

Oakland Public Schools

Work Session Meeting Minutes

Tuesday, February 28, 2023

A Work Session of the Board of Education was held virtually on February 28, 2023. The meeting was called to order at 5:35PM by Mr. Scerbo.

Ms. Wells 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 February 17, 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, Ms. Shelkin
ABSENT: Mr. Mazzilli.

Also present were: Dr. Gina M. Coffaro, Superintendent of Schools, and Ms. Annette Wells, Board Secretary/Business Administrator, Stacey Cherry, Board Attorney, Jennifer Zimmerle, Director of Student Personnel and Special Services, and 1 member of the public.

EXECUTIVE SESSION –

A motion was made by Ms. Shelkin and seconded by Ms. Kilday that the board adopt a resolution to go into executive session at 5:35 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 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.

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

RETURN FROM EXECUTIVE SESSION-

The Board returned from Executive Session at 6:25 PM.

Mr. James Cerullo, CPA from Wielkottz and Company, LLC provided an overview of the audit for the year ended June 30, 2022. He reported that the district had a clean audit with no findings. He reported on district undesignated fund balance which is currently at 4% and the increases to district reserves. He also discussed the Cafeteria Fund balance due to the Federal Government subsidy.

Ms. Wells reported that the Cafeteria funds will be used this year to purchase new equipment and upgrade serving lines as recommended by Mr. Tumminia and Pomptonian. Ms. Wells also reported that districts must return to a maximum of 2% unreserved fund balance at the end of this year. Ms. Wells expects to ask the board to increase the capital reserve with the excess funds in June.

Dr. Coffaro discussed the policies on tonight's agenda for first reading.

Dr. Coffaro stated that the recognitions originally scheduled for tonight, will be done at the March meeting.

Dr. Coffaro discussed Tudor.com which is on tonight's agenda to be paid with ESSER funds.

Ms. Kilday discussed Gaggie Therapy. Dr. Coffaro stated that the board attorney is still working through the contract.

Dr. Coffaro reviewed the 2023-24 school calendar on the agenda for approval.

Ms. Wells reviewed finance agenda items P, Q and S. TRANE will begin the analysis for the grant to install air conditioning in the school classrooms. The district will use FY23 Emergent and Capital Maintenance Needs Grant to remove skylights and make roof repairs at Manito and Valley.

Ms. Wells explained that this is the first year that the district must participate in SEMI due to the number of students who are Medicaid-eligible and in special education.

ADJOURNMENT A motion was made by Ms. Cooper and seconded by Ms. Shelkin that the meeting be adjourned at 7:02 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, February 28, 2023

A Regular Monthly Meeting of the Board of Education was held virtually on February 28, 2023. The meeting was called to order at 7:02 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 February 17, 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, Ms. Shelkin
ABSENT: Mr. Mazzilli.

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

Report of the Superintendent

Dr. Coffaro thanked the board and Ms. Wells for the district moving forward to install air conditioning in the school classrooms. Dr. Coffaro also thanked the board for the support of Tudor.com.

Dr. Coffaro recognized Mr. Paul Santiago, District Computer Technology Specialist, for his work in snow calls, QSAC and cyber security and safety.

I. MINUTES

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

- A. Approve the minutes of the Regular Monthly Meeting of January 17, 2023.
- B. Approve the minutes of the Work Session Meeting of January 17, 2023.
- C. Approve the minutes of the Executive session minutes of January 17, 2023.

Upon call of the roll Ms. Cooper abstained 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 as follows:

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

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

III. PERSONNEL

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

- A. Accept the retirement of Diane Bennett, Dogwood Hill Elementary School Kindergarten Teacher, effective July 1, 2023.
- B. Accept the resignation of Marissa Sabia, Part Time Classroom Aide at Manito Elementary School, effective Monday, February 20, 2023.
- C. Accept the resignation of Charlee Serpa, Part Time Classroom Aide at Manito Elementary School, effective February 13, 2023.
- D. Accept the resignation of Sam Contreras, Part Time Classroom Aide at Valley Middle School, effective March 2, 2023.
- E. Amend the start date of Catherine Feeney from February 7, 2023 to February 6, 2023.

