

FLORHAM PARK BOARD OF EDUCATION

Regular Public Meeting, June 29, 2020

Board Conference Room

67-71 Ridgedale Avenue

MINUTES

(Formal action will be taken on the following)

Executive Session 6:30pm

Public Session 7:00pm

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).

2019-2020 Board Goals

- Monitor the effectiveness of all of our instructional programs, including but not limited to Special Education, based on student achievement data.
- Ensure that all funds are used in an effective and efficient manner to achieve the Board and District goals and meet the long-range facilities and curricular needs.
- Support effective and transparent communication with the community to develop an engaged, connected community, and a growing environment of local organizations and businesses.
- Support the development/implementation of the district's Social-Emotional Learning initiative.
- Recognize the accomplishments of staff and students.

2019-2020 District Goals

- Increase achievement of all students in the district including those who are not meeting grade-level benchmarks. (Supports Strategic Plan Goal 1)
- Continue to provide for the emotional well being and support for our students. (Supports Strategic Plan Goal 1)
- To assist in developing an engaged and connected environment within the community. (Supports Strategic Plan Goal 4)
- To create a learning environment that maximizes student access to 21st Century Tools. (Supports Strategic Plan Goal 3)

A. CALL TO ORDER

B. ROLL CALL

BOARD MEMBER	PRESENT	ABSENT
Ms. Cali (Yvonne)	X	
Ms. Crimi (Fabienne)		X
Mr. Perillo (Brian)	X	
Ms. Rozek(Linda)	X	
Ms. Heinold (Kristina)	X	
Ms. Thomas (Alita)	X	
Mr. Ritrivi (Nicholas)	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.

D. RECONVENE PUBLIC SESSION

Motion by Ms. Rozek to adjourn the Executive Session for the purposes of negotiations, legal issues, personnel issues and reconvene the Regular Meeting at 6:59p.m. Said motion was seconded by Ms. Heinold.

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:

- Current Enrollment 1000
- HIB Report
- Drill Report
- Summer Assignments/Fall Material List
- National Geography Bee Winners
- Gr.8 Graduation Reminder
- Association Meeting (Fall Re-Entry Discussions)
- Re-Entry Plan Fall 2020
- Referendum Communication Update
- Congratulations on your retirement!
 - Janice Vitiello, BKL Special Education Teacher
 - Terry Norton, RMS Secretary
 - Cheryl Bernstein, BKL Counselor
 - Peter Christ, RMS Principal
- CarePlus School Based Services 2020/21
- Congratulations - Vin Putignano - The Council for Exceptional Children Presenter
- Year in Review
- Gratitude & Appreciation - FPEA, FPAA, BOE, Students, Families, PTA, Ed. Foundation

H. PUBLIC COMMENT-OPEN: (Petitioners who have requested to speak during the public comment portion of the meeting will be allotted three (3) minutes. All agenda and non agenda items are allowed) Councilman Zuckerman inquired as to the status of New Horizons running a summer program. Dr. Caponegro confirmed that the are. Councilman Zuckerman commented on State Aid. Ms. Holzer and Ms. members of the Florham Park Education Foundation presented grants recognizing projects submitted by Mr. Leone and Ms. Francis. Ms. Alcantara, Ms. Prince, Mr. Martinovicz, Ms. Ten Broeck, Ms. Daniels, Ms. Alcantara and Ms. Chiweda made statements and suggestions regarding the district's curriculum, hiring practices, HIB policy, District Equity Plans and their impact on former and present students. They seek to meet with district administrators to advance change.

I. COMMITTEE REPORTS

Policy-

Personnel-

Finance/Facility-

Transportation -

H.P.R.H.S Articulation-

Teacher Administrator Board-

Project Community Pride-

Borough Liaison-

J. RESOLUTIONS

POLICY

Upon recommendation of the Superintendent, move to:

1. **Approve** the minutes of the May 26, 2020 Regular Board Meeting.

Motion; NR Second; YC 6 yes, 0 no

2. **Approve** the minutes of the May 26, 2020 Regular Board Meeting Executive Session.

Motion; NR Second; YC 6 yes, 0 no

3. **Approve** the minutes of the June 22, 2020 Curriculum Work Session Meeting.

Motion; NR Second; YC 6 yes, 0 no

4. **Be It Resolved**, that the board accepts and approves the Superintendent's current to date bullying report. *(On file in Administration Office)*

Motion; NR Second; YC 6 yes, 0 no

5. **Approve** In- Person Graduation Ceremony at Ridgedale Middle School on Wednesday, July 8th, with rain date(s) of Thursday, July 9th and Friday, July 10th in accordance with the State of NJ Covid - 19 Guidelines.

