

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

Number 6

October 28, 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
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Number 6

October 28, 2021

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

Mr. Keith Cortright, Executive Director of PPS, Joseph Wohlgemuth, Coordinating Supervisor of PreK-5, Mr. Steve Figurelli, Principal of Lake Hiawatha School and Mr. Sebastian Powell, Principal of Eastlake School will be presenting a Preschool Program Overview.

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

1. Board of Education Goals 2021-2022

BOE GOALS 21-22

BE IT RESOLVED that the Board approve the Board of Education goals for the 2020-2021 school year.

1. Continue to be informed by the Superintendent on the effectiveness of this year's instructional model(s) and provide support where necessary.
2. Strategic Planning
 - Develop a new Strategic Plan by July 2022.
 - Support and remain informed by the Superintendent on the continued implementation of the Strategic Plan through annual District Goals as presented on September 23, 2021.

We will serve *all* of our students by focusing on the following goals within a comprehensive and coherent PK-12 framework:

- Our district will create an innovative and rigorous educational experience in a borderless learning community that produces creative students who are problem solvers and self-directed individuals.
 - All students will receive social and emotional support to become adaptable, confident citizens who embody self-awareness and strong interpersonal skills, capable of responsible decision-making and managing their emotions and behaviors.
 - Our community of adult learners will be fully engaged in professional growth experiences which enable them to continuously hone their craft and maximize student achievement.
3. Fiscal Sustainability
 - Direct the administration to adhere to the following goals in the construction of the 2022-2023 school operating budget:
 - Manage and control expenses in the operating budget with the goal of achieving an end of the year surplus of 2.5% of the total operating budget
 - Provide adequate funding that does not diminish, to the greatest degree possible, current services to students, including facilities and security and support the goals of the Strategic Plan.
 - Ensure a tax levy of 2% exclusive of the SGLA (spending growth adjustments) and banked cap.
 - Plan towards future needs of the district in anticipation of the proposed and approved Township residential developments including but not limited to:
 - Budget, to include the development of a referendum process and timeline
 - Staffing
 - Facilities
 - Transportation
 - Realignment in preparation for new students prior to a referendum

4. Outreach

- Showcase positive events in the district.
- Pursue opportunities for school, community, and Municipal engagement.
- Foster communication from the Board through the superintendent to all employees.
- Provide timely updates of major district initiatives to all stakeholders.
- Positively represent the Board at district and community events.

5. Boardsmanship

- Strengthen our abilities through Inservice and development by taking advantage of workshops and seminars NJSBA Presentations / training to full Board.
- Seek and report out on federal, state, and community issues/trends affecting our district.
- Respect our fellow Board Members by sharing information for discussion in advance to support productive discussions at Board Meetings.

II. GA – GENERAL ADMINISTRATION – JONI BENOS

2. **Board Policies**

**BOARD
POLICIES**

BE IT RESOLVED that the Board approve the following new and revised Board Policies/Guidelines at this second and final reading.

B 0131 Bylaws, Policies, and Regulations (Revised)

A

P & R 6471 School District Travel (M) (Revised)

B

3. **Gifts to the District**

GIFTS

Anne Marie Keifer has donated \$30.35 left on the Pay For It lunch money account to be donated to the account of the Parsippany High School Class of 2022.

BYLAWS

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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Bylaws, Policies, and Regulations

0131 BYLAWS, POLICIES, AND REGULATIONS

The Board of Education shall exercise its rule-making power by adopting, revising, and abolishing bylaws, policies, and regulations for the organization and operation of the school district.

“Regulations” for the purpose of this Bylaw are only those regulations that are required to be adopted by the Board.

Adoption, Amendment, and Abolishment

Bylaws, policies, and regulations may be adopted and revised at any meeting of the Board, provided the proposed adoption or revision has been approved by the Board at a previous meeting of the Board.

Bylaws, policies, or regulations may be abolished at any meeting of the Board provided the proposed abolishing of the proposed bylaw, policy, or regulation has been approved by the Board at a previous meeting of the Board.

The Board shall at its organization meeting or annually at a meeting of the Board and by a majority vote of those present and voting, readopt existing bylaws, policies, and regulations without prior notice.

The Board may, under emergency circumstances, suspend the operation of a bylaw, policy, or regulation and adopt, revise, or abolish a bylaw, policy, or regulation without prior notice. The emergency adoption, revision, or abolishment of a bylaw, policy, or regulation shall terminate at the next meeting of the Board or at such earlier date as may be specified by the Board unless further acted upon by the Board in accordance with this Bylaw.

The adoption, revision, abolishment, or suspension of a bylaw, policy, or regulation shall be recorded in the minutes of the Board. Any bylaw, policy, or regulation or part of a bylaw, policy, or regulation that is superseded by a term in a negotiated agreement or by a subsequently adopted bylaw, policy, or regulation shall no longer be in force and effect as a bylaw, policy, or regulation and shall be abolished by the Board in accordance with this Bylaw.



Promulgation and Distribution

The manual of bylaws, policies, and regulations shall be maintained. A copy of the manual of bylaws, policies, and regulations shall be available and accessible to each Board member, the Superintendent, the School Business Administrator/Board Secretary, the Board Attorney, each Building Principal, and other individuals designated by the Superintendent.

The Superintendent shall institute a plan for the orderly promulgation of policies to staff members who are affected by them and shall provide staff members with access to an up-to-date manual of Board bylaws, policies, and regulations.

The manual of bylaws, policies, and regulations shall be considered a public record open to inspection in on the district website www.pthsd.k12.nj.us. The manual retained by the Board of Education shall be considered the master copy of the manual.

Consideration of Bylaws, Policies, and Regulations

Bylaws, policies, and regulations will be considered for adoption by the Board in accordance with the following procedure:

1. A recommendation for a new or revised bylaw, policy, or regulation shall be recommended to the Board and/or Superintendent;
2. A recommendation for a new or revised bylaw, policy, or regulation may be referred, at the discretion of the Board President and as appropriate to the subject, to the Superintendent, a Board committee, or a public advisory committee for study and formulation of a recommendation to the Board. Any study of a new or revised recommended bylaw, policy, or regulation will consider whether the matter is adequately addressed in existing Board bylaw, policy, or regulation;
3. If a recommendation for a new or revised bylaw, policy, or regulation results from referral for study, a proposed draft will be referred to the Superintendent and at the discretion of the Board President and as appropriate to the subject, to a Board committee.



BYLAWS

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Bylaws, Policies, and Regulations

4. All proposed new and revised bylaws, policies, and regulations shall be submitted to the Superintendent. The Superintendent or designee will review all new and revised draft bylaws, policies, and regulations prior to the Board receiving a draft of new or revised bylaws, policies, or regulations for Board consideration;
5. The proposed draft bylaw, policy, or regulation approved by the Board on first reading will be submitted for adoption at a succeeding meeting of the Board. Revisions in the draft may be made at any meeting prior to adoption by a simple majority vote of the Board. A revision at any succeeding meeting that alters the substantive meaning of the draft will constitute a new first reading, and the draft must be presented for adoption at a succeeding Board meeting. A change that is merely editorial may be followed by a vote to adopt the new or revised bylaw, policy, or regulation on second reading.

N.J.S.A. 18A:11-1

Adopted: 23 October 2008
Revised:



POLICY

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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School District Travel
M

6471 SCHOOL DISTRICT TRAVEL

The Board of Education shall implement a Policy and Regulation pertaining to travel expenditures for its employees and Board of Education members that is in accordance with N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7, and other rules and procedures the Board of Education deems appropriate pursuant to N.J.A.C. 6A:23A-7.2(a). The Policy and Regulation pertaining to school district travel expenditures incorporates either expressly, in whole or in part, and/or by reference, the laws and regulations contained in N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7.

The Board of Education ensures the effective and efficient use of funds by adopting and implementing policies and procedures that are in accordance with N.J.S.A. 18A:11-12 and New Jersey Department of the Treasury, Office of Management and Budget (OMB) current circulars and any superseding circulars pertaining to travel, meals, events and entertainment, and the additional requirements set forth in N.J.A.C. 6A:23A-7. If any superseding circulars of the OMB conflict with the provisions of these rules, the provisions of the superseding circulars shall govern.

