

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

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*Number 9*

*January 6, 2022*

**MISSION STATEMENT**

*The mission of the Parsippany-Troy Hills Township School District, in partnership with families and the greater community, is to challenge and nurture all students academically and to develop confident learners who are compassionate, generous, appreciative, and invested in their diverse world. This will be accomplished through innovative opportunities that inspire life-long learning, critical thinking and problem solving, creative exploration, and the democratic collaboration among students and staff.*

*Date Adopted: 12/15/16*

**Public Comments**

In light of the need for social distancing and an effort to align our meeting practices and to insure an orderly meeting, the following guidelines must be adhered to for all of those who wish to speak during the public comment section of tonight's meeting and all future meetings:

1. If the meeting is held virtually you will need to virtually raise your hand and when called upon state your name and address for the record. Each person will have three minutes to speak to the Board.
2. If the meeting is held in person you will need to stand at your chair and when called upon state your name and address for the record. Each person will have three minutes to speak to the Board.
3. Each person must address the presiding officer.
4. Each person must recognize the authority of the presiding officer and end his or her comments at the end of three minutes.
5. After everyone who wishes to speak has had that opportunity to do so, a person may speak one more time to the Board for one minute.
6. Please note Board of Education Bylaw 0167 – Public Participation in Board Meeting (*which can be found on our website*) details the Board's expectations and guidelines for addressing the Board of Education.

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

**Number 9**

**January 6, 2022**

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

**I. BUSINESS/FINANCE – ROBIN TEDESCO**

1. **Review of Election Results**

**REVIEW OF  
SCH BRD ELECTION**

Mrs. Tedesco reviewed the results of the November 2, 2021 Election as follows:

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

<u>Name</u>	<u>Votes</u>
<b>Judy Mayer</b>	<b>6,775</b>
<b>Susy Golderer</b>	<b>6,554</b>
<b>Sheethal M. Abraham</b>	<b>5,044</b>

**OATH OF OFFICE**

The Board Attorney, Katherine Gilfillan, will administer the Oath of Office to the above duly elected members.

Mrs. Mayer, Mrs. Golderer, and Mrs. Abraham

**ROLL CALL**

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

**ELECTION OF OFFICERS**

Election of President:

- Nominations
- Balloting
- President takes the chair

Election of Vice President:

- Nominations
- Balloting
- Vice President assumes office

2. **Establish Board of Education Meeting Schedule**

**MEETING A  
DATES**

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

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

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

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

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

3. **Law Firm**

**LAW FIRM**

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board hereby reappoints Katherine A. Gilfillan, Esq. of the law firm of Schenck, Price, Smith & King, LLP to serve as Board Attorney for the period of January 2022 through January 2023; and

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

4. Adoption of Code of Ethics

**CODE OF ETHICS**

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

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

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

**5. Auditing Firm**

**WISS & CO LLP**

BE IT RESOLVED by the Board of Education of the Township of Parsippany-Troy Hills, Morris County, New Jersey, that the firm of Wiss & Company, LLP, Certified Public Accountants, 485C Route 1 South, Suite 250, Iselin, New Jersey 08830, is hereby reappointed auditor to the Board of Education, for the annual school audit for the 2022 organization year.

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

**6. Architects of Record**

**ARCHITECTS  
OF RECORD**

BE IT RESOLVED by the Board of Education of the Township of Parsippany-Troy Hills, Morris County, New Jersey, that the firm of Parette Somjen Architects, LLC, 439 Route 46 East, Rockaway, New Jersey 07866, is hereby reappointed architects to the Board of Education, for the annual school year for the 2022 organization year.

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

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

**PARR**

BE IT RESOLVED that the policies, actions, rules, and regulations adopted by prior Boards of Education of the Parsippany-Troy Hills School District, which were in effect immediately prior to this Organization Meeting, be reaffirmed and adopted by the Board of Education for the 2022 organization.

**8. Job Description Manual**

**JOB  
DESCRIPTIONS**

BE IT RESOLVED that the Board of Education adopt the existing Manual of Job Descriptions.

**9. Newspaper**

**NEWSPAPER**

BE IT RESOLVED that the Board of Education approve the following resolution:

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

10. **Banks**

**BANKS**

BE IT RESOLVED that the Board of Education reaffirms the designation of Wells Fargo Bank, N.A., and the State of New Jersey Cash Management Fund and NJ/ARM Asset and Rebate Management Program as its official depositories for the 2022 calendar year; and

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

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

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

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

12. **Adopt the Standard Operational Procedures & Internal Controls Manual** **OPER PROC  
INT CONT**

BE IT RESOLVED that the Parsippany-Troy Hills Board of Education adopt the Current district Standards Operations Procedures and Internal Controls Manual For the 2022 organization year on file in the Office of the Business Administrator.

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

BE IT RESOLVED that the Parsippany-Troy Hills Board of Education adopt the current Purchasing Manual for the 2022 organization year on file in the Office of the Business Administrator.

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

BE IT RESOLVED that the Parsippany-Troy Hills Board of Education, in the County of Morris, appoints Mrs. Robin C Tedesco as Board Secretary, (N.J.S.A. 18A:13-13, N.J.S.A. 18A:17-2, 17-5), for the 2022 organization year.

