

**BOARD OF EDUCATION
OAKLAND, NEW JERSEY**

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- Meeting** A Reorganization Meeting of the Board of Education was held at the Administration Office on the above date. The meeting was called to order at 6:02 PM by Ms. Wells.
- Meeting Notice** Ms. Wells led those present in the Pledge of Allegiance and read the Open Public Meetings announcement as follows: 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 and The Herald News. 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, rise, sign in, and 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** The following members were present: Ms. Cooper, Mr. Mazzilli, Mr. Scerbo, Ms. Shelkin. Also present were Dr. Gina M. Coffaro, Superintendent of Schools, Ms. Annette Wells, Board Secretary/ Business Administrator and no members of the public.

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REORGANIZATION MEETING

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 unofficial 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	-	269
	NO	-	339

The 2020-2021 school budget was approved.

B. Vote for Members of the Board of Education

Three Year Term:

Ms. Carita Shelkin - 397

Write-Ins - 58

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

The Oath of Office was administered to Ms. Shelkin.

III. ELECTION OF OFFICERS

Board Secretary requests nominations for the Office of President:

A. Nomination: Mr. Scerbo nominated Mr. Mazzilli.

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

B. Nomination: None

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Since there were no further nominations from the floor, the Board Secretary requested to close nominations for the Office of President.

Mr. Scerbo moved and Ms. Shelkin seconded to nominate Mr. Peter Mazzilli for the Office of President. On a roll call vote: AYES: Ms. Cooper, Mr. Mazzilli, Mr. Scerbo, Ms. Shelkin. Motion carried.

Chair is assumed by the newly elected President of the Board for the 2022-2031 school year.

Mr. Mazzilli requested nominations for the Office of Vice President:

C. Nomination: Ms. Shelkin nominated and Ms. Cooper seconded
Mr. John Scerbo

Mr. Mazzilli asked if there are any further nominations for the Office of Vice President:

D. Nomination: None

Since there were no nominations from the floor, Mr. Mazzilli requested that nominations for the Office of Vice President be closed.

Ms. Shelkin motioned and Ms. Cooper seconded to nominate John Scerbo for the Office for Vice President. On a roll call vote: AYES: Ms. Cooper, Mr. Mazzilli, Mr. Scerbo, Ms. Shelkin. Motion carried.

Congratulations! Ms. Wells announced results of voting:

President: Mr. Peter Mazzilli Vice President: Mr. John Scerbo

IV. ACKNOWLEDGMENT OF THE CODE OF ETHICS

Ms. Shelkin moved and Ms. Cooper seconded to 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.

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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.

On a roll call vote: AYES: Ms. Cooper, Mr. Mazzilli, Mr. Scerbo, Ms. Shelkin. Motion carried.

Note: The Board Members took turns reading the Code of Ethics.

OFFICIAL PUBLICATIONS

Ms. Shelkin moved and Mr. Scerbo seconded to designate the official publications for legal notices of the Board of Education as The Record and/or The Herald News will be used. On a roll call vote: AYES: Ms. Cooper, Mr. Mazzilli, Mr. Scerbo, Ms. Shelkin. Motion carried.

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MEETINGS

Ms. Shelkin moved and Mr. Scerbo seconded to designate generally the second or third Tuesday of the month as the Regular Meeting night of the Board, unless so indicated on the amended 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. On a roll call vote: AYES: Ms. Cooper, Mr. Mazzilli, Mr. Scerbo, Ms. Shelkin. Motion carried.

OFFICIAL DEPOSITORIES

Ms. Shelkin moved and Mr. Scerbo seconded that Lakeland Bank be the Official Depositories. On a roll call vote: AYES: Ms. Cooper, Mr. Mazzilli, Mr. Scerbo, Ms. Shelkin. Motion carried.

AUTHORIZED SIGNATURES

Ms. Shelkin moved and Mr. Scerbo seconded to authorize the following list of accounts and signatories to sign school warrants, checks and withdrawals, in accordance with Board Policy, for the year this Board is in office, beginning May 4, 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

On a roll call vote: AYES: Ms. Cooper, Mr. Mazzilli, Mr. Scerbo, Ms. Shelkin. Motion carried.

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TRANSFER OF FUNDS

Ms. Shelkin moved and Mr. Scerbo seconded to approve renewal of authorization for both the Business Administrator and Bookkeeper to "wire transfer" funds of this Board to external accounts. On a roll call vote: AYES: Ms. Cooper, Mr. Mazzilli, Mr. Scerbo, Ms. Shelkin. Motion carried.

NEW JERSEY SCHOOL BOARDS ASSOCIATION and GARDEN STATE COALITION OF SCHOOL DELEGATES

Mr. Scerbo moved and Ms. Cooper seconded to designate the following as representatives to the New Jersey School Boards Association and Garden State Coalition of Schools for the 2022/2023 school year.

Representative: Mr. Peter Mazzilli
Alternate: Mr. John A. Scerbo

LIAISON APPOINTMENTS

Mr. Scerbo moved and Ms. Cooper seconded to designate the following liaison appointments:

Borough Liaison:	John A. Scerbo
Building and Grounds:	Carita Shelkin
Finance:	John A. Scerbo
Food Service:	Carita Shelkin
Policy:	Lisa Cooper
Personnel:	Peter Mazzilli
Regular Education:	Carita Shelkin
Special Education:	Lisa Cooper
Transportation:	Peter Mazzilli
PTO/OEF Council:	Lisa Cooper
Emergency Management:	John A. Scerbo
Technology:	Pete Mazzilli

On a roll call vote: AYES: Ms. Cooper, Mr. Mazzilli, Mr. Scerbo, Ms. Shelkin. Motion carried.

