

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

**Number 15 ADDENDUM**

**March 12, 2024**

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

**32. Home Instruction**

**Home  
Instruction**

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

<b>Student #</b>	<b>School</b>	<b>Grade</b>	<b>Reason</b>	<b>Anticipated End Date</b>
40591	PHHS	11	Medical	5/31/24
47283	BRKLN	7	Administrative	4/20/24
53801	OOD	11	Medical	4/30/24
49254	CMS	7	Medical	5/31/24
42870	PHHS	10	Administrative	3/22/24
41040	PHHS	12	Medical	4/30/24

**33. Out-of-District Tuition Costs 2023-2024**

**OOD 23-24**

BE IT RESOLVED that the Board approve the tuition cost for student with disabilities who will require an out-of-district placement for the 2023- 2024 school year. This student has been classified by the Child Study Team in accordance with Title 18A:46:

<b>School</b>	<b>Student No.</b>	<b>Tuition Costs</b>
Essex Valley School	47470	\$29,575.00

**34. PTHSD Middle & High School Summer Stepstones Program**

**SMR STEP  
STONES**

BE IT RESOLVED that the Board approve the Summer Stepstones: Getting Ready for Middle and High School Math Program during the summer of 2024, students currently in grades 5-11 during the 2023-2024 school year, one teacher per course at \$45 per hour, not to exceed \$1,350 per course.

**35. Summer Acceleration Program**

**HS SMR ACC  
PROGRAM**

BE IT RESOLVED that the Board approve the following individuals for the Summer Acceleration Program for Mathematics and Business during the Summer of 2024:

<b>Name</b>	<b>Course</b>	<b>Per Hour</b>	<b>Not to Exceed</b>
Matthew Wilkie	Computer Science with Python	\$45.00	\$9,000
Kevin Lombardo	Geometry Honors	\$45.00	\$9,000
Michael Bornstein	Geometry Honors	\$45.00	\$9,000
Alexandra Partington	Personal Finance	\$45.00	\$4,500

**36. Resignation – Local 32**

**RESIGN  
LOCAL 32**

BE IT RESOLVED that the Board approve the resignation of Claude Ortiz, Custodian Floater, effective March 22, 2024.

**37. Employment – Acting Head Custodian**

**EMPLOY  
ACTING HC**

BE IT RESOLVED that the Board approve the individual named below who worked as acting head custodian at Mt. Tabor Elementary School and is entitled to a prorated portion of the head custodian stipend of \$5,450.00:

Eric Ambrose      2/14/24 - 3/5/24

**38. Change of Assignment/Contract – Local 32**

**CHANGE ASSIGN  
LOCAL 32**

BE IT RESOLVED that the Board approve the change of assignment as indicated below, necessitating the following change in contract, effective March 18, 2024:

**Michael LaSpina - Maintenance**

From: Maintenance Worker	\$32,758.00
To: Lead Maintenance Worker	\$39,298.00 + \$3,672.00 (prorated)

**39. Appointment – Volunteer Extra-Curricular/Athletic Aide – 23-24**

**APPOINT  
VOL**

BE IT RESOLVED that the Board approve the appointment of the following individual as a volunteer extra-curricular athletic aide in the area indicated:

**Central Middle School**

Victoria Freire - Softball

**40. Leaves of Absence**

**LEAVES OF  
ABSENCE**

BE IT RESOLVED that the Board approve a medical leave of absence for employee #130307, Security Guard, effective February 23, 2024 through February 29, 2024 utilizing available sick days and floating holiday, and an unpaid medical leave of absence effective March 1, 2024 through May 31, 2024 pursuant to the Family and Medical Leave Act (FMLA).

BE IT RESOLVED that the Board approve an unpaid medical leave of absence for employee #151367, Bus Aide, effective March 6, 2024 through April 12, 2024.

**41. Corrections****CORRECTIONS**

BE IT RESOLVED that the Board approve the following corrections:

**Leave of Absence****Employee #131047**

From: a medical leave of absence effective January 23, 2024 through March 19, 2024 utilizing accumulated sick days pursuant to the Family and Medical Leave Act (FMLA).

To: a medical leave of absence effective January 23, 2024 through March 15, 2024 utilizing accumulated sick days pursuant to the Family and Medical Leave Act (FMLA).

