hr.	\$287.00
R. Villanova	Forensics (Dual Enrollment Adjustments)	Bryan DiMauro	PHS	15 hrs. x \$41.00/hr.	\$615.00
R. Villanova	6th Grade Science	Clare Clear	BMS	15 hrs. x \$41.00/hr.	\$615.00
R. Villanova	7th Grade Science	Kellie Malloy Donna Ricker	BMS BMS	7.5 hrs. x \$41.00/hr. 7.5 hrs. x \$41.00/hr.	\$307.50 \$307.50
R. Villanova	8th Grade Science	Alissa Velaquez Alexandra Dell Arena	CMS BMS	7.5 hrs. x \$41.00/hr. 7.5 hrs. x \$41.00/hr.	\$307.50 \$307.50
K. Curtiss	Math 7	Louis Miller Matthew Wilkie	BMS BMS	7.5 hrs. x \$41.00/hr. 7.5 hrs. x \$41.00/hr.	\$307.50 \$307.50
K. Curtiss	Math 8	Jamie Wall Kevin Lombardo	BMS PHS	7.5 hrs. x \$41.00/hr. 7.5 hrs. x \$41.00/hr.	\$307.50 \$307.50
K. Curtiss	Algebra II	Emily Loverdi Martin Mieden	PHS PHHS	7.5 hrs. x \$41.00/hr. 7.5 hrs. x \$41.00/hr.	\$307.50 \$307.50
K. Curtiss	Algebra II Honors	Kimberly Graceffo Briane DeGironimo	PHS PHS	7.5 hrs. x \$41.00/hr. 7.5 hrs. x \$41.00/hr.	\$307.50 \$307.50
K. Curtiss	AP CS Principles	Kathleen Effner Diana Wong	PHS PHS	7.5 hrs. x \$41.00/hr. 7.5 hrs. x \$41.00/hr.	\$307.50 \$307.50
K. Curtiss	Honors Data Structures and Algorithms	Kathleen Effner Eric Berkowitz	PHS PHHS	20 hrs. x \$41.00/hr. 20 hrs. x \$41.00/hr.	\$820.00 \$820.00
K. Curtiss	Cybersecurity	Kimberly Graceffo Ellesa Jala	PHS PHHS	20 hrs. x \$41.00/hr. 20 hrs. x \$41.00/hr.	\$820.00 \$820.00
K. Curtiss	AP Statistics	Briane DeGironimo	PHS	15 hrs. x \$41.00/hr.	\$615.00
K. Curtiss	Personal Finance	Alexandra Partington	PHHS	8 hrs. x \$41.00/hr.	\$328.00
K. Curtiss	Accounting I Honors	Elizabeth O'Boyle	PHHS	15 hrs. x \$41.00/hr.	\$615.00
K. Curtiss	Business Organization & Management	Alexandra Partington	PHHS	15 hrs. x \$41.00/hr.	\$615.00
K. Curtiss	Senior Internship Program	Christina Russell Elizabeth O'Boyle	PHS PHHS	12.5 hrs. x 41.00/hr. 12.5 hrs. x 41.00/hr.	\$512.50 \$512.50
K. Curtiss	Cooperative Education	Christina Russell Elizabeth O'Boyle	PHS PHHS	7.5 hrs. x \$41.00/hr. 7.5 hrs. x \$41.00/hr.	\$307.50 \$307.50
K. Curtiss	TV Production III	Andrew Nicholes	PHHS	40 hrs. x \$41.00/hr.	\$1,640.00
M. DiSanto	Health Grades 9, 11, 12	Rebecca Lilenthal Erica Roche	PHS PHS	7.5 hrs. x \$41.00/hr. 7.5 hrs. x \$41.00/hr.	\$307.50 \$307.50