Motion; NR Second; YC 6 yes, 0 no

6. **Approve** the following events/fundraisers for the 2019-2020 school year;

Event/Fundraiser	School	Organization/Staff Member	Dates
Face Masks	RMS	Student Council	6/1/20-6/22/20

Motion; NR Second; YC 6 yes, 0 no

7. **Approve** the submission of the School Security Drill Statement of Assurance for 2019-2020 school year. *(On file in Administration Office)*

Motion; NR Second; YC 6 yes, 0 no

8. **Approve** the School District and School HIB Grades Report for 2019-2020 school year. *(On file in Administration Office)*

Motion; NR Second; YC 6 yes, 0 no

PERSONNEL

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

A. Appointments/Resignations/Retirements/RIFS

Code	Name	Action	Loc	Position/UPC	FTE	Degree/Step	Salary	GAAP Code	Eff.	Term.
B	Crumm, Anna	Appoint	RMS	Summer Counselor up to 50 hours/ SSP.001.GUI.01	1	MA / 4	\$43.81/hr	11-000-218-104	7/1/20	8/30/20
D	Csatlos, Emily	Rescind Appointment	DIST	Summer Custodian			\$10.30/HR	11-000-262-100	7/7/20	8/14/20
D	Csatlos, George	Rescind Appointment	DIST	Summer Custodian			\$10.30/HR	11-000-262-100	7/7/20	8/14/20
D	Csatlos, John	Rescind Appointment	DIST	Summer Custodian			\$10.30/HR	11-000-262-100	7/7/20	8/14/20
B	D'Aries, Eria	Appoint	BWD	Summer Counselor up to 50 hours/ SSP.001.GUI.02	1	MA / 6	\$45.54/hr	11-000-218-104	7/1/20	8/30/20
D	Duggan, Chris	Rescind Appointment	DIST	Summer Custodian			\$10.30/HR	11-000-262-100	7/7/20	8/14/20
B	Ford, Karen	Appoint	BKL	Summer Counselor up to 50 hours/ SSP.001.GUI.03	1	MA / 16	\$56.72/hr	11-000-218-104	7/6/20	8/6/20
D	Haynes, Kayla	Rescind Appointment	DIST	Summer Custodian			\$10.30/HR	11-000-262-100	7/7/20	8/14/20
B	Hegarty, Brooke	Rescind Appointment	BKL	Teacher / SED.001.RRM.13	1	MA / 2	\$60,835.00	11-213-10-101	9/1/20	6/30/21
D	Janicelli, John	Rescind Appointment	DIST	Summer Custodian			\$10.30/HR	11-000-262-100	7/7/20	8/14/20
B	Kuzemczak, Donna	Appointment	DIST	Affirmative Action Officer		MA+30/12	\$53.08/hr	11-213-100-101	7/1/20	6/30/21
A	O'Connor, Christy	Appointment	RMS	Interim Supervisor of Curriculum/IIP.001.SUP.02	1.00	\$166.67	Per Day	11-000-221-104	7/1/20	8/31/20
B	O'Neil, Heather	Appointment	DIST	Behavior Analyst / SED.001.ABA.01	1.0	MA / 3	\$61,335.00	11-000-216-100	9/1/20	6/30/21
B	Perruso, Christopher	Appointment	RMS	Dean of Students			\$5,000.00	11-000-218-104	9/1/19	6/30/20
D	Pizzano, Matthew	Rescind Appointment	DIST	Summer Custodian			\$10.30/HR	11-000-262-100	7/7/20	8/14/20
D	Saavedra, Salvador	Rescind Appointment	DIST	Summer Custodian			\$10.30/HR	11-000-262-100	7/7/20	8/14/20
D	Thomas, David	Rescind Appointment	DIST	Summer Custodian			\$10.30/HR	11-000-262-100	7/7/20	8/14/20
D	Zipeto, Cristiano	Rescind Appointment	DIST	Summer Custodian			\$10.30/HR	11-000-262-100	7/7/20	8/14/20

B. College Student Placements:

Code	Name	Action	Loc	Position/UPC	FTE	Degree/Step	Salary	GAAP Code	Eff.	Term.
F	Strathern, Samantha	Student Teaching	BKL	Drew University: Art (Russo)					9/1/20	5/31/21