Any sections of State travel regulations as established by the OMB presented as OMB Travel, Entertainment, Meals, and Refreshments Circulars, that conflict with N.J.S.A. 18A:1-1 et seq. shall not be included in Policy and Regulation 6471 nor authorized under N.J.A.C. 6A:23A-7. This includes, but is not limited to, the authority to issue travel charge cards as allowed under the OMB Circulars, but which is not authorized for school districts under New Jersey school law.

The Board of Education shall ensure, through Policy and Regulation 6471, that all travel by its employees and Board of Education members is educationally necessary and fiscally prudent. Policy and Regulation 6471 shall include the requirement that all school district travel expenditures are:

1. Directly related to and within the scope of the employee's or district Board member's current responsibilities and, for school district employees, the school district's professional development plan, the school professional development plan, and employee's individual professional development plan;
2. For travel that is critical to the instructional needs of the school district or furthers the efficient operation of the school district; and



3. In compliance with State travel payment guidelines as established by the OMB and with guidelines established by the Federal Office of Management and Budget; except any State or Federal regulations and guidelines that conflict with the provisions of Title 18A of the New Jersey Statutes shall not be applicable, including, but not limited to, the authority to issue travel charge cards. The Board of Education shall specify in its travel policy the applicable restrictions and requirements set forth in the State and Federal guidelines, including, but not limited to, types of travel, methods of transportation, mileage allowance, subsistence allowance, and submission of supporting documentation including receipts, checks, or vouchers.

School district travel expenditures shall include, but shall not be limited to, all costs for transportation, meals, lodging, and registration or conference fees directly related to participation in the event.

School district travel expenditures subject to N.J.A.C. 6A:23A-7 shall include costs for all required training and all travel authorized in school district employee contracts and Policy and Regulation 6471. This includes, but is not limited to, required professional development, other employee training and required training for Board members, and attendance at specific conferences authorized in existing employee contracts, provided the travel meets the requirements of N.J.A.C. 6A:23A-7. All such expenditures are subject to the rules in N.J.A.C. 6A:23A-7, including, but not limited to, inclusion in the annual travel limit, prior Board of Education approval, separate tracking as described at N.J.S.A. 18A:11-12.q., and per diem reimbursements.

Travel reimbursements will only be paid upon compliance with all provisions of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471. The Board of Education will not ratify or approve payments or reimbursements for travel after completion of the travel event, except as provided at N.J.A.C. 6A:23A-7.4(d).

The Board of Education shall establish a maximum travel budget in accordance with the requirements outlined in N.J.A.C. 6A:23A-7.3.



The Board of Education authorizes an annual maximum amount of up to \$150.00 per employee for regular business travel only for which Board of Education approval is not required.

All travel requests must be submitted and approved in writing by the Superintendent of Schools and the majority of the Board of Education's full voting membership of the Board, except if the Board of Education has excluded regular business travel from prior approval pursuant to N.J.A.C. 6A:23A-7.3(b), prior to obligating the school district to pay related expenses and prior to attendance at the travel event.

All travel requests for Board members shall require prior approval by a majority of the Board of Education's full voting membership, except where the Board of Education has excluded regular business travel from prior approval pursuant to N.J.A.C. 6A:23A-7.3(b), and the travel shall be in compliance with N.J.S.A. 18A:12-24 and 24.1.

A Board member must recuse himself or herself from voting on travel if the Board member, a member of his or her immediate family, or a business organization in which he or she has an interest has a direct or indirect financial involvement that may reasonably be expected to impair his or her objectivity or independence of judgment. Policy and Regulation 6471 prohibit a Board member from acting in his or her official capacity in any matter in which he or she or a member of his or her immediate family has a personal involvement that is or creates some benefit to the school district Board member or member of his or her immediate family; or undertaking any employment or service, whether compensated or not, that may reasonably be expected to prejudice his or her independence of judgment in the execution of his or her official duties.

The Board of Education requires documentation required in N.J.A.C. 6A:23A-7.5(b) that justifies the number of employees attending an event and the benefits derived from their attendance. Pursuant to N.J.A.C. 6A:23A-7.5(c), the school district shall maintain documentation on file that demonstrates compliance with the Board of Education's travel policy, including travel approvals, reports, and receipts for all school district funded expenditures, as appropriate.

The School Business Administrator/Board Secretary shall be responsible for the accounting requirements for travel in accordance with the provisions of N.J.A.C. 6A:23A-7.6.

The Superintendent of Schools is the final approval authority for travel.

Sanctions for a violation of the provisions of N.J.A.C. 6A:23A-7 or this Policy are outlined in N.J.A.C. 6A:23A-7.7 and Regulation 6471.

The Board of Education prohibits the types of travel expenditures not eligible for reimbursement as listed in N.J.A.C. 6A:23A-7.8. and Regulation 6471.



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Travel methods shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.9 and Regulation 6471 and the routing of travel shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.10 and Regulation 6471.

Any subsistence allowance shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.11 and Regulation 6471. Meal allowances and incidental expenditures shall be in accordance with N.J.A.C. 6A:23A-7.12 and Regulation 6471.

Reimbursement for out-of-State and high-cost travel shall be made pursuant to N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-5.9, and Policy and Regulation 6471.

Records and supporting documentation must be completed and maintained as required in N.J.A.C. 6A:23A-7.13 and outlined in Regulation 6471.

The Board of Education shall approve the mileage reimbursement amount to be paid to an employee who has been approved by the Superintendent or designee to use their personal vehicle for school-related business.

N.J.S.A. 18A:11-12
N.J.A.C. 6A:23A-5.9; 6A:23A-7

Adopted: 22 October 2009
Revised:



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R 6471 SCHOOL DISTRICT TRAVEL

A. Definitions (N.J.S.A. 6A:23A-1.2)

1. For the purpose of this Policy, “travel expenditures” means those costs paid by the school district using local, State, or Federal funds, whether directly by the school district or by employee reimbursement, for travel by school district employees and district Board of Education members, to the following five types of travel events:
 - a. Training and seminars – means all regularly scheduled, formal residential or non-residential training functions conducted at a hotel, motel, convention center, residential facility, or at any educational institution or facility;
 - b. Conventions and conferences – means general programs, sponsored by professional associations on a regular basis, which address subjects of particular interest to a school district or are convened to conduct association business. The primary purpose of employee attendance at conferences and conventions is the development of new skills and knowledge or the reinforcement of those skills and knowledge in a particular field related to school district operations. These are distinct from formal staff training and seminars, although some training may take place at such events;
 - c. School district sponsored events – means conferences, conventions, receptions, or special meetings, where the school plans, develops, implements, and coordinates the event and is the event’s primary financial backer. School district employees are actively involved in working the event and other employees may attend as participants;
 - d. Regular school district business travel – means all regular official business travel, including attendance at meetings, conferences, and any other gatherings which are not covered by the definitions included in a., b., and c. above. Regular school district business travel also includes attendance at regularly scheduled in-State county meetings and Department-sponsored or association-sponsored events provided free of charge and regularly scheduled in-State professional development activities with a registration fee that does not exceed \$150 per employee or district Board member. The \$150 limit per employee or district Board member may be adjusted by inflation; and



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- e. Retreats – means meetings with school district employees and school Board members, held away from the normal work environment at which organizational goals and objectives are discussed. If available, school district facilities shall be utilized for this type of event.
- B. Maximum Travel Budget (N.J.A.C. 6A:23A-7.3)
1. Annually in the prebudget year, the Board of Education shall establish by resolution a maximum travel expenditure amount for the budget year, which the school district shall not exceed. The resolution shall also include the maximum amount established for the prebudget year and the amount spent to date.
 - a. The maximum school district travel expenditure amount shall include all travel supported by local and State funds.
 - b. The Board may exclude travel expenditures supported by Federal funds from the maximum travel expenditure amount.
 - (1) If Federal funds are excluded from the established maximum amount, the Board shall include in the resolution the total amount of travel supported by Federal funds from the prior year, prebudget year, and projected for the budget year.
 - c. Exclusion of Federal funds from the annual maximum travel budget shall not exempt such travel from the requirements applicable to State and local funds.
 2. The Board of Education may authorize an annual maximum amount per employee for regular business travel only for which Board of Education approval is not required.
 - a. The annual maximum shall not exceed \$1,500 and shall be subject to the approval requirements in N.J.S.A. 18A:19-1.
 - b. Regular school district business travel as defined in N.J.A.C. 6A:23A-1.2 and in this Regulation shall include attendance at regularly scheduled in-State county meetings and Department-sponsored or association-sponsored events provided free of charge. It also shall include regularly scheduled in-State professional development activities for which the registration fee does not exceed \$150 per employee or Board member.



