

OAKLAND K-8 PUBLIC SCHOOLS

Office of the Superintendent

and

Secretary of the Board

BOARD OF EDUCATION

Regular Monthly Meeting

Administrative Offices

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

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

Next Regular Monthly Meeting:

March 19, 2024

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 ensure 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 January 11, 2024 and February 15, 2024 in the Municipal Building, the Board Offices, all school offices and copies sent to The Record Newspaper. 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 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. Mazzilli	_____	_____	_____
Ms. Shelkin	_____	_____	_____
Mr. Scerbo	_____	_____	_____

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

American Legion Essay winners' awards

I. MINUTES

- A. Approve the minutes of the Reorganization Meeting from January 4, 2024.
- B. Approve the Executive Session minutes from the Reorganization Meeting from January 4, 2024.
- C. Approve the minutes of the Regular Monthly Meeting from January 23, 2024.
- D. Approve the Work Session minutes from January 23, 2024.
- E. Approve the Executive Sessions minutes from January 23, 2024.

MINUTES ITEMS A through E

Motion: _____
(Discussion)

Second: _____

Roll Call Vote:

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

II. BUILDINGS AND GROUNDS

Ms. Shelkin
Board Liaison

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

BUILDINGS AND GROUNDS ITEM A

Motion: _____
(Discussion)

Second: _____

Roll Call Vote:

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

III. PERSONNEL**Ms. Cooper
Board Liaison**

- A. Accept the resignation of Nicole Ivelja, Playground/Cafeteria Aide and Part-time Instructional Aide at Dogwood Hill Elementary School, effective February 8, 2024.
- B. Amend the dates for Jaclyn Mainiero's leave as follows: FMLA starting on January 3, 2024, using 18 sick days through January 29, 2024, paid with benefits. Beginning on January 30, 2024, continuing FMLA, unpaid with benefits, until FMLA is exhausted. NJFLA, unpaid with benefits, beginning February 26, 2024 through May 24, 2024. Ms. Mainiero plans to return to District on May 27, 2024.
- C. Approve the request of Juliet Letz, Learning Disabilities Teacher Consultant at Manito Elementary School, for FMLA starting on or about March 25, 2024, using 34 sick days through May 17, 2024, paid with benefits. Beginning on May 20, 2024, continuing FMLA, unpaid with benefits, until FMLA is exhausted. NJFLA, unpaid with benefits, beginning May 20, 2024 through June 30, 2024. Ms. Letz plans to return to District on or about August 1, 2024.
- D. Approve the appointment of the following as Home Instruction Teachers for the 2023-2024 school year at an hourly rate of \$60.00, upon submission of an approved voucher.

Catherine Feeney	Amanda Steng	Brittany Latka
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- E. Approve the following appointments of non-certified staff for the 2023-2024 school year, upon satisfactory completion of all employment obligations:

Location	First Name	Last Name	Position	Replacing	Hourly Rate	Start Date
Dogwood	Anne	Zasadinski	PT Inst. Aide AIDE.DG.RES.MG.09	Nicole Ivelja	\$18.50	2/8/2024
Dogwood	Sandra	Gussen	Playground/Caf. Aide AIDE.DG.CAFT.MG.02	Nicole Ivelja	\$16.00	On or about 2/26/2024
Dogwood	Christine	Picioccio	PT Inst. Aide AIDE.DG.RES.MG.05	Claire Kramer	\$18.50	On or about 2/26/2024

PERSONNEL (continued)

- F. Approve salary payment for the administrator attending the 2023-2024 Overnight Grade Eight Trip to be consistent with the stipend for overnight trip supervision contained within Employment Agreement between the Board of Education and the Oakland Administrator Association, upon submission of an approved voucher.
- G. Approve the appointment of Margo Quiriconi as school nurse for the 2023-2024 Overnight Grade Eight Trip at a stipend of \$819.00, upon submission of an approved voucher.
- H. Approve Trisha Reddy, Senior at Bergen County Academies, for Work Based Learning at Valley Middle School for the 2023-2024 school year, effective on or about February 28, 2024. Lauren Binder, Guidance Counselor at Valley Middle School, will supervise Ms. Reddy.
- I. Approve the updated list of VMS clubs as per the attached.
- J. Approve the appointment of the following daily substitute personnel for the 2023-2024 school year, upon satisfactory completion of all employment obligations.

