

THE OAKLAND PUBLIC SCHOOLS

Office of the Superintendent

and

Secretary of the Board

BOARD OF EDUCATION

Regular Monthly Meeting

Administration Office

9:30 AM

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

Regular Monthly Meetings on the Third Tuesday of each month at 7:00 PM

Next Regular Monthly Meeting:

December 20, 2022

Administration Office

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 November 15, 2022 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.

Report of the Superintendent of Schools

I. MINUTES

- A. Approve the minutes of the Regular Monthly Meeting of October 18, 2022.
- B. Approve the minutes of the Work Session Meeting of October 18, 2022.
- C. Approve the minutes of the Special Meeting of October 27, 2022.

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 October 2022.
- B. Approve the submission of Electrical Upgrades at Dogwood Hill Elementary School, Heights Elementary School, Manito Elementary School and Valley Middle School by LAN Associates to the State of New Jersey, Department of Education. The Board will be seeking a Regular Operating District (ROD) Grant for these projects as part of the submission. These projects were not included in the 2019 Long Range Facilities Plan list of projects to be completed, and therefore, the Board of Education authorizes submission of an LRFP amendment request by LAN Associates to include this project.
- C. Approve the submission of Bathroom Renovations at Dogwood Hill Elementary School by LAN Associates to the State of New Jersey, Department of Education. The Board will be seeking a Regular Operating District (ROD) Grant for this project as part of the submission. This project was included in the 2019 Long Range Facilities Plan list of projects to be completed, and therefore, the Long Range Facilities Plan does not need to be revised.
- D. Approve the submission of “Roof Drainage System Upgrades at Dogwood Hill Elementary School” by LAN Associates to the State of New Jersey, Department of Education. The Board will be seeking a Regular Operating District (ROD) Grant for this project as part of the submission. This project was included in the 2019 Long Range Facilities Plan list of projects to be completed, and therefore, the Long Range Facilities Plan does not need to be revised.

BUILDINGS AND GROUNDS ITEMS A through D

Motion: _____
(Discussion)

Second: _____

Roll Call Vote:

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

III. PERSONNEL**Mr. Scerbo
Board Liaison**

- A. Rescind the placement of Malisa Genuardi, a student from Fairleigh Dickinson University, for 60 hours of field experience with Gina Hopf at Dogwood Hill Elementary.
- B. 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 newly employed by the District, as per the attached list.
- C. Accept the resignation of Karen Spiridakis, Payroll/Benefits Specialist, effective January 1, 2023.
- D. Accept the resignation of Jacqueline DiMattina, Valley Middle School science teacher, effective January 9, 2023.
- E. Accept the resignation of Sam Contreras, full time classroom aide at Valley Middle School, effective January 23, 2023. Mr. Contreras will continue his bus aide duties.
- F. Approve Sam Contreras as a part-time Classroom Aide at Valley Middle School, effective January 23, 2023, at the rate of \$16.25 per hour upon submission of an approved voucher.
- G. Approve Jake Gursaly as a home instruction teacher for the 2022-2023 school year at the rate of \$60.00 per hour upon submission of an approved voucher.
- H. Approve the non-pensionable stipend of \$1,000 to Paul Santiago for emergency notification (Realtime-Reverse 911) duties for the 2022-2023 school year.
- I. Approve Selena Guller as a full time classroom aide at Valley Middle School, replacing Sam Contreras, effective January 23, 2023, at a rate of \$17.75 an hour.
- J. Approve Rina Costello to assist with Heights Elementary school students at dismissal, at her hourly rate of pay, upon submission of an approved voucher.
- K. Approve Alison Bianchi as a LDT-C at \$77,812, Step 6/MA+30, with a start date of January 3, 2023 pending successful completion of all paperwork. Ms. Bianchi will be replacing Arlene Ishak.

PERSONNEL(continued)

- L. Approve the request of Sarah Freeman, Speech & Language Specialist at Heights School, for FMLA starting February 27, 2023 using 30 sick days through April 17, 2023, paid with benefits and continues with NJFLA, unpaid with benefits, beginning April 18, 2023 through June 23, 2023. Ms. Freeman plans to return to District on or about September 1, 2023.
- M. Approve the request of Kaitlyn McPike, Grade 2 Teacher at Manito School, for FMLA starting on January 17, 2023 using 19 sick days through March 17, 2023 paid with benefits and continues with NJFLA, unpaid with benefits, beginning March 20, 2023 through June 16, 2023. Ms. McPike plans to return to District on or about June 19, 2023.
- N. Approve the following Title I teachers and substitute teachers pending student enrollment at an hourly rate of \$75 upon submission of an approved voucher:

Name	Grade
Jake Gursaly	Grades 6-8
Casey Murphy	Substitute K-5
Melissa Rizzo	Substitute K-5

- O. Approve the following Title I classroom aides for two hours per week each, at an hourly rate of \$35 upon submission of an approved voucher:

Name	Grade
Susan Dishuk	Grades 3
Yolanda Taube	Grades 4
Pam Riley	Grades 5

PERSONNEL(continued)

P. Acknowledge the following employees' days without pay as listed below:

Name	School	Dates
Nicole Ivelja	Dogwood	10/21
Mark Sheridan	District	11/23
Christina Knubel	Dogwood	11/15
Dolores Baills	Heights	11/23

PERSONNEL ITEMS A through P

Motion: _____
(Discussion)

Second: _____

Roll Call Vote:

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

IV. REGULAR EDUCATION**Ms. Shelkin**
Board Liaison

- A. Approve the HIB Report for the period of October 19, 2022 through November 22, 2022 as follows:

Number of HIB Investigations - 8 -

Number of Affirmed HIB Incidents - 3 -

- B. Approve the operation of the District's Safety Town 2023 Program at Valley Middle School from July 10th through July 17th (Closed Fridays).
- C. Approve the operation of the District's Summer Learning Academy 2023 Program at Valley Middle School July 3, 5, 6, 2023 and July 10 through July 20, 2023 (Closed Fridays).
- D. Approve the Grade 8 Overnight Trip as per the attached itinerary, departing from Valley Middle School on June 7, 2023 and returning on June 9, 2023.
- E. Approve the review and revision of the School Safety and Security Plan.
- F. Approve the submission of the School Safety and Security Plan Annual Review Statement of Assurance to the Bergen County Office of Education.