BE IT FURTHER RESOLVED that the Parsippany-Troy Hills Board of Education, in the County of Morris, New Jersey, appoints Mrs. Susan Dykstra as Comptroller to function in the absence of the Board Secretary for the 2022 organization year.

15. **Substitute Board Secretary**

**SUB BOARD  
SECRETARY**

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

16. **Payment of Bills between BOE Meetings**

**PAY BETWEEN  
BOE MTGS**

BE IT RESOLVED that the Parsippany-Troy Hills Board of Education, in the County of Morris, New Jersey, appoint Mrs. Robin C Tedesco, Interim Business Administrator/Board Secretary, to make payments of bills between Board Meetings on an “as needed” basis for the 2022 organization year.

17. **Fund Investments**

**FUND  
INVESTMENTS**

BE IT RESOLVED that Mrs. Robin C Tedesco, Interim Business Administrator be authorized to invest funds, when available, for 2022 calendar year in Certificates of Deposit, Treasury Bills and/or Savings and Checking Accounts, and approved Investment Funds and report said investments to the Board of Education.

18. **Payment of Bills**

**PAYMENT  
OF BILLS**

BE IT RESOLVED that the Board of Education approve the payment of current bills for January 6, 2022 for the 2021-22 school year in the amount of \$13,276,389.53.

BE IT RESOLVED, that the Board of Education approve the payment of current bills/outstanding warrants for school activities for the month of December 2021 in the amount of \$8,303.18.

19. **Transfer of Funds**

**TRANSFERS    B**

BE IT RESOLVED that the Board of Education authorize the transfers in the 2021-2022 budget per detail of transfers report, December 2021 for the 2021-2022 school year, per state law.

APPENDIX A

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

January 6, 2022

Table with 3 columns: Day, Date, Location. Rows include meetings from January 27, 2022 to January 5, 2023, all at Dr. Frank A. Calabria Education Center.