M. DiSanto	Vocal Music Grades 6-8	Adam Aguano	CMS	15 hrs. x \$41.00/hr.	\$615.00
M. DiSanto	Honors Concert Band- Concert Band Grades 10-12	Michael Iapicca	PHHS	15 hrs. x \$41.00/hr.	\$615.00
M. DiSanto	Honors Concert Choir- Concert Choir Grades 10-12	Christine Wilson	PHS	15 hrs. x \$41.00/hr.	\$615.00
M. DiSanto	Piano 1 & 2	Erin Neglio	PHS	25 hrs. x \$41.00/hr.	\$1,025.00
M. DiSanto	Piano 1 & 2	Erin Neglio	PHS	25 hrs. x \$41.00/hr.	\$1,025.00
M. DiSanto	Middle School Strings	Gregory Dalakian	PHS	25 hrs. x \$41.00/hr.	\$1,025.00
V. Santana	Italian 6	Margherita Coscia	BMS	15 hrs. x \$41.00/hr.	\$615.00
V. Santana	Italian 7	Margherita Coscia	BMS	15 hrs. x \$41.00/hr.	\$615.00
V. Santana	Italian 8	Margherita Coscia	BMS	15 hrs. x \$41.00/hr.	\$615.00
V. Santana	Spanish 6	Norma Sudak	BMS	15 hrs. x \$41.00/hr.	\$615.00
V. Santana	Spanish 7	Francesca Marra Mayra Hillgardner	BMS BMS	7.5 hrs. x \$41.00/hr. 7.5 hrs. x \$41.00/hr.	\$307.50 \$307.50
V. Santana	Spanish 8	Stacy Basile Karen Hunt	BMS BMS	7.5 hrs. x \$41.00/hr. 7.5 hrs. x \$41.00/hr.	\$307.50 \$307.50
S. Townsend	AP Capstone	William Kadar Julianne Sanchez	PHS PHHS	20 hrs. x \$41.00/hr. 20 hrs. x \$41.00/hr.	\$820.00 \$820.00
S. Townsend	ELA Grade 11	Melanie Jensen Jessica Bronson	PHHS PHS	7.5 hrs. x \$41.00/hr. 7.5 hrs. x \$41.00/hr.	\$307.50 \$307.50
S. Townsend	ELA Grade 11 Honors	William Kadar Julianne Sanchez	PHS PHHS	7.5 hrs. x \$41.00/hr. 7.5 hrs. x \$41.00/hr.	\$307.50 \$307.50
S. Townsend	ELA Grade 12	Jennifer Frantz Lauren Mensing	PHS PHHS	7.5 hrs. x \$41.00/hr. 7.5 hrs. x \$41.00/hr.	\$307.50 \$307.50
S. Townsend	Women’s Studies	Melanie Jensen Katherine Johnson	PHS PHHS	12.5 hrs. x \$41.00/hr. 12.5 hrs. x \$41.00/hr.	\$512.50 \$512.50

57. Overnight Field Trip Approval

OVERNIGHT FIELD TRIP B

BE IT RESOLVED that the Board approve the following overnight field trip for Parsippany High School and Parsippany Hills High School.

Grade 9-12 June 28 – July 3 – Future Business Leaders of America (FBLA) Nationals – Chicago, IL

58. **Job Description**

**JOB
DESCRIPTION**

BE IT RESOLVED that the Board approve the new Job Description for the position of Assistant Payroll Manager.

JOB DESCRIPTION

JOB TITLE: Assistant Payroll Manager

QUALIFICATIONS:

1. High School graduate
2. Thorough familiarity with New Jersey Public School payroll application and key computer payroll programs.
3. Proficient in Google, Word, Excel, etc.
4. Excellent clerical and organizational skills
5. Strong interpersonal skills with demonstrated ability to effectively communicate with staff and community members.
6. Demonstrated ability to problem-solve and multitask, work as a self-starter, produce high quality outcomes, learn new skills and work effectively under pressure
7. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Business Administrator; Payroll Manager

JOB GOAL: To assist the Payroll Manager, maintain and produce payrolls for all district staff and assist the Payroll Manager with the efficient operation of the Payroll Department.

