

**FLORHAM PARK BOARD OF EDUCATION**

Regular Public Meeting, July 25, 2022

Ridgedale Middle School - Auditorium

71 Ridgedale Ave

**-MINUTES-**

Mission Statement: The Florham Park Schools are committed to the achievement of individual academic excellence through high quality teaching, learning and community involvement. This results in students being well prepared to meet future educational challenges and to contribute to society. They will achieve these goals in accordance and alignment with the New Jersey Student Learning Standards, which guide our academic instruction.

Assistance for persons with disabilities for the purpose of attending this or any other district meeting/function can be obtained by contacting the Board Secretary's office at 973-822-3880 (x1005).

**A. CALL TO ORDER**

**B. ROLL CALL**

<b>BOARD MEMBER</b>	<b>PRESENT</b>	<b>ABSENT</b>
Mr. Priore (Michael)		X
Mr. Ritrivi (Nicholas)	X	
Ms. Sabatos (Stacey)	X	
Ms. Cali (Yvonne)	X	
Ms. Crimi (Fabienne)	X	
Ms. Heinold (Kristina)	X	
Mr. Perillo (Brian)	X	

**C. EXECUTIVE SESSION**

**WHEREAS**, the Florham Park Board of Education seeks to adjourn to Executive Session in full compliance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.: and

**WHEREAS**, the Open Public Meetings Act provides that a public body may exclude the public from that portion of the meeting at which it discusses matters pertaining to personnel, negotiations, and /or current and potential litigation; now

**BE IT RESOLVED**, that the Florham Park Board of Education adjourns to Executive Session; and

**BE IT FURTHER RESOLVED**, that the minutes of the discussion of any of these items will be disclosed to the public when matters have been determined and confidentiality is no longer applicable.

Note: Ms. Heinold retired from the meeting.

**D. RECONVENE PUBLIC SESSION**

Motion by Ms. Sabatos to adjourn the Executive Session for the purposes of negotiations, legal issues, personnel issues and reconvene the Regular Meeting at 7:04 p.m. Said motion was seconded by Ms. Crimi.

## **E. FLAG SALUTE**

## **F. SUNSHINE STATEMENT**

In accordance with the Open Public Meetings Act, (Chapter 231, P.L. 1975), adequate notification of this meeting has been provided by advertising in the Morristown Daily Record and the Madison-Florham Park Eagle. In addition, notices were posted at the Municipal Clerk's Office, Public Library, and the Board Administration Office at 67-71 Ridgedale Ave at least 48 hours prior to the meeting.

