

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

Number 19 ADDENDUM

June 9, 2022

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

45. **Pets in the Classroom - Grant**

GRANT

BE IT RESOLVED that the Board accept and approve the 21-22 Pet Care Trust Grant of \$125.00 awarded to Jeannine Eckert of Central Middle School. The grant provides funding for a starter setup for a classroom pet. The award will go toward a classroom set-up to purchase a habitat, food, supplies, and the pet(s) itself.

46. **Independent Study**

**INDEPENDENT
STUDY**

BE IT RESOLVED that the Board approve the following independent study program request for the student indicated for the 2022-2023 school year. An outline of studies has been submitted as part of the application process.

Creative Writing 2

Madeline Otinsky – Parsippany High School – Grade 11

47. **Home Instruction**

**HOME
INSTRUCTION**

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 May 26, 2022:

<u>Student</u>	<u>School</u>	<u>Grade</u>	<u>Reason</u>	<u>Anticipated End Date</u>
42944	PHS	9	Medical	6/23/22

BE IT RESOLVED that the Board approved 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>
40066	CMS	8	Medical	6/23/22
51199	TH	2	Medical	6/23/22

48. **Essex Regional Educational Services Commission
Home Instruction Services Agreement 2022-2023**

**22-23 ERESC
HOME INST E**

BE IT RESOLVED, that the Parsippany-Troy Hills Township Board of Education approve the Home Instruction Agreement between the Essex Regional Educational Services Commission for home instruction services for the 2022-2023 school year.

49. **Educational Services Commission of Morris County Agreement**

**MCESC F
SHARED SVCS**

BE IT RESOLVED, that the Parsippany-Troy Hills School District Board of Education, in the County of Morris, New Jersey approve the Shared Service Agreement with the Educational Services Commission of Morris County for the purchase of school supplies and materials through Educational Data Services, Inc. for the 2022-2023 school year, effective July 1, 2022.

50. **Kronos Upgrade**

**KRONOS
UPGRADE**

BE IT RESOLVED, that the Parsippany Troy-Hills Township Board of Education approve the purchase of Kronos upgraded software and related equipment in the amount of \$44,200 from SHI International Corp, Somerset, NJ through the NJSBA Cooperative Pricing System 21st Century Ready K-12 Classroom Products and Services Contract #E-8801-NJSBA-ACES-CPS pursuant to N.J.S.A. 18A:18A-11 and N.J.A.C. 5:34-7.1 et seq.

51. **Secondary Wireless Service Upgrade**

**SEC WIRELESS SVC
UPGRADE**

BE IT RESOLVED, that the Parsippany Troy-Hills Township Board of Education approve the purchase of software and related equipment in the amount of \$235,516.20 for a secondary wireless service upgrade from SHI International Corp, Somerset, NJ through the NJSBA Cooperative Pricing System 21st Century Ready K-12 Classroom Products and Services Contract #E-8801-NJSBA-ACES-CPS pursuant to N.J.S.A. 18A:18A-11 and N.J.A.C. 5:34-7.1 et seq.

52. **Facility Managers**

FACILITY MGRS

BE IT RESOLVED that the Board approve the following individuals as Facility Managers for the 2022-2023 school year. They will be paid by outside organizations who submit Applications for Use of Facilities at a rate of \$40/hour:

- | | |
|------------------|-----------------|
| Joan Benos | Heidi Hansberry |
| Kathleen Dedrick | Liz Harasymow |
| Marianne Felger | Tiffany Pizza |
| Stella Gizas | Karen Timmerman |
| Gail Gebely | |

53. Summer Work – Pupil Personnel Services

SM WORK PPS

BE IT RESOLVED that the Board approve Jennifer Goodhand to train and monitor ESY teachers using the Unique Learning System (June 27, 2022 – July 28, 2022) at the hourly rate of \$53.33 (not to exceed 8 hours).

BE IT RESOLVED that the Board approve Lorensianna Lorenzo for summer work (June 24, 2022-August 15, 2022) to complete Work Based Learning observations and prepare Work Based Learning Sites (not to exceed 15 hours) at the hourly rate of \$81.02.

BE IT RESOLVED that the Board approve Jenna Spautz for summer work (June 24, 2022-August 15, 2022) to complete Work Based Learning observations and prepare Work Based Learning sites (not to exceed 15 hours) at the hourly rate of \$57.81.

BE IT RESOLVED that the Board approve Nicole Fasciana for summer work (June 24, 2022-August 15, 2022) to plan, implement and complete transition plans for the 2022-2023 school year (not to exceed 15 hours) at the hourly rate of \$81.02.

BE IT RESOLVED that the Board approve Keri Wyrwa for summer work (June 24, 2022-August 15, 2022) to plan, implement and complete transition plans for the 2022-2023 school year (not to exceed 15 hours) at the hourly rate of \$58.87

BE IT RESOLVED that the Board approve Robert Kowalski for summer work (June 24, 2022-August 15, 2022) to plan, implement and complete transition plans for the 2022-2023 school year (not to exceed 15 hours) at the hourly rate of \$50.43.