PERSONNEL (continued)

- F. Amend the start date of Ms. Nicole Marino as a Substitute Aide at Valley Middle School from January 27, 2023 to January 23, 2023.
- G. Amend the dates for Sarah Freeman's leave as follows: FMLA starting on February 2, 2023 through March 17, 2023, using 27 sick days, paid with benefits. NJFLA, unpaid with benefits, beginning March 20, 2023 through June 16, 2023. Ms. Freeman plans to return to District on or about June 19, 2023.
- H. Amend the dates for Kaitlyn McPike's leave as follows: FMLA starting on January 17, 2023, using 19 sick days through February 10, 2023, paid with benefits. Beginning on February 13, 2023, continuing FMLA, unpaid with benefits, until FMLA is exhausted. NJFLA, unpaid with benefits, beginning February 28, 2023 through May 29, 2023. Ms. McPike plans to return to District on or about May 30, 2023.
- I. Memorialize Mary Hocking- Burns beginning tenure track position as a teacher at Manito Elementary School effective September 1, 2020.
- J. Approve the appointment of Sarah Quiles as a Full Time Instructional Aide at Valley Middle School and Manito Elementary School, replacing Sam Contreras and Charlotte Serpa, with a start date on or about March 2, 2023, pending successful completion of all paperwork.
- K. Approve the appointment of Juliet Letz as Child Study Team Coordinator for the remainder of the 2022-2023 school year, with a start date of March 16, 2023, at a prorated, pensionable stipend of \$2,469.
- L. Approve Kevin Jacobsen as a Title I Substitute Math teacher on an as needed basis at an hourly rate of \$75 upon submission of an approved voucher.
- M. Approve the appointment of John Messina as Track and Field Coach at Valley Middle School for the 2022-2023 school year at a stipend of \$2,469, upon submission of an approved voucher.
- N. Approve Sean Bowe to mentor Travis Hunt for the Educational Leadership Program at William Paterson University.
- O. Approve the request of Jessica Dooyes, Teacher at Heights Elementary School, for FMLA starting on or about May 16, 2023, using 7 sick days through May 24, 2023, paid with benefits. Beginning on May 25, 2023, continuing FMLA, unpaid with benefits, until FMLA is exhausted. NJFLA, unpaid with benefits, beginning June 22, 2023 through October 31, 2023. Ms. Dooyes plans to return to District on or about November 1, 2023.
- P. Approve the appointment of Heather Anzalone and Gina White as 2023 *Safetytown Teacher/Coordinators* at a stipend of \$1,435 each, upon submission of an approved voucher. (These salaries will be funded with tuitions paid by program participants.)

PERSONNEL (continued)

- Q. Approve the appointment of daily substitute personnel, including teachers, nurses, classroom aides, playground/cafeteria aides, secretaries, bus aides, vehicle drivers, and custodians for the 2022-2023 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.
- R. Acknowledge the following employees' days without pay for the 2022-2023 school year as listed below:

Name	School	Dates
Christina Knubel	Dogwood	12/19, 2/7, 2/8
Barbara Cascardi	Manito	1/11 (0.5 day)
Annie Casamento	Heights	1/23 – 1/27
Traci Flannery	Heights	2/7, 3/1
Denise Murrell	Manito	2/7
Margaret Hartwell	Manito	5/8 (0.5 day), 5/9, 5/10
Alisa Weisse	Manito	5/18, 5/19

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. Kilday to approve Regular Education Items A through G as follows:

- A. Amend the operation of the District's Safety Town 2023 Program at Valley Middle School from July 10, 2023 through July 18, 2023 (Closed Fridays) to July 10, 2023 through July 18, 2023 (Closed Fridays).
- B. Approve the HIB Report for the period of January 17, 2023 through February 28, 2023 as follows:

Number of HIB Investigations -2-

Number of Affirmed HIB Incidents -0 –

- C. Approve submission of the Equivalency Waiver to satisfy QSAC requirements in the area of Instruction and Program to the Executive County Superintendent of Schools.
- D. Approve the submission for period 1 of the Student Safety Data System (SSDS) Report to the Executive County Superintendent of Schools.
- E. Approve the 2023-2024 School Calendar, as per the attached.