## **G. SUPERINTENDENT'S REPORT: Dr. Caponegro reported:**

1. Current Enrollment - 930
2. Drill Report
3. Suspension Report
4. Referendum and Facilities Update
  - Year 2 Referendum -The RMS auditorium is complete. All final inspections at Ridgedale School have been completed and the Certificate of Occupancy has been issued. Year 3 Referendum Projects at BKL- The framing inspection has been completed. The rough plumbing and partial electrical inspections have passed, they are now putting up Sheetrock in the media center which is being transitioned into the BKL Learning Commons. Year 4 Referendum items for the 2023/24 SY - Several design and scope of work meetings have been held with Mr. Csatos, Mr. Infantolino as our project manager, our architectural and engineering firm and Dr. Caponegro. Dr. Caponegro thanked the teachers, staff and administration for their assistance with the referendum. Thanked Mr. Csatos and Mr. Infantolino, as Referendum Project Manager, for the time and effort put into these projects, since many meetings take place in the evenings, before school and on weekends.
  - Facilities Update: The Bollard Project has been completed at BWD. Discussions regarding painting these bollards by art club students are forthcoming. All Solar Panels have been installed at Brooklake and Briarwood Schools, with power shut off to be scheduled for Aug. 16 (rain date, Aug. 17th) to connect panels to the electrical panel. Solar panel installation at Ridgedale School started this summer with August 18th (and rain date of Aug. 19th) scheduled to connect the panels to the electrical system. Additional security cameras and upgrades are currently underway. Thanked Mr. Stiles for his time assisting the tech company with the installation and upgrade of our system.
5. Summer 2022 Programs - Extended School Year & Brain Camp
  - ESY and Brain Camp are running smoothly. Mrs. Steffner coordinates ESY and Mr. Silkensen coordinates Brain Camp. Thanked them for their efforts and coordination of the programs since both programs are operating smoothly. Thanked the staff working these programs as well, since it is clear that engaging activities are taking place
6. Summer Happenings
  - o 2022/23 hiring
    - The administrative team continues the hiring process for the 2022/23 school year.
  - o Central Registration Initiative
    - Communicated that the district is in the planning phase of transitioning to a central registration for the fall. Therefore, registration would be streamlined through central office, rather than at the schools. Internal training and consultation meetings have been ongoing since the spring and has continued over the summer. More information will be forthcoming when this becomes active, as of now, registration is still taking place at the school level.
  - o Summer Senior Citizen Referendum Tour
    - The district created an invitation flyer for the Florham Park Senior Citizens to tour the Ridgedale School and the many referendum projects. The district provided two dates, Aug 2nd and Aug. 16th, along with transportation to/from RMS from the Senior Center. Dr. Cap spoke with the President of the Florham Park Senior Citizens, Mr. Chase and delivered hard copies of flyers to the Senior Center. Additionally, a digital copy of the flyer was provided to Mr. Chase in order for him to distribute via email to the members, and also provided to Mr. Timmons and Mr. Huyler at the Borough.
  - o Transitioning of new admin staff
    - The transition of both Mrs. Waiber and Mrs. Rizkalla are going well. Mrs. Waiber has already started in the role for the past few weeks and Mrs. Rizkalla will be starting Aug. 1st. Mrs. Rizkalla has already attended admin council meetings and working directly with Mrs. Heimple to assist with her transition.
  - o Frontline Credit \$3,300

- *Frontline will be crediting the district approximately \$3,300 due to a meeting called by Dr. Caponegro.*
- o Coordinating of 2022/23 activities/events
- *Discussed all of the happenings taking place this summer and planning for the 2022/23 SY, including trainings, hires, projects, discussions with the FPPD, PTA, FPEF, and summer curricular writing assignments.*

#### **7. Recognition**

- o Florham Park Eagle -
- *Recognized the New Jersey Hills Media Group - Florham Park Eagle for winning four awards in the National Newspaper Association Better Newspaper Contest for 2022. Discussed the positive working relationship between the school and the Eagle.*
- o Volunteerism Efforts- Amber Jones & Kimaya Kamdar
- *Recognized the accomplishments, efforts and volunteerism of Amber Jones and Kimaya Kamdar and provided a Certificate of Appreciate to both.*

#### **H. PUBLIC COMMENT-OPEN:**

This portion of the meeting is open to any individuals for the purpose of addressing resolutions on this agenda or matters that they find is important to the Board of Education, and is governed by Board Policy 0167. Prior to making a comment, members of the public are required to state their names, addresses and the subject matter of the comment. Comments are limited to three minutes per person. No participant may speak more than once on the same topic until all others who wish to speak on the topic have been heard. Comments made by members of the public may or may not be responded to by the Board. Any response that is provided will be made at the end of the public comment period, after all comments have been heard.

The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Students and employees have specific legal rights afforded by the laws of New Jersey. Therefore, comments regarding specific students and employees will not be responded to by the Board. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments.

Mr. Winters asked for information on the resolution regarding the gymnasium floors. Mr. Csatlós explained the annual routine maintenance and the required maintenance of maple gymnasium floors. Brooklake specifically is going through the required process that is expected every 8 - 10 years by industry standards. The district extended that by 5 years through its annual routine process. Mr. Winters asked for more information on the tour of facilities being offered to the seniors in town. Dr. Caponegro replied.

Councilman Zuckerman asked how the recent information regarding State Health Benefit increases might affect the district and if self funding is an option. Mr. Csatlós stated the district moved away from the SEHBP over four years ago and will not be affected. The district's projected rate increase is 5% in medical in comparison to the 15%-25% projected and reported in the media. Self insurance has been looked into in the past however there would be contractual hurdles to navigate in any move.