Name	Substitute Assignment
Nicole Ivelja	Teacher, Classroom/Student Aide, and Playground/Cafeteria Aide
Anna Latini	Teacher and Classroom/Student Aide
Alyssa Picinich	Teacher and Classroom/Student Aide
Cindy Spartz	Classroom/Student Aide

- K. Acknowledge the following employees' days without pay for the 2023-2024 school year as listed below:

Name	School	Dates
Maria Glasson	Heights	1/22/24, 2/7/24, 2/8/24
Nicole Ivelja	Dogwood	1/22/24, 1/25/24, 1/29/24, 2/1/24
Lisa Silverstein	Manito	3/1/24 (0.5), 5/9/24, 5/10/24, 5/13/24
Brittany Pobanz	Manito	5/29/24 (0.5), 5/30/24, 5/31/24
Annie Casamento	Heights	2/15/24, 3/7/24, 3/14/24, 3/28/24, 4/4/24, 4/11/24
Allison Marchini	Manito	3/21/24, 3/22/24

PERSONNEL (continued)

- L. Approve the following employees to provide transportation coverage for the 2023-2024 school year to be paid at the approved transportation stipend amounts, upon submissions of an approved voucher.

Lewis Thurston	Thomas Shortman	Gerald McMinn
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PERSONNEL ITEMS A through L

Motion: _____
(Discussion)

Second: _____

Roll Call Vote:

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

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

- A. Approve the HIB Report for the period January 23, 2024 through February 13, 2024 as follows:

Number of HIB Investigations	6
Number of Affirmed HIB Incidents	3

- B. Approve the submission for period 1 of the Student Safety Data System (SSDS) Report to the Executive County Superintendent of Schools.
- C. Approve Rise Yoga, LLC, to provide two Wellness days during Wellness Week at Heights Elementary school. This will be paid for using Student Activity Funds.
- D. Approve the 2024-2025 School Calendar, as per the attached.

REGULAR EDUCATION ITEMS A through D

Motion: _____
(Discussion)

Second: _____

Roll Call Vote:

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

V. SPECIAL EDUCATION

Ms. Cooper
Board Liaison

- A. Approve the out-of-district placement for one student, whose name is on file in the Superintendent's office, to attend the The Gramon Family of Schools - New Beginnings in Fairfield, New Jersey, for the remainder of the 2023-2024 school year with a start date of March 4, 2024.
- B. Approve Alpine Learning Center to perform a Social Skills Assessment in the amount not to exceed \$1,000.00, for one student whose name is on file in the Superintendent's office.
- C. Approve one student whose name is on file in the in the Superintendent's office to attend the Alpine Learning Center Social Skills Program from February through June 2024 in an amount not to exceed \$5,000.00.
- D. Approve a Settlement Agreement to provide counseling in the amount not to exceed \$10,000.00 for one student, whose name is on file in the Superintendent's office.
- E. Approve the Agreement with Valley Health System/Valley Medical Group to administer the Hepatitis B vaccine series of three shots for three District employees at a cost of \$75.00 per shot for a total cost of \$225.00 per employee.