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 home instruction of one Valley Middle School student effective November 14, 2022.

B.

SPECIAL EDUCATION ITEMS A through

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 October 2022 certified gross (net & agency) payroll in the amount of \$1,883,499.30.
- B. Approve the payment of the attached list of bills in the amount of \$3,862,422.04 which in proper legal form and subject to audit, provided funds are available in their respective accounts.
- C. Approve Agency check #201231 in the amount of \$ 1,067.29 as per attached.
- D. Approve the Board Secretary's certification to the Oakland Board of Education that, as of October 31, 2022 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.
- E. Approve the school year 2022-2023 Budget appropriation transfers for the month ending October 31, 2022.
- F. Approve the Board Secretary's Financial Report for the month ending October 31, 2022.
- G. Approve the Treasurer of School Monies Report for the month ending October 31, 2022.
- H. Approve staff participation in professional conferences/workshops outside the District, as per the attached.
- I. Accept, with appreciation the donation of \$6,625.00 from the Dogwood Hill Elementary School PTO for the installation of benches.
- J. Amend the hourly rate of pay to \$15 per hour for the following positions effective January 1, 2023: Substitute Playground/Cafeteria Aide, Substitute Special Education Teacher Aide, Substitute Secretary, Substitute Custodian, Summer Custodian.

FINANCE (continued)

- K. Accept the grant from the NJ Clean Energy Program – School and Small Business Energy Efficiency Stimulus Program (SSB-VEEVR) for HVAC replacement in all four district schools as listed below:

Dogwood Hill Elementary School	\$ 963,300.00
Heights Elementary School	\$1,257,150.00
Manito Elementary School	\$ 889,762.50
Valley Middle School	\$1,294,125.00

- L. WHEREAS, the Oakland Board of Education (the “Board”) has established a capital reserve account pursuant to N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-31 in accordance with Generally Accepted Accounting Principles, which is subject to an annual audit; and

WHEREAS, the Board may use the capital reserve account to implement a capital project in the Oakland School District’s (“District”) Long Range Facility Plan (“LRFP”) as required pursuant to N.J.S.A. 18A:7G-4(a) and N.J.A.C. 6A:26-2; and

WHEREAS, pursuant to N.J.A.C. 6A:23A-14.1(h)(2), the Board may, by resolution, transfer funds from the capital reserve account to the line items in the capital outlay major account/fund to fund the total costs, less any excess costs, of a school facilities project; and

WHEREAS, the District has received an SSB-VEEVR Program Grant (the “Grant”) to fund HVAC replacement at all four of the District’s schools (the “Project”); and

WHEREAS, the District’s obligations under the Grant require it to pay 25% of eligible costs, architectural fees, and a contingency for asbestos abatement; and

WHEREAS, the Project is a school facilities project included in the District’s LRFP; and

WHEREAS, the Board intends to transfer \$2,100,000 from its capital reserve account to its capital outlay/major account to fund its share of the costs of the Project.

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board of Education hereby authorizes the use of capital reserve to fund its portion the Project.
2. The Board hereby approves the total transfer of \$2,100,000 from the capital reserve account to the capital outlay/major account/fund to fund its share of the costs, less any excess costs, of the Project as described above.
3. The Board hereby authorizes the Business Administrator/Board Secretary to generate account transfers to effectuate the terms of this Resolution. This Resolution shall take effect immediately.

FINANCE (continued)

- M. Approve the agreement with Systems 3000 to provide emergency payroll services for the 2022-2023 school year in the amount not to exceed \$15,000.

FINANCE ITEMS A through M

Motion: _____
(Discussion)

Second: _____

Roll Call Vote:

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

VII. TRANSPORTATION

Ms. Kilday
Board Liaison

- A. Approve the use of Vander Plaat Executive Car Services for Student Transportation Services for the 2022 - 2023 school year.
- B. Approve the attached list of field trips for students in the Oakland School District for the 2022-2023 school year.

TRANSPORTATION ITEMS A through B

Motion: _____
(Discussion)

Second: _____

Roll Call Vote:

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

VIII. POLICY

Ms. Cooper
Board Liaison

POLICY ITEMS A through

Motion: _____
(Discussion)

Second: _____

Roll Call Vote:

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

IX. AUDIENCE PARTICIPATION

X. 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

Minutes:	Regular Monthly Meeting-10/18/22 Work Session Regular-10/18/22 Special Meeting-10/27/22
Buildings & Grounds:	Safety Drill Report- October 2022
Personnel:	Daily Substitutes Enrollment-November 2022
Regular Education:	Grade 8 Overnight Trip Itinerary
Special Education:	
Finance:	October 2022 Treasurer Report October 2022 Transfers October 2022 Board Secretary Report Bills List Agency Check #201231 Conferences/Workshops
Transportation:	Field Trips
Policy:	