#### **I. COMMITTEE REPORTS**

Policy/Personnel - Ms. Sabatos reported on the meeting of July 18, 2022.

Curriculum - Ms. Sabatos reported on the meeting of July 18, 2022.

Finance/Facility/Transportation - Mr. Rittrivi reported on the meeting of July 18, 2022.

H.P.R.H.S Articulation - No report.

Teacher Administrator Board - No report.

Project Community Pride - No report.

Borough Liaison - Councilman Zuckerman reported that local tax bills are being mailed and Uniform Construction Code fees are being increased.

## **J. RESOLUTIONS**

### **POLICY**

**Upon recommendation of the Superintendent, move to:**

1. **Approve** the minutes of the June 20, 2022 Regular Board Meeting.  
Motion; FC      Second; SS      5 yes, 0 no
2. **Approve** the minutes of the June 20, 2022 Regular Board Meeting Executive Session.  
Motion; FC      Second; SS      5 yes, 0 no
3. **Be It Resolved**, that the board accepts and approves the Superintendent's current to date bullying report. *(On file in Administration Office)*  
Motion; FC      Second; SS      5 yes, 0 no
4. **Approve** the first reading of the following policies and regulations;  
  
**Policy Alert 227- originals**  
**P1648.15**      Recordkeeping for Healthcare Settings in School Buildings  
**P2415.04**      Title I - District - Wide Parent and Family Engagement  
**P2417**      Student Intervention and Referral Services  
**P3161**      Examination for Cause  
**P4161**      Examination for Cause  
**P5512**      Harassment, Intimidation, and Bullying  
**P7410**      Maintenance and Repair  
**R7410.01**      Facilities Maintenance, Repair Scheduling, and Accounting  
**P7520**      Loan of School Equipment  
**P8420**      Emergency and Crisis Situations  
**P9320**      Cooperation with Law Enforcement Agencies  
**R9320**      Cooperation with Law Enforcement Agencies  
**Policy Alert 228 - originals**  
**P0163**      Quorum  
**P1511**      Board of Education Website Accessibility  
**P2415**      Every Student Succeeds Act  
**P3216**      Dress and Grooming  
**P3270**      Professional Responsibilities  
**R 3270**      Lesson Plans and Plan Books  
**P4216**      Dress and Grooming  
**P5513**      Care of School Property  
**R5513**      Care of School Property  
**P5517**      School District Issued Student Identification  
**P5722**      Student Journalism  
  
Motion; FC      Second; SS      5 yes, 0 no
5. **Approve** the second reading of the following policies and regulations;  
-  
  
Motion; FC      Second; SS      5 yes, 0 no

**6. Approve** the following job description for the FY23. (On file in Administration Offices)

- A. Athletic / Activities Director Job Description
- B. Dean of Students Job Description

Motion; FC      Second; SS

5 yes, 0 no

**PERSONNEL**

**1. Upon recommendation of the Superintendent, move to approve the following Personnel Items:**

**A. Additional Compensation:**

Code	Name	Action	Loc	Position/UPC	FTE	Degree/ Step	Compensation	GAAP Code	Eff.	Term.
B	Harris, Michaela	Additional compensation	RMS	Gettysburg (overnight chaperone)	N/A	Non-contract	\$150.00	11-130-100-101	6/15/22	
B	Manger, Danielle	Longevity 20 yrs.	DIST	Teacher MA /SED.001.OTP.01	1.0	Per contract	\$1,400.00	11-000-216-100	9/01/22	
C	Moss, Kevin	Additional Compensation	DIST	P/T Computer/ NetworkTech. IIP.001.TEK.02		Up to 6 hrs/wk	Hrly. rate	11-000-252-100	7/01/22	9/30/22
B	Putignano, Vincent	Additional compensation	RMS	Gettysburg (overnight chaperone)	N/A	Non-contract	\$150.00	11-130-100-101	6/15/22	
A	Silkensen, Brian	Longevity 20 yrs.	DIST	Supervisor of C&I / IIP.001.SUP.01	1.0	Per contract	\$1,400.00	11-000-221-104	9/01/22	
B	Stein, Karen	Additional compensation	RMS	Gettysburg (overnight chaperone)	N/A	Non-contract	\$150.00	11-130-100-101	6/15/22	