C. Revisions:

Code	Name	Action	Loc	Position/UPC	FTE	Degree/Step	Salary	GAAP Code	Eff.	Term.
C	Bilis, Fallon	Revise Salary	DIST	Exec. Asst. to the Superintendent/ GAP.999.SEC.01	1.00		\$68,760.72	11-000-230-105	7/1/20	6/30/21
C	Capriglione, Rosalia	Revise Salary	DIST	Exec. Asst. to the BA/ CAP.999.SEC.02	1.00		\$67,757.48	11-000-251-105	7/1/20	6/30/21
B	Gatti, Jessica	Revise Salary	BWD	Teacher/REG.001.K25.09	1.00	BA+30/6	\$60,960.00	11-120-100-101	9/1/20	

C	Guerin, Linda	Revise Salary	DIST	Accounts Payable/CAP.999.SEC.03	1.00		\$67,757.48	11-000-251-105	7/1/20	6/30/21
C	Infantolino, Philip	Revise Salary	DIST	Supervisor of B&G/OMP.999.SBG.01	1.00		\$113,119.69	11-000-261-100	7/1/20	6/30/21
C	Saysay, Bien	Revise Salary	DIST	Payroll//CAP.999.SEC.04	1.00		\$66,829.42	11-000-251-105	7/1/20	6/30/21
C	Stiles, James	Revise Salary	DIST	Technology Coordinator/IMP.001.TEK.01	1.00		\$91,20630	11-000-252-100	7/1/20	6/30/21
A	Steffner, Nicholas	Revise Start Date	RMS	Principal / SAP.001.PRI.03	1.00		\$125,000.00	11-000-240-103	7/13/20	6/30/21

Motion; NR Second; YC

6 yes, 0 no

2. Approve the submission of the following FY21 merit goals for Mr. John Csatlos, School Business Administrator. (On file in Administration Offices)

- **Quantitative Goal #1** – Referendum Capital Project Financial Management of Year one Projects for Briarwood. Base budget \$1,880,000. Post Design phase, bid and/or Procure vendors Awarding all Year One projects. Award contracts within budget and manage project contingency through project meetings and value engineering to limit change orders in numbers and value not to exceed 10% for 2.0% merit; not to exceed 7% for 3.33% merit.
- **Quantitative Goal #2** – Referendum Capital Project Financial Management of Year one Projects for Brooklake. Base budget \$5,925,000. Post Design phase, bid and/or Procure vendors Awarding all Year One projects. Award contracts within budget and manage project contingency through project meetings and value engineering to limit change orders in numbers and value not to exceed 10% for 2.0% merit; not to exceed 7% for 3.33% merit.
- **Quantitative Goal #3** – Referendum Capital Project Financial Management of Year one Projects for ridedale. Base budget \$550,000. Post Design phase, bid and/or Procure vendors Awarding all Year One projects. Award contracts within budget and manage project contingency through project meetings and value engineering to limit change orders in numbers and value not to exceed 10% for 2.0% merit; not to exceed 7% for 3.33% merit.
- a. **Qualitative Goal #1** – Following Completion of the FY20 Merit Goal, commence stakeholders meeting reviewing Solar Energy analysis and recommendations by LGEA for Briarwood. Produce a strategic plan to introduce a sustainable Energy product (i.e. Roof Top Solar Panels) that will reduce the district’s use of fossil fuels and reduce the carbon footprint of Florham Park Public Schools. Furthermore, apply any excess SRECs towards the upcoming replacement of HVAC units at Briarwood.
- b. **Qualitative Goal #2** – Following Completion of the FY20 Merit Goal, commence stakeholders meeting reviewing Solar Energy analysis and recommendations by LGEA for Brooklake. Produce a strategic plan to introduce a sustainable Energy product (i.e. Roof Top Solar Panels) that will reduce the district’s use of fossil fuels and reduce the carbon footprint of Florham Park Public Schools. Furthermore, apply any excess SRECs towards the upcoming replacement of HVAC units at Briarwood or budgetary offset of energy for Brooklake.

Motion; NR Second; YC

6 yes, 0 no

3. Approve the submission of the following FY21 merit goals for Dr. Steven Caponegro, Chief School Administrator. (On file in Administration Offices)

- **Quantitative Goal #1** – Safety and Security: In order to ensure the effective implementation of safety and security, the Superintendent will facilitate a minimum of (3) three meetings with the Chief of Police or designee and a minimum of (3) three meetings with the district’s resource officers to research and identify best practices, applicable procedures and policies, and generate an internal confidential standard operating

procedure that will enhance district safety and security measures. Tier 1 - 6 meetings - 3.33% Tier 2 - 4 meetings - 2.22% Tier 3 - 2 meetings - 1.11%

