

Oakland Public Schools
Work Session Meeting Minutes
Tuesday, May 9, 2023
5:30 PM

A Work Session of the Board of Education was held at the Oakland Board of Education Administrative Offices in person on May 9, 2023. The meeting was called to order at 5:33 PM by Mr. Mazzilli.

Mr. Mazzilli led those present in the Pledge of Allegiance and read the Open Public Meeting 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 May 2, 2023 in the Municipal Building, the Board Offices, all school offices and copies sent to newspapers serving Oakland: The Record 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 three 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. Kilday, Mr. Mazzilli, Mr. Scerbo, Ms. Shelkin, Ms. Cooper arrived at 5:59 PM.

Also present were Dr. Gina M. Coffaro, Superintendent of Schools, and Ms. Annette Wells, Board Secretary/Business Administrator, and 0 members of the public.

EXECUTIVE SESSION

Motion by Ms. Kilday seconded by Mr. Scerbo to enter executive session at 5:33 pm.

WHEREAS, The Board of Education must discuss subjects concerning personnel matters, legal issues, Harassment, Intimidation and Bullying, 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 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.

Upon call of the roll, the motion carried with a unanimous vote.

RETURN FROM EXECUTIVE SESSION-

The Board returned from Executive Session at 6:41 PM.

Dr. Coffaro reviewed the Anti Bullying Bill of Rights scores.

Dr. Coffaro and the board discussed the policy on the regular meeting agenda.

Ms. Wells reviewed finance items on this evening's agenda. She discussed the need for an increase in student lunches from \$3.50 to \$3.75. The price lists will be approved at the June board meeting. Ms. Wells explained that Pomptonian's guarantee is a break-even.

Ms. Wells reported that the district will be driving two out-of-district routes with our driver's this summer instead of using outside contractors.

ADJOURNMENT

A motion was made by Ms. Shelkin and seconded by Mr. Scerbo that the meeting be adjourned at 7:01 PM. Upon call of the question, the motion carried unanimously

Respectfully submitted,

Annette M. Wells
School Business Administrator/ Board Secretary

Oakland Public Schools
Regular Monthly Meeting Minutes
Tuesday, May 9, 2023
7:00 PM

A Regular Monthly Meeting of the Board of Education was held in person on May 9, 2023. The meeting was called to order at 7:05 PM by Mr. Mazzilli.

Mr. Mazzilli led those present in the Pledge of Allegiance and read the Open Public Meeting 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 May 2, 2023 in the Municipal Building, the Board Offices, all school offices and copies sent to newspapers serving Oakland: The Record 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 to 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 three 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, Ms. Kilday, Mr. Mazzilli Mr. Scerbo, Ms. Shelkin

Also present were Dr. Gina M. Coffaro, Superintendent of Schools, and Ms. Annette Wells, Board Secretary/Business Administrator, and 18 members of the public.

Report of the Superintendent

Dr. Coffaro recognized Art Teacher Mary-Louise Shaffer.

Mr. Bowe recognized the following students who participated in the William Paterson Art Show:

Kavya Pal
Vivian Burde
Isabella Mielewczyk
Cydney Reed
Charlie Kroog
Kayla Graef

I. MINUTES

A motion was made by Ms. Cooper and seconded by Ms. Kilday to approve the following Minute Items A through F as follows:

- A. Approve the minutes of the Special Meeting of April 3, 2023.
- B. Approve the minutes of the Executive Session of April 3, 2023.
- C. Approve the minutes of the Regular Monthly Meeting of April 25, 2023.
- D. Approve the minutes of the Work Session Meeting of April 25, 2023.
- E. Approve the minutes of the Executive Session of April 28, 2023.
- F. Approve the minutes of the Special Meeting of April 28, 2023.

Upon call of the roll Ms. Kilday abstained on items E and F and Ms. Shelkin abstained on items A and B, and all others voted yes. Motion carried.

II. BUILDINGS AND GROUNDS

A motion was made by Ms. Shelkin and seconded by Ms. Cooper to approve Buildings and Grounds Item A.

- A. Approve the safety drill report for the month of April 2023.

Upon call of the roll, the motion carried with a unanimous vote recorded.