**B. Appointments/Resignations/Retirements/RIFS:**

Code	Name	Action	Loc	Position/UPC	FTE	Degree/ Step	Compensation	GAAP Code	Eff.	Term.
B	Barta, Kathryn	Appointment	RMS	Ind.Arts/REG.001.TIA.01	1.0	BA/ Step 21	\$89,040.00	11-130-100-101	9/01/22	
B	Bulleit, Jessica	Appointment	RMS	Teacher/REG.001.ART.02	1.0	MA/ Step 16	\$79,895.00	11-213-100-101	9/01/22	
C	Hewes, Jennifer	Resignation	RMS	PT Staff Assistant./ SED.999.CLA.25	.75	Step 5	\$17,761.52	11-213-100-106	6/30/22	
B	Micone, Kacey	Resignation	BKL	Teacher/REG.001.K25.29	1.0	Step 13	\$74,695.00	11-120-100-101	7/22/22	
B	Ring, Daniel	Appointment	RMS	Teacher/REG.001.TPE.02	1.0	MA/Step 10	\$71,505.00	11-130-100-101	9/01/22	
C	Robertson, Alan	Appointment	DIST	PT Bus Driver/ STS.999.SBD.05	1.0	Step 16	\$43,152.00	11-100-270-160	7/01/22	
B	Serfozo, Jeremy	Resignation	RMS	Teacher MA /REG.001.TMC.02	1.0	MA / 14	\$76,295.00	11-130-100-101	9/18/22	

**C. College Student Placements/Internships:**

Code	Name	Action	Loc	Position/UPC	FTE	Degree/Step	Compensation	GAAP Code	Eff.	Term.
F	Crimi, Luke	Internship	DIST	Morris County School of Technology Internship Program (Jim Stiles)					7/26/22	8/31/22
F	Thompson, Grace	Clinical Experience	BKL	St. Elizabeth University (Gina Enderle)					8/22/22	6/30/23

**D. Athletics/Co-Curricular Appointments/Revisions:**

Code	Name	Action	Loc	Position/UPC	FTE	Degree/ Step	Compensation	GAAP Code	Eff.	Term.

**E. Leave of Absence:**

Code	Name	Action	Loc	Position/UPC	FTE	Degree/ Step	Compensation	GAAP Code	Eff.	Term.
C	Bennett, Sarah	Dock/Unpaid	BWD	Secretary/SAP999.SEC.04	1.00	Step 2	\$53,507.00	11-0000-240-105	6/16/22	6/17/22
B	Dalo, Rebecca	Maternity Leave	RMS	Teacher/ SED.01.RRM.01	1.00	MA/Step 7	\$66,735.00	11-213-100-101	11/28/22	9/01/23
C	Kelly, Kristin	Dock/Unpaid	BWD	PT Staff Assistant / SED.999.CLA.12	.75	Step 2	\$17,761.52	11-216-100-106	6/17/22, 6/21/22	

**F. Revisions:**

Code	Name	Action	Loc	Position/UPC	FTE	Degree/ Step	Compensation	GAAP Code	Eff.	Term.
B	Ammirato, Nicole	Rescind	BKL	Teacher/SED.001.RRM.11	.70	MA/ Step 4	\$44,495.50	11-213-100-101	9/01/22	
B	Ford, Alecia	Revised - Maternity Leave	BWD	Teacher/SED.001.IPS.02	.70	MA/ Step 3	\$43,487.50	11-216-100-101	9/07/22	11/18/22
A	Rizkalla, Madlen	Revision/Prorated	BWD	Principal/ SAP.001.PRI.01	1.0		\$105,417.00	11-000-240-103	8/01/22	

**G. Transfers;**

Code	Name	Action	Loc	Position/UPC	FTE	Degree/ Step	Compensation	GAAP Code	Eff.	Term.

