

Oakland Public Schools
Work Session Meeting Minutes
Tuesday, March 14, 2023
5:30 PM

A Work Session Meeting of the Board of Education was held virtually on March 14, 2023. The meeting was called to order at 5:40 PM by Mr. Scerbo.

Mr. Scerbo 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 March 7, 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. Cooper, Ms. Kilday, Mr. Scerbo.

ABSENT: Ms. Shelkin, Mr. Mazzilli

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

March 14, 2023

Dr. Coffaro discussed the policies on tonight's regular agenda.

The board discussed the facility use policy and changes to use fees. The board also discussed including indemnification, waiver and insurance requirements on the building use form.

The board agreed to table Use of School Facilities policy number 7510 and corresponding regulation.

This will provide time for changes to legal wording and to gather information on fees being charged by other districts.

Dr. Coffaro reviewed items for the spring board meetings, including recognitions to various staff and students.

Ms. Wells reviewed the 2023-2024 proposed budget. She highlighted the tax levy cap, building projects and new positions in the proposed budget. The proposed budget is at a 2.5% increase on the tax levy which was allowable due to the district's banked cap.

Mr. Scerbo reported that he had spent a great deal of time reviewing the details of the budget and was in support of the tentative budget that was presented.

Ms. Kilday thanked Mr. Scerbo, Ms. Wells and the team for the work on the budget.

Dr. Coffaro provided details on the new positions in the proposed budget.

Dr. Coffaro presented that the request from the municipality to move the voting from the schools had been denied. Dr. Coffaro asked the board if they wanted to hold a virtual day or close on the June primary day. The board agreed to close on the June primary day. Dr. Coffaro stated that a revised calendar will be presented for approval in April with school ending one day earlier if there were no other snow days this school year.

Ms. Wells reported that the district received a food service equipment grant for \$26,000. Ms. Wells and Dr. Coffaro thanked Brian Craig from Pomptonian for his work in securing this grant.

March 14, 2023

EXECUTIVE SESSION –

A motion was made by Ms. Kilday and seconded by Ms. Cooper that the board adopt a resolution to go into executive session to discuss personnel at 6:47 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 7:00 PM.

ADJOURNMENT A motion was made by Ms. Kilday and seconded by Ms. Cooper that the meeting be adjourned at 7:00 PM. Upon call of the question, the motion carried unanimously

Respectfully submitted,

Annette M. Wells
School Business Administrator/ Board Secretary

Oakland Public Schools

Regular Meeting Minutes

Tuesday, March 14, 2023

7:00PM

A Regular Monthly Meeting of the Board of Education was held virtually on March 14, 2023. The meeting was called to order at 7:00 PM by Mr. Scerbo.

Mr. Scerbo 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 March 7, 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. Cooper, Ms. Kilday, Mr. Scerbo,
ABSENT: Mr. Mazzilli and Ms. Shelkin

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

Report of the Superintendent

Dr. Coffaro thanked the board for the support of Gaggle Therapy and Tutor.com which are on tonight's agenda for approval.

I. MINUTES

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

- A. Approve the minutes of the Regular Monthly Meeting of February 28, 2023.
- B. Approve the minutes of the Work Session Meeting of February 28, 2023.
- C. Approve the minutes of the Executive session minutes of February 28, 2023.

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

II. BUILDINGS AND GROUNDS

A motion was made by Ms. Kilday and seconded by Ms. Cooper to approve Buildings and Grounds Item A as follows:

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

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

III. PERSONNEL

A motion was made by Ms. Cooper and seconded by Ms. Kilday to approve Personnel Items A through M as follows:

- A. Accept the resignation of Heather Asip, School Counselor at Heights Elementary School, effective May 23, 2023.
- B. Accept the resignation of Susan Vail, School Counselor/Social Worker at Dogwood Hill Elementary School, effective September 1, 2023.
- C. Approve Board Leave (unpaid, no benefits) for Kaitlyn McPike, Grade 2 Teacher at Manito Elementary School, starting on May 30, 2023 through the end of the 2022-23 school year. Ms. McPike plans to return to District on or about September 1, 2023.
- D. Approve Sarah Rubacky as a long-term substitute teacher beginning May 23, 2023 through the end of the 2022-2023 school year.

