
THE OAKLAND PUBLIC SCHOOLS

Office of the Superintendent
and
Secretary of the Board

BOARD OF EDUCATION
Reorganization
Administration Office
6:00 PM

MEMBERS OF THE BOARD

Ms. Cooper
Mr. Mazzilli
Mr. Scerbo
Ms. Shelkin

Dr. Gina M. Coffaro, Superintendent of Schools
Ms. Annette Wells, Business Administrator/Board Secretary

Regular Monthly Meetings on the Third Tuesday of each month at 7:00 PM

Next Regular Monthly Meeting:

MEETING CALLED TO ORDER

PRESIDING OFFICER: _____ DATE: _____
 TIME: _____

FLAG SALUTE

STATEMENT ON OPEN PUBLIC MEETINGS AND POLICY CONCERNING PERSONNEL

PRESIDING OFFICER:

The New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Oakland Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted on April 22, 2022 in the Municipal Building, the Board Offices, all school offices and copies sent to newspapers serving Oakland: The Record. The Board reserves the right to limit public discussion of personnel items, so as to preserve individual privacy.

The Board appreciates the concerns and comments expressed by the public and will take them into consideration. However, please remain advised that, neither the Board nor the administration may comment on or respond to public inquiries or statements regarding any internal personnel matters involving a District employee.

Please be further advised that there is no privilege or qualified privilege with regard to any statements that you make before the Board of Education. Furthermore, in addition to their respective rights to privacy, employees of this school district retain all rights regarding defamation and slander according the laws of New Jersey.

Persons wishing to speak must, upon being recognized, state their names and addresses. Each speaker shall be limited to two minutes. A speaker who has not finished in the allotted time will be directed by the presiding officer to summarize quickly and relinquish the floor within 30 seconds.

ROLL CALL

	<u>Present</u>	<u>Absent</u>	<u>Time of Arrival After Meeting Called to Order</u>
Ms. Cooper	_____	_____	_____
Mr. Mazzilli	_____	_____	_____
Mr. Scerbo	_____	_____	_____
<u>Ms. Shelkin</u>	_____	_____	_____

Also Present: Dr. Gina M. Coffaro, Superintendent of Schools
 Ms. Annette Wells, Business Administrator

and approximately ____ members of the public.

I. PURPOSE OF THE MEETING

The purpose of this meeting is to organize the Board of Education as required by statutes and to consider any other matters recommended by the Superintendent of Schools.

II. RESULTS OF SCHOOL ELECTION AND ADMINISTRATION OF OATH OF OFFICE TO ELECTED BOARD MEMBER

A. Report on the Annual School Elections

The Board Secretary reported the results of the Annual School Election held on April 19, 2022 pursuant to notice given in accordance with school law.

Vote for Tax Levy General Fund	YES -
	N O -

The 2022-2023 school budget was defeated.

B. Vote for Member of the Board of Education

Three Year Term:
 Ms. Carita Shelkin -
 Write-Ins -

Ms. Shelkin was elected to serve from April 2022 through April 2025.

The Oath of Office was administered to Ms. Shelkin.

Roll Call:	Ms. Cooper	_____
	Mr. Mazzilli	_____
	Mr. Scerbo	_____
	Ms. Shelkin	_____
	_____	_____

III. ELECTION OF OFFICERS

Board Secretary requests nominations for the Office of President:

A. Nomination:
(Discussion)

Board Secretary asks if there are any further nominations for the Office of President:

B. Nomination:
(Discussion)

When there are no further nominations from the floor, the Board Secretary requests to close nominations for the Office of President.

Motion: _____ Second: _____

Board Secretary conducts a roll call vote for each nomination.

Roll Call Vote: (A) (B)

Ms. Cooper	_____	_____
Mr. Mazzilli	_____	_____
Mr. Scerbo	_____	_____
Ms. Shelkin	_____	_____
_____	_____	_____

Chair is assumed by the newly elected President of the Board for the 2022/2023 school year.

III. ELECTION OF OFFICERS (continued)

Board President requests nominations for the Office of Vice President:

C. Nomination:
(Discussion)

Board President asks if there are any further nominations for the Office of Vice President:

D. Nomination:
(Discussion)

When there are no further nominations from the floor, the Board President requests to close nominations for the Office of Vice President.

Motion: _____ Second: _____

Board Secretary conducts a roll call vote for each nomination.