III. PERSONNEL

A motion was made by Mr. Scerbo and seconded by Ms. Kilday to approve Personnel Items A through R as follows:

- A. Accept the resignation of Josias Lezama, District Technology Assistant, effective June 13, 2023.
- B. Revise the end date of Gabrielle Zimmer, Leave Replacement Speech and Language Specialist at Heights Elementary School for Sarah Freeman, to the end of the 2022-2023 school year.
- C. Approve the request of Michelle Andrawis, Assistant to the Business Administrator, for FMLA starting on or about July 10, 2023, using 20 sick days through August 4, 2023, paid with benefits. Beginning on August 7, 2023, continuing FMLA, unpaid with benefits, until FMLA is exhausted. Ms. Andrawis plans to return to District on or about October 2, 2023.
- D. Approve Board Leave (unpaid, no benefits) for Sarah Freeman, Speech and Language Specialist at Heights Elementary School, starting on June 19, 2023 through the end of the 2022-2023 school year. Ms. Freeman plans to return to District on or about September 1, 2023.
- E. Approve the transfer of Lauren Butterworth from a Special Education Teacher at Valley Middle School (1.0 FTE) to Media Specialist (0.8 FTE) and Special Education Teacher (0.2 FTE) at Valley Middle School, effective September 1, 2023.
- F. Approve the appointment of Caitlin Massey as a Part Time Social Worker (0.5 FTE) at Dogwood Hill Elementary School, replacing Susan Vail, at prorated Step 8/MA 2023-2024 Salary Guide pending negotiations, effective September 1, 2023. This is a tenure track position.
- G. Memorialize Justin Verile beginning 0.5 FTE tenure track position as a Guidance Counselor at Dogwood Hill Elementary School, effective September 1, 2022.
- H. Approve the appointment of Justin Verile as a Guidance Counselor (1.0 FTE) at Dogwood Hill Elementary School, replacing Susan Vail (0.5 FTE), at Step 2/MA 2023-2024 Salary Guide pending negotiations, effective September 1, 2023. This is a tenure track position.
- I. Approve the appointment of Matthew Fichter as a Science Teacher at Valley Middle School, replacing Mary Richter, at Step 10/MA 2023-2024 Salary Guide pending negotiations, effective September 1, 2023. This is a tenure track position. This appointment is contingent upon satisfactory completion of all employment obligations.

PERSONNEL (continued)

- J. Approve the appointment of Natalie DeLuca as a Health and Physical Education Teacher at Valley Middle School at Step 0/MA 2023-2024 Salary Guide pending negotiations, effective September 1, 2023. This is a new tenure track position. This appointment is contingent upon satisfactory completion of all employment obligations.
- K. Approve the salary of \$6,000 to Dr. Melissa A. Chism and Pediatricare Associates, together with the corresponding Agreement for health/medical services, as the District's Medical Inspector for the Oakland School District for the 2023-2024 school year.
- L. Approve the appointment of Judy Favino as Treasurer of School Monies for the school year 2023-2024, as required by law and in accordance with budgetary provisions in the amount of \$5,200.
- M. Approve the appointment of Valerie Mulieri and Nicole Marino as after-school aides for school-based clubs and activities for the 2022-2023 school year, as needed, at an hourly rate of \$17.50, upon submission of an approved voucher.
- N. Approve the appointment of Grace O'Brien and Jake O'Brien as substitute bus aides for the 2022-2023 school year at an hourly rate of \$16, upon submission of an approved voucher.

Alison Bianchi	5 days
Seton Feeney	5 days
Juliet Letz	5 days
Caitlin Massey	3 days
Toyin Milliken	5 days
Anna Zalokostas	5 days
Ellen Flaum	5 days

(Summer days to be completed by June 30, 2023)

- O. Approve the following Child Study Team members for 2023 summer duties and referral compliance at their annual per diem rate of pay upon submission of an approved voucher:
- P. Approve Anna Taylor, student at Smith College, to complete 220 internship hours at Dogwood Hill Elementary School from May 15, 2023 through the end of the 2022-2023 school year, pending appropriate paperwork.

PERSONNEL (continued)

- Q. Acknowledge the following employees' days without pay for the 2022-2023 school year as listed below:

Name	School	Dates
Christina Knubel	Dogwood	4/24, 4/25, 4/26, 4/28, 5/3, 5/4
Traci Flannery	Heights	4/25, 4/26
Maria Glasson	Heights	5/3
Michele Folina	Manito	5/5
Karen Introna	Valley	5/5 (.5)
Dolores Baills	Heights	5/11
Heather Anzalone	Heights	5/18 (0.5)
Phylissa Gallotta	Valley	5/24, 5/25
Sarah Quiles	Valley/Manito	5/26, 5/30 (.5)

- R. Rescind the appointment of Elissa Gacevic as a Special Education Teacher at Valley Middle school, replacing Linda Kates, at Step 0/MA 2023-2024 Guide pending negotiations, effective September 1, 2023. This is a tenure track position. This appointment is contingent upon satisfactory completion of all employment obligations.