Motion; FC Second; SS

4 yes, 0 no, 1 abstain(FC)

2. **Approve** the Contract for FY 2023 of the School Business Administrator. *(On file in Administration Office)*

Motion; FC Second; SS

5 yes, 0 no

3. **Approve** the Merit Goals for the FY 2023 for the Superintendent. *(On file in Administration Office)*

Motion; FC Second; SS

5 yes, 0 no

4. **Approve** the Merit Goals for the FY 2023 for the School Business Administrator. *(On file in Administration Office)*

Motion; FC Second; SS

5 yes, 0 no

5. **Approve** the following appointments for the 2022-2023 school year:

Building Affirmative Action Officer - BWD  
Homeless Liaison (34 CFR 104.7(a))  
School Safety Specialist (N.J.A.C.6A:9-2.1)

Madlen Rizkalla  
Madlen Rizkalla  
Kerri Waibel

Motion; FC Second; SS

5 yes, 0 no

**CURRICULUM**

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## **FINANCE**

### **1. Professional Development/Travel:**

The Florham Park Board of Education is required pursuant to N.J.S.A. 18A:11-12 and 18A:12-24 to approve travel expenditures by district employees and board members that are educationally necessary and financially prudent.

The following list of workshops, seminars, conferences and other travel-related staff development has been reviewed by the Florham Park Board of Education and found to be (1) educationally necessary and fiscally prudent; (2) directly related and within the scope of the district employee or board member's' current responsibilities; (3) critical to the instructional needs of and furthers the efficient operation of the Florham Park School district; & (4) is in compliance with N.J.S.A. 18A:12-24.1.

Date	Employee Full Name	Notes to Administrator	Administrator Approval Date
6/27-6/28/22	Heimple, Samantha	AAO training days to complete	6/10/22
8/08-8/11/22	Waibel, Kerri	SSS Training, Burlington, NJ - \$(0)	7/01/22

Motion; NR      Second; SS      5 yes, 0 no

### **2. Approve the check register submitted by the Business Administrator/Board Secretary to pay bills and claims through June 30, 2022 in the amount(s) of \$3,279,484.10.**

Motion; NR      Second; SS      5 yes, 0 no

### **3. Approve the following District financial reports and submission to the Executive County Business Administrator.**

Board Secretary's (A148) Report for the Month(s) of June 2022.

Business Administrator /  
Board Secretary

Treasurer's (A149) Report for the Month(s) of June 2022.

Business Administrator /  
Board Secretary

Motion; NR      Second; SS      5 yes, 0 no

### **4. Approve the Report of Transfers submitted by the Business Administrator/Board Secretary for June 30, 2022 in the amount of \$278,052.98**

Motion; NR      Second; SS      5 yes, 0 no

### **5. Approve contracting with Frontline Education to provide various employment/educational program management systems for the 2022-2023 School Year at the cost of \$26,120.44 (\$31,390.44 less negotiated credit of \$3,720).**

Motion; NR      Second; SS      5 yes, 0 no

### **6. Approve the following Out of District Placement(s):**

<u>Control#</u>	<u>Placement</u>	<u>Period</u>	<u>Cost</u>
2023-002	Mt. Lakes Public Schools	SY23	\$80,690.00

Motion; NR      Second; SS      5 yes, 0 no

7. **Approve** the following change order on State Project#1530-030-19-3000 /Local Project Contract#21 Auditorium Renovations at Ridgedale Middle School.

- CO#21 PCO 14 Additional Epoxy Floor Application \$3,878.60

Motion; NR Second; SS 5 yes, 0 no

8. **Approve** acceptance of the following Fiscal Year 2023 Non Public Entitlement Grants:

	Holy Family	Magic Kingdom	Montessori
<b>Title</b>			
Textbooks	\$ 858.00	\$1,056.00	\$ 264.00
Nursing	\$1,456.00	\$1,792.00	\$ 448.00
Technology	\$ 546.00	\$ 672.00	\$ 168.00
Security	\$2,665.00	\$3,280.00	\$ 820.00