54. ESL Summer Program – Change

**ESL SMR
CHANGE**

BE IT RESOLVED that the Board approve the changes to the ESL Summer Program from the May 12, 2022 Bulletin as indicated below:

FROM:

Name	Position	Hours	Hourly Rate	Total Salary
Meaghan Elrod	Math Specialist	51	\$45.00	\$2,295.00

TO:

Name	Position	Hours	Hourly Rate	Total Salary
Anthony Vlahakes	Math Specialist	35	\$45.00	\$1,575.00
Dena Viscuso	Math Specialist	17	\$45.00	\$855.00

55. Summer Stepstones Program – Change

**SMR STEPSTONES
CHANGE**

BE IT RESOLVED that the Board approve the changes to the Summer Stepstones Program from the May 12, 2022 Bulletin as indicated below:

FROM:

Name	Grade	Hours	Total Salary
Kelly Hemenway	Rising to Grade 5 - ELA	33	\$1,485.00
Kelly Hemenway	Rising to Grade 5 - Math	33	\$1,485.00

TO:

Name	Grade	Hours	Total Salary
Susan Scholz	Rising to Grade 5 - ELA	33	\$1,485.00
Susan Scholz	Rising to Grade 5 - Math	33	\$1,485.00

56. Job Descriptions

**JOB
DESCRIPTIONS**

BE IT RESOLVED that the Board approve the new Job Descriptions for the positions named below:

District Painter

District Mechanic/School Bus Repair Technician

JOB DESCRIPTION

JOB TITLE: District Painter

QUALIFICATIONS:

1. High School graduate or equivalent
2. Demonstrated ability to problem-solve and multitask, work as a self-starter, produce high quality outcomes, learn new skills and work effectively.
3. Must possess a valid NJ Driver’s License.
3. Required criminal history check and proof of U.S. citizenship or resident alien status.

REPORTS TO: Supervisor of Buildings & Grounds; Operations Manager; Business Administrator

JOB GOAL: Under the supervision of the Supervisor of Buildings & Grounds and the Operations Manager, maintain a painting, staining, and refinishing program for the District; and other related duties as required.

PERFORMANCE RESPONSIBILITIES:

1. Paint interior and exterior of buildings, equipment, and surfaces including athletic courts and fields, and stripe parking lots.
2. Stain or paint cabinets, doors, and other furniture and fixtures such as lockers, fences, and other equipment.
3. Recommend the selection of colors and purchases paint for district needs.
4. Supervises assistants when provided.
5. Get quotes and prepare cost estimates.
6. Prepare various interior and exterior surfaces such as wood, concrete, metal, glass, plaster, brick, and cement for painting.
7. Operate and maintain appropriate equipment and tools for painting, removing paint, or graffiti, patching holes, sanding or roughing slick surfaces.
8. Use and maintain brushes, rollers, or spray guns to apply a variety of surface coverings such as paint, varnish, shellac, enamel, lacquer, or other protective or decorative finishes.
9. Mix paints to match, blend, coordinate, or contrast colors.
10. Erect, move and work from ladders, scaffolding, and platforms.
11. Apply primer, undercoats, and finish coats as needed.
12. Plan, organize and layout assigned tasks; prepare and maintain records and reports related to materials used and graffiti incidents; order and obtain supplies and materials as needed.

- 13. Serve in a lead capacity on painting projects and as a member of a crew on other maintenance projects as needed and as assigned.
- 14. Perform other such duties which, from time-to-time, are assigned by the Supervisor of Buildings and Grounds, Operations Manager, and/or Business Administrator.
- 15. Will perform wallpapering tasks on an as needed basis.
- 16. Perform other such duties which, from time to time, are assigned.

Board Approved: _____

JOB DESCRIPTION

JOB TITLE: District Mechanic/School Bus Repair Technician

- QUALIFICATIONS:**
- 1. High School graduate or equivalent
 - 2. Possess a combination of education and technical experience including a minimum of two years service repair (ASE certifications preferred).
 - 3. Demonstrated ability to problem-solve and multitask, work as a self-starter, produce high quality outcomes, learn new skills and work effectively.
 - 4. Possess a valid driver's license (CDL preferred).
 - 5. Required criminal history check and proof of U.S. citizenship or resident alien status.