Upon call of the roll, the motion carried with a unanimous vote recorded.

IV. REGULAR EDUCATION

A motion was made by Ms. Shelkin and seconded by Ms. Cooper to approve Regular Education items following A through E as follows:

- A. Approve the HIB Report for the period of March 15, 2023 through April 25, 2023 as follows:
- Number of HIB Investigations -2-
- Number of Affirmed HIB Incidents -3-
- B. Approve the Comprehensive Equity Plan for 2023-2024 school year and its Statement of Assurance submission to the County Superintendent of Schools.
- C. Amend the appointment of Saul Gondelman as an alternate chaperone to an assigned additional chaperone for the overnight Grade 8 trip to Gettysburg, Hershey Park, and the Philadelphia Zoo on Wednesday, June 7 – Friday, June 9, 2023.

REGULAR EDUCATION (continued)

- D. Approve the appointment of Jacqueline Christiano as an alternate administrator to chaperone the overnight Grade 8 trip to Gettysburg, Hershey Park, and the Philadelphia Zoo on Wednesday, June 7 – Friday, June 9, 2023.
- E. Approve the following scores as reported by the state of NJ, for the 2021-2022 School Self-Assessment under the Anti-Bullying Bill of Right Act:

Dogwood Hill – 71	Manito – 73
Heights – 71	Valley Middle – 75

Upon call of the roll, the motion carried with a unanimous vote recorded.

V. SPECIAL EDUCATION

A motion was made by Ms. Cooper and seconded by Ms. Kilday to approve Special Education items A through B as follows:

- A. Approve Dr. Lori Hanes and Associates, Pompton Plains, New Jersey, to provide bilingual psychological evaluations and bilingual speech/language evaluations at a cost of \$550.00 per evaluation.
- B. Approve the Contract with Bergen County Special Services for an Assistive Technology Assessment and report for one student, whose name is in the file in the Superintendent's office, amount not to exceed \$950.00.

Upon call of the roll, the motion carried with a unanimous vote recorded.

VI. FINANCE

A motion was made by Mr. Scerbo and seconded by Ms. Kilday to approve Finance Items A through H as follows:

- A. Approve the March 2023 certified gross (net & agency) payroll in the amount of \$1,882,137.54.
- B. Approve the payment of the attached list of bills in the amount of \$2,648,055.23 which in proper legal form and subject to audit, provided funds are available in their respective accounts.

FINANCE (continued)

- C. Approve the Board Secretary's certification to the Oakland Board of Education that, as of April 30, 2023 no line-item account has encumbrances and expenditures, which, in total, exceed the line-item appropriation in violation of NJAC 6A:23A-16.10(c)3; and further,
- Approve the Oakland Board of Education's certification that, after a review of the Board Secretary's and Board Treasurer's monthly financial reports and the advice of District officials, there is no reason to doubt that any major account or fund has been over-expended in violation of NJAC 6A:23A-16.10(c)4.
- D. Approve the school year 2023-2024 Budget appropriation transfers for the month ending April 30, 2023.
- E. Approve the Board Secretary's Financial Report for the month April 30, 2023.
- F. Approve the Treasurer of School Monies Report for the month ending April 30, 2023.
- G. Approve staff participation in professional conferences/workshops outside the District, as per the attached.
- H. **Be It Resolved**, that the Oakland Board of Education approves attendance for the following staff/board members at the New Jersey School Boards Association (NJSBA) Annual Workshop, October 23-26, 2023, Atlantic City, New Jersey, in accordance with Policy #6471, *N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7*

	Name	Mileage (.47)	Meals	Lodging	Regis- tration	Other	Total
H.1	Dr. Gina Coffaro	\$137.24	\$206.50	\$357.00	*	\$100.00	\$800.74
	Ms. Annette Wells	\$137.24	\$206.50	\$357.00	*	\$100.00	\$800.74
	Mr. Joseph Tumminia	\$137.24	\$206.50	\$357.00	*	\$100.00	\$800.74
	Ms. Lisa Cooper	\$137.24	\$206.50	\$357.00	*	\$100.00	\$800.74
H.2	Ms. Teresa Kilday	\$137.24	\$206.50	\$357.00	*	\$100.00	\$800.74
H.3	Mr. Peter Mazzilli	\$137.24	\$206.50	\$357.00	*	\$100.00	\$800.74
H.4	Mr. John Scerbo	\$137.24	\$206.50	\$357.00	*	\$100.00	\$800.74
H.5	Ms. Carita Shelkin	\$137.24	\$206.50	\$357.00	*	\$100.00	\$800.74

*Group registration for district Board of Education \$2,200.00 (prepaid).