Roll Call Vote: (C) (D)

Ms. Cooper	_____
Mr. Mazzilli	_____
Mr. Scerbo	_____
Ms. Shelkin	_____
_____	_____

Board Secretary Announces Results of Voting:

PRESIDENT

VICE PRESIDENT

IV. ACKNOWLEDGMENT OF THE CODE OF ETHICS

Acknowledge and agree that a school board member shall abide by the following School Board Association Code of Ethics for School Board Members:

1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
2. 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.
3. 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.
4. 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.
5. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But 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.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. 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.

Motion: _____ Second:
(Discussion)

Roll Call Vote: (IV)

Ms. Cooper	-----
Mr. Mazzilli	-----
Mr. Scerbo	-----
Ms. Shelkin	-----

V. OFFICIAL PUBLICATIONS

Motion of designating the official publications for legal notices of the Board of Education as The Record and/or The Herald News will be used.

VI. MEETINGS

Motion designating generally the second or third Tuesday of the month as the Regular Meeting night of the Board, unless so indicated on the attached meeting schedule.

Roberts Rules of Order will be followed as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for calendar year 2022/2023.

VII. OFFICIAL DEPOSITORIES

Lakeland Bank

VIII. AUTHORIZED SIGNATURES

Motion authorizing the following list of accounts and signatories to sign school warrants, checks and withdrawals, in accordance with Board Policy, beginning May 3, 2022 (unless indicated, two signatories are required):

<u>Account Name</u>	<u>Signatories</u>
Dogwood Hill General	Principal/Secretary
Heights School General	Principal/Secretary
Manito School General	Principal/Secretary
Valley Middle School	Principal/Vice Principal/Secretary
General Account	Business Administrator/Board President/ Superintendent
Payroll	Business Administrator/Board President/ Superintendent
SUI	Business Administrator/Board President/ Superintendent
Cafeteria	Business Administrator/Board President/ Superintendent
Payroll Agency	Business Administrator/Board President/ Superintendent
Flex Benefits	Business Administrator/Board President/ Superintendent

Approve renewal of authorization for the Business Administrator, Assistant to the Business Administrator and Purchasing Assistant to "wire transfer" funds of this Board to external accounts.

The President designates the following as representatives to the New Jersey School Boards Association and Garden State Coalition of Schools for the 2022/2023 school year.

Alternate: _____

The President designates the following liaison appointments:

Technology: _____

Second:

Roll Call Vote: (V) (VI) (VII) (VIII) (IX) (X) (XI)

Ms. Shelkin

XII. PROFESSIONAL SERVICES

To approve the following professional services for the 2022/2023 school year as per submitted proposals on file in the Business Office:

<u>Name</u>	<u>Services</u>	<u>Contract Amount</u>
Fogarty & Hara, LLC	Attorney	Partner: \$175/hr. Associate: \$155/hr. Estimated Ann
Lan Associates, Inc.	Architect Services	Principal: \$225/hr. Project Mgr.: \$160/hr.
Lan Associates, Inc.	Engineering Services	Principal: \$225/hr. Engineers: \$160/hr.
Andrew Bruno Agency	Insurance Broker	NESBIG Rate
Karl & Associates	Right To Know	Estimated Fee \$3,550
Brown & Brown	Broker of Record	\$12,000
E2E	E-rate Consultants	Estimated Fee \$7,500
Educational Data Services	Cooperative Bidding Services	Estimated Fee \$5,690
PEPPM	Cooperative Bidding Services	No Fee
The Hunterdon Regional Co-op	Cooperative Bidding Services	No Fee
The Educational Services Commission of NJ	Cooperative Bidding Services	No Fee
Phoenix Advisors	Continuing Disclosure Agent	\$1,000

1. The fee structure is most advantageous to the Board, price and other factors considered.
2. Experience, staff and resources necessary to perform the service as demonstrated by their prior performance with the Board.
3. Reputation and responsibility of professional contractor based upon prior performance with the Board.

Motion: _____ Second:

(Discussion)

Roll Call Vote: (XII)

Ms. Cooper

Mr. Mazzilli

Mr. Scerbo

Ms. Shelkin

XIII. BOARD SECRETARY/CUSTODIAN OF RECORDS

Confirm appointment of Ms. Annette Wells, Business Administrator, as Secretary of the Board and the Oakland School District's Custodian of Records for the 2022/2023 school year, as required by law.

XIV. QUALIFIED PURCHASING AGENT (Q.P.A.)

Approve the authorization of Ms. Annette Wells, School Business Administrator, to make purchases of goods or services per the current State established rate of \$44,000, or as per any revisions made by the State for the 2022/2023 school year for Business Administrators holding the Q.P.A. designation, and as per the attached resolution authorizing purchases in excess of the bid threshold for State contracted goods and services.

