



Florham Park Public Schools
ADMINISTRATIVE OFFICE
P.O. BOX 39 FLORHAM PARK, NJ 07932
973-822-3880
973-822-0867 Superintendent Fax
973-822-0716 Business Office Fax

DR. STEVEN G. CAPONEGRO
Superintendent of Schools
steve.caponegro@fpks.org

JOHN CSATLOS
Business Administrator/
Board Secretary
john.csatlos@fpks.org

March 27, 2020

Dear Parents/Guardians and Staff:

RE: Daily Lessons Time Change (6:00 a.m.), Office Hours, BOE meetings, and NJDOH Updates

The district continues to reflect and consider valuable feedback to make adjustments to our distance learning platform as we strive to meet the needs of our students and families. Listed below are modification(s) and/or reminders:

- **Daily Lessons Time Change to 6:00 a.m.**

Some parents indicated that they would appreciate having lessons emailed earlier than 7:30 a.m. to provide them with the opportunity to review the materials and/or set up their child's workspace prior to their child(ren) waking up. Therefore, starting on Monday, March 30th, assignments will be emailed at 6:00 a.m. to assist.

- **Expectations - Staff Office Hours (9:00 a.m., 12:00 p.m., 2:00 p.m.)**

Office hours for staff to review/respond to emails will continue to be at 9:00 a.m., 12:00 p.m., and 2:00 p.m. Please do not expect an immediate email response/call if it is outside of these office hour time frames since staff will be working on preparing lesson plans, articulating with colleagues, reviewing student work, etc.

- **Board of Education Meetings**

The March 30th BOE meeting will be conducted virtually as well as broadcasted in the BOE Conference Room which will be open to the public for the March 30th meeting only. I do recommend that we practice [social distancing](#) and take advantage of the virtual meeting platform. The virtual meeting's access information will be placed on the [BOE meeting schedule link](#) on the day of the meeting. Until further notice, Board of Education meetings following the March 30th meeting will be open to the public via virtual meetings only.

- **New Jersey Department of Health Updates/Information**

The NJDOH has created a [COVID-19 Information Hub](#) that includes a COVID-19 Symptom Checker, Live Update Tracker, [Information for Communities and the General Public](#), [What is Social Distancing](#), and recently updated informational links, services, and FAQs. The NJDOH also created a 24/7 COVID-19 general call center to answer questions at 1-800-962-1253. Residents with questions or concerns about COVID-19 and the resources available to them can also call [2-1-1](#) or text [NJCOVID to 898-211](#).

Sincerely,

Steven Caponegro

Dr. Steven Caponegro
Superintendent of Schools

*"Change is the law of life. And those who look only to the past or present are certain to miss the future."
- John F. Kennedy*