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PROFESSIONAL SERVICES

Mr. Scerbo moved and Ms. Shelkin seconded 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 Annual \$50,000
Lan Associates, Inc.	Architect Services	Principal: \$225/hr. Project Mgr.: \$160/hr. Estimated Annual \$50,000
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.

On a roll call vote: AYES: Ms. Cooper, Mr. Mazzilli, Mr. Scerbo,
Ms. Shelkin. Motion carried.

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BOARD SECRETARY/CUSTODIAN OF RECORDS

Mr. Scerbo moved and Ms. Shelkin seconded to 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. On a roll call vote: AYES: Ms. Cooper, Mr. Mazzilli, Mr. Scerbo, Ms. Shelkin. Motion carried.

QUALIFIED PURCHASING AGENT (Q.P.A.)

Mr. Scerbo moved and Ms. Shelkin seconded to 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, pending Ms. Well's reappointment as Business Administrator/Board Secretary. On a roll call vote: AYES: Ms. Cooper, Mr. Mazzilli, Mr. Scerbo, Ms. Shelkin. Motion carried.

TREASURER OF SCHOOL MONIES

Mr. Scerbo moved and Ms. Shelkin seconded to 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. On a roll call vote: AYES: Ms. Cooper, Mr. Mazzilli, Mr. Scerbo, Ms. Shelkin. Motion carried.

BOARD POLICIES

Mr. Scerbo moved and Ms. Shelkin seconded to 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. On a roll call vote: AYES: Ms. Cooper, Mr. Mazzilli, Mr. Scerbo, Ms. Shelkin. Motion carried.

DISTRICT CURRICULUM

Mr. Scerbo moved and Ms. Shelkin seconded to approve the Oakland School District's curriculum and services for the 2022/2023 school year meeting all identified QSAC sub-categories. On a roll call vote: AYES: Ms. Cooper, Mr. Mazzilli, Mr. Scerbo, Ms. Shelkin. Motion carried.

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NORTHWEST BERGEN COUNCIL FOR SPECIAL EDUCATION

Mr. Scerbo moved and Ms. Shelkin seconded to 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. On a roll call vote: AYES: Ms. Cooper, Mr. Mazzilli, Mr. Scerbo, Ms. Shelkin. Motion carried.

PUBLIC EMPLOYER TRUST AGREEMENT

Mr. Scerbo moved and Ms. Shelkin seconded to approve the Public Employer Trust Agreement for the policy period beginning July 1, 2022 through June 30, 2023. On a roll call vote: AYES: Ms. Cooper, Mr. Mazzilli, Mr. Scerbo, Ms. Shelkin. Motion carried.

DENTAL COVERAGE

Mr. Scerbo moved and Ms. Shelkin seconded to 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. On a roll call vote: AYES: Ms. Cooper, Mr. Mazzilli, Mr. Scerbo, Ms. Shelkin. Motion carried.

AMERIFLEX, INC.

Mr. Scerbo moved and Ms. Shelkin seconded to 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. On a roll call vote: AYES: Ms. Cooper, Mr. Mazzilli, Mr. Scerbo, Ms. Shelkin. Motion carried.

FINANCE

Petty Cash Mr. Scerbo moved and Ms. Shelkin seconded to 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

On a roll call vote: AYES: Ms. Cooper, Mr. Mazzilli, Mr. Scerbo, Ms. Shelkin. Motion carried.

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FINANCE (continued)

Tax Shelter Mr. Scerbo moved and Ms. Shelkin seconded to approve the following Tax
Annuity Sheltered Annuity Companies, Brokers and Third Party Administrator:
Companies Equitable/AXA Orion Portfolio Solutions
 Security Benefit Lincoln Investment Planning
 Omni Financial
On a roll call vote: AYES: Ms. Cooper, Mr. Mazzilli, Mr. Scerbo, Ms. Shelkin.
Motion carried.

Board's Mr. Scerbo moved and Ms. Shelkin seconded to approve the Superintendent
Agents 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. On a roll call vote: AYES: Ms. Cooper, Mr. Mazzilli, Mr. Scerbo,
Ms. Shelkin. Motion carried.

Claims Mr. Scerbo moved and Ms. Shelkin seconded to approve the Business
Auditor 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. On a roll call vote: AYES: Ms. Cooper, Mr. Mazzilli, Mr. Scerbo,
Ms. Shelkin. Motion carried.

Executive Session

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 the 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.

Ms. Shelkin motioned and Mr. Scerbo seconded to enter executive session.

Executive Session was entered at 6:49 PM

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Adjournment

Ms. Shelkin moved and Ms. Cooper seconded to adjourn.
On a voice vote: ALL AYES.

Meeting was Adjourned at 6:53 PM

Respectfully submitted,

Ms. Annette M. Wells
Business Administrator/
Board Secretary

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Executive Session

**Present: Ms. Cooper, Mr. Mazzilli, Mr. Scerbo, Ms. Shelkin,
Dr. Coffaro, Ms. Wells**

Executive Session was Entered at 6:49 PM

Dr. Coffaro presented the HIB Report