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

\*Budget Discussion

\*\*Student and/or Staff Awards

Adopted: \_\_\_\_\_

Board Elections – Tuesday, November 8, 2022



# Parsippany-Troy Hills Board of Education

## Expense Account Adjustment Analysis By Adjustment#

va\_exaa2.111317

11/01/2021

All Cycles

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
<b>Current Appropriation Adjustments</b>								
000082	LIABILITY INSURANCE	11-000-262-420-000-340--	CLEANING,REPAIR & MAINT	12/03/2021	SDYKSTRA	\$59,916.00	(\$20,804.00)	\$39,112.00
	LIABILITY INSURANCE	11-000-262-520-000-210--	INSURANCE	12/03/2021	SDYKSTRA	\$969,150.00	\$20,804.00	\$989,954.00
<b>Total for Adjustment # 000082</b>							<b>\$0.00</b>	
000083	S4T TRANSFER	11-000-222-300-135-140--	PURCH PROF-TECH SVCS-SUB	12/06/2021	NPALLESSI	\$4,000.00	\$10,000.00	\$14,000.00
	S4T TRANSFER	11-000-240-300-135-140--	PURCH PROF-TECH SVCS-SUB	12/06/2021	NPALLESSI	\$30,000.00	(\$10,000.00)	\$20,000.00
<b>Total for Adjustment # 000083</b>							<b>\$0.00</b>	
000084	VO TECH TUITION	11-000-100-563-000-140--	TUITION-COUNTY VOC-REG	12/07/2021	NPALLESSI	\$3,146,950.00	\$77,432.00	\$3,224,382.00
	VO TECH TUITION	11-000-100-565-000-360--	TUITION-REG DAY SCHOOL	12/07/2021	NPALLESSI	\$221,606.00	(\$70,330.00)	\$151,276.00
	VO TECH TUITION	11-000-100-566-000-360--	TUITION-PVT SCHOOL-STATE	12/07/2021	NPALLESSI	\$4,476,884.50	(\$7,102.00)	\$4,469,782.50
<b>Total for Adjustment # 000084</b>							<b>\$0.00</b>	
000085	BUS RUNS DUE TO TESTING	11-000-270-511-000-140--	CONTRACT SVCS-HOME/SCH	12/07/2021	NPALLESSI	\$3,581,140.00	\$680.00	\$3,581,820.00
	BUS RUNS DUE TO TESTING	11-000-270-512-000-140--	CONTRACT SVCS-OTHER	12/07/2021	NPALLESSI	\$50,000.00	(\$680.00)	\$49,320.00
<b>Total for Adjustment # 000085</b>							<b>\$0.00</b>	
000086	CMS GYM SUITS	95-001-001-000-000-060--	STUDENT ACTIVITIES	12/07/2021	NPALLESSI	\$15,480.15	\$4,000.00	\$19,480.15
	CMS GYM SUITS	95-011-073-000-022-060--	GYM SUITS 21-22	12/07/2021	NPALLESSI	\$4,000.00	(\$4,000.00)	\$0.00
<b>Total for Adjustment # 000086</b>							<b>\$0.00</b>	
000087	FREIGHT CHARGE	11-190-100-610-000-120--	GENERAL SUPPLIES	12/07/2021	NPALLESSI	\$4,339.00	\$30.80	\$4,369.80
	FREIGHT CHARGE	11-190-100-610-000-140--	GENERAL SUPPLIES	12/07/2021	NPALLESSI	\$154,810.00	(\$30.80)	\$154,779.20
<b>Total for Adjustment # 000087</b>							<b>\$0.00</b>	
000088	DISTRICT HANDCARTS	11-000-261-610-000-050--	GENERAL SUPPLIES	12/08/2021	NPALLESSI	\$40,625.00	(\$825.06)	\$39,799.94
	DISTRICT HANDCARTS	11-000-261-610-000-140--	GENERAL SUPPLIES	12/08/2021	NPALLESSI	\$86,313.14	\$825.06	\$87,138.20
<b>Total for Adjustment # 000088</b>							<b>\$0.00</b>	
000089	DISTRICT BATTERY	11-000-261-610-000-050--	GENERAL SUPPLIES	12/09/2021	NPALLESSI	\$39,799.94	(\$297.36)	\$39,502.58
	DISTRICT BATTERY	11-000-261-610-000-140--	GENERAL SUPPLIES	12/09/2021	NPALLESSI	\$87,138.20	\$297.36	\$87,435.56
<b>Total for Adjustment # 000089</b>							<b>\$0.00</b>	
000090	VOCAL SUPPLIES	11-190-100-610-000-055--	GENERAL SUPPLIES	12/09/2021	NPALLESSI	\$12,112.00	(\$102.00)	\$12,010.00
	VOCAL SUPPLIES	11-190-100-610-108-055--	GENERAL SUPPLIES-VOC MSC	12/09/2021	NPALLESSI	\$1,190.00	\$102.00	\$1,292.00
<b>Total for Adjustment # 000090</b>							<b>\$0.00</b>	
000091	TOILET PAPER DISPENSERS	11-000-261-610-000-050--	GENERAL SUPPLIES	12/09/2021	NPALLESSI	\$39,502.58	(\$974.04)	\$38,528.54
	TOILET PAPER DISPENSERS	11-000-261-610-000-140--	GENERAL SUPPLIES	12/09/2021	NPALLESSI	\$87,435.56	\$974.04	\$88,409.60
<b>Total for Adjustment # 000091</b>							<b>\$0.00</b>	
000092	LITTLETON BOILER GASKET	11-000-261-420-000-090--	CLEANING,REPAIR & MAINT	12/09/2021	NPALLESSI	\$16,799.00	\$9,519.37	\$26,318.37
	LITTLETON BOILER GASKET	11-000-261-420-000-103--	CLEANING,REPAIR & MAINT	12/09/2021	NPALLESSI	\$15,799.00	(\$9,519.37)	\$6,279.63
<b>Total for Adjustment # 000092</b>							<b>\$0.00</b>	
000093	DISTRICT FILTERS	11-000-261-610-000-050--	GENERAL SUPPLIES	12/09/2021	NPALLESSI	\$38,528.54	(\$15.00)	\$38,513.54