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- c. Regular school district business travel shall require approval of the Superintendent prior to obligating the school district to pay related expenses and prior to attendance at the travel event.
 - (1) The Superintendent shall designate an alternate approval authority to approve travel requests in his or her absence when necessary to obtain timely district Board of Education approval.
 - (2) The Superintendent shall establish, in writing, the internal levels of approval required prior to his or her approval of the travel event, as applicable.
- C. Travel Approval Procedures (N.J.A.C. 6A:23A-7.4)
 1. All travel requests for employees of the school district shall be submitted to the Superintendent or designee and approved in writing by the Superintendent and approved by a majority of the Board of Education's full voting membership, except if the Board of Education has excluded regular business travel from prior approval in Policy 6471 pursuant to N.J.A.C. 6A:23A-7.3(b), prior to obligating the school district to pay related expenses and prior to attendance at the travel event.
 - a. The Superintendent shall designate an alternate approval authority to approve travel requests in his or her absence when necessary to obtain timely Board approval.
 - b. The Superintendent shall establish, in writing, the internal levels of preliminary approval required prior to the Superintendent's approval of the travel event, as applicable.
 - (1) The School Business Administrator/Board Secretary or designee shall review all travel requests either before or after the Superintendent's approval and prior to submission of the Board for approval to determine if the expenses as outlined in the request are in compliance with the requirements of N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7, the current State travel payment guidelines established by the Department of the Treasury, and the current guidelines established by the Federal Office of Management and Budget.
 - (a) If any travel expenses requested are not in compliance with the guidelines outlined above, the School Business Administrator/Board Secretary or designee will return the request to be revised in accordance with the guidelines outlined above.



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- (b) The Superintendent may deny the request, approve the request conditioned upon the staff member assuming the financial responsibility for those travel expenses that are not in compliance with the guidelines, or may return the request to the school staff member to be revised in accordance with the guidelines outlined above.
2. All travel requests for Board members shall require prior approval by a majority of the Board's full voting membership, except where the Board has excluded regular business travel from prior approval pursuant to N.J.A.C. 6A:23A-7.3(b), and the travel shall be in compliance with N.J.S.A. 18A:12-24 and 24.1.
3. The Board of Education may approve, at any time prior to the event, travel for multiple months as long as the approval detailed in Board of Education minutes itemizes the approval by event, total cost, and number of employees and/or Board members attending the event. General or blanket pre-approval shall not be authorized.
4. All travel requests shall receive prior approval of the Board of Education except if the Board has excluded from the requirements prior Board approval of any travel caused by or subject to existing contractual provisions, including grants and donations, and other statutory requirements, or Federal regulatory requirements in Policy 6471 pursuant to N.J.A.C. 6A:23A-7.4(d). For the exclusion of prior Board approval to apply, the required travel event shall be detailed, with number of employee(s), Board member(s), and total cost in the applicable contract, grant, donation, statute, or Federal regulation.
 - a. This shall not include general grant guidelines or regulations that are permissive, but do not require the travel event, unless the specific travel event, number of employee(s), Board member(s), and total cost is detailed in the approved grant, donation, or other fund acceptance agreement.
 - b. This shall not include general contractual provisions in employment contracts for continuing education or professional development, except if the Board has included in its policy a maximum amount per employee for regular business travel that does not require prior Board of Education approval pursuant to N.J.A.C. 6A:23A-7.3.
5. If occasional unforeseen situations arise wherein a travel request cannot obtain prior approval of the Board of Education, justification shall be included in the text of the travel request.



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- a. Such requests shall require prior written approval of the Superintendent or designee, and the Executive County Superintendent or designee.
 - b. The Board shall ratify the request at its next regularly scheduled meeting.
 - c. Travel to conferences, conventions, and symposiums shall not be considered emergencies and shall not be approved after the fact.
6. Subsequent to pre-approval by a majority of the full voting membership of the Board of Education, reimbursement of prospective employee travel expense shall be pre-approved by the Executive County Superintendent.
- D. Required Documentation for Travel (N.J.A.C. 6A:23A-7.5)
1. The Board of Education requires the documentation listed in D.2. below to justify the number of employees attending an event and the benefits to be derived from their attendance;
 2. Neither the Superintendent or designee, nor the Board of Education shall approve a travel request unless it includes, at a minimum, the following information:
 - a. The name and date(s) of the event;
 - b. A list of Board members and/or employees to attend, either by name and title;
 - c. The estimated cost associated with travel;
 - d. A justification and brief statement that includes the primary purpose for the travel, the key issues that will be addressed at the event, and their relevance to improving instruction or the operation of the school district.
 - (1) For training events, the statement must include whether the training is for a certification required for continued employment, continuing education requirements, requirements of Federal or State law, or other purpose related to the programs and services currently being delivered or soon to be implemented in the school district; or related to school district operations;
 - e. The account number and funding source - Federal, State, private, or local; and



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- f. For annual events, the total attendance and cost for the previous year.
 3. The school district shall maintain documentation on file that demonstrates compliance with the Board of Education's travel policy, including travel approvals, reports, and receipts for all school district funded expenditures, as appropriate.
- E. School Business Administrator/Board Secretary Responsibilities Regarding Accounting for Travel (N.J.A.C. 6A:23A-7.6)
 1. The School Business Administrator/Board Secretary or designee shall prepare itemized travel budgets by function and object of expense for each cost center, department, or location maintained in the school district's accounting system, as applicable, as part of the preparation of and documentation for the annual school district budget.
 - a. The aggregate amount of all travel budgets shall not exceed the Board of Education approved maximum travel expenditure amount for the budget year as required by N.J.A.C. 6A:23A-7.3.
 2. The School Business Administrator/Board Secretary shall maintain separate accounting for school district travel expenditures, as necessary, to ensure compliance with the school district's maximum travel expenditure amount. The separate accounting tracking system may include, but need not be limited to, a separate or offline accounting of such expenditures or expanding the school district's accounting system. The tracking system shall be sufficient to demonstrate compliance with Policy and Regulation 6471 and N.J.A.C. 6A:23A-7, and shall be in a detailed format suitable for audit.
 3. The School Business Administrator/Board Secretary or designee shall review and approve the cost and supporting documentation required by N.J.A.C. 6A:23A-7 and submitted by the person(s) having incurred travel expense. The School Business Administrator shall not approve or issue payment of travel expenditures or reimbursement requests until all required documentation and information to support the payment has been submitted, and shall not approve any travel expenditure that, when added to already approved travel expenditures, would exceed the Board of Education approved maximum travel expenditure amount for the budget year.
 4. The School Business Administrator/Board Secretary shall be responsible for the adequacy of documentation of transactions processed by his or her staff and the retention of the documentation to permit audits of the records.



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5. A Board of Education employee, a Board member, or an organization shall not receive partial or full payment for travel and travel-related expenses in advance of the travel, pursuant to N.J.S.A. 18A:19-1 et seq. The payment of travel and travel-related expenses, including travel-related purchases for which a purchase order is not applicable, shall be made personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. N.J.A.C. 6A:23A-7.6, Policy 6471, and this Regulation do not preclude the school district from paying the vendor directly with the proper use of a purchase order (for example, for registration, airline tickets, hotel).
- F. Sanctions for Violations of Travel Requirements (N.J.A.C. 6A:23A-7.7)
1. A Board of Education that violates its established maximum travel expenditure, as set forth in N.J.A.C. 6A:23A-7.3, or that otherwise is not in compliance with N.J.A.C. 6A:23A-7 travel limitations, may be subject to sanctions by the Commissioner as authorized pursuant to N.J.S.A. 18A:4-23 and 24, including reduction of State aid in an amount equal to any excess expenditure pursuant to N.J.S.A. 18A:11-12 and 18A:7F-60.
 2. The staff member designated as the final approval authority for travel who approves any travel request or reimbursement in violation of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471 shall reimburse the school district in an amount equal to three times the cost associated with attending the event, pursuant to N.J.S.A. 18A:11-12.
 3. An employee or Board member who violates the provisions of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471 shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event, pursuant to N.J.S.A. 18A:11-12.
 4. In accordance with N.J.A.C. 6A:23A-7.7(d), there must be procedures to monitor compliance and application of the penalty, as outlined in N.J.A.C. 6A:23A-7.7, upon determination a violation has occurred after Board of Education payment of the event.
 - a. In addition to the annual audit test procedures to ensure compliance as required in N.J.A.C. 6A:23A-7.7(e) and F.5. below, the School Business Administrator/Board Secretary will designate a staff member to review travel payments that are being recommended to the Board for payment prior to Board approval and travel payments previously approved by the Board for payment and paid for any violations.