REPORTS TO: Supervisor of Buildings & Grounds; Operations Manager; Business Administrator

JOB GOAL: To repair and maintain all district vehicles and equipment

PERFORMANCE RESPONSIBILITIES:

- 1. Repair and maintain school buses, school bus equipment, district maintenance vehicles, and various landscaping equipment.
- 2. Implement a preventative maintenance program for district owned vehicles.
- 3. Test driving and diagnosing problems on district equipment.
- 4. Solicit and obtain quotes and order parts for repair of district vehicles from vendors.
- 5. Ability to use wrenches, gauges, drills, grinders, or other specialized mechanical tools and equipment.
- 6. Demonstrate/possess knowledge of repairing heavy duty/light duty gasoline and diesel vehicles.
- 7. Record keeping of school vehicle maintenance.
- 8. Demonstrate ability to communicate, interact, and work effectively and cooperatively with all district employees.
- 9. Demonstrate the ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator. Maintain a clean working environment.
- 10. Demonstrate knowledge of State and Federal laws and regulations as they apply to student transportation and maintenance of vehicles.
- 11. Demonstrate ability to prioritize work and manage multiple tasks with frequent interruptions.
- 12. Operating knowledge of tire mounting equipment, engine diagnosis equipment, computers, scanners, grinders, welders, torches, and lifting equipment.
- 13. Operating knowledge of and experience with personal computers and peripherals.
- 14. Contribute to a positive work environment.
- 15. Demonstrate integrity and respect confidentiality.
- 16. Perform all other duties as assigned.

Board Approved: _____

57. Termination of Employment

**TERM
EMPLOY**

BE IT RESOLVED that the Board, based upon the recommendation of the Superintendent, approve the termination of employee #50494, Custodian, effective June 8, 2022.

58. Resignation – PTHEA

**RESIGN
PTHEA**

BE IT RESOLVED that the Board approve the resignation of Melissa Iellimo, Teacher at Lake Hiawatha Elementary School, effective June 30, 2022.

59. Resignations - PTHESA

**RESIGN
PTHESA**

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

Effective June 23, 2022:

Ariana Lopez	Paraprofessional	Brooklawn Middle School
Deborah Strunck	Paraprofessional	Lake Hiawatha Elementary School

60. Resignation - Local 32

**RESIGN
LOCAL 32**

BE IT RESOLVED that the Board approve the resignation of Jose Sepulveda, Custodian at Knollwood Elementary School, effective June 15, 2022.

61. Resignations – Major-Extra Responsibility Assignments

**RESIGN
COACHING**

BE IT RESOLVED that the Board approve the resignation of Megan Geiger, Assistant Field Hockey Coach at Parsippany Hills High School, effective June 3, 2022.

BE IT RESOLVED that the Board approve the resignation of Anne Shaffer, Assistant Swimming Coach at Parsippany High School, effective June 7, 2022.

62. Employment – Local 32

**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:

<u>Name</u>	<u>Salary</u>	<u>Effective</u>	<u>Assignment</u>	<u>School</u>
Franco Lorelli	\$42,185.00	6/13/22	Head Custodian	Mt. Tabor
	+ \$5,450.00 (Head Elem.)			
	+ \$1,335.00 (Black Seal)			
(Replacing Jaime Alarcon, resigned)				

63. **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.

Samantha Pagliuca

Elementary Teacher

Degree:	BA/Fairleigh Dickinson University MA/Fairleigh Dickinson University
Certification:	K-6; TOSD; Middle School Language Arts (all pending)
Experience:	1 year
Guide Placement:	BA+30, Step 1, \$58,925.00
Effective:	September 1, 2022
Assignment:	Rockaway Meadow Elementary School (Replacement – Pandorf - Resigned)

Cori Taylor

School Social Worker

Degree:	BA/William Paterson University MA/Montclair State University
Certification:	School Social Worker (pending)
Experience:	1 year
Guide Placement:	BA+60, Step 1, \$64,825.00
Effective:	September 1, 2022
Assignment:	Intervale Elementary School (.5 FTE) Rockaway Meadow Elementary School (.5 FTE) (Replacement – Franco - Resigned)

64. **Employment – Local 32**

**EMPLOY
LOCAL 32**

BE IT RESOLVED that the Board approve the employment of Anabel Aracena, who has successfully completed her 150-day probationary period as a Driver. A new contract should be issued to her in the amount of \$23,000.00 (prorated) for the 2021-2022 school year, effective June 3, 2022.

BE IT RESOLVED that the Board approve the employment of Jose Castro, who has successfully completed his 150-day probationary period as a Driver. A new contract should be issued to him in the amount of \$23,000.00 (prorated) for the 2021-2022 school year, effective June 3, 2022.

65. Employment – Technology Services and Solutions - Pending

**EMPLOY
TSS**

BE IT RESOLVED that the Board approve the following individual as indicated below, subject to the receipt of all required employment documents including, but not limited to completion of criminal history background check, and any other required materials, and execution of the requisite contract of employment to be signed by the Board President, effective July 5, 2022:

Computer Technician

Alex Guarnieri \$46,000.00

66. Employment – ESAPTH – Pending

**EMPLOY
ESAPTH**

BE IT RESOLVED that the Board approve the employment of Priscilla Shaw who has been selected as a Secretary - Office of Academics replacing Elaine Lotzer. Ms. Shaw will be placed on 12 month - Guide A - Step 4 and receive \$49,932.00, effective July 5, 2022 (prorated), 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.