Motion; NR Second; SS 5 yes, 0 no

9. **Approve** submission of the following Fiscal Year 2023 Entitlement Grants:

	Florham Park PS	Holy Family	Magic Kingdom
<b>ESEA</b>			
Title 1 A	\$ 22,388		\$4,974
Title 2A	\$ 13,625		\$ 425
Title 3	\$ 1,764	(Consortium Madison Public Schools LEA)	
Title 4	\$ 9,698		\$ 302
<b>IDEA</b>			
Basic	\$221,718		
Preschool	\$ 9,945		

Motion; NR Second; SS 5 yes, 0 no

10. **WHEREAS**, on May 31, 2022 the Florham Park Board of Education approved the sale of various surplus items through public auction, specifically GovDeals.com; and

**WHEREAS**, the Florham Park Board of Education received the following compliant bids on June 20, 2022 in the amount of \$789.00:

- Delta Belt Sander: \$305.00
- 2 Vision Fitness Recumbent Bikes: \$132.00
- 1 Vision Fitness Elliptical: \$100.00
- Schwinn Stationary Bike: \$72.00
- Concept2 Seated Rowing Machine: \$180.00

**NOW THEREFORE BE IT RESOLVED**, that the Board of Education complete the sale and transfer of the above assets and recognize the proceeds of sale as miscellaneous revenue.

Motion; NR Second; SS 5 yes, 0 no



11. **WHEREAS**, on May 31, 2022 the Florham Park Board of Education approved the sale of various surplus items through public auction, specifically GovDeals.com; and

**WHEREAS**, the Florham Park Board of Education did not receive bids on the following items:

- 1 Vision Fitness Recumbent Bike
- 1 Vision Fitness Elliptical

**NOW THEREFORE, BE IT RESOLVED** that the Board of Education approves these items to be re-posted for sale through public auction on GovDeals.com.

Motion; NR      Second; SS      5 yes, 0 no

12. **Approve** contracting with NextMark Foundation Inc., to provide licensing for 20 participants to the Online Course Materials for the 2022/2023 Fiscal Year at a cost of \$2,000.00

Motion; NR      Second; SS      5 yes, 0 no

13. **Approve** contracting with the Reading Writing Project Network, LLC to provide Professional Development Site-Based Coaching for the 2022/2023 Fiscal Year at a cost of \$44,350.00 plus Site developer expenses not to exceed \$2,250.00 (Partially Funded by ESEA)

Motion; NR      Second; SS      5 yes, 0 no

14. **Approve** contracting with The Teachers College Reading and Writing Project for Professional Educational Services not to exceed \$1,800 for the 2022/2023 fiscal year.

Motion; NR      Second; SS      5 yes, 0 no

15. **Approve** the purchase and installation of various security equipment district wide as part of Capital Project with CDW-G in the amount of \$213,481.10 through Purchasing Cooperative #65ESCJN Bid#s 18/19-03 and 022-G.

Motion; NR      Second; SS      5 yes, 0 no

16. **Approve** contracting with Jack Devine Floor Restorations, for gymnasium floor restorations at Ridgedale at all three schools in the amount of \$22,200.00 through Purchasing Cooperative #26EDCPS Educational Data Services Bid#10411

Motion; NR      Second; SS      5 yes, 0 no

## **FACILITIES**

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## **TRANSPORTATION**

1. **Approve** a sidebar agreement to the FY 23 Contract between the Florham Park Board of Education and Florham Park Transportation Drivers.

Motion; NR      Second; SS      5 yes, 0 no

**K. OLD BUSINESS/NEW BUSINESS:** Ms. Crimi thought the tours for seniors in town is great. Ms. Crimi asked if tours for others were being contemplated. Dr. Caponegro replied that many will tour during upcoming 6th grade visitation days and also on back to school night.

**L. CORRESPONDENCE/COMMUNICATIONS:**

**M. ADJOURNMENT**

Mr. Ritiriv moved to adjourn the meeting at 7:47 p.m. The motion received a second from Ms. Cali and was carried by unanimous consent.

Respectfully submitted,



John Csatos  
Business Administrator/Board Secretary