# Parsippany-Troy Hills Board of Education

## Expense Account Adjustment Analysis By Adjustment#

va\_exaa2.111317

11/01/2021

All Cycles

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
<b>Current Appropriation Adjustments</b>								
000093	DISTRICT FILTERS	11-000-261-610-000-140--	GENERAL SUPPLIES	12/09/2021	NPALLESSI	\$88,409.60	\$15.00	\$88,424.60
<b>Total for Adjustment # 000093</b>							<b>\$0.00</b>	
000094	CMS KITCHEN FIRE	12-000-400-450-004-050--	PARTIAL A/C INSTALL-PHS	12/09/2021	SDYKSTRA	\$25,000.00	(\$8,607.07)	\$16,392.93
	CMS KITCHEN FIRE	12-000-400-450-005-060--	KITCHEN REMEDIATION-CMS	12/09/2021	SDYKSTRA	\$21,180.00	\$8,607.07	\$29,787.07
<b>Total for Adjustment # 000094</b>							<b>\$0.00</b>	
000095	DISTRICT FILTERS	11-000-261-610-000-050--	GENERAL SUPPLIES	12/10/2021	NPALLESSI	\$38,513.54	(\$135.00)	\$38,378.54
	DISTRICT FILTERS	11-000-261-610-000-140--	GENERAL SUPPLIES	12/10/2021	NPALLESSI	\$88,424.60	\$135.00	\$88,559.60
<b>Total for Adjustment # 000095</b>							<b>\$0.00</b>	
000096	LIFE SCIENCE SUPPLIES	11-190-100-610-111-150--	GEN SUPPLIES-ELM SCIENCE	12/13/2021	NPALLESSI	\$29,000.00	\$20,000.00	\$49,000.00
	LIFE SCIENCE SUPPLIES	11-190-100-640-111-150--	TEXTBOOKS-ELEM SCIENCE	12/13/2021	NPALLESSI	\$29,000.00	(\$20,000.00)	\$9,000.00
<b>Total for Adjustment # 000096</b>							<b>\$0.00</b>	
000097	54 PASSENGER BUS	11-000-270-511-000-140--	CONTRACT SVCS-HOME/SCH	12/14/2021	NPALLESSI	\$3,581,820.00	(\$112,872.75)	\$3,468,947.25
	54 PASSENGER BUS	12-000-270-733-000-140--	SCHOOL BUSES - REGULAR	12/14/2021	NPALLESSI	\$0.00	\$112,872.75	\$112,872.75
<b>Total for Adjustment # 000097</b>							<b>\$0.00</b>	
000098	EASEL PURCHASE	11-000-213-600-000-070--	SUPPLIES & MATERIALS	12/15/2021	NPALLESSI	\$500.00	\$65.00	\$565.00
	EASEL PURCHASE	11-190-100-610-105-070--	GENERAL SUPPLIES-PRE-K	12/15/2021	NPALLESSI	\$1,386.00	(\$65.00)	\$1,321.00
<b>Total for Adjustment # 000098</b>							<b>\$0.00</b>	
000099	PHHS AIR CURTAIN	11-000-261-610-000-050--	GENERAL SUPPLIES	12/16/2021	NPALLESSI	\$38,378.54	(\$7,176.54)	\$31,202.00
	PHHS AIR CURTAIN	11-000-261-610-000-053--	GENERAL SUPPLIES	12/16/2021	NPALLESSI	\$26,625.00	\$7,176.54	\$33,801.54
<b>Total for Adjustment # 000099</b>							<b>\$0.00</b>	
000100	DISTRICT - GATE LOCK	11-000-261-610-000-050--	GENERAL SUPPLIES	12/17/2021	NPALLESSI	\$31,202.00	(\$197.00)	\$31,005.00
	DISTRICT - GATE LOCK	11-000-261-610-000-140--	GENERAL SUPPLIES	12/17/2021	NPALLESSI	\$88,559.60	\$197.00	\$88,756.60
<b>Total for Adjustment # 000100</b>							<b>\$0.00</b>	
000101	ART SUPPLIES HEAT GUN	11-190-100-610-101-055--	GENERAL SUPPLIES-ART	12/17/2021	NPALLESSI	\$5,750.00	\$20.62	\$5,770.62
	ART SUPPLIES HEAT GUN	11-190-100-610-101-065--	GENERAL SUPPLIES-ART	12/17/2021	NPALLESSI	\$3,272.00	(\$20.62)	\$3,251.38
<b>Total for Adjustment # 000101</b>							<b>\$0.00</b>	
000102	HOME INSTRUCTION	11-000-219-500-000-360--	OTHER PURCHASED SERVICES	12/17/2021	NPALLESSI	\$106,000.00	(\$10,000.00)	\$96,000.00
	HOME INSTRUCTION	11-150-100-320-000-360--	PURCH PROF-ED SVCS	12/17/2021	NPALLESSI	\$40,000.00	\$10,000.00	\$50,000.00
<b>Total for Adjustment # 000102</b>							<b>\$0.00</b>	
000103	DISTRICT LOCKS	11-000-261-610-000-050--	GENERAL SUPPLIES	12/20/2021	SDYKSTRA	\$31,005.00	(\$3,255.39)	\$27,749.61
	DISTRICT LOCKS	11-000-261-610-000-140--	GENERAL SUPPLIES	12/20/2021	SDYKSTRA	\$88,756.60	\$3,255.39	\$92,011.99
<b>Total for Adjustment # 000103</b>							<b>\$0.00</b>	
000104	BMS - ELECTRICAL UPGRADE	11-000-261-610-000-050--	GENERAL SUPPLIES	12/20/2021	NPALLESSI	\$27,749.61	(\$1,873.91)	\$25,875.70
	BMS - ELECTRICAL UPGRADE	11-000-261-610-000-064--	GENERAL SUPPLIES	12/20/2021	NPALLESSI	\$10,148.00	(\$1,873.91)	\$8,274.09
	BMS - ELECTRICAL UPGRADE	11-000-261-610-000-090--	GENERAL SUPPLIES	12/20/2021	NPALLESSI	\$7,164.00	\$7,495.64	\$14,659.64