- **Quantitative Goal #2** – Opportunities to expand and increase Informational Technology “IT” security awareness for staff by providing 5 training sessions over the course of the year (every other month) and creating a security awareness training library for staff reference. Tier 1 - 5 trainings - 3.3% Tier 2 - 3 trainings = 2.22% Tier 3 -1 trainings = 1.11%
- **Quantitative Goal #3** – To foster leadership and build camaraderie amongst principals. 1. Design and facilitate a Professional Learning Community through a book study format 2. Assign and read two books: ● Leading Well; Building Schoolwide Excellence in Reading and Writing by Lucy Calkins ● Engaging Children; Igniting a Drive for Deeper Learning k-8 by Ellin Oliver Keene 3. Facilitate book study discussion groups for each book. 4. Write a reflection on one of the books via survey. Tier 1 - 2 Books - 3.3% Tier 2 - 1 Book - 1.65%
- **Qualitative Goal #1** – The superintendent will meet with four experienced superintendents with a focus on K-8 leaders, at minimum of two times/year, to learn about best practices in leadership and operating procedures for the purpose of professional growth and development. Tier 1- 8 meetings 2.5% Tier 2 - 4 meetings 1.25%
- **Qualitative Goal #2** – To create a standards operating procedure (SOP) for the following administrative meeting agendas to categorize and specifically address the criteria of the New Jersey Quality Single Accountability Continuum (QSAC): Instruction & Programming, Fiscal, Governance, Operations, Personnel.

Motion; NR Second; YC 6 yes, 0 no

4. **Approve** the certified and non-certified staff assignments, salaries and other compensation for the 2020-2021 school year. (On file in Administration Offices)

Motion; NR Second; YC 6 yes, 0 no

5. **Approve** authorizing the Superintendent of Schools to hire personnel as needed to fill vacancies and ensure proper staffing for the SY21 during the months of July and August 2020.

Motion; NR Second; YC 6 yes, 0 no

CURRICULUM

Upon recommendation of the Superintendent, move to:

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 is 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	Full Name	Notes to Administrator	Admin. Approval Date
6/25/20	Caponegro, Steven	Culturally Responsive Approaches to Online Learning (Teachers College)	6/19/20

6/25/20	Christ, Peter	Culturally Responsive Approaches to Online Learning (Teachers College)	6/19/20
6/25/20	Connolly, Thomas	Culturally Responsive Approaches to Online Learning (Teachers College)	6/19/20
6/25/20	Heimple, Samantha	Culturally Responsive Approaches to Online Learning (Teachers College)	6/19/20
6/25/20	O'Connor, Christy	Culturally Responsive Approaches to Online Learning (Teachers College)	6/19/20
6/25/20	Steffen, Jane	Culturally Responsive Approaches to Online Learning (Teachers College)	6/19/20

Motion; NR Second; LR 6 yes, 0 no

2. **Approve** the check register submitted by the Business Administrator/Board Secretary to pay bills and claims through May 31, 2020 in the amount(s) of \$3,346,089.57. *(On file in Administration Office)*

Motion; NR Second; LR 6 yes, 0 no

3. **Approve** the following District financial reports and submission to the Executive County Business Administrator. *(On file in Administration Office)*

Board Secretary's (A148) Report for the Month (s) of May 2020. Business Administrator / Board Secretary

Treasurer's (A149) Report for the Month(s) of May 2020. Business Administrator / Board Secretary

Motion; NR Second; LR 6 yes, 0 no

4. **Approve** the Report of Transfers submitted by the Business Administrator/Board Secretary for May 31, 2020 in the amount(s) of \$51,450.47. *(On file in Administration Office)*

Motion; NR Second; LR 6 yes, 0 no

5. **BE IT RESOLVED**, that the Florham Park Board of Education approves, that as of May 31, 2020 after reviewing the Business Administrators/Board Secretary's financial report, to the best of our knowledge no major account of fund has been over-expended in violation of N.J.A.C. 6:20-2.10(b) and that sufficient funds are available to meet the District's financial obligations for the remainder of the school year.

Motion; NR Second; LR 6 yes, 0 no

6. **Approve** the submission of the Certification of Implementation of Corrective Action Plan related to the 2018-2019 Annual Audit Findings to the State of New Jersey.