Upon call of the roll, Ms. Cooper abstained H1, Ms. Kilday abstained H2, Mr. Mazzilli abstained H3, Mr. Scerbo abstained H4 and Ms. Shelkin abstained H5 all other voting yes.

FINANCE (continued)

A motion was made by Mr. Scerbo and seconded by Ms. Kilday to approve Finance Items I through KK as follows:

- I. Approve the monthly Petty Cash amounts for the 2023-2024 school year as follows:

School	Petty Cash Amount	Single Expenditure
Dogwood Hill School	\$100	\$25
Heights School	\$100	\$25
Manito School	\$100	\$25
Valley Middle School	\$250	\$50
Central Office	\$300	\$50

- J. Approve the following Tax-Sheltered Annuity Companies, Brokers and Third-Party Administrator for the 2023-2024 school year:

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

- K. Approve the Shared Services Agreement between the Oakland Board of Education and the Bergen County Technical Schools Board of Education for the following services of the 2023-2024 school year:

Level 1 Technician	\$81,300
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- L. Approve continued participation with the Public Employer Trust Agreement for the policy period beginning July 1, 2023 through June 30, 2024.
- M. Approve continued participation with the School Health Insurance Fund for District employees for the policy period beginning July 1, 2023 through June 30, 2024.
- N. Approve continued participation with Horizon Blue Cross/Blue Shield of New Jersey for Dental coverage for District employees for the policy period beginning July 1, 2023 through June 30, 2024.
- O. Approve the flexible spending account, cobra account and commuter reimbursement account administrative services agreement between the Oakland Board of Education and Ameriflex, Inc. for the 2023-2024 school year.

FINANCE (continued)

- P. Approve the following professional services for the 2023-2024 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	Legal Firm	Partner: \$175/hr
		Associate: \$155/hr
		Estimated Annual: \$50,000
LAN Associates	Architect Services	Principal: \$225/hr
		Project Mgr: \$160/hr
LAN Associates	Engineering Services	Principal: \$225/hr
		Project Mgr: \$160/hr
		Estimated Annual: \$50,000
Wielkotsz & Company, LLC	Audit Firm	Annual Fee: \$28,400
		Partner Hourly Rate: \$200
		Manager/Supervisor Hourly Rate: \$150-
		Senior Rate: \$175
		Staff Rate: \$125
Andrew Bruno Agency	Insurance Broker	NESBIG Rate
Brown & Brown	Health Insurance Broker of Record	Commission Based

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.

- Q. Approve the 2023-2024 cooperative bids prepared by Education Data Services, Inc. for General Classroom, Photography, Science Supplies, Athletic, Custodial, Library, Physical Education, Technology, Health & Trainer, Audio Visual, Fine Art, Music, Computer/Toner, Elementary Teaching Aids, Special Needs and Operational and Maintenance Supplies and Equipment.
- R. Approve the use of the Ed Data Cooperative Bids for Time & Materials (as per lists on file in the Business Office).
- S. Approve the award of copier paper contract to WB Mason as per bid EDS-NJ-N-#12021 under Ed Data Cooperative Management System.

FINANCE (continued)

T. Approve the following Cooperative Bidding Services for the 2023-2024 school year:

- The Hunterdon Regional Co-Op
- The Ed Services Commission of NJ

U. Approve Karl Environmental Group as the District's Environmental consultants for the 2023-2024 school year.

V. Approve Phoenix Advisors, LLC as the District's Continuing Disclosure Agent in the amount of \$1,500 for the 2023-2024 school year.

W. Approve E2E Exchange for E-rate services for the 2023-2024 school year.

X. Approve Catapult Learning Contract to provide nursing services to non-public students for the 2023-2024 school year.

Y. Approve the estimated tuition costs for the 2023-2024 school year:

Kindergarten	\$25,380
Grades 1-5	\$26,036
Grades 6-8	\$27,002
LLD	\$67,992
Preschool Disabled	\$22,558

Z. Approve the renewal with Pomptonian, Inc. for food service operation for the 2023-2024 school year as per the attached resolution.