PERSONNEL (continued)

- E. Amend the approval of Sarah Quiles as a Full Time Instructional Aide at Valley Middle School and Manito Elementary School for the remainder of the 2022-23 school year, replacing Sam Contreras and Charlotte Serpa, with a start date on March 6, 2023 at an hourly rate of \$17.75.
- F. Amend the approval of Samantha Marion, Leave Replacement Teacher at Manito Elementary School for Ms. McPike. Ms. Marion will continue through the end of the 2022-23 school year.
- G. Approve the appointment of Stephanie Chirichella as a Substitute Aide at Heights Elementary School from on or about March 15, 2023 until on or about April 26, 2023 at an hourly rate of \$15, pending successful completion of all paperwork.
- H. Approve the appointment of Stephanie Chirichella as a Part Time Instructional Aide at Heights Elementary School for the remainder of the 2022-2023 school year, with a start date on or about May 9, 2023 at an hourly rate of \$16.25, pending successful completion of all paperwork.
- I. Approve the appointment of daily substitute personnel, including teachers, nurses, classroom aides, playground/cafeteria aides, secretaries, bus aides, vehicle drivers, and custodians for the 2022-23 school year, subject to New Jersey Department of Education Criminal History Review (NJSA 18A:6-7.2) and Chemical Screening (if required), if newly employed by the District, as per the attached list.
- J. Approve the following teachers for 12 hours each to update the District Mentoring plan at \$43.98 per hour upon submission of an approved voucher.

Laura Colonnelli
Raquel Brogan

- K. Approve the following teachers for curriculum writing at \$43.98 per hour upon submission of an approved voucher.

Curriculum	# of Staff Needed	Hours	Total Cost
Cultural Arts	1	10	\$440.00
Cultural Music	1	10	\$440.00
Band	1	20	\$880.00
Library Media 6-8	1	30	\$1320.00

PERSONNEL (continued)

- L. Acknowledge the following employees' days without pay for the 2022-23 school year as listed below:

Name	School	Dates
Karen Introna	Valley	3/3 – 3/10
James Finnan	Board	3/3 – 3/22
Mark Sheridan	Board	3/27
Christina Knubel	Dogwood	2/10

- M. **WHEREAS**, on or about February 17, 2023, an employee of the Oakland Board of Education (hereinafter referred to as the “Board”), whose name is on file with the Superintendent of Schools’ Office, was notified by the Superintendent of Schools that said employee was to be suspended with pay pursuant *N.J.S.A.* 18A:25-6.

NOW, THEREFORE, BE IT RESOLVED that the Board shall continue the suspension of the employee with pay pending further investigation and a determination by the Board as to what further action, if any, shall be taken.

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

IV. REGULAR EDUCATION

A motion was made by Ms. Cooper and seconded by Ms. Kilday to approve Regular Education Items A through C as follows:

- A. Approve the HIB Report for the period of February 28, 2023 through March 14, 2023 as follows:

Number of HIB Investigations -0-

Number of Affirmed HIB Incidents -1-

- B. Approve the Grade 7 Environmental Education Overnight Trip to Frost Valley YMCA in Claryville, NY, departing from Valley Middle School on October 11, 2023 - October 13, 2023.

REGULAR EDUCATION (continued)

C. Approve the following 2023 Valley Middle School Spring Track Schedule

Date	Time	Location	Opponent 1	Opponent 2
4/17/23	4:15 PM	Ridgewood HS	Ridgewood	
4/20/23	4:15 PM	Ramsey HS	Ramsey	Allendale
4/26/23	4:15 PM	River Dell HS	River Dell	Park Ridge
5/3/23	4:15 PM	Indian Hills HS	Franklin Lakes	Wyckoff
5/9/23	4:15 PM	Ramapo HS	Allendale	USR
5/17/23	4:15 PM	River Dell HS	River Dell	Ho-Ho-Kus
5/24/23	4:15 PM	Park Ridge HS	Championship Meet	
6/1/23	4:15 PM	Ridgewood HS	Jacob Brown Invitational Meet	

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

V. SPECIAL EDUCATION

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

- A. Approve Dr. Lori Hanes and Associates, Pompton Plains, New Jersey, to provide bilingual educational evaluations at a cost of \$550.00 per evaluation.
- B. Approve the contract with Windsor Bergen Academy in Ridgewood, New Jersey, for one student, whose name is in the file in the Superintendent's office, for the remainder of the 2022-2023 regular school year starting on or about March 20, 2023.
- C. Approve Gaggle.Net., Inc. to provide teletherapy counseling services for students from March 15, 2023 to June 30, 2023 at an amount not to exceed \$15,000.00 using ESSER funds.
- D. Approve the Agreement with West Bergen Mental Healthcare for Ms. Faith Sahagian, MSW, to work 20 hours per week from March 15, 2023 until June 30, 2023 as an additional counselor at Heights Elementary School using ESSER funds.