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PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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- (1) In the event the annual audit test procedures or the review by the staff member designated by the School Business Administrator/Board Secretary determines a travel payment recommended to the Board for payment or a travel payment previously approved by the Board and was paid in violation of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471, the school district auditor or the staff member designated by the School Business Administrator/Board Secretary shall inform the Superintendent of Schools of the violation in writing.
 - (2) The Superintendent shall determine if a violation of N.J.A.C. 6A:23A-7 requires a penalty in accordance with N.J.A.C. 6A:23A-7.7.
 - (3) If a violation is determined prior to payment or reimbursement of the travel event, the Superintendent may exclude application of any additional penalties.
5. The annual audit conducted pursuant to N.J.S.A. 18A:23-1 shall include test procedures to ensure compliance with the Board of Education's policy and travel limitations set forth in this section and N.J.S.A. 18A:11-12.
- G. Prohibitive Travel Reimbursements (N.J.A.C. 6A:23A-7.8)
 1. The following types of expenditures are not eligible for reimbursement:
 - a. Subsistence reimbursement for one-day trips, except for meals expressly authorized by and in accordance with N.J.A.C. 6A:23A-7.12;
 - b. Subsistence reimbursement for overnight travel within the State, except where authorized by the Commissioner in accordance with N.J.A.C. 6A:23A-7.11;
 - c. Travel by Board members or employees whose duties are unrelated to the purpose of the travel event or who are not required to attend to meet continuing educations requirements or to comply with law or regulation;
 - d. Travel by spouses, civil union partners, domestic partners, immediate family members, and other relatives;
 - e. Costs for employee attendance for coordinating other attendees' accommodations at the travel event;



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- f. Lunch or refreshments for training sessions and retreats held within the school district, including in-service days and for employee participants traveling from other locations within the school district;
- g. Training to maintain a certification that is not required as a condition of employment (For example: CPE credits to maintain a CPA license if the employee is not required to be a CPA for continued school district employment);
- h. Charges for laundry, valet service, and entertainment;
- i. Limousine services and chauffeuring costs to, or during, the event;
- j. Car rentals, either utilized for airport transportation or transportation at a conference, convention, etc., unless absolutely necessary for the conduct of school district business. Justification shall accompany any request for car rentals. If approved, the most economical car rental is to be used, including the use of subcompacts and discounted and special rates. An example of the justified use of a car rental is when an employee is out of State, making inspections at various locations, and the use of public transportation is impracticable. When car rental is authorized, the employee shall not be issued an advance payment for the anticipated expense associated with the rental;
- k. Alcoholic beverages;
- l. Entertainment costs, including amusement, diversion, social activities, and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities);
- m. Gratuities or tips in excess of those permitted by Federal per diem rates;
- n. Reverse telephone charges or third party calls;
- o. Hospitality rooms;
- p. Souvenirs, memorabilia, promotional items, or gifts;
- q. Air fare without documentation of quotes from at least three airlines and/or on-line services; and
- r. Other travel expenditures that are unnecessary and/or excessive.



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H. Travel Methods (N.J.A.C. 6A:23A-7.9)

1. For the purpose of section H. of this Regulation and N.J.A.C. 6A:23A-7.9, "transportation" means necessary official travel on railroads, airlines, shuttles, buses, taxicabs, rideshares, school district-owned or leased vehicles, and personal vehicles.
2. The purchase or payment of related transportation expenses shall be made by purchase order or personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. An actual invoice or receipt for each purchase or expense shall be submitted with a claim for reimbursement.
3. Pursuant to Office of Management and Budget (OMB) Travel Circulars and N.J.A.C. 6A:23A-7.1 et seq., the following travel methods requirements shall apply:
 - a. Air and rail tickets shall be purchased via the Internet, if possible, using airline or online travel services such as Travelocity, Expedia, or Hotwire.
 - b. Air travel shall be authorized only when determined that it is necessary and advantageous to conduct school district business.
 - (1) The most economical air travel should be used, including the use of discounted and special rates.
 - (2) The following options should be considered when booking tickets:
 - (a) Connecting versus nonstop flights;
 - (b) Departing earlier or later compared to the preferred departure time;
 - (c) Utilizing alternative airports within a city, for example, Chicago, Illinois-Midway Airport versus O'Hare Airport;
 - (d) Utilizing alternative cities, for example, Newark versus Philadelphia;
 - (e) Utilizing "low cost" airlines; and
 - (f) Exploring alternate arrival and/or departure days.



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- (3) No employee or Board member can earn benefits as a result of school district funded travel. Employees and Board members shall be prohibited from receiving "frequent flyer" or other benefits accruing from school district funded travel.
- (4) Airfare other than economy (that is, business or first class) shall not be fully reimbursed by the school district except when travel in such classes:
 - (a) Is less expensive than economy;
 - (b) Avoids circuitous routings or excessive flight duration; or
 - (c) Would result in overall transportation cost savings.
- (5) All airfare other than economy and not covered by the above exceptions purchased by an employee or Board member shall be reimbursed only at the economy rate for the approved destination.
- (6) Cost estimates on travel requests and associated authorizations shall be consistent with current airline tariffs, with consideration of available special fares or discounts, for the requested destination.
- (7) Airline tickets shall not be booked until all necessary approvals have been obtained.
- (8) Additional expenses over and above the authorized travel request shall be considered only for factors outside the purchaser's control. The burden of proof shall be placed upon the purchaser and any additional expenses incurred without sufficient justification and documentation, as determined by the School Business Administrator/Board Secretary, shall not be reimbursed.
- (9) Justification shall accompany requests for airline ticket reimbursement when purchased by employees or Board members contrary to H.3.b.(1) through (8) above. Sufficient justification shall be considered only for factors outside the purchaser's control. Noncompliant purchases without sufficient justification shall not be reimbursed.



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- c. Rail travel shall be authorized only when determined that it is necessary and advantageous to conduct school district business.
 - (1) The most economical scheduling of rail travel shall be utilized, including excursion and government discounts, whenever applicable.
 - (2) The use of high-speed rail services, such as Acela, shall not be authorized.
 - (3) All rail travel shall be processed in the same manner as prescribed for air travel in H.3.b. above.

- d. Use of a school district-owned or -leased vehicle shall be the first means of ground transportation. Use of a personally owned vehicle on a mileage basis shall not be permitted for official business where a school district-owned or -leased vehicle is available.
 - (1) Mileage allowance in lieu of actual expenses of transportation shall be approved by the Board and allowed at the rate authorized by the annual State Appropriations Act, or a lesser rate at the Board's discretion for an employee or Board member traveling by his or her personally owned vehicle on official business.
 - (a) If any condition in an existing negotiated contract is in conflict with the OMB Travel Circulars, such as the mileage reimbursement rates, the provisions of the existing contract shall prevail.
 - (2) Parking and toll charges shall be allowed in addition to mileage allowance.
 - (3) Reimbursement for travel to points outside the State by automobile shall be permitted when such arrangements prove to be more efficient and economical than other means of public transportation.
 - (4) In determining the relative costs of private and public transportation, all associated costs (that is, tolls, taxicabs, airport or station transfers, etc.) shall be considered.