REGULAR EDUCATION (continued)

- F. Approve the reallocation of sessions from clubs with less interest to clubs with higher interest as listed below:

- 3 sessions to Basketball Club from Book Club
- 3.5 sessions to R/C Cars Club from Book Club (3) and Sports Debate Club (.5)
- 15 sessions to Hiking Club from Relay for Life Club (14) and Sports Debate Club (1)

- G. Approve the following Harassment Intimidation and Bullying resolution:

BE IT RESOLVED that the Oakland Board of Education hereby rejects the Superintendent's decision in a HIB investigation which was the subject of an appeal hearing before the Board on February 28, 2023, and directs the Board Secretary to transmit a copy of the Board's decision to the affected student's parent forthwith.

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. Shelkin to approve Special Education items A through I as follows:

- A. Approve the Contracts with Bergen County Special Services for two Augmentative Communication Assessments and reports for two out-of-district students, whose names are in the file in the Superintendent's office. Each Assessment amount not to exceed \$975.00, for a total amount not to exceed \$1,950.00.
- B. Approve Precision Therapy LLC, 1 Pike Drive, Wayne, New Jersey, to complete an independent speech/language evaluation for one student, whose name is in the file in the Superintendent's office, not to exceed \$400.00.
- C. Terminate the contract with Windsor Bergen Academy in Ridgewood, New Jersey, for one out-of-district student, whose name is in the file in the Superintendent's office, for the remainder of the 2022-2023 regular school year (student last day at Windsor Bergen January 27, 2023).
- D. Approve the contract with Bergen County Special Services for an out-of-district placement for one student, whose name is in the file in the Superintendent's office, to attend the BCSS Hearing Impaired Program in Midland Park, New Jersey, for the remainder of the 2022-2023 school year starting on or about March 1, 2023.
- E. Approve the signed Agreement between Oakland Public Schools and Danielle Lopez, Physical Therapist, to provide Physical Therapy Services, including student evaluation, consultation and treatment, for the remainder of the 2022-2023 school year.

SPECIAL EDUCATION (continued)

- F. Approve the Independent Contractor Agreement between Oakland Public Schools and CCL Therapy, LLC to provide Occupational Therapy Services, including student evaluation, consultation and treatment, for the remainder of the 2022-2023 school year.
- G. Approve Bergen County Region 1 Special Services Directors and Supervisors 90-minute Webinar “Understanding and Supporting Students with Challenging Behaviors” on March 2, 2023 for the Child Study Team and School Counselors. There is no cost to the District.
- H. Approve Mark Sinclair to provide Handle with Care Training for specific staff members on Thursday, January 19, 2023.
- I. Approve the revised contract with Shepard School for one out-of-district student, whose name is in the file in the Superintendent's office, to include extraordinary services of a one to one aide for the remainder of the 2022-2023 school year with a start date of February 16, 2023.

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

VI. FINANCE

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

- A. Approve the January 2023 certified gross (net & agency) payroll in the amount of \$1,865,805.44.
- B. Approve the payment of the attached list of bills in the amount of \$4,125,548.29 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 January 31, 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 January 31, 2023.
- E. Approve the Board Secretary's Financial Report for the month January 31, 2023.