# Parsippany-Troy Hills Board of Education

## Expense Account Adjustment Analysis By Adjustment#

va\_exaa2.111317

11/01/2021

All Cycles

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
<b>Current Appropriation Adjustments</b>								
000104	BMS - ELECTRICAL UPGRADE	11-000-261-610-000-103--	GENERAL SUPPLIES	12/20/2021	NPALLESSI	\$26,209.00	(\$1,873.91)	\$24,335.09
	BMS - ELECTRICAL UPGRADE	11-000-261-610-000-120--	GENERAL SUPPLIES	12/20/2021	NPALLESSI	\$7,164.00	(\$1,873.91)	\$5,290.09
<b>Total for Adjustment #</b>						<b>000104</b>	<b>\$0.00</b>	
000105	TRANSFER #104 CORRECTION	11-000-261-610-000-055--	GENERAL SUPPLIES	12/21/2021	NPALLESSI	\$13,000.00	\$7,495.64	\$20,495.64
	TRANSFER #104 CORRECTION	11-000-261-610-000-090--	GENERAL SUPPLIES	12/21/2021	NPALLESSI	\$14,659.64	(\$7,495.64)	\$7,164.00
<b>Total for Adjustment #</b>						<b>000105</b>	<b>\$0.00</b>	
000106	CMS LANGUAGE ARTS	11-190-100-610-000-060--	GENERAL SUPPLIES	12/21/2021	NPALLESSI	\$11,633.54	(\$72.09)	\$11,561.45
	CMS LANGUAGE ARTS	11-190-100-610-106-060--	GENERAL SUPPLIES-LANG AR	12/21/2021	NPALLESSI	\$3,320.00	\$72.09	\$3,392.09
<b>Total for Adjustment #</b>						<b>000106</b>	<b>\$0.00</b>	
000107	DISTRICT HINGES	11-000-261-610-000-064--	GENERAL SUPPLIES	12/21/2021	NPALLESSI	\$8,274.09	(\$1,877.50)	\$6,396.59
	DISTRICT HINGES	11-000-261-610-000-140--	GENERAL SUPPLIES	12/21/2021	NPALLESSI	\$92,011.99	\$1,877.50	\$93,889.49
<b>Total for Adjustment #</b>						<b>000107</b>	<b>\$0.00</b>	
000108	DISTRICT HVAC SUPPLIES	11-000-261-610-000-064--	GENERAL SUPPLIES	12/21/2021	NPALLESSI	\$6,396.59	(\$421.92)	\$5,974.67
	DISTRICT HVAC SUPPLIES	11-000-261-610-000-140--	GENERAL SUPPLIES	12/21/2021	NPALLESSI	\$93,889.49	\$421.92	\$94,311.41
<b>Total for Adjustment #</b>						<b>000108</b>	<b>\$0.00</b>	
000109	DISTRICT JEEP REPAIR	11-000-261-420-000-120--	CLEANING,REPAIR & MAINT	12/21/2021	NPALLESSI	\$37,680.00	(\$563.45)	\$37,116.55
	DISTRICT JEEP REPAIR	11-000-261-420-000-140--	CLEANING,REPAIR & MAINT	12/21/2021	NPALLESSI	\$141,351.51	\$563.45	\$141,914.96
<b>Total for Adjustment #</b>						<b>000109</b>	<b>\$0.00</b>	
000110	SHOPRITE STRIVE	11-209-100-610-000-360--	GENERAL SUPPLIES-BD	12/22/2021	NPALLESSI	\$7,000.00	\$500.00	\$7,500.00
	SHOPRITE STRIVE	11-214-100-640-000-360--	TEXTBOOKS-AUT	12/22/2021	NPALLESSI	\$6,500.00	(\$500.00)	\$6,000.00
<b>Total for Adjustment #</b>						<b>000110</b>	<b>\$0.00</b>	
<b>Total Current Appropriation Adjustments</b>							<b>\$0.00</b>	