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- (5) All employees and Board members using privately owned cars in the performance of their duties for the school district shall present a New Jersey Insurance Identification Card indicating that insurance coverage is in full force and effect with companies approved by the State Department of Banking and Insurance. The card shall be made available to the Superintendent or designee before authorization to use privately owned cars.
 - (6) Employees and district Board members who are out-of-State residents shall provide appropriate insurance identification in lieu of the New Jersey Insurance Identification Card.
 - e. School district-owned or -leased vehicles shall be utilized in accordance with N.J.A.C. 6A:23A-6.12.
 - f. Necessary taxicab or rideshare charges shall be permitted. However, travel to and from airports, downtown areas, and between hotel and event site shall be confined to regularly scheduled shuttle service, whenever such service is complimentary or is less costly. If shuttle service is not available, taxicabs or rideshares may be used.
 - g. Cruises shall not be permitted for travel events or transportation.
- I. Routing of Travel (N.J.A.C. 6A:23A-7.10)
- 1. Pursuant to State travel guidelines as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars:
 - a. All travel shall follow the most direct, economical, and usually traveled route. Travel by other routes as a result of official necessity shall be eligible for payment or reimbursement only if satisfactorily established in advance of such travel.
 - b. If a person travels by indirect route for personal convenience, the extra expense shall be borne by the individual.
 - c. Reimbursement for expenses shall be based only on charges that do not exceed what would have been incurred by using the most direct, economical, and usually traveled route.



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- J. Subsistence Allowance – Overnight Travel (N.J.A.C. 6A:23A-7.11)
1. Pursuant to the State travel guidelines as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars, one-day trips that do not involve overnight lodging shall not be eligible for subsistence reimbursement, except for meals expressly authorized by and in accordance with the provisions of N.J.A.C. 6A:23A-7.12.
 2. Pursuant to the OMB Travel Circulars, generally, overnight travel shall not be eligible for subsistence reimbursement if travel is within the State. Overnight travel is permitted if it is authorized pursuant to 3. below, or is a required component by the entity issuing a grant, donation, or other funding agreement with the school district. The specific required overnight in-State travel event shall be detailed in the final grant, donation, or other fund acceptance agreement along with the number of authorized travelers and total cost. All reimbursements shall be subject to N.J.A.C. 6A:23A-7 unless the funding acceptance agreement specifies otherwise.
 3. Pursuant to the State travel regulations as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars, the Commissioner shall be authorized to grant waivers for overnight travel for Board members and school district employees to attend in-State conferences.
 - a. Such waivers will be granted in only extremely limited circumstances when the sponsoring organization can demonstrate the conference is broad and multi-disciplinary in scope, incorporates content offerings from numerous specialty areas, and includes important professional development opportunities and/or required training.
 - b. The sponsoring organization shall demonstrate the conference's content, structure, scheduling, and anticipated attendance necessitate that it be held on multiple consecutive days with overnight lodging. When such waivers are granted, individual school districts or individuals shall not be required to submit waiver requests for attendance at these conferences.
 - c. Sponsors of in-State conferences may submit to the Commissioner a request for a waiver of this prohibition by providing information regarding the conference as follows:



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- (1) The name and dates of the event;
- (2) Justification for the length of the conference and the necessity to hold events for each day beyond the first day of the conference;
- (3) Identification of all other conferences sponsored or co-sponsored by the organization (whether single or multi-day) in the previous year;
- (4) A description of the target audience by position title and/or educational certificate and endorsement;
- (5) Justification of the importance of the target audience attending the event;
- (6) The cost of registration;
- (7) A detailed list and description of any activities to be charged to the participants by the sponsor separate from the registration fee, such as luncheons, workshops, entertainment, etc., including:
 - (a) The cost of the activity;
 - (b) Whether participation is mandatory or voluntary; and
 - (c) The purpose such as social, guest speaker, working session, etc.
- (8) A copy of agenda or program for the event;
- (9) A brief statement that includes the primary purpose of the event, the key issues that will be addressed at the event, and their relevance to improving instruction or the operation of a school or school district;
- (10) For training events, whether the training is needed for a certification required for continued employment, continuing education requirements, or requirements of Federal or State law; and
- (11) For annual events, total attendance, and registration cost for the previous year.



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4. If a waiver of the prohibition on overnight travel is granted pursuant to N.J.A.C. 6A:23A-7.11, it shall permit reimbursement for travel expenses only for individuals whose home-to-convention commute exceeds fifty miles.
5. Overnight travel within the State shall not be eligible for subsistence reimbursement if travel is on the day prior to the start of the conference. Reimbursement shall be prohibited for lodging prior to check-in time for the first day of the event or after check-out time on the last day of the event.
6. The United States General Services Administration publishes a schedule of Federal per diem rates in the Federal Register for approved overnight travel by the event location. The latest Federal per diem rates schedule for lodging, meals, and incidental expenses by location can be found at www.gsa.gov. The following restrictions apply to allowable per diem reimbursements:
 - a. Allowable per diem reimbursement for lodging, meals, and incidentals shall be actual reasonable costs, not to exceed the Federal per diem rates for the event location. Registration and conference fees are not subject to the Federal per diem rate caps. If the event location is not listed, the maximum per diem allowance shall be equal to the standard Continental United States (CONUS) per diem rates published by the General Services Administration for meals, incidental expenses, and lodging.
 - b. Pursuant to N.J.S.A. 18A:11-12.o., reimbursement for lodging expenses for overnight travel, out-of-State or in-State as authorized by the Commissioner, may exceed the Federal per diem rates if the hotel is the site of the convention, conference, seminar, or meeting and the going rate of the hotel is in excess of Federal per diem rates.
 - (1) If the hotel at the site of the current travel event is not available, lodging may be paid for similar accommodations at a rate not to exceed the hotel rate at the site of the current event.
 - (2) If there is no hotel at the site of the current travel event (for example, Atlantic City Convention Center), then reimbursement for lodging shall not exceed the Federal per diem rate.
 - c. If the meal is not part of a one-sum fee for a travel event, reimbursement may be approved for the full cost of an official convention meal that the employee or Board member attends, when such meal is scheduled as an integral part of the convention or conference proceedings. Receipts shall be submitted to obtain reimbursement in such situations. The amount of the Federal per diem rate for the corresponding meal shall be deducted from that day's subsistence allowance.



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- d. The allowance for a meal(s) or incidentals shall not be eligible for reimbursement when included and paid in the registration fee, the cost of lodging, or transportation charge.
 - e. Receipts shall be required for all hotel and incidental expenses. Meal expenses under the Federal per diem allowance limits shall not require receipts pursuant to N.J.S.A. 18A:11-12.o.(3), unless required by the Board of Education.
 - f. If the total per diem reimbursement is greater than the Federal per diem rates, the costs shall be considered excessive in the absence of substantial justification accompanying the travel voucher submitted by the employee or district Board member. In such cases, receipts shall be submitted for all costs, including meals.
 - g. Employees and Board members shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater cost benefits or is more advantageous to the conduct of school district business.
 - h. Actual subsistence expenses shall not be reimbursable if paid by the traveler to a member of his or her family, to another school district employee, or to a family member of another school district employee.
- K. Meal Allowance – Special Conditions – and Allowable Incidental Travel Expenditures (N.J.A.C. 6A:23A-7.12)
- 1. Meals for in-State travel shall not be eligible for reimbursement except as expressly authorized within N.J.A.C. 6A:23A-7.
 - 2. A meal allowance may be provided to employees or Board members in relation to one-day, out-of-State trips required for school business purposes that do not require an overnight stay. The reimbursement for breakfast, lunch, and/or dinner shall not exceed the amounts authorized in State travel regulations as published by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars.