SPECIAL EDUCATION ITEMS A through E

Motion: _____
(Discussion)

Second: _____

Roll Call Vote:

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

VI. FINANCE

Mr. Mazzilli
Board Liaison

- A. Approve the January 2024 certified gross (net & agency) payroll in the amount of \$1,961,512.88.
- B. Approve the payment of the attached list of bills in the amount of \$4,157,199.92 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, 2024 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 January 31, 2024.
- E. Approve the Board Secretary's Financial Report for the month ending January 31, 2024.
- F. Approve the Treasurer of School Monies Report for the month ending January 31, 2024.
- G. Approve staff participation in professional conferences/workshops outside the District, as per the attached.
- H. Accept the FY24 Emergent and Capital Maintenance Needs Grant from the State of New Jersey Schools Development Authority in the amount of \$29,835, for the purpose of repairing leaking chimneys at Heights Elementary and Manito Elementary, replacement of boiler controls and repair of leaking boiler pump at Dogwood Hill and boiler breeching repairs at Dogwood and Valley.
- I. Approve the submission of the FY24 ESEA Amended application for programmatic and fiscal changes to address current district needs.
- J. **WHEREAS**, the Oakland Board of Education (hereinafter referred to as the "Board") wishes to purchase HVAC Products, Installation, Labor Based Solutions and Related Product and Services Project for the Manito Elementary School, Valley Middle School, Dogwood Elementary School and Heights Elementary School ("Project"); in accordance with the plans and specifications developed by the Board's architect (hereinafter referred to as the "Project"); and

FINANCE (continued)

WHEREAS, the Board wishes to revise the award to OMNIA Racine County, with Trane (“Trane”), Contract #3341, with Tranes’ revised four proposals dated January 26, 2024 for the Project as follows:

SCHOOL:	BASE BID	ALLOWANCE	TOTAL
Manito ES:	\$1,269,375	No.1: \$86,370 (Media Ctr.)	\$1,355,745
Valley MS:	\$1,858,825	No.1: \$64,638 (Faculty Room 200) No.2: \$173,521 (Classrooms 205 & 207) No.3: \$97,092 (Classroom 206)	\$2,194,076
Dogwood ES:	\$1,375,525	No.1: \$108,055 (Media Ctr.)	\$1,483,580
Heights ES:	\$1,813,725	No.1: \$109,243 (Media Center) No.2: \$177,180 (Cafeteria)	\$2,100,148

WHEREAS, the Board may by resolution and without advertising for bids, provide for the purchase of goods or services through a cooperative purchasing program pursuant to *N.J.S.A. 18A:18A-11*; and

WHEREAS, a portion of the Project is funded by TRC/NJ BPU (Per Exhibit 1 & 2) in the amount of \$4,338,525.00 and a Portion of the Project is funded by the Board in the amount of \$2,795,024; and

WHEREAS, OMNIA Racine County is a recognized cooperative system in New Jersey and has complied in all aspects with the Public-School Contracts Law, *N.J.S.A. 18A:18A-1 et seq.*

WHEREAS, the Board determined that the acquisition of said goods and services best meets the requirements of the Board, in that the goods and services meet or exceed the requirements of the specifications for the Project; and

NOW, THEREFORE, BE IT RESOLVED rescinds the Resolution dated January 23, 2024 to award Trane for the Project for the total contract sums pursuant to the four (4) proposals dated January 26, 2024, as listed above.

BE IT FURTHER RESOLVED that a portion of the Project is funded by TRC/NJ BPU (Per Exhibit 1 & 2) \$4,338,525.00 and a Portion of the Project is funded by Oakland BOE \$2,795,024.00; and

- K. **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:7G31* 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

FINANCE (continued)

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, excess construction 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 project costs were in excess of the approved Grant amount and the Board intends to transfer an additional \$1,123,000 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 the additional cost of the Project.
2. The Board hereby approves the transfer of \$1,123,000 from the capital reserve account to the capital outlay/major account/fund to fund the additional cost of the Project.
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.