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

VI. FINANCE

A motion was made by Ms. Kilday and seconded by Ms. Cooper to approve Finance Items A through O as follows:

- A. Approve the February 2023 certified gross (net & agency) payroll in the amount of \$1,887,812.08.
- B. Approve the payment of the attached list of bills in the amount of \$334,283.78 which in proper legal form and subject to audit, provided funds are available in their respective accounts.
- C. Approve the Board Secretary's certification to the Oakland Board of Education that, as of February 28, 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 2022-2023 Budget appropriation transfers for the month ending February 28, 2023.
- E. Approve the Board Secretary's Financial Report for the month February 28, 2023.
- F. Approve the Treasurer of School Monies Report for the month ending February 28, 2023.
- G. Approve staff participation in professional conferences/workshops outside the District, as per the attached.
- H. Approve a Community Liaison for School Community Engagement Opportunities using CRRSA-ESSER II Funds for Spring and Summer 2023 at the stipend amount of \$2,694.
- I. Accept, with appreciation, the donation of \$11,803.64 from the Dogwood Hill PTO for a Gaga Ball Pit.
- J. Accept and approve the submission of the Climate Awareness Education Grant in the amount of \$6,660.00.
- K. Amend the FY23 Emergent and Capital Maintenance Needs Grant resolution as follows: Accept the FY23 Emergent and Capital Maintenance Needs Grant from the State of New Jersey Schools Development Authority in the amount of \$29,236, for the purpose of Dogwood, Manito and Valley Middle School roof repairs and Dogwood and Valley boiler breeching repairs.

FINANCE (continued)

- L. Resolved that the Oakland Board of Education adopt the following tentative School District Budget for the 2023-2024 School Year and hereby authorizes the School Business Administrator to submit the proposed budget and required supporting documentation to the Bergen County Superintendent of Schools for approval:

	<u>Budget</u>	<u>Local Tax Levy</u>
Total General Fund	\$36,123,275	\$32,406,705
Total Special Revenue Fund	\$ 1,079,174	\$ -0-
Total Debt Service Fund	\$ -0-	\$ -0-
Totals	<u>\$37,202,449</u>	<u>\$32,406,705</u>

Note: As stated, this is the Tentative Budget figure, which may increase, decrease, or remain unchanged between the date of this resolution and the Board's Public Hearing.

- M. Be it resolved that included in budget line 620, Budgeted Withdrawal from Capital Reserve – Excess Costs & Other Capital Projects is \$599,000 that is for other capital projects including bathroom renovations at Dogwood Hill Elementary School (\$402,500) and Roof and Drainage Repair at Dogwood Elementary School (\$196,500). The total cost of these projects is \$599,000 which represents expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards, and

Be it further resolved that \$109,200 will be withdrawn from the District's Emergency Reserve Account for security related costs, including but not limited to additional security cameras and alarm upgrades, and

Be it further resolved that a withdrawal will be made from the Maintenance Reserve Account in the amount of \$147,950 required maintenance repairs including new clock systems at Dogwood Hill Elementary, Manito Elementary and Valley Middle School, gym floor refinishing at all four district schools, gym wall mats at Dogwood Hill Elementary and flooring replacement in the canopy area of Valley Middle School.

- N. Resolved that there should be raised for General Fund School District Tax Levy \$32,406,705, for the ensuing FY 2023-2024 School Year. (This includes \$158,000 from the pre-budget year enrollment adjustment.)

FINANCE (continued)

- O. WHEREAS, the Oakland School District Board of Education recognizes school staff and Board members will incur travel expenses/conference expenditures related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, the Oakland Board of Education appropriated \$73,111 for travel in the general fund during the 2022-23 school year and has spent \$10,337 as of March 8, 2023,

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves general fund travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$64,066 for all staff and Board members in the 2023-24 school year.

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

VIII. TRANSPORTATION

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

- A. Approve the attached list of field trips for students in the Oakland School District for the 2022-2023 school year.

TRANSPORTATION (continued)

- B. Be It Resolved that the Oakland Board of Education does hereby approve an agreement with the Region 1/Mahwah Board of Education, a Coordinated Transportation Services Agency, for the purpose of transporting students in accordance with Chapter 53, P.L. 1997 for the 2023-2024 school year. The services to be provided include, but are not limited to, the coordinated transportation of public nonpublic and special education students.

Be It Further Resolved, that the Oakland Board of Education agrees to abide by the Transportation Services Agreement as published by the Region 1/Mahwah Board of Education and attached to this Agenda.

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

IX. POLICY

A motion was made by Ms. Cooper and seconded by Ms. Kilday to approve Policy items A and B, and table 7510 and R7510, as follows:

- A. Approve the first reading of new/revised Board policies/regulations as listed below:

1642 Administration- Earned Sick Leave Law
R1642

7510 Use of School Facilities
R7510

- B. Approve the second reading of new/revised Board policies/regulations as listed below:

3160 Physical Examination- Teaching Staff
R3160

4160 Physical Examination- Support Staff
R4160

5111 Students- Eligibility of Resident/Non-Resident Students
R5111

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

X. AUDIENCE PARTICIPATION

None

ADJOURNMENT

A motion was made by Ms. Cooper and seconded by Ms. Kilday that the meeting be adjourned at 7:07 PM. Upon call of the question, the motion carried unanimously.

Respectfully submitted,

Annette M. Wells
School Business Administrator/ Board Secretary