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3. Lunch for off-site training sessions may be authorized for an amount up to \$7 per person only when it is necessary that employees or Board members remain at a site other than their school district and there are no viable options for lunch at the off-site location.
 - a. Per N.J.S.A. 18A:11-12.a.(1)(d), employee and Board member retreats shall be held onsite unless there is no school district site available.
 - b. If lunch is included in a lump-sum registration fee for an off-site training session, the full amount is eligible for reimbursement, if reasonable. Providing lunch for on-site staff meetings and in-service days or for employees who come from other parts of the school district shall not be permitted. (See K.4. below.)
 - c. Refreshments for breaks may also be provided at training sessions held at a site other than the school district.
4. Subsistence expenses for an employee or Board member shall not be allowed within the school district or within a radius of ten miles thereof, except for meals expressly authorized by and in accordance with N.J.A.C. 6A:23A-7.12. Non-allowed expenses include, but are not limited to, meals and refreshments for on-site staff meetings and in-service days.
5. Reimbursement may be approved for the cost of an official luncheon or dinner, up to \$10 and \$15, respectively, that an employee or Board member is authorized to attend, if the meal is scheduled as an integral part of an official proceeding or program related to school district business and the employee's or Board member's responsibilities.
 - a. School district business above refers to the management operations of the school district and does not refer to activities that benefit students and are part of the instructional program. Pursuant to N.J.A.C. 6A:23A-5.8(b)4, all reasonable expenditures related to school district employees that are essential to the conduct of a student activity are permitted.
6. Regular meetings, special meetings, and work sessions of the Board of Education shall be limited to light meals and refreshments for all Board members.
 - a. The meals may be served to employees who are required to attend the event and if it is impractical for the employee to commute to and from his or her residence between the end of the work day and the beginning of the event, or if the employee is required to remain at the school district to prepare for the event.



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- b. The school district shall acquire the light meals and refreshments by the solicitation of quotes, if required pursuant to N.J.S.A. 18A:18A-1 et seq.
 - c. If the school district's food service program can prepare comparable meals at a lower cost, the food service program shall be used.
 - d. The average cost per meal shall not exceed \$10.
 - e. The school district shall purchase or prepare food that is sufficient to provide each district Board member, dignitary, non-employee speaker, or allowable staff member one meal. Meals should be carefully ordered to avoid excess. Unintended left over food should be donated to a charitable shelter or similar facility, if at all possible.
7. Reimbursement may be approved for allowable telephone and incidental travel expenses that are essential to transacting official business.
- a. Charges for telephone calls on official business may be allowed. The voucher shall show the dates on which such calls were made, the points between which each call was made, and the cost per call.
 - b. Employees and Board members using their personally owned telephone for business may request reimbursement, less Federal Communications Tax. Calls for business are tax exempt and the telephone company will make allowances for the tax if the employee or Board member certifies to the telephone company when paying bills for personally owned phones that said calls were business calls.
 - c. Incidental expenses, defined as "non-meal tips" by the State travel regulations, when necessarily incurred by the traveler in connection with the transaction of official business, may be submitted for reimbursement only when the necessity and nature of the expense are clearly and fully explained on the travel voucher and the voucher is approved. Travel vouchers shall be supported by receipts showing the quantity and unit price.
- L. Records and Supporting Documents (N.J.A.C. 6A:23A-7.13)
1. All persons authorized to travel on business shall keep a memorandum of expenditures chargeable to the school district, noting each item at the time and date the expense is incurred.



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2. The travel voucher shall be completed by the employee or Board member to document the details of the travel event. The travel voucher shall be signed by the employee or Board member to certify the validity of the charges for which reimbursement is sought. The form also shall bear the signatures of approval officials for processing.
3. Sufficient documentation shall be maintained centrally by the school district to support payment and approval of the travel voucher.
4. In addition to the documentation required for reimbursement, each person authorized to travel shall submit a brief report that includes the primary purpose for the travel, the key issues addressed at the event, and their relevance to improving instruction or the operations of the school district. This report shall be submitted prior to receiving reimbursement.
5. Documentation for requests for travel reimbursement shall show:
 - a. The date(s) and individual points of travel, number of miles traveled between such points, and kind of conveyance used;
 - b. If the distance traveled between individual points is greater than the usual route between the points, the reason for the greater distance shall be stated;
 - c. The hours of the normal work day and actual hours worked shall be shown when requesting meal reimbursement for non-overnight travel;
 - d. Original receipts shall be required for all reimbursable expenses, except for meals that qualify for per diem allowances and for parking meters;
 - e. Actual vendor receipts for personal credit card charges shall be attached to reimbursement requests. Credit card statements shall not be accepted as documentation of expenses;
 - f. Personal charges on a hotel bill shall be deducted and shown on the bill;
 - g. When lodging is shared jointly, the fact shall be stated on the travel voucher;
 - h. Where travel is not by the most economical, usually traveled route, the employee or Board member reimbursement request shall set forth the details of the route, the expenses actually incurred, the hour of departure, the hour of arrival, and an explanation for the use of costlier travel arrangements;



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- i. When travel is authorized for the employee's or Board member's own automobile on a mileage basis, the points between which travel was made, and the distance traveled between each place shall be shown. A statement as to ownership of the auto or other conveyance used, as well as a certification that liability insurance is in effect, shall be documented;
 - j. Reimbursement requests shall be supported by other receipts as required;
 - k. The voucher shall be itemized; and
 - l. Reimbursement requests shall be rendered monthly when in excess of \$25. Travel for a single travel event shall be reported as soon as possible after the trip.
6. All outstanding travel vouchers for the school year ending June 30 shall be submitted as soon as possible after June 30 regardless of amount, notwithstanding 5.l. above.
 7. Travel mileage reimbursement requests of the just-completed school year that are not submitted by July 30 or the date approved by the school district for the closing of books, whichever is earlier, for the just-completed school year shall not be approved or paid.
- M. Out-of-State and High-Cost Travel Events (N.J.A.C. 6A:23A-5.9)
1. Reimbursement for all in-State and out-of-State travel shall be made pursuant to N.J.S.A. 18A:11-12.
 2. Out-of-State travel events shall be limited to the fewest number of Board members or affected employees needed to acquire and present the content offered to all Board members or staff, as applicable, at the conclusion of the event. Lodging may be provided only if the event occurs on two or more consecutive days and if home-to-event commute exceeds fifty miles.



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3. When a travel event has a total cost that exceeds \$5,000, regardless of the number of attendees, or when more than five individuals from the school district are to attend a travel event out-of-State, the school district shall obtain prior written approval of the Executive County Superintendent.
 - a. The Executive County Superintendent shall promptly review the request and render a written decision within ten business days.

4. For all employee and Board member travel events out of the country, regardless of cost or number of attendees, the school district shall obtain prior written approval of the Executive County Superintendent.
 - a. Such requests shall be supported by detailed justification.
 - b. The Executive County Superintendent shall promptly review the request and render a written decision within ten business days.
 - c. It is expected that approvals will be rare.

Adopted: 22 October 2009
Revised:



III. AP – ACADEMIC PROGRAMMING – DENIS MULROONY, D.LITT.

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

4. Employment – Doctors for Football Game Coverage

**EMPLOY
FOOTBALL COVERAGE**

BE IT RESOLVED that the Board approve the following doctors who will provide emergency medical services at Parsippany High and Parsippany Hills High School home football games at a rate of \$290 per game for the 2021-2022 season, effective October 15, 2021, for the following reasons:

1. Their fee structure is most advantageous to the Board, price and other factors considered.
2. Experience, staff, and resources necessary to perform the services as demonstrated by the performance over a substantial period of time.
3. Reputation and responsibility of a professional contractor based upon performance with the Board.

These appointments are made without public bidding as determined by N.J.S.A. 18A;18-A5 inasmuch as it is a professional services, as therein defined:

Dr. Ian Wendel – Tri County Orthopedics

5. Retirement - Plumber

**RETIRE
PLUMBER**

BE IT RESOLVED that the Board approve the resignation, for the purpose of retirement, of John Gilligan, Plumber, effective January 1, 2022.

6. Resignations – Noontime Aide

**RESIGN
NOONTIME**

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

Effective October 22, 2021:

Tara Bartley	Rockaway Meadow Elementary School
Nadira Ahmed	Mt. Tabor Elementary School

Effective October 29, 2021:

Bhavani Sukumar	Mt. Tabor Elementary School
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7. Resignation - Office Aide

**RESIGN
OFFICE AIDE**

BE IT RESOLVED that the Board approve the resignation of Stacy Stampone, Office Aide at Littleton Elementary School, effective October 29, 2021.

8. **Resignations – Major-Extra Responsibility Assignments**

**RESIGN
COACHING**

BE IT RESOLVED that the Board approve the resignation of Briane DeGironimo, Assistant Winter Track Coach at Parsippany High School, effective October 12, 2021.

BE IT RESOLVED that the Board approve the resignation of Briane DeGironimo, Assistant Girls' Spring Track and Field Coach at Parsippany High School, effective October 12, 2021.