Motion; NR Second; LR 6 yes, 0 no

7. **WHEREAS**, NJSA 18A:7F-41, NJAC 6A:23A-14.4 (a)(1) and NJAC 6A:23A-14.1 provide guidance and permit a Board of education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Florham Park Board of Education wishes to deposit anticipated current year surplus into the Capital Reserve Account and Maintenance Reserve Account at year end, and

WHEREAS, the Florham Park Board of Education has determined that approximately \$400,000.00 is available for such purpose of transfer;

NOW, THEREFORE, BE IT RESOLVED, by the Florham Park Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations, specifically Capital Reserve (Not to exceed) \$400,000.00

Motion; NR Second; LR 6 yes, 0 no

8. Approve submission of the following Fiscal Year 2021 Entitlement Grants:

	Florham Park PS	Holy Family	Magic Kingdom
ESEA			
Title 1 A	\$ 14,502		\$8,531
Title 2A	\$ 11,933	\$193	\$345
Title 3	\$ 1,766(Consortium Through Hanover Park RHSD)		
Title 4	\$ 3,769	\$154	\$279
IDEA			
Basic	\$234,653		
Preschool	\$ 9,077		

Motion; NR Second; LR 6 yes, 0 no

9. Approve the following purchases for the 2020/2021 fiscal year under the ESC of Morris County Educational Data Services, Inc. Cooperative Purchasing System:

- Cascade School \$15,637.00 WB Mason \$2,862.99 Interstate Music \$33.74
- School Specialty \$702.45 American Paper Towel \$32.11 Music in Motion \$46.90
- Henry Schein \$382.73 School Health \$820.43 Medco Supply \$389.11
- Staples \$973.06 Blick Art \$3,403.50 National Art \$142.50
- Longstreth Sporting \$43.88 Passon Sports \$458.73 R&R Trophy \$16.40
- Kurtz Bros. \$242.50 Nasco Education \$160.44 Pioneer Mfg. \$42.95
- Lakeshore \$95.36 United Supply \$17.00 Eric Armin, Inc. \$140.41
- Becker School Supply \$47.86 Really Good Stuff \$1,284.66
- Super Duper Publications \$59.80

Motion; NR Second; LR 6 yes, 0 no

10. Approve the purchase of an LP199 Skyjack SJ111 3226 Scissor Lift from Eastern Lift Truck Co., Inc., Piscataway NJ lowest responsive quote \$15,375.00. Partially funded by reallocated NJSIC ERIC West FY19 Grant.

Motion; NR Second; LR 6 yes, 0 no

11. WHEREAS, Mr. John Csatlos, School Business Administrator/Board Secretary possesses a Qualified Purchasing Agent (QPA) certificate;

Motion; NR Second; LR 6 yes, 0 no

FACILITIES

1. **Approve** the submission of the 2019-2020 Lead Testing Statement of Assurance.

<https://drive.google.com/file/d/1-8f6x6D3TpQRDD87iQcFrU19f5vbtgk/view?usp=sharing>

Motion; NR Second; KH 6 yes, 0 no

2. **Approve** the following facility requests:

Organization	Location	Date
Jerry Gibson Theatre	RMS Front Lawn	July 23-July 25, 2020

Motion; NR Second; KH 6 yes, 0 no

TRANSPORTATION

1. **Approve the following route for the period ESY20:**

Route PG Chambers School In District

Motion; NR Second; LR 6 yes, 0 no

K. OLD BUSINESS/NEW BUSINESS: Mr. Ritrivi provided an update of the NJSBA Delegate Assembly meeting. Those in attendance approved a resolution calling for Regional School District Board Member vacancies to be filled by local representative municipal school district. Ms. Thomas commented on earlier comments regarding race. Ms. Thomas stressed the districts focus remain on the reopening of schools for the fall. Ms. O'Connor and Mr. Stiles both provided the public with website locations of their district contact information.

L. CORRESPONDENCE/COMMUNICATIONS: Mr. Ritrivi stated he received a Letter from NJSBA highlighting Teacher Appreciation for May 2020. He received a letter from the Adult School of the Chatham, Madison and Florham Park noting appreciation for support of their programs. The letter highlighted a \$1,000 scholarship presented to

Mr. Ritrivi stated that the Board would be convening a second executive session this evening to discuss a personnel matter. Mr. Ritrivi stated the Board would not be taking action this evening.

Regular Public Meeting
June 29, 2020

Mr. Ritrivi motioned to adjourn the public session and reconvene into executive session. The motion was seconded by Ms. Thomas and carried by unanimous vote.

Mr. Ritrivi adjourned the public session at 9:43pm. The motion received a second from Ms. Thomas and carried by unanimous vote. Ms. Heinold was no longer in attendance.

M. ADJOURNMENT

Mr. Ritrivi motioned to adjourn the meeting at 9:44 p.m. The motion received a second from Ms. Thomas and carried by unanimous vote. Ms. Heinold was no longer in attendance.

Respectfully submitted,



John Csatos
Business Administrator/Board Secretary