**42. Curriculum Revisions****CURR REV**

BE IT RESOLVED that the Board approve the following curriculum writing new/revised to be completed over the summer between July and August 2024 in the amount of \$41.00 per hour up to a maximum of Forty (40) hours:

COURSE	HOURS PER STIPEND	Level(s)	Total Compensation (\$41.00/hour)
School Counseling Curriculum K-5	15 hours	Elementary	\$615.00
School Counseling Curriculum 6-8	15 hours	Middle	\$615.00
School Counseling Curriculum 9-12	15 hours	High	\$615.00

**43. Adoption of the Tentative Budget for School Year 2024-25****ADOPT TENT BUDGET 24-25**

BE IT RESOLVED that the tentative budget for the Parsippany-Troy Hills Township Board of Education, in the County of Morris, New Jersey be approved for the 2024-2025 school year using the 2024-2025 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent for approval in accordance with N.J.S.A. 18A:7F-5 and 18A:7F-6:

	General Fund	Special Revenues	Debt Service	Total
2024-2025 Total Expenditures	\$176,007,806	\$ 3,029,708	\$3,025,875	\$182,063,389
Less: Anticipated Revenues	\$ 19,775,049	\$ 3,029,708	\$ 512,664	\$ 23,317,421
Taxes to be Raised	\$156,232,757	\$ 0	\$2,513,211	\$158,745,968

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

BE IT FURTHER RESOLVED, that a public hearing on the budget for the 2024-2025 school year will be held at the Dr. Frank A. Calabria Education Center, 292 Parsippany Road, Parsippany, New Jersey on April 25, 2024 at 6:30 p.m.; and

BE IT FURTHER RESOLVED, that the Parsippany-Troy Hills Township Board of Education, approves the following Capital Outlay, Capital Projects and Equipment for the 2024-2025 school year:

<b>Description / Activity</b>	<b>Cost</b>
Assessment for Debt Service on SDA Funding	\$ 46,633
Instructional/Technology/Maintenance Equipment	\$ 367,106
Lease / Purchase Principal Payments	\$ 1,005,521
Architect & Engineer	\$ 500,000
Exterior Door Replacement Districtwide	\$ 200,000
Flooring Replacement Districtwide	\$ 200,000
Paving and Concrete Work Districtwide	\$ 400,000
District Roof Replacement	\$ 2,007,400
District Window Replacement	\$ 629,818
Additional Classroom Space/Office Space	\$ 159,468
School Painting	\$ 44,000
Capital Reserve Interest	1,000
<b>TOTAL</b>	<b>\$ 5,560,946</b>

**44. Maximum Travel****MAX TRAVEL**

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

BE IT RESOLVED that the Parsippany-Troy Hills Township Board Education includes in the tentative budget a maximum travel expenditure in the amount of \$218,035 for the 2024-2025 school year. The maximum travel expenditure amount for the 2023-2024 school year is \$233,804, of which \$47,555 has been spent and \$52,530 is encumbered to date.

**45. Travel and Related Expense Reimbursement****TRAVEL EXP  
REIMBURSE**

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

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

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

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

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

BE IT FURTHER RESOLVED, the Board of Education includes in the tentative budget travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$218,035 for all staff and board members for the 2024-2025 school year.

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

**46. Maximum Professional Services**

**MAX PROF  
SERVICES**

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

NOW, THEREFORE, BE IT RESOLVED, that the Parsippany –Troy Hills Township Board of Education hereby establishes the following maximums for the 2024-2025 school year as follows:

<b>Service</b>	<b>Cost</b>
Architecture & Engineer	\$500,000
Legal	\$235,000
Audit	\$ 91,140
Physician	\$ 99,500
Total	\$925,640

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

**47. Banked Cap****BANKED CAP**

BE IT RESOLVED that the Parsippany-Troy Hills Township Board of Education includes in the tentative 2024-2025 budget the adjustment for banked cap in the amount of \$50,246. In accordance with N.J.A.C. 6A:23A-10.3(b), the district has fully exhausted all eligible statutory spending authority. The adjustment will be used for the purposes of maintaining curricular and co-curricular programs and the staffing levels to support such programs. The board of education will complete this by June 30, 2025 and acknowledges that it cannot be deferred or incrementally completed over a longer period of time.

**48. Adjustment for Enrollment****ADJUST ENROLL**

BE IT RESOLVED that the Parsippany-Troy Hills Township Board of Education includes in the 2024-2025 tentative budget the adjustment for enrollment in the amount of \$765,900. The district intends to utilize this adjustment for supplies and materials necessary for the additional students.

**49. Adjustment for Health Care Costs****ADJUST HEALTH**

BE IT RESOLVED that the Parsippany-Troy Hills Township Board of Education includes in the 2024-2025 tentative budget the adjustment for increased costs of health benefits in the amount of \$949,840. The additional funds will be used to pay for the additional increases in health benefit premiums.