9. **Employment - PTHESA**

**EMPLOY
PTHESA**

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

Eastlake Elementary School
Effective November 1, 2021

Jeyadevi Bathe Janardhanan Paraprofessional \$24,002.00 (prorated)

Littleton Elementary School
Effective November 1, 2021

Stacy Stampone Paraprofessional \$24,002.00 (prorated)

Parsippany High School
Effective November 1, 2021

Bhavani Sukumar Paraprofessional \$24,002.00 (prorated)

10. **Employment - Noontime Aides**

**EMPLOY
NOONTIME**

BE IT RESOLVED that the Board approve the individuals named below as Noontime Aides for the 2021-2022 school year at the rate of \$18.25 per hour:

Effective November 1, 2021:

Eastlake Elementary School

Arminda Maddocks 10 hours/week

Troy Hills Elementary School

Amber Mohsin 10 hours/week

11. **Employment - Equipment Operator**

**EMPLOY
EQUIP OPERATOR**

BE IT RESOLVED that the Board approve the employment of Scott Hilsinger as an Equipment Operator at \$12.00/hour for school events and outside organizations for the 2021-2022 school year.

12. **Change of Assignment/Contract - Local 32**

**CHANGE
LOCAL 32**

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

Juana Jose De Herrera

From: Part-Time Custodian - Central Middle School
\$16.02 per hour

To: Full Time Custodian - Central Middle School
\$32,128.00 + \$1,470 (2nd shift)

13. **Late Bus Monitor**

**LATE BUS
MONITOR**

BE IT RESOLVED that the Board approve payment to the individual named below who has indicated her willingness to serve as a late bus monitor for the 2021-2022 school year:

After School Late Bus 2:45-4:30 **\$33.00/per hour**
Brooklawn Middle School
Christina Lopez

14. **ESL Translators - District**

**ESL
TRANSLATORS**

BE IT RESOLVED that the Board approve the following individuals as translators for ESL, at the rate of \$41.00 per hour, to be paid out of the Title III Grant Funds for the 2021-2022 school year:

Jacqueline Forte
Pooham Tiwari
Mui Fong Yip

15. **Leave of Absence**

**LEAVE OF
ABSENCE**

BE IT RESOLVED that the Board approve an unpaid leave of absence for employee #49935, Paraprofessional, effective October 15, 2021 through March 4, 2022.

BE IT RESOLVED that the Board approve a medical leave of absence for employee #30794, School Counselor, effective September 28, 2021 through October 15, 2021 utilizing accumulated sick leave and personal days. Pursuant to the Family and Medical Leave Act (FMLA), she is also requesting an unpaid medical leave of absence effective October 18, 2021 through January 14, 2022, and an unpaid medical leave of absence (post-FMLA) effective January 18, 2022 through January 21, 2022.

16. **Maternity Leaves of Absence**

**MATERNITY LEAVES
OF ABSENCE**

BE IT RESOLVED that the Board approve the maternity leaves of absence as indicated below:

Employee #40900, Teacher, has requested a maternity leave of absence on or about December 6, 2021 through January 24, 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 January 25, 2022 through April 14, 2022.

Employee #40710, Teacher, has requested a maternity leave of absence on or about January 14, 2022 through March 14, 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 March 15, 2022 through June 7, 2022.

17. **Additional Sick Days – PTHEA**

**ADD SICK
PTHEA**

BE IT RESOLVED that the Board approve thirty (30) additional non-accumulative sick days with pay, less the cost of a substitute, for Employee #30856, Teacher, from November 30, 2021, through January 19, 2022.

18. **Corrections**

CORRECTIONS

BE IT RESOLVED that the Board approve the following corrections:

Leave of Absence

Employee #30856

From: a medical leave of absence effective September 1, 2021 through November 29, 2021 utilizing accumulated sick, personal and family illness days.

To: a medical leave of absence effective September 1, 2021 through January 19, 2022 utilizing accumulated sick, personal and family illness days. Pursuant to the Family and Medical Leave Act (FMLA), she is also requesting an unpaid medical leave of absence effective January 20, 2022 through April 13, 2022.

Major-Extra Responsibility Assignment

From:

Brooklawn Middle School

Fall Cheerleading

Alexandra Dell' Arena	Step 1	\$2,834.50 (split)
Alexa Fazzini	Step 1	\$2,834.50 (split)

To:

Brooklawn Middle School

Fall Cheerleading

Alexandra Dell' Arena	Step 1	\$2,834.50 (split)
Christa Wasiewicz	Step 1	\$2,834.50 (split)

Employment - Bus Aide

From: Raysa Herrera (5.5 hours) - effective September 8, 2021

To: Raysa Herrera (2.75 hours) - effective October 11, 2021

ESL Translators - District

From: translators for ESL and Pupil Personnel Services, at the rate of \$41.00 per hour, to be paid out of the Title III Grant Funds for the 2021-2022 school year

To: translators for ESL and Pupil Personnel Services to be paid at a rate of \$41.00 per hour for the 2021-2022 school year. ESL Translators will be paid out of the Title III Grant Funds.

Waivers of Teaching Load

From:

Name	Location	Subject	Amount	Effective Dates	Class load	Formula
Lisa Ramundo	CMS	Language Arts	\$3,578.59	9/1/21- 11/9/21	1 class every day	1/7
Sarah Schwarz	CMS	Language Arts	\$3,538.45	9/1/21- 11/9/21	1 class every day	1/7
Seema Goldberg	CMS	Language Arts	\$3,231.34	9/1/21- 11/9/21	1 class every day	1/7
Kerry Laurito	CMS	Language Arts	\$3,083.76	9/1/21- 11/9/21	1 class every day	1/7
Gregory Winick	CMS	Language Arts	\$3,314.35	9/1/21- 11/9/21	1 class every day	1/7
Giselle Gonzalez	CMS	Spanish	\$2,697.39	9/1/21-11/3/21	1 class every day	1/7
Marcela Rumbarger	CMS	Spanish	\$2,137.17	9/1/21-11/3/21	1 class every day	1/7
Misslady Torres	CMS	Spanish	\$3,402.88	9/1/21-11/3/21	1 class every day	1/7
Susana Viruet-Alvarez	CMS	Spanish	\$2,807.28	9/1/21-11/3/21	1 class every day	1/7
Maureen Odenwelder	CMS	Spanish	\$2,395.76	9/1/21-11/3/21	1 class every day	1/7

To:

Name	Location	Subject	Amount	Effective Dates	Class load	Formula
Lisa Ramundo	CMS	Language Arts	\$14,965.00	9/1/21- 06/23/22	1 class every day	1/7
Sarah Schwarz	CMS	Language Arts	\$14,797.14	9/1/21- 06/23/22	1 class every day	1/7
Seema Goldberg	CMS	Language Arts	\$13,512.86	9/1/21- 06/23/22	1 class every day	1/7
Kerry Laurito	CMS	Language Arts	\$12,895.71	9/1/21- 06/23/22	1 class every day	1/7
Gregory Winick	CMS	Language Arts	\$13,860.00	9/1/21- 06/23/22	1 class every day	1/7
Giselle Gonzalez	CMS	Spanish	\$11,817.14	9/1/21- 06/23/22	1 class every day	1/7
Marcela Rumbarger	CMS	Spanish	\$9,362.86	9/1/21- 06/23/22	1 class every day	1/7
Misslady Torres	CMS	Spanish	\$14,907.86	9/1/21- 06/23/22	1 class every day	1/7
Susana Viruet-Alvarez	CMS	Spanish	\$12,298.57	9/1/21- 06/23/22	1 class every day	1/7
Maureen Odenwelder	CMS	Spanish	\$10,495.71	9/1/21- 06/23/22	1 class every day	1/7

V. PPS - PUPIL PERSONNEL SERVICES – KEITH CORTRIGHT

19. **Community Based Instruction / Work Based Learning Sites** **COMM BASED**

BE IT RESOLVED that the Board approve the following Community Based Instruction and Work Based Learning site for the 2021-2022 school year:

Bergen Equestrian Center, 40 Fort Lee Rd., Leonia, NJ 07605

20. **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>
48998	PHHS	10	Medical	12/17/21
47346	PHS	9	Medical	12/17/21

21. **Paraprofessional -Assist Students** **PARA ASSIST**

BE IT RESOLVED that the Board approve the following paraprofessional to assist students at school-sponsored activities/events during the 2021-2022 school year as per their IEP, at their hourly rate, not to exceed the hours listed below:

<u>School</u>	<u>Para Name</u>	<u>Hours to not exceed</u>	<u>Activity/Event</u>
BMS	Jennifer Le	1.5	Cross Country

22. **Harassment, Intimidation, and Bullying** **HIB**

BE IT RESOLVED that the Board of Education affirms the Harassment, Intimidation, and Bullying (HIB) report for October 28, 2021.