67. 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 2022 summer as indicated below:

PHS

Judith Skibitski \$5,000

PHHS

Jamie Madonna \$5,000

68. Maternity Leave of Absence

**MATERNITY LEAVE
OF ABSENCE**

Employee #43904, Teacher, has requested an unpaid childcare leave of absence from 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).

69. Mentoring – Assignment 1st Year – 2021-2022

MENTORING

BE IT RESOLVED that the Board approve the stipend as noted below for the Mentors who have completed the mentoring assignment with the first year teacher who participated in the Induction Year Process. Stipends to be paid out of Provisional Teachers’ Mentoring Fees.

Provisional Teacher	Mentor	Amount	School
Brendan Clonan	Victoria Collado	\$500.00	PHS
Rovaeni Fernando	Ana Napoloni	\$55.09	LI
Molly Heller	Wendy Brindle	\$348.33	LH
Alexis Havrilla	Melanie Ellis	\$550.00	LI
Jamie Iannuzzi	Rebecca Colucci	\$275.00	KN
Shivani Kapadia	Tayler Egan	\$220.00	RM
Courtney Munro	Laura Breiten	\$550.00	EA
Lauren Novotny	Danielle Ciccone	\$550.00	KN
Nicole Paniccia	Tara Snellings	\$550.00	KN
Jessica Phillips	Cynthia Gosden	\$458.35	LP
Morgan Pixomatis	Kathryn Krimmel	\$550.00	LH
Gabrielle Santana	Katherine Cascioli	\$348.33	TH
Megan Selitto	Jennifer Goodhand	\$550.00	TH

70. Waivers of Teaching Load

WAIVERS

BE IT RESOLVED that the Board approve the waivers of teaching load for the following individuals who will provide class coverage as indicated below during the 2021-2022 school year:

Name	Location	Subject	Amount	Effect. Date	Class load	Formula
Peter Anzelone	PHHS	Physical Education	\$1,036.20	06/03/22-6/23/22	1 class every day	1/7
Michael Cardell	PHHS	Physical Education	\$2,219.95	06/03/22-6/23/22	1 class every day	1/7
Justin Altschul	PHHS	Physical Education	\$1,036.20	06/03/22-6/23/22	1 class every day	1/7
Karen Brzezinski	PHHS	Physical Education	\$1,206.30	06/03/22-6/23/22	1 class every day	1/7
Melissa Olsen	PHHS	Physical Education	\$1,096.65	06/03/22-6/23/22	1 class every day	1/7

71. Wide World of Summer Staff List 2022

WWS

BE IT RESOLVED that the Board approve the individuals named below for employment at PACE in the 2022 Wide World of Summer Camp Program effective from June 27, 2022 through August 12, 2022.

Wide World of Summer 2022				
Name	Position	Hourly Rate	Estimated Potential Hours	Total Est. Pay
Christine Lydiksen	Nurse	\$45	247.50	\$11,137.50
Debra Molloy	Nurse	\$45	247.50	\$11,137.50
Nicole Poccia	Specialist	\$30	161	\$4,830
Stephen Fichter	Specialist	\$30	161	\$4,830
Kathleen Gallagher	Specialist	\$30	161	\$4,830
Nahed Salem	Specialist	\$30	161	\$4,830
Stephen Scism	Specialist	\$30	161	\$4,830
Kristine Skinner	Specialist	\$30	161	\$4,830
Andrew Smith	Specialist	\$30	161	\$4,830
Samantha Smith	Specialist	\$30	161	\$4,830
Jennifer Suarez	Specialist	\$30	161	\$4,830
Scott Nordland	Specialist	\$30	161	\$4,830
Alyssa Breeman	Specialist	\$30	161	\$4,830
Steve Brock	Group Leader	\$26	239.25	\$6,220.50
Brittany Dungan	Group Leader	\$26	239.25	\$6,220.50
Sarah Katz	Group Leader	\$26	239.25	\$6,220.50
Nicole Korol	Group Leader	\$26	239.25	\$6,220.50
Kaitlyn O’Kean	Group Leader	\$26	239.25	\$6,220.50
Ashley Shandra	Group Leader	\$26	239.25	\$6,220.50
Lydia Parker	Sub Group Leader	\$26	120	\$3,120
Bryan Araujo	Counselor	\$15	231	\$3,465
Katelyn Badke	Counselor	\$15	231	\$3,465
Brian Concannon	Counselor	\$15	231	\$3,465
Kyle Contaldi	Counselor	\$15	231	\$3,465
Ethan Cordova	Counselor	\$15	231	\$3,465
Michael Cortright	Counselor	\$15	231	\$3,465
Margarita Dedes	Counselor	\$15	231	\$3,465
Debra DeLio	Counselor	\$15	231	\$3,465
Kyle Furfaro	Counselor	\$15	231	\$3,465
Jacob Helmlinger	Counselor	\$15	231	\$3,465
Brandon Hiltz	Counselor	\$15	231	\$3,465
Gabrielle Lamdagan	Counselor	\$15	231	\$3,465
Zachary Leander	Counselor	\$15	231	\$3,465
Anastasia Lee	Counselor	\$15	231	\$3,465
Brianna Lomelo	Counselor	\$15	231	\$3,465
Mohnish Mehta	Counselor	\$15	231	\$3,465
Katherine Mitchell	Counselor	\$15	231	\$3,465
Jillian O’Kean	Counselor	\$15	231	\$3,465
Lydia Parker	Counselor	\$15	231	\$3,465
Jordan Radadi	Counselor	\$15	231	\$3,465