# Parsippany-Troy Hills Board of Education

## Expense Account Adjustment Analysis By Adjustment#

va\_exaa2.111317

11/01/2021

All Cycles

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
<b>Original Appropriation Adjustments</b>								
001134	21-22 PEF GRANT OPENING	20-222-100-610-000-053--	21-22 PEF-PHHS-SEEDS FOR	12/22/2021	NPALLESSI	\$0.00	\$570.18	\$570.18
	21-22 PEF GRANT OPENING	20-225-100-610-000-103--	21-22 PEF-NORTHVAIL-WRIT	12/22/2021	NPALLESSI	\$0.00	\$1,500.00	\$1,500.00
	21-22 PEF GRANT OPENING	20-226-100-610-000-080--	21-22 PEF-LAKE PAR-ONE B	12/22/2021	NPALLESSI	\$0.00	\$2,457.35	\$2,457.35
	21-22 PEF GRANT OPENING	20-227-100-610-000-055--	21-22 PEF-BMS-STRIVE	12/22/2021	NPALLESSI	\$0.00	\$573.00	\$573.00
	21-22 PEF GRANT OPENING	20-228-100-610-000-053--	21-22 PEF-PHHS-TRANSITIO	12/22/2021	NPALLESSI	\$0.00	\$1,400.00	\$1,400.00
	21-22 PEF GRANT OPENING	20-229-100-610-000-107--	21-22 PEF-ROCKAWAY-SOW T	12/22/2021	NPALLESSI	\$0.00	\$746.64	\$746.64
	21-22 PEF GRANT OPENING	20-233-100-610-000-064--	21-22 PEF-INTERVALE-AUTI	12/22/2021	NPALLESSI	\$0.00	\$500.00	\$500.00
	21-22 PEF GRANT OPENING	20-235-100-610-000-055--	21-22 PEF-BMS-CLASS LIBR	12/22/2021	NPALLESSI	\$0.00	\$172.83	\$172.83
	21-22 PEF GRANT OPENING	20-236-100-610-000-060--	21-22 PEF-CMS TEAMWORK	12/22/2021	NPALLESSI	\$0.00	\$560.00	\$560.00
<b>Total for Adjustment # 001134</b>							<b>\$8,480.00</b>	
001135	19-20 GRANT ROLLOVER	20-198-100-610-000-107--	19-20 PEF-ROCKAWAY-LIFE	12/07/2021	NPALLESSI	\$0.00	\$2,625.00	\$2,625.00
001136	CAFETERIA TABLES-BMS	60-910-310-600-000-210--	FOOD SVC SUPPLIES	12/08/2021	SDYKSTRA	\$20,000.00	\$47,358.60	\$67,358.60
001137	LUNCH REFUNDS	60-910-310-890-000-210--	FOOD SVC MISCELLANEOUS	12/08/2021	SDYKSTRA	\$1,809.69	\$315.25	\$2,124.94
001142	LUNCH REFUNDS	60-910-310-890-000-210--	FOOD SVC MISCELLANEOUS	12/14/2021	SDYKSTRA	\$2,124.94	\$77.35	\$2,202.29
001143	IDEA CARRYOVER	20-256-100-560-000-360--	IDEA PS C/O-TUITION	12/20/2021	SDYKSTRA	\$0.00	\$231,844.00	\$231,844.00
	IDEA CARRYOVER	20-257-100-100-000-140--	IDEA CEIS C/O-SAL OF TEA	12/20/2021	SDYKSTRA	\$0.00	\$98,106.00	\$98,106.00
	IDEA CARRYOVER	20-257-200-200-000-140--	IDEA CEIS C/O-EMP BENEFI	12/20/2021	SDYKSTRA	\$0.00	\$7,505.00	\$7,505.00
	IDEA CARRYOVER	20-258-200-300-000-360--	IDEA NP C/O-PUR PROF SVC	12/20/2021	SDYKSTRA	\$0.00	\$36,798.00	\$36,798.00
<b>Total for Adjustment # 001143</b>							<b>\$374,253.00</b>	
<b>Total Original Appropriation Adjustments</b>							<b>\$433,109.20</b>	

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

**III. GA – GENERAL ADMINISTRATION – JONI BENOS**

**20. Travel and Work Related Expenses**

**TRAVEL & EXPENSES**

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

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

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

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

**WHEREAS**, the Board has determined that the travel listed in this Resolution is educationally necessary and fiscally prudent, and<sup>3</sup>

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

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

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

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

Name	Purpose	Date	Location	Estimated Expenses
Jennifer Young	NAEA Convention	March 3-5, 2022	NYC	\$195.00
Rajiv Subramanian	Shape NJ Conv	Feb 14-15, 2022	Long Branch, NJ	\$365.96
Michael DiSanto	Shape NJ Conv	Feb 14-16, 2022	Long Branch, NJ	\$804.19
Kelli Costa	Shape NJ Conv	Feb 15-16, 2022	Long Branch, NJ	\$350.38
CHANGE Courtney Bresalauer	From: Best Practices – Guided Reading – Jan 4, 2022 – West Orange, NJ To: Best Practices – Guided Reading – Jan 4, 2022 - VIRTUAL			

**21. Board Policies**

**BOARD POLICIES**

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

P & R 5511 Dress and Grooming

C

# POLICY

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

STUDENTS  
5511/page 1 of 1  
Dress and Grooming

### 5511 DRESS AND GROOMING

Regardless of gender the Board of Education recognizes each pupil's mode of dress and grooming is a manifestation of the pupil's personal style and individual preferences. The Board will impose its judgment on pupils and parent(s) or legal guardian(s) only when a pupil's dress and grooming affect the educational program of the schools.

Pupils may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual pupil or to others; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; or prevent the pupil from achieving his/her own educational objectives because of blocked vision or restricted movement.

The Board of Education prohibits pupils from wearing, while on school property, any type of clothing, apparel or accessory which indicates that the pupil has membership in, or affiliation with, any gang associated with criminal activities. The local law enforcement agency will advise the Board, upon request, of gangs which are associated with criminal activities.

The Building Principal shall determine whether the dress or grooming of pupils comes within these prohibitions.

Staff members shall demonstrate by example and precept wholesome attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

The Superintendent shall, on consultation with staff members, pupils, and parent(s) or legal guardian(s), prepare a dress code that imposes only minimum and necessary limitations on a pupil's taste and individuality.

N.J.S.A. 18A:11-1; 18A:11-7; 18A:11-8; 18A:11-9

Adopted: 22 October 2009  
Revised:



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PUPILS  
R 5511/page 1 of 2  
Dress Code

### R 5511 DRESS CODE

The following dress code has been developed in accordance with Policy No. 5511.

#### Elementary School

Pupils are expected to dress at all times in a manner which reflects well on themselves, their parents, their school and the community. Inappropriate attire should not be worn to school.

Bare midriffs, halter tops, cut-off T-shirts, short shorts and T-shirts with messages that may be offensive to teachers or students are inappropriate attire.

Tank tops should fit snugly around the underarm area. Shoes must be safe for playground and gym classes. Footwear secured both front and back must be worn. Flip flop sandals/shoes are not safe for school environment.