AA. Approve the participation of the Oakland Public Schools in the National School Lunch Program at all schools for the 2023-2024 school year in accordance with the rules and regulations promulgated by the Bureau of Child Nutrition Programs, New Jersey Department of Education.

BB. Approve the purchase of three Tower Gardens in the amount of \$3,255.00 to be paid for with the Climate Awareness Education Grant Program Grant.

CC. Approve the purchase of VR Goggles, programs and protective covers for Valley Middle School's Environmental Design class in the amount of \$3,245.00 to be paid for with the Climate Awareness Education Grant Program Grant.

DD. Approve the purchase of materials for Family STEAM Nights in the amount of \$1,741.00 to be paid for with ESSER II funds.

FINANCE (continued)

- EE. Approve the use of ARP ESSER III funds to cover expenses for math consultation from Nancy Schultz in the amount of \$16,800 for grades K – 5.
- FF. Approve the contract with Pearl Observatory in the amount of \$1,160.00 to be paid for with ESSER II funds.
- GG. Approve the purchase of additional materials to support Conquer Math training in the amount of \$1,075.00 to be paid for using Title IIA funds.
- HH. Approve Association of Math Teachers of New Jersey (AMTNJ) to provide Professional Development in the amount \$1,000 for district and building Math coordinators to be paid for using Title IIA funds.
- II. Approve the use of Title IV funds for expenses associated with Clever Professional Development in the amount of \$1,500.
- JJ. Approve the purchase of Glowforge 3D Laser Printer in the amount of \$6,040.00 using Title IV funds.
- KK. Accept, with appreciation the donation of \$13,901.50 from the Dogwood Hill Elementary School PTO for the purchase and installation of basketball hoops.

Mr. Scerbo thanked the Dogwood Hill PTO for their generous donation.

Upon call of the roll, the motion carried with a unanimous vote recorded.

VII ADMINISTRATION

A motion was made by Mr. Scerbo and seconded by Ms. Kilday to approve Administration Items A through B as follows:

- A. Approve Board Policies, By-Laws and Board Regulations as detailed in the Governance Manual for the 2023-2024 school, subject to amendments, additions, revisions or deletions, as determined by Board resolution.
- B. Approve the Oakland School District's curriculum and services for the 2023-2024 school year meeting all identified QSAC sub-categories.

Upon call of the roll, the motion carried with a unanimous vote recorded.

VIII. TRANSPORTATION

A motion was made by Ms. Kilday and seconded by Mr. Scerbo to approve Transportation Items A through F as follows:

- A. Approve the attached list of field trips for students in the Oakland School District for the 2023-2024 school year.
- B. Approve the following routes be transported by District drivers and buses:
 - Craig School in Mountain Lakes, NJ, for Summer 2023
 - Peter Cooper School in Ringwood, NJ, for Summer 2023
- C. Approve Mark Sheridan for Summer 2023 work, at his hourly rate of pay upon submission of an approved voucher.
- D. Approve Lewis Thurston to drive a District bus for the Junior Police Academy from July 14 – 21, 2023.
- E. Approve the Oakland School District's membership in the Northwest Bergen Council for Special Education (NWBCSE) Region I/Mahwah Board of Education, for the 2023-2024 school year.
- F. Approve District drivers and buses to transport students for the Oakland Police Department LEAD trip.

Upon call of the roll, the motion carried with a unanimous vote recorded.

IX. POLICY

A motion was made by Ms. Cooper and seconded by Mr. Scerbo to approve the following Policy item:

- A. Approve the *first* reading of new/revised Board policies/regulations as listed below:
 - 7250 School And Facility Names

Upon call of the roll, the motion carried with a unanimous vote recorded.

X. AUDIENCE PARTICIPATION

One member of the public questioned curriculum revisions to ELA.

Dr. Coffaro stated that revisions will be completed with the new standards.

One member of the public questioned if there was a discussion to have instructional coaches on staff.

Mr. Bowe responded that we do have teachers helping other teachers.

Dr. Coffaro also responded to a question that the district has plans for staff development.

ADJOURNMENT

A motion was made by Ms. Shelkin and seconded by Ms. Cooper that the meeting be adjourned at 7:28 PM. Upon call of the question, the motion carried unanimously.

Respectfully submitted,

Annette M. Wells
School Business Administrator/ Board Secretary