Andrew Song	Counselor	\$15	231	\$3,465
Chris Taylor	Counselor	\$15	231	\$3,465
Emma Wright	Counselor	\$15	231	\$3,465
Marilyn Fleming	Receptionist	\$15	80	\$1,200
Michelle Romano	Receptionist	\$15	80	\$1,200
Cindy Zichelli	Receptionist	\$15	80	\$1,200
Nicole Berkman	Plus Supervisor	\$50	71.25	\$3,562.50
Kelly Hemenway	Plus Literacy Teacher	\$45	20	\$900
Jamie Napeloni	Plus Math Teacher	\$45	20	\$900
Shaleene Pandorf	Plus Science Teacher	\$45	20	\$900
Kevin Schmid	Plus PE Teacher	\$45	60	\$2,700

72. Appointment – Parsippany High School Assistant Principal

**APPOINT
ASST PRIN PHS**

BE IT RESOLVED that the Board approve Mina Kelaid, who has been recommended by the Superintendent, for the position of Assistant Principal at Parsippany High School. Mr. Kelaid should receive a salary of \$112,000 plus benefits pursuant to the Board/APSA Agreement effective August 10, 2022 or sooner pending release from his current contract.

73. Transfer of Assignment – APSA

**TRANSFER
APSA**

BE IT RESOLVED that the Board approve the transfer of assignment for the 2022-2023 school year with no change in salary, effective July 1, 2022:

Michele Hoffman

From: Principal – Littleton Elementary School

To: Principal – Lake Parsippany Elementary School

74. Corrections

CORRECTIONS

BE IT RESOLVED that the Board approve the following corrections:

Resignation – PTHEA

Shaleene Pandorf

From: effective June 30, 2022

To: effective August 27, 2022

Re-Employment - Tenured Teachers - 2022-2023

Kellie Andersen

<u>Salary Description</u>	<u>Salary</u>	<u>Longevity</u>	<u>Total</u>
From: BA+60 - 17	\$101,150.00	\$2,430.00	\$103,580.00
To: BA+60 - 17	\$101,150.00	\$3,205.00	\$104,355.00

Gina Beauchamp

<u>Salary Description</u>	<u>Salary</u>	<u>Longevity</u>	<u>Total</u>
From: BA+60 - 17	\$101,150.00	\$2,430.00	\$103,580.00
To: BA+60 - 17	\$101,150.00	\$3,205.00	\$104,355.00

Re-Employment - Custodians, Maintenance, Bus Drivers
2022-2023 Custodians/Maintenance

Anabel Aracena

From:	Description	Salary
	Local 32 - Driv-10Mo-6Hr-Prob	\$23,000.00
To:	Local 32 - Driv-10Mo-6Hr	\$23,000.00

Jose Castro

From:	Description	Salary
	Local 32 - Driv-10Mo-6Hr-Prob	\$23,000.00
To:	Local 32 - Driv-10Mo-6Hr	\$23,000.00

Maternity Leave of Absence

Employee #50054

From: 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.

To: a maternity leave of absence on or about June 6, 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.

Employee #50334

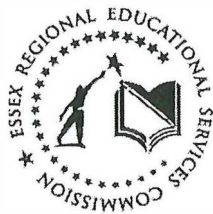
From: a maternity leave of absence on or about June 2, 2022 through June 10, 2022 utilizing accumulated sick leave and personal days, and an unpaid maternity leave of absence effective June 13, 2022 through June 23, 2022. Pursuant to the PTHEA Agreement, she is also requesting an unpaid childcare leave of absence from September 1, 2022 through December 2, 2022.

To: a maternity leave of absence on or about June 8, 2022 through June 16, 2022 utilizing accumulated sick leave and personal days, and an unpaid maternity leave of absence effective June 17, 2022 through June 23, 2022. Pursuant to the PTHEA Agreement, she is also requesting an unpaid childcare leave of absence from September 1, 2022 through December 2, 2022.

Employee #49261

From: a maternity leave of absence on or about April 25, 2022 through June 13, 2022 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 June 14, 2022 through June 23, 2022.

To: a maternity leave of absence on or about April 25, 2022 through May 26, 2022 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 31, 2022 through June 23, 2022.



ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION
HOME INSTRUCTION SERVICES AGREEMENT
SCHOOL YEAR 2022 - 2023

THIS AGREEMENT entered into this **16th day of May, 2022** between the ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION (“ERESC”) with principal offices located at 333 Fairfield Road, Fairfield, New Jersey 07004; and the PARSIPPANY BOARD OF EDUCATION (“The Board” and “The District”) with principal offices located at 292 Parsippany Road, Parsippany, NJ 07054 (collectively the “Parties”) for services provided from July 1, 2022 through June 30, 2023.

WHEREAS, ERESC provides home instruction services to public school students; and

WHEREAS, the Board is desirous of contracting with ERESC to provide home instruction services to the students that attend its District’s schools; and

WHEREAS, both Parties agree said home instruction shall be provided at the student’s place of confinement; and

WHEREAS, both Parties have reached Agreement for the provision of home instruction services and seek to memorialize that Agreement; and

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Term.** This Agreement shall remain in full force and effect from July 1, 2022 through June 30, 2023.
2. **Services.**
 - A. ERESC will employ certified teachers to provide home instruction services to eligible public school students in accordance with all District timelines and procedures.
 - B. ERESC will contact and assign all staff required to provide home instruction services in accordance with all District timelines and procedures.
 - C. All staff providing home instruction services will contact the student and parent(s)/guardian(s) to arrange agreeable scheduled instructional periods.
 - D. All materials and assignments will be provided by the District.

- E. District will determine the amount of home instruction time that will be provided to each student, in accordance with District policy and procedures.
- F. Upon the completion of the assignment unless otherwise agreed upon, all staff providing home instruction will be responsible for submitting all completed assignments, tests, progress reports, grades, etc. to the District contact or ERESO contact personnel for a review and subsequent submission to the District upon the completion of the assignment unless otherwise agreed upon.
- G. ERESO will assist the District in meeting all State required guidelines, policies and procedures regarding home instruction services.

3. **Billing and Payment.**

- A. The Board agrees to pay ERESO \$57.75 per hour for all home instruction services listed and referenced in Paragraph 2 of this Agreement.
- B. At the completion of each case(s), unless otherwise agreed between ERESO and the Board, ERESO shall submit a bill for services to the Board. ERESO will complete all Board invoices and required materials. Board shall remit payment in the amount of that invoice no later than thirty (30) days from the date of the bill. Failure to promptly pay such bill shall result in a daily penalty of one percent (1%) of the invoice amount for each day the invoice payment is late.

4. **Late Cancellation/No Show Fees.** In the event the home instructor arrives at the student's address, and student or parent fail to open the door for the home instructor or parent or student cancel home instruction services after home instructor arrives, Board agrees that ERESO is entitled to two (2) hours of home instruction services. Therefore, ERESO will bill Board for two (2) hours of home instruction services at the rate provided in Paragraph 3(A).

5. **Termination.** This Agreement may be terminated by either party upon thirty (30) days written notification. In the event of termination, the ERESO shall be entitled to payment for services rendered up to the effective date of termination.

6. **Compliance with Laws.** Both Parties shall comply with any and all Federal, State or local laws in effect or hereinafter promulgated which apply to the service herein specified.

7. **Disputes and Choice of Law.** The Parties will make good faith efforts to resolve any disputes concerning this Agreement prior to commencing litigation. The laws of the State of New Jersey will govern all rights, duties, and obligations arising from or relating in any manner to this Agreement, without regard to conflict of laws and principles. Any and all claims arising from or relating to this Agreement will be heard in the Essex County Superior Court.

8. **Entire Agreement.** This Agreement contains the entire Agreement between the parties with respect to the transaction contemplated by this Agreement and supersedes all prior Agreements and understandings between the parties with respect to such transaction. It may be executed in any number of counterparts, each of which shall be deemed an original, but such counterparts together shall constitute only one and the same instrument.
9. **Documentation and Recordkeeping.** Both Parties shall maintain documentation as necessary to establish they are meeting their obligations pursuant to this Agreement and such other standards that may apply.
10. **Criminal Background Check.** To the extent required by the laws of the State of New Jersey, it is the responsibility of the ERESA to ensure that its employees, agents, volunteers, contractors and any instructors who have contact with students be fingerprinted and undergo a background check.
11. **Confidentiality of Student Records.** Access to student education records is subject to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, et seq., the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, et seq., the Children's Online Privacy Protection Act (COPPA), 15 U.S.C. §§ 6501-6506, and the regulations promulgated there under. Such information is considered confidential and is therefore protected. To the extent that ERESA has access to "education records" under this Agreement, it is deemed a "school official," as each of these terms are defined under FERPA. Further, ERESA agrees that it shall not use education records except as necessary for performance under this Agreement. ERESA shall not disclose education records to any third party unless required by law or judicial/administrative order.
12. **Mutual Indemnification.** Neither party shall assume any obligation to indemnify, hold harmless, pay attorneys' fees or damages that may arise from or in any way be associated with the performance or operation of this Agreement. Furthermore, the liability of the parties shall be governed by the terms and provisions of the applicable Tort Claims Act. Notwithstanding the foregoing, neither party will defend or indemnify the other in cases where any losses, expenses, or damages are caused by the party's own gross negligence or willful misconduct.
13. **Affirmative Action/Equal Employment.** During the performance of this Agreement, both Parties agree to comply with the Mandatory Equal Employment Opportunity Language for Goods, Professional Services and General Service Contracts and Equal Opportunity for Individuals with Disabilities language promulgated by the Division of Local Government Services of the Department of Community Affairs.
14. **Severability.** Each provision of this Agreement shall be deemed a separate, severable, and independently enforceable provision. The invalidity or breach of any provision shall not cause the invalidity or breach of the remaining provisions or of this Agreement, which shall remain in full force and effect.