#### Middle School and High School

Pupils at the middle school and high school are expected to dress at all times in a manner which reflects well on themselves, their parents, their school, and their community. Student attire shall be school-appropriate – neat, clean and reflecting an appearance of modesty.

1. Any T-shirt that is alcohol or drug-related, or has inappropriate graphics or sayings, is not acceptable.
2. Gang-related clothing and paraphernalia are not permitted.
3. Halter tops are not acceptable for school, nor are bare midriff tops or see-through mesh shirts without another shirt underneath.
4. Tank tops should fit snugly around the underarm area, have straps that measure at least one and a half inches in width, and no undergarments should show.
5. Flip-flops are not permitted. Footwear secured both front and back must be worn.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PUPILS

R 5511/page 2 of 2

Dress Code

6. The length of the garment (shorts, skirts, dresses) should minimally be mid-thigh or longer.
7. All pants and shorts must be worn above the hips, with no undergarments visible.
8. Sunglasses, coats, or outdoor jackets are not to be worn in the building.
9. Clothing and jewelry articles that may pose a safety risk are not permitted.

Pupils who do not follow this code are warned, accordingly, and their parents are called to bring in acceptable clothing. If this is not possible, pupils may be placed on suspension until the situation is corrected.

For health and safety considerations, special clothing requirements must be met in physical education, home economics, and science classes. For example, jewelry is not permitted to be worn during physical education classes. Teachers of these special areas explain the clothing requirements to pupils during the first week of school.

### Enforcement

1. Teaching staff members will report perceived violations of the dress code to the Building Principal or designee, who will interpret and apply the code.
2. Pupils who publicly represent the school or a school organization at an activity away from the school district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Pupils unwilling to comply with this requirement will disqualify themselves from participation.
3. Pupils will not be permitted to attend a school-related function, such as a field trip, after-school activity unless they are attired and groomed in accordance with this dress code and the reasonable expectations of the staff member in charge.
4. The Principal may waive application of the dress code for special school activity days
5. A pupil whose dress or grooming has been found by the Principal or designee to violate this Regulation may appeal the determination to the Superintendent.

Issued: 22 October 2009

Revised: \_\_\_\_\_





22. **Gifts to the District**

**GIFTS TO  
THE DISTRICT**

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

**District**

Mrs. Pamela Chen has donated the following violins to the District:

Full size Antonius 1721

Full size Suzuki

1/2 size Queen Harp

3/4 size Kind Heart

**Knollwood**

The Knollwood PTA has donated \$1,815 to the Board of Education to help support cultural arts events to be held at Knollwood School.

**IV. AP – ACADEMIC PROGRAMMING – DENIS MULROONY, D.LITT.**

23. **Student Teacher Change**

BE IT RESOLVED that the Board approve the following change:

FROM:

<b>Student Name</b>	<b>Cooperating School</b>	<b>Requesting University</b>	<b>Dates</b>
Kerri Mundy	Northvail Elementary School	Montclair State University	1/24/2022-5/13/2022
Kaitlyn Bohr	Lake Hiawatha Elementary School	Caldwell University	10/18/2021-12/22/2021

TO:

<b>Student Name</b>	<b>Cooperating School</b>	<b>Requesting University</b>	<b>Dates</b>
Kerri Mundy	Northvail Elementary School	Montclair State University	1/24/2022-12/9/2022
Kaitlyn Bohr	Lake Hiawatha Elementary School	Caldwell University	1/18/2022-12/22/2022

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

**24. Retirements - PTHEA**

**RETIRE  
PTHEA**

BE IT RESOLVED that the Board approve the resignation, for the purpose of retirement, of Michael Cassu, Teacher at Parsippany High School, effective July 1, 2022.

BE IT RESOLVED that the Board approve the resignation, for the purpose of retirement, of Kathleen Zelles, Occupational Therapist, effective July 1, 2022.

**25. Retirement - Local 32**

**RETIRE  
LOCAL 32**

BE IT RESOLVED that the Board approve the resignation, for the purpose of retirement, of Zeonid Khrapko, Custodian, effective July 1, 2022.

**26. Resignations - PTHEA**

**RESIGN  
PTHEA**

BE IT RESOLVED that the Board approve the resignation of Katherine Reese, Teacher at Brooklawn Middle School, effective February 18, 2022.

BE IT RESOLVED that the Board approve the resignation of Karen Sturtz, Learning Disabilities Teacher Consultant at Brooklawn Middle School, effective January 17, 2022.

BE IT RESOLVED that the Board approve the resignation of Heidi Cohen, Teacher at Troy Hills Elementary School, effective March 1, 2022.

**27. Resignation - PTHESA**

**RESIGN  
PTHESA**

BE IT RESOLVED that the Board approve the following resignation as indicated, effective January 4, 2022:

Zahra Sadaat                      Parsippany High School

**28. Resignation - Noontime Aide**

**RESIGN  
NOONTIME**

BE IT RESOLVED that the Board approve the following resignation as indicated, effective January 7, 2022:

Sadhana Kapoor                      Knollwood Elementary School

**29. Employment - Local 32**

**EMPLOY  
LOCAL 32**

BE IT RESOLVED that the Board approve the employment of Wioleta Waligora, who has successfully completed her 150-day probationary period as a Custodian. A new contract should be issued to her in the amount of \$32,758.00 plus \$1,936.00 Addenda, prorated, for the 2021-2022 school year effective December 24, 2021.