L. **WHEREAS**, the Oakland Board of Education (hereinafter referred to as the “Board”), in the County of Bergen, State of New Jersey, has undertaken a School Facilities Project entitled Dogwood Hill Elementary School Roof Upgrades, State Project #05-03-3760-040-23-R503, (hereinafter referred to as the "Grant Project"); and

WHEREAS, the Board sought to obtain funding for the Grant Project pursuant to Section 15 of the Educational Facilities Construction and Financing Act through the New Jersey Schools Development Authority (hereinafter referred to as "the SDA"); and

WHEREAS, the Board received a proposed Educational Facilities Construction and Financing Act Section 15 Grant Agreement (hereinafter referred to as the “Grant Agreement”) from the SDA; and

WHEREAS, pursuant to the terms of the Grant Agreement, as well as the governing regulations, N.J.A.C. 19:32-1, et seq., the Board is required to fulfill certain obligations as a condition to receiving the grant funds; and

FINANCE (continued)

WHEREAS, the Board has determined that it is in the best interests of the School District to enter into the Grant Agreement in accordance with the terms set forth therein.

NOW THEREFORE, BE IT RESOLVED that the Oakland Board of Education authorize the execution and delivery of the Section 15 Grant Agreement for Dogwood Hill Elementary School Roof Upgrades, State Project #05-03-3760-040-23-R503.

- M. **WHEREAS**, the Oakland Board of Education (hereinafter referred to as the “Board”), in the County of Bergen, State of New Jersey, has undertaken a School Facilities Project entitled Dogwood Hill Elementary School Roof Upgrades, State Project #05-03-3760-040-23-R503 (hereinafter referred to as the "Grant Project"); and

WHEREAS, the Board sought to obtain funding for the Grant Project pursuant to Section 15 of the Educational Facilities Construction and Financing Act through the New Jersey Schools Development Authority (hereinafter referred to as "the SDA"); and

WHEREAS, the Board received a proposed Educational Facilities Construction and Financing Act Section 15 Grant Agreement (hereinafter referred to as the “Grant Agreement”) from the SDA; and

WHEREAS, pursuant to the terms of the Grant Agreement, as well as the governing regulations, N.J.A.C.19:32-1, et seq., the Board is required to maintain a project file for the Grant Project and to fulfill certain obligations as a condition to receiving the grant funds; and

WHEREAS, the Board has determined that administration of the Grant Project will be facilitated if the responsibilities for maintaining the project file and for fulfilling the grant obligations are centralized to the Business Office.

NOW THEREFORE, BE IT RESOLVED that the responsibilities for maintaining the project file and for fulfilling the grant obligations shall be centralized to the Business Office.

BE IT FURTHER RESOLVED that the Board hereby authorizes the delegation of authority to the School Business Administrator for supervision of the School Facilities Project entitled Dogwood Hill Elementary School Roof Upgrades, State Project #05-03-3760-040-23-R503.

- N. Approve Parette Somjen Architects L.L.C. (“PSA”) to perform a study to determine the feasibility of leasing space at Our Lady of Perpetual Help at a cost not to exceed \$10,900.

FINANCE (continued)

- O. Approve the wire transfer to the NJ Department of Labor for NJ Unemployment Compensation in the amount of \$2,319.72.

FINANCE ITEMS A through O

Motion: _____
(Discussion)

Second: _____

Roll Call Vote:

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

VII ADMINISTRATION

Ms. Kilday
Board Liaison

ADMINISTRATION ITEM

Motion: _____
(*Discussion*)

Second: _____

Roll Call Vote:

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

VIII. TRANSPORTATION

Ms. Kilday
Board Liaison

- A. Approve the list of field trips for students in the Oakland School District for the 2023-2024 school year as per the attached.
- B. Approve the renewal of First Student to provide student transportation for the 2024-2025 school year at the current CPI of 5.81% for a total of \$428,450.40. Routes to be renewed would be D1, M1, H1, H3, VMS1, VMS2, VMS3, VMS5 and VMS7.
- C. **BE IT RESOLVED** that the Oakland Public Schools 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 2024-2025 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 Public Schools 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 resolution.

- D. Approve the Oakland School District's membership in the Northwest Bergen Council for Special Education (NWBCSE) Region I/Mahwah Board of Education, for the 2024-2025 school year.

TRANSPORTATION ITEMS A through D

Motion: _____
(Discussion)

Second: _____

Roll Call Vote:

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

IX. POLICY

Ms. Cooper
Board