15. **Modifications and Amendments.** Any and all modifications to the terms of this Agreement must be memorialized in writing, approved and executed by each party's governing body.
16. **Ratification.** The provisions of this Agreement are subject to and contingent upon approval by both the District and the ERESC. Certified copies of the approved ratification resolution shall be affixed to this Agreement.
17. **Contract Monitor.** Communications for the purposes of billing, payment and submission of documentation required by this Agreement shall be between the following individuals:

For the ERESC:

For the District:

Tracy Stewart

Name

Program Manager

Title

333 Fairfield Road

Address

Fairfield, NJ 07004

City, State, Zip Code

(973) 405-6262 Ext. 229

Phone Number

t.stewart@eresc.com

E-mail Address

Name

Title

Address

City, State, Zip Code

Phone Number

E-mail Address

18. **Counterparts.** This Agreement may be executed in one or more counterparts and, if executed in more than one counterpart, the executed counterparts shall each be deemed to be original but all such counterparts shall together constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have caused this **AGREEMENT** to be duly executed as of this _____ day of _____, 2022.

ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION

PARSIPPANY BOARD OF EDUCATION

President

President

Date

Date

Board Secretary

Board Secretary

Date

Date

Any alteration of this Agreement/Contract is expressly prohibited without the written consent of the Essex Regional Educational Services Commission.

The Essex Regional Educational Services Commission is an Equal Opportunity Employer (EOE) and as such, is governed by the employment goals promulgated by federal and state regulations.

Rev. By SJM on 5/12/22



Essex Regional Educational Services Commission

333 Fairfield Road, Fairfield, N.J. 07004 • 973-405-6262 • fax 973-405-6565 • www.eresc.org

Fee Schedule 2022 - 2023

Type of Service	22-23 Fee		21-22 Fee	
Per Diem Cost to Rent PD Space at 333 Fairfield Road:	\$	367.50 /day	\$	350.00 /day
Public CST	\$	525.00 /eval	\$	500.00 /eval
Public CST-Bilingual Evaluation	\$	525.00 /eval	\$	500.00 /eval
Attendance at CST Meeting	\$	131.25 /mtg	\$	125.00 /mtg
Public Educational Evaluation	\$	420.00 /eval	\$	400.00 /eval
Public Psychological Evaluation	\$	420.00 /eval	\$	400.00 /eval
Public Psychological Evaluation of Projective Testing	\$	393.75 /eval	\$	375.00 /eval
Public Social Assessment	\$	420.00 /eval	\$	400.00 /eval
Public Speech Evaluation	\$	420.00 /eval	\$	400.00 /eval
Public/Charter School Home Instruction	\$	57.75 /hr	\$	55.00 /hr
Public Nursing	\$	58.80 /hr	\$	56.00 /hr
Public Speech Services	\$	99.75 /hr	\$	95.00 /hr
Aide for Applied Behavior Analysis (ABA)	\$	52.29 /hr	\$	49.80 /hr
Occupational/Physical Therapist	\$	99.75 /hr	\$	95.00 /hr
Occupational/Physical Therapy Evaluation	\$	472.50 /eval	\$	450.00 /eval
Paraprofessional	\$	29.99 /hr	\$	28.56 /hr
Paraprofessional Substitute	\$	29.99 /hr	\$	28.56 /hr
Diaper Duty Stipend for Paraprofessional	\$	9.37 /day	\$	8.93 /day
Functional Behavior Assessment (FBA)	\$	367.50 /eval	\$	350.00 /eval
Job Coach			\$	30.00 /hr
Coordinated Transportation		Up to 4.75%		
Essex Junior Academy Tuition (Sep - Jun)	\$	60,375.00 /year	\$	52,500.00 /year
Essex Junior Academy ESY Tuition (30 days)	\$	8,750.00 /30 days	\$	8,750.00 /30 days
Essex Campus Academy Tuition (Sep - Jun)	\$	60,375.00 /year	\$	52,500.00 /year
Essex Campus Academy ESY Tuition (30 days)	\$	8,750.00 /30 days	\$	8,750.00 /30 days
Essex High School Tuition (Sep - Jun)	\$	60,375.00 /year	\$	52,500.00 /year
HoHoKus School of Trade Tuition July	\$	57.75 /day	\$	55.00 /day
Project Life Tuition (Sep-Jun)	\$	60,897.90 /year	\$	57,998.00 /year
Alternative Education Tuition (Sep - Jun)	\$	31,625.00 /year	\$	27,500.00 /year
Public English as a Second Language	\$	89.25 /hr	\$	85.00 /hr
Beyond the Bell One-on-One Aide	\$	- /hr	\$	- /hr
Golden Door Charter School	\$	89.25 /hr	\$	85.00 /hr
45 Day Program - SPED	\$	8,190.00 /45 days	\$	7,800.00 /45 days
45 Day Program - ALT ED	\$	4,375.50 /45 days	\$	4,150.00 /45 days
After-School Tutoring and Homework Assistance	\$	315.00	\$	300.00
		2 hours per instructor up to a group of 5 students		2 hours per instructor up to a group of 5 students