30. **Employment - PTHESA**

**EMPLOY  
PTHESA**

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

**Knollwood Elementary School**

**Effective January 10, 2022**

Sadhana Kapoor Paraprofessional \$24,002.00 (prorated)

**Troy Hills Elementary School**

**Effective January 10, 2022**

Bhuvana Ramakrishnan Paraprofessional \$24,002.00 (prorated)

31. **Employment - Noontime Aide**

**EMPLOY  
NOONTIME**

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

**Effective December 20, 2021:**

Mount Tabor Elementary School

Prasanthi Vaddi 10 hours/week

32. **ESL Translators - District**

**ESL  
TRANSLATOR**

BE IT RESOLVED that the Board approve Nahed Salem as an ESL translator at the rate of \$41.00 per hour to be paid out of the Title III Grant Funds for the 2021-2022 school year.

33. **SafeSchools Training**

**SAFE  
SCHOOLS**

BE IT RESOLVED that the Board approve the following Non-affiliated members to receive four hours of regular pay for their Mandatory SafeSchools training(s) as per the Local 32 Agreement:

- Paul Cucchiara
- Mohamed Elsaid
- Emil Krajewski
- John Prehart
- Daniel Sutton

34. **Leaves of Absence**

**LEAVE OF  
ABSENCE**

BE IT RESOLVED that the Board approve an unpaid leave of absence for employee #50141, Paraprofessional, effective December 10, 2021 through December 17, 2021.

BE IT RESOLVED that the Board approve a medical leave of absence for employee #49087, Teacher, effective December 20, 2021 through March 1, 2022 utilizing accumulated sick days, and an unpaid medical leave of absence effective March 2, 2022 through March 11, 2022.

35. **Maternity Leave of Absence**

**MATERNITY LEAVE  
OF ABSENCE**

**Employee #40904**, Behaviorist, has requested a maternity leave of absence on or about February 10, 2022 through March 25, 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 27, 2022 through June 23, 2022.

36. **Corrections**

**CORRECTIONS**

BE IT RESOLVED that the Board approve the following corrections:

**Correction - Resignation - PTHEA**

**Jamie McHugh**

From: effective February 4, 2022

To: effective February 3, 2022

**Resignation - PTHESA**

**Seema Malhotra**

From: effective December 9, 2021

To: Pull

**Leave of Absence**

**Employee #11002**

From: a medical leave of absence effective October 11, 2021 through January 14, 2022 utilizing accumulated sick days.

To: a medical leave of absence effective October 11, 2021 through February 28, 2022 utilizing accumulated sick days.

**VI. PPS - PUPIL PERSONNEL SERVICES – KEITH CORTRIGHT**

37. **Sign Language Interpreting Services**

**SIGN LANG  
INTERPRETER**

BE IT RESOLVED that the Board approve Kathleen Nilsson for sign language interpreting services to take place on June 23, 2022 for two hours at the rate of \$65.00 per hour plus mileage.

38. **SEPAC Meeting Support Specialists**

**SEPAC PGRM**

BE IT RESOLVED that the Board approve Jamie Fugowski, Kendall Edwards, and Anne Pedersen to prepare for and present at the SEPAC Meeting on 2/8/22, at a rate of \$41.00 per hour, not to exceed four hours, to be paid for through IDEA grant funds.

39. **Staff Compensation – Race to the Finish**

**RACE TO  
FINISH**

BE IT RESOLVED that the Board approve \$1,000.00 each to Jennifer Hakim, district teacher, and Michelle Marx, district physical therapist, for the planning and coordination of the Race to the Finish Program in Spring 2022.

40. **Related Service Provider**

**REL SVC  
PROVIDER**

BE IT RESOLVED that the Board approve AMN Healthcare Inc. as a related service provider for the remainder of the 2021-2022 school year to provide Board Certified Behavior Analysts (BCBA) services at the billing rate of \$70-\$75 per hour.

41. **Paraprofessionals -Assist Students**

**PARA  
ASSIST**

BE IT RESOLVED that the Board approve the following paraprofessionals 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.

School	Para Name	Hours to not exceed	Activity/Event
PHHS	Rachel Paz	22	Homecoming/Unified Bowling
PHHS	AnnaMaria Shymanski	25	Homecoming/Unified Bowling
PHHS	Bassam Daher	25	Homecoming/Unified Bowling
PHHS	Jeanne George	18	Unified Bowling

42. **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 sites for the 2021-2022 school year:

Tiffany & Co. – 141 Parsippany Rd., Whippany, NJ 07981

43. **Stipend – ABA Trained Professional Stipend**

**ABA STIPEND**

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

<b>STAFF</b>	<b>EFFECTIVE DATE</b>
Sunchu, Saritha	12/20/2021

**Suspensions**

**SUSPENSIONS D**

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