PERFORMANCE RESPONSIBILITIES:

1. Assist the Payroll Manager in maintaining accurate employee payroll records in the district's computer system for all district staff.
2. Assist in the review all time and attendance records for each pay period.
3. Assist the Payroll Manager in reviewing all bulletin items to ensure the district's payroll system is kept up-to-date.
4. Assist the Payroll Manager in computing district employee pay; including employee stipends, waivers, overtime, etc.
5. Assist the Payroll Manager in computing and making all necessary deductions from employee paychecks and send payments to appropriate agencies.
6. Assist the Payroll Manager in the facilitation and production of paychecks through the district computer system.
7. Print and/or direct deposit-paychecks and distribute to employees.
8. Assist the Payroll Manager in the preparation of all tax and pension reports as required by State and Federal laws; including W-2's.
10. Contribute to the smooth running of the Payroll Department.
11. Interact and co-operate with all members of the Central Office.
12. Perform other such duties which, from time to time, are assigned by the Payroll Manager and/or Business Administrator.

Board Approved

59. Paraprofessional – Assist OOD Student

PARA ASSIST

BE IT RESOLVED that the Board approve a paraprofessional to assist an out-of-district student at a school-sponsored activity/event during the 2021-2022 school year, as per their IEP at the hourly rate of \$28.00 per hour, not to exceed 40 hours.

60. Home Instruction

HOME INSTR

BE IT RESOLVED that the Board approve the following students who have been placed on home instruction:

<u>Student #</u>	<u>School</u>	<u>Grade</u>	<u>Reason</u>	<u>Anticipated End Date</u>
50775	PHHS	9	Medical	6/23/22
49214	BMS	8	Medical	6/23/22

61. Home Instruction – Change in End Dates

**HOME INSTR
CHANGE END DATES**

BE IT RESOLVED that the Board approve the following change in anticipated end dates for the following students on home instruction, previously approved in the Superintendent's Bulletin:

Superintendent's Bulletin March 10, 2022

<u>Student #</u>	<u>School</u>	<u>Grade</u>	<u>Reason</u>	<u>Anticipated End Date</u>
31492	PHHS	11	Medical	6/23/22
33106	PHHS	10	Medical	6/23/22

Superintendent's Bulletin January 27, 2022

<u>Student #</u>	<u>School</u>	<u>Grade</u>	<u>Reason</u>	<u>Anticipated End Date</u>
50309	NV	Preschool	Medical	6/23/22

62. **Resolution 2022 Irene LeFebvre Excellence in Boardsmanship Award**

RESO

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

WHEREAS, Judy Mayer has served with distinction as a member of the Parsippany-Troy Hills Board of Education from 2015 to 2022; and

WHEREAS Judy Mayer has been a distinguished Board Member and has made noteworthy contributions that focus on the education of students in the district; and

WHEREAS, Judy Mayer has shown exemplary leadership on the Board and in the community with her teamwork approach, always being prepared, being a thoughtful and respectful Board member; and

WHEREAS, Judy Mayer's continual focus since becoming a member of the Board in 2015 remains on improving student achievement for all students in the district; and

WHEREAS, Judy Mayer's strong commitment to personal and professional development as evidenced by having held many seats on the Board such as Chair of Human Resources and Teaching and Learning, and Committee Member of Critical Issues, Transportation and in the community as liaison to MCEC, GRO Program, PTA Council, PHS Student Council, member of the DEIA Committee and has attended over 170 professional development, Delegate Assembly, Board Member Academy and state and county meetings and has now achieved Certified Board Leader status; and

NOW, THEREFORE, BE IT RESOLVED, the Parsippany-Troy Hills Board of Education does hereby express its appreciation to Judy Mayer for her dedicated service, leadership, and her contributions to the education of the students in our district.

BE IT FURTHER RESOLVED, that the Board secretary submit this resolution to the Morris committee for consideration of the nomination of Judy Mayer for the Irene LeFebvre Excellence in Boardsmanship Award.