Approved: January 2022

**EDUCATIONAL SERVICES COMMISSION OF MORRIS COUNTY
SHARED SERVICES AGREEMENT**

THIS AGREEMENT is entered into this **1st** day of **July 2022**, by and between the Board of Education of **Parsippany-Troy Hills**, whose address is **P.O. Box 52, 292 Parsippany Road, Parsippany, New Jersey 07054-0052** (hereinafter referred to as the "Board" or the "District"), and the Educational Services Commission of Morris County whose post office address is PO Box 1944, Morristown, NJ 07962-1944 (hereinafter referred to as the "Commission"), pursuant to official action taken by the Board to approve this Agreement at a duly advertised Board meeting held on _____. In consideration of the mutual promises and covenants contained herein, the parties hereto agree as follows:

1. The Commission shall provide the shared services with personnel or service contractors approved by the Commission as set forth in detail in the addendum to follow and made a part of the Agreement in the amount of: **\$25,365.00**.
2. The term of this Agreement shall be from **July 1, 2022 until June 30, 2023**. In the event the Board desires to renew this Agreement for the succeeding months, it must provide written notice to the Commission of its intent to do so no later than the last day of the month preceding the end of the contract.
3. The Board agrees to pay the Commission the fee established in the agreement, in accordance with the schedule in the addendum.
4. The Commission will prepare all pertinent reports and provide other pertinent documents as required by the district for the services rendered.

IN WITNESS THEREOF, the parties have by duly adopted resolutions approved this Agreement and authorized and directed their respective Board Presidents and Board Secretaries/Business Administrators to affix their signatures and seals hereto.

The Board of Education of
Parsippany-Troy Hills

The Board of Directors of the Educational
Services Commission of Morris County

By _____
Board President

By _____
Board President

ATTEST:

ATTEST:

By _____
Board Secretary/Business Administrator

By _____
Board Secretary/Business Administrator

DATED: _____

DATED: _____

**BIDDING/PURCHASING PROGRAM 2022-2023
SHARED SERVICES ADDENDUM**

Parsippany-Troy Hills Board of Education

The Educational Services Commission of Morris County in cooperation with Educational Data Services, Inc. offers a program to standardize District supply requirements, reduce supply procurement costs, develop standard items on a category basis, and then bid supply requirements as outlined below.

1. Prepare and print new or revised customized supply order Budget Books. Categories covered under this Proposal are as follows:
General Classroom Supplies, Athletic Supplies, Custodial Supplies, Audio Visual, Computer/Office, Fine Art, Home Economics, Library Supplies, Health Supplies, Physical Ed Supplies, Science and Technology Supplies.
2. Submit a Bidding Calendar and Vendor Bid list.
3. Enter addendum items in computer, enter quantities ordered in computer and total all quantities. Prepare master bids and an analysis of supply requisitions as needed.
4. Print bids and mail to vendors.
5. Analyze bids to determine the low bidders according to specifications and report the names, number of items bid, amount bid and terms and qualifications for each vendor submitting a bid, and the names, items low and total amount low for each bidder. We will compare total award bids with item by item bids and recommend the lowest cost to the district. We will prepare a report of items which should be reviewed for possible specification changes. These items will be items which have lower prices on the bid than the items specified, but do not meet specifications.
6. Prepare a school summary of bid results which will include the following:
 - a. List of low bid items by location with a summary of items ordered by vendor, number of items ordered and total amount ordered.
 - b. Summary by vendors showing the number of items ordered and amount ordered by location with vendor bid terms such as minimum orders, freight charges and other transactions.
 - c. Summary of totals by school locations.
7. Upon receipt of changes of vendors or quantities from the district, prepare recommendations of awards and purchase orders on district purchase order forms.
8. Bids for supplies delivered for the 2023-2024 School Year.
9. Supplies to be bid on a cooperative basis.
10. The fee for this service is **\$25,365.00**. We guarantee the savings to be greater than the fee.
11. Additional categories can be bid at a mutually agreed upon price.

Payment Schedule:

Upon Signing	\$12,682.50
December 2022	\$12,682.50