XV. TREASURER OF SCHOOL MONIES

Confirm reappointment of Ms. Judy Favino as Treasurer of School Monies for the school year 2022/2023, as required by law and in accordance with budgetary provisions in the amount of \$5,000.

XVI. BOARD POLICIES

Reaffirm present Board Policies, By-Laws and Board Regulations as detailed in the Governance Manual for the school year 2022/2023, subject to amendments, additions, revisions or deletions, as determined by Board resolution.

XVII. DISTRICT CURRICULUM

Approve the Oakland School District's curriculum and services for the 2022/2023 school year meeting all identified QSAC sub-categories.

XVIII. NORTHWEST BERGEN COUNCIL FOR SPECIAL EDUCATION

Approve the Oakland School District's membership in the Northwest Bergen Council for Special Education (NWBCSE) Region I/Mahwah Board of Education, for the 2022/2023 school year.

Motion: _____ Second: _____

(Discussion)

Roll Call Vote:

(XIII) (XIV) (XV) (XVI) (XVII) (XVIII)

Ms. Cooper	_____
Mr. Mazzilli	_____
Mr. Scerbo	_____
Ms. Shelkin	_____

XIX. PUBLIC EMPLOYER TRUST AGREEMENT

Approve the Public Employer Trust Agreement for the policy period beginning July 1, 2022 through June 30, 2023.

XX. DENTAL COVERAGE

Approve the contract with Horizon Blue Cross/Blue Shield of New Jersey for Dental coverage for District employees for the policy period beginning July 1, 2022 through June 30, 2023.

XXI. AMERIFLEX, INC.

Approve the flexible spending account, health benefit account and commuter reimbursement account administrative services agreement between the Oakland Board of Education and Ameriflex, Inc. for the 2022/2023 school year.

Motion: _____ Second:
(Discussion)

Roll Call Vote: (XIX) (XX) (XXI)

Ms. Cooper	_____
Mr. Mazzilli	_____
Mr. Scerbo	_____
Ms. Shelkin	_____

XXII. FINANCE

- A. Approve the monthly Petty Cash amounts for the 2022/2023 school year as follows:

<u>School</u>	<u>Petty Cash Amount</u>	<u>Single Expenditure</u>
Dogwood Hill School	\$100	\$25
Heights School	\$100	\$25
Manito School	\$100	\$25
Valley Middle School	\$250	\$50
Special Services Department	\$100	\$25
Central Office	\$300	\$50

- B. Approve the following Tax Sheltered Annuity Companies, Brokers and Third Party Administrator:

Equitable/AXA	Orion Portfolio Solutions
Security Benefit	Lincoln Investment Planning
Omni Financial	

- C. Approve the Superintendent and Business Administrator/Board Secretary, or their designees, be designated as the Board's agents to request State and Federal funds under the existing State and Federal Laws for the period from the date of this Organization Meeting to the Board Organization Meeting in the next calendar year.
- D. Approve the Business Administrator/Board Secretary be designated as the Board of Education's Claims Auditor with authority, as provided by 18A:19-2 amended, to direct pre-payment of claims for Debt Service, Payroll, Fixed Charges and any other claim or demand which would be in the best interest of the Board to pay promptly.

Motion: _____ Second:
(Discussion)

Roll Call Vote: (A) (B) (C) (D)

Ms. Cooper	-----
Mr. Mazzilli	-----
Mr. Scerbo	-----
Ms. Shelkin	-----

XXIII. EXECUTIVE SESSION (If Requested)

WHEREAS, The Board of Education must discuss subjects concerning personnel matters, legal issues, and/or contract negotiations concerning the District, and

WHEREAS, the aforesaid subjects are not appropriate subjects to be discussed in a public meeting; and

WHEREAS, the aforesaid subjects to be discussed are within the exemptions which are permitted to be discussed and acted upon in closed executive session pursuant to P.L. 1975, Chapter 231, it is therefore

RESOLVED, that the aforesaid subjects shall be discussed in a closed executive session by this Board and administrative staff at the conclusion of the public segment of this meeting and information pertaining thereto will be made available to the public as soon thereafter as possible and once the reasons for nondisclosure no longer exist.

Estimated Time in
Executive Session _____

Topics:

Motion: _____ Second:

Roll Call Vote:

Ms. Cooper _____
Mr. Mazzilli -----

Mr. Scerbo _____
Ms. Shelkin -----
_____ -----

Time Entered Executive Session: _____

RETURN TO OPEN SESSION:

Motion: _____ Second:

Time Returned to Open Session: _____

ADJOURNMENT:

Motion: _____ Second:

Time of Adjournment:

Attachments

Meeting Schedule for 2022/2023