FINANCE (continued)

- F. Approve the Treasurer of School Monies Report for the month ending January 31, 2023.
- G. Approve the wire transfer to the NJ Department of Labor for NJ Unemployment Compensation of \$4,399.20 third Quarter of 2022.
- H. Approve the wire transfer to the NJ Department of Labor for NJ Unemployment Compensation of \$8,636.35 fourth Quarter of 2022.
- I. Approve staff participation in professional conferences/workshops outside the District, as per the attached.
- J. Approve the revised sidebar with the Oakland Custodians Association regarding waiver of Dental benefits contribution pending Association signed agreement.
- K. Accept, with appreciation, the donation of a Yamaha Digital Keyboard with stand and seat, to the Manito Music Department.
- L. Approve a contract with TPR Education, LLC for unlimited online tutoring for all district students from March 1, 2023 through June 30, 2023 in the amount of \$13,402.55 to be paid with ESSER II funds.
- M. Approve a contract with Velez Educational Services, LLC in the amount of \$14,400 to analyze, create and implement 2023-2024 elementary school schedules and update middle school SCED codes.
- N. Approve the agreement with Gravity Goldberg, LLC to provide Spring 2023 ELA literacy professional development for six (6) days at the cost of \$2,000 per day for a total of \$12,000 to be paid with Title IIA funds.
- O. Approve the use of Title IIA funds for expenses associated with substitute teachers covering classes for elementary school teachers attending Conquer Math. This includes all district approved substitute teachers for the 2022-2023 school year.
- P. Approve contracts with TRANE to perform SSB-VEEVER TAB at all four district schools under Co-Op Contract OMNIA Racine #3341 in the amount of \$15,674.11. This amount represents the 25% district responsibility.
- Q. 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 Manito and Valley Middle School roof repairs.
- R. Accept the Annual Comprehensive Financial Report, Auditors Management Report and Audit Synopsis for Fiscal Year ended June 30, 2022.

FINANCE (continued)

- S. **Whereas**, N.J.A.C. 6A:23A:5.2(a) mandates boards to establish annually prior to budget preparation, anticipated revenue from Medicaid SEMI, and Whereas, the Oakland Board of Education, in the County of Bergen, New Jersey is not eligible for a waiver for the Special Education Medicaid Initiative (SEMI) program, based on Medicaid eligible students who receive a related service,

Now, Therefore, Be It Resolved that the district approves participation in the Special Education Medicaid Initiative (SEMI) program with an anticipated budgeted SEMI revenue amount of \$21,974.

- T. Approve the use of Title IIA funds for five attendees from Nonpublic School, Kradle 2 Kindergarten, to attend Elevate Virtual Conference 2023 sponsored by Elevate Your Classroom in the amount of \$40 per attendee for a total of \$200.

Doreen Allen	Kimberly Lonsinger
Taylor Brokaw	Laura Brusco
Dana Pinand	

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 Ms. Cooper to approve Transportation Items A through B as follows:

- A. Approve the attached list of field trips for students in the Oakland School District for the 2022-2023 school year.
- B. Approve the renewal of First Student to provide student transportation for the 2023-2024 school year at the current CPI of 5.86% for a total of \$404,922.60. Routes to be renewed would be D1, M1, H1, H3, VMS1, VMS2, VMS3, VMS5 and VMS7.

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 Ms. Kilday to approve the *first* reading of the following new/revised Board policies/regulations:

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 recorded.

X. AUDIENCE PARTICIPATION

Ms. Tenga asked if the 2023-24 calendar included a week for February break.

Dr. Coffaro responded that each year when creating the school calendar, she meets with the other school district superintendents in our immediate area (Franklin Lakes, Wyckoff, Ramapo Indian Hills). The districts all align the April and February breaks.

ADJOURNMENT

A motion was made by Ms. Cooper and seconded by Ms. Shelkin that the meeting be adjourned at 7:02 PM. Upon call of the question, the motion carried unanimously.

Respectfully submitted,

Annette M. Wells
School Business Administrator/ Board Secretary