

THE OAKLAND PUBLIC SCHOOLS

Office of the Superintendent

and

Secretary of the Board

BOARD OF EDUCATION

Work Session

Administration Office

5:30 PM

MEMBERS OF THE BOARD

Lisa Cooper

Teresa Kilday

Peter Mazzilli

John A. Scerbo

Carita 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:  
March 14, 2023

## 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 May 11, 2022 and February 17, 2023 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, 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

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

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

and approximately \_\_\_\_\_ members of the public.

**EXECUTIVE SESSION**

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.

Estimated Time in  
Executive Session \_\_\_\_\_

Topics: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

**Roll Call Vote:**

Ms. Cooper \_\_\_\_\_  
Ms. Kilday \_\_\_\_\_  
Mr. Mazzilli \_\_\_\_\_  
Mr. Scerbo \_\_\_\_\_  
Ms. Shelkin \_\_\_\_\_

Time Entered Executive Session: \_\_\_\_\_

**RETURN TO OPEN SESSION:**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Time Returned to Open Session: \_\_\_\_\_

Tonight's Schedule

5:30 PM - Work Session

6:15 PM -Audit Presentation-Mr. James Cerullo, CPA from Wielkots & Company, LLC.

7:00 PM. - Board of Education Regular Meeting

ADJOURNMENT:

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Time of Adjournment: \_\_\_\_\_

THE OAKLAND PUBLIC SCHOOLS

Office of the Superintendent

and

Secretary of the Board

BOARD OF EDUCATION

Regular Monthly Meeting

Valley Middle School

7:00 PM

MEMBERS OF THE BOARD

Ms. Cooper

Ms. Kilday

Mr. Mazzilli

Mr. Scerbo

Ms. Shelkin

Dr. Gina M. Coffaro, Superintendent of Schools

Ms. Annette Wells, Business Administrator/Board Secretary

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Administration Office

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DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

FLAG SALUTE

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PRESIDING OFFICER:

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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 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	_____	_____	_____
Ms. Kilday	_____	_____	_____
Mr. Scerbo	_____	_____	_____
Ms. Shelkin	_____	_____	_____
Mr. Mazzilli	_____	_____	_____

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

and approximately \_\_\_\_\_ members of the public.

Report of the Superintendent of Schools

**I. MINUTES**

- 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.

**MINUTES ITEMS A through C**

Motion: \_\_\_\_\_  
(Discussion)

Second: \_\_\_\_\_

**Roll Call Vote:**

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



**II. BUILDINGS AND GROUNDS**

**Ms. Shelkin**  
**Board Liaison**

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

**BUILDINGS AND GROUNDS ITEM A**

Motion: \_\_\_\_\_  
(Discussion)

Second: \_\_\_\_\_

**Roll Call Vote:**

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

**III. PERSONNEL**

**Mr. Scerbo**  
**Board Liaison**

- 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.
- 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.

**PERSONNEL**(continued)

- 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.)
- 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.

**PERSONNEL**(continued)

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

<b>Name</b>	<b>School</b>	<b>Dates</b>
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

**PERSONNEL        ITEMS A through R**

Motion: \_\_\_\_\_  
*(Discussion)*

Second: \_\_\_\_\_

**Roll Call Vote:**

Ms. Cooper        \_\_\_\_\_  
 Ms. Kilday        \_\_\_\_\_  
 Mr. Scerbo        \_\_\_\_\_  
 Ms. Shelkin        \_\_\_\_\_  
 Mr. Mazzilli        \_\_\_\_\_

**IV. REGULAR EDUCATION**

**Ms. Shelkin**  
**Board Liaison**

- 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.
- 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)

**REGULAR EDUCATION ITEMS A through F**

Motion: \_\_\_\_\_  
(Discussion)

Second: \_\_\_\_\_

**Roll Call Vote:**

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

**V. SPECIAL EDUCATION**

**Ms. Cooper**  
**Board Liaison**

- 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.
- 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.

**SPECIAL EDUCATION (continued)**

- 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.

**SPECIAL EDUCATION ITEMS A through I**

Motion: \_\_\_\_\_  
(Discussion)

Second: \_\_\_\_\_

**Roll Call Vote:**

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

**VI. FINANCE**

**Mr. Scerbo**  
**Board Liaison**

- 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.
- 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.



**FINANCE (continued)**

- 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.
- 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.

**FINANCE (continued)**

- 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  
Taylor  
Brokaw  
Dana Pinand

Kimberly Lonsinger  
Laura Brusco

**FINANCE ITEMS A through T**

Motion: \_\_\_\_\_  
(Discussion)

Second: \_\_\_\_\_

**Roll Call Vote:**

Ms. Cooper \_\_\_\_\_  
Ms. Kilday \_\_\_\_\_  
Mr. Scerbo \_\_\_\_\_  
Ms. Shelkin \_\_\_\_\_  
Mr. Mazzilli \_\_\_\_\_

**VII    ADMINISTRATION**

**John Scerbo**  
**Board Liaison**

A.

**ADMINISTRATION ITEMS A**

Motion: \_\_\_\_\_  
(Discussion)

Second: \_\_\_\_\_

**Roll Call Vote:**

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

**VIII. TRANSPORTATION**

**Ms. Kilday**  
**Board Liaison**

- 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, H3, M1, VMS1, VMS2, VMS3, VMS5 and VMS7.

**TRANSPORTATION ITEMS A through B**

Motion: \_\_\_\_\_  
(Discussion)

Second: \_\_\_\_\_

**Roll Call Vote:**

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

**IX. POLICY**

**Ms. Cooper**  
**Board Liaison**

A. Approve the first 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

**POLICY ITEMS A**

Motion: \_\_\_\_\_  
(Discussion)

Second: \_\_\_\_\_

**Roll Call Vote:**

Ms. Cooper \_\_\_\_\_  
Ms. Kilday \_\_\_\_\_  
Mr. Scerbo \_\_\_\_\_  
Ms. Shelkin \_\_\_\_\_  
Mr. Mazzilli \_\_\_\_\_

**X. AUDIENCE PARTICIPATION**

**XI. EXECUTIVE SESSION (If Requested)**

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.

Estimated Time in  
Executive Session \_\_\_\_\_

Topics: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

**Roll Call Vote:**

Ms. Cooper \_\_\_\_\_  
Ms. Kilday \_\_\_\_\_  
Mr. Scerbo \_\_\_\_\_  
Ms. Shelkin \_\_\_\_\_  
Mr. Mazzilli \_\_\_\_\_

Time Entered Executive Session: \_\_\_\_\_

**RETURN TO OPEN SESSION:**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Time Returned to Open Session: \_\_\_\_\_

**ADJOURNMENT:**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Time of Adjournment: \_\_\_\_\_

**Attachments**

<b>Minutes:</b>	Regular Monthly Meeting-1.17.23 Work Session Regular-1.17.23
<b>Buildings &amp; Grounds:</b>	Safety Drill Report- January 2023
<b>Personnel:</b>	
<b>Regular Education:</b>	Enrollment-February 2023 2023-2023 School Calendar
<b>Special Education:</b>	
<b>Finance:</b>	January 2023 Treasurer Report January 2023 Transfers January 2023 Board Secretary Report Bills List Conferences/Workshops OCA revised Side Bar
<b>Administration:</b>	
<b>Transportation:</b>	Field Trips
<b>Policy:</b>	3160 Physical Examination- Teaching Staff R3160  4160 Physical Examination- Support Staff R4160  5111 Students- Eligibility of Resident/Non Resident Students R5111