Suspensions **SUSPENSIONS C**

Twelve secondary students have been suspended by their building principal as per New Jersey Statutes Title 18A:37-2-2.

VI. BUSINESS/FINANCE – ROBIN TEDESCO

23. **Payment of Bills**

**PAYMENT
OF BILLS**

BE IT RESOLVED, that the Board of Education approve the payment of current bills for October 28, 2021 for the 2021-2022 school year in the amount of \$6,543,908.78.

24. **Secretary/Treasurer Report**

**SECRETARY
REPORT**

BE IT RESOLVED that the Board of Education acknowledge, accept and approve the report of the Board Secretary and Treasurer of School Monies for the period ending August 1-31, 2021.

Pursuant to N.J.A.C. 6:20-2:13(d), I certify that as of the end of August 2021 no budgetary line item account has been over expended in violation of N.J.A.C. 6:20-2:13(a).



Robin C. Tedesco
Interim Business Administrator/Board Secretary

Pursuant to N.J.A.C. 6:20-2:13(a), we certify that as of August, 2021 after review of the Secretary's monthly financial report for August 2021 (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6:20- 2:13(b) and those sufficient funds are available to meet the district's financial obligations.

25. **Appointment of Substitute Board Secretary**

SUB BD SECTY

BE IT RESOLVED, that the Board approve Mrs. Joan Benos as the Substitute Board Secretary for the 2021-2022 school year.

26. **Funds Received through Sale of Surplus Property**

**SALE OF
SURPLUS PROP**

BE IT RESOLVED, that the Parsippany-Troy Hills Township Board of Education accept a check in the amount of \$5,190.54 from GovDeals which represents payment for bidded maintenance items approved in Superintendent's Bulletin No. 18, May 27, 2021.

27. **Sale of Surplus Property**

**SALE OF
SURPLUS PROP**

WHEREAS, the Parsippany-Troy Hills Township Board of Education is the owner of certain surplus property which is no longer needed for public use; and

WHEREAS, the Board is desirous of selling said surplus property in an "as is" condition without express or implied warranties.

NOW THEREFORE, BE IT RESOLVED by the Parsippany-Troy Hills Township Board of Education in the Township of Parsippany-Troy Hills, County of Morris, as follows:

The sale of the surplus property shall be conducted through GovDeals. The terms and conditions of the agreement entered into with GovDeals is available online at govdeals.com and also available from the Parsippany-Troy Hills Township Board of Education.

1. The sale will be conducted online and the address of the auction site is govdeals.com.
2. The sale is being conducted pursuant to Local Finance Notice 2008-09.
3. A list of the surplus property to be sold is below.
4. The surplus property as identified shall be sold in an "as-is" condition without express or implied warranties with the successful bidder required to execute as Hold Harmless and Indemnification Agreement concerning use of said property.
5. The Parsippany-Troy Hills Township Board of Education reserves the right to accept or reject any bid submitted.

TRANSPORTATION DEPARTMENT VEHICLES TO BE AUCTIONED

Van 3	2011 International	4DRAPSKK8BB268310	20 passenger van	Lic#S1M443
Bus 12	2006 Bluebird	1BAKFCKA96F230845	54 passenger bus	Lic#S1M904
Van 18	2008 International	4DRAPAFK28A494605	20 passenger van	Lic#S1L170
Van 19	2009 International	4DRAPSKK59B076188	20 passenger van	Lic#S1U922

MUSICAL INSTRUMENTS TO BE AUCTIONED

Brooklawn Middle School		
Trumpet	Simba	88
Trombone	Conn	HE070159
Flute	Stagg	57953
Flute	Bestler	0121037
Clarinet	Armstrong	4311585
Clarinet	Hallelu	A001038
Clarinet	n/a	n/a
Bassoon	Linton	5K27197
Bass Clarinet	Artley	6017839
Baritone Saxophone	Conn	E76620

Intervale Elementary School		
Trumpet	Conn	L35203
Bass Clarinet	Vito	9614B
Director Trombone	Conn	n/a
Drum Kit, black	n/a	n/a
Trumpet	Conn	L35203

Northvail Elementary School		
Baritone	Conn 14-I	305083
Alto Saxophone 20M E-flat	Conn	n/a
Tenor Saxophone	Bundy	n/a
Bass Clarinet Reso Tone	Vito	0029C
Baritone	Caravette	8449
Baritone	Conn	14-I#39-282843
Baritone 4-valve	Constellation	#K-10854
Trombone Director Series w/F att	Conn	n/a
Trombone w/F Trigger att	Bach	89980
Trombone w/F Trigger att	Conn	50-H#504755

Parsippany Hills High School		
Trumpet	Bundy	755956
Trumpet	Cadet	3244
Trumpet	King-Cleveland – 600	269669
Trumpet – Student Model	Caravelle	255211
NY French Horn	Lorenzo Sansone	1308
Slide Trombone	YSL-643	16489
Trombone	E.M. Winston	K02714
Slide Trombone Director 50H	Conn	M15166
Slide Trombone #138G	Conn	88H R14192
Trombone	BL-321	10223
Baritone 14-I	Conn	GK880179
Baritone	Ambassador	679867
Marching Baritone 1124	King	496470
Guero	n/a	n/a
Bongos	Matador	n/a
Amp	Hartke	HA1200
Amp	Reba	DT12P-00294

Parsippany High School		
Piccolo	Artley	87407
Piccolo	Gemeinhardt	65689
Flute	Artley	267829
Flute	Gemeinhardt	2SP #E42076
Flute	Yamaha	405948
Flute	Conn	814174
Flute	Artley	659341
Flute	Bundy	720271
Oboe	Armstrong	6023847
Bassoon	Bundy	1432#1979
Clarinet	Pedler	E19628
Clarinet	Boosey & Hawkes	389300
Clarinet	Artley	27489
Clarinet	Selmer	1630336
Clarinet	Bundy	788034
Clarinet	Artley	97024
Alto Clarinet	Bundy	1879
Alto Clarinet	Bundy	953
Bass Clarinet	Artley	7076315
Bass Clarinet	Bundy	1868
Bass Clarinet	Bundy	36009
Clarinet	Bundy	182415
Clarinet	Conn	L18571
Clarinet	Artley	71596

Clarinet	Artley	18S#110472
Alto Sax	Bundy	946207
Alto Sax	Bundy	906629
Alto Sax	Schiller	10340
Alto Sax	Glenn Edward	#AL-101GA-447
Alto Sax	Conn	N249103
Alto Sax	Stagg	N.D1161E
Tenor Sax	Bundy II	937035
Tenor Sax	Bundy	740347
Tenor Sax	Bundy II	967451
Tenor Sax	Conn	16M929767
Bari Sax	Conn	11M#176179
Bari Sax	Conn	12M#358013
Bari Sax	Conn	13M#742812
Bari Sax	Conn	12M#681596
Flute	Suzuki	n/a
Tenor Sax	Conn	4338996
Trumpet	Schirmer	n/a
Mellophone	Mercedes	n/a
Mellophone	Mercedes	n/a
Mellophone	Bach	MM300
Trombone	Mercedes II	n/a
Marching Trombone	Mercedes	n/a
Marching Trombone	Mercedes	n/a
Marching Trombone	Mercedes	n/a
Baritone – 3 valve	Conn	n/a
Baritone – 3 valve	Conn	n/a
Baritone – 3 valve	Conn	n/a
Baritone	Olds	n/a
Marching Baritone	Dynasty	n/a
Tuba – w/recording bell	Conn	n/a
Tuba – w/recording bell	Conn	n/a
Tuba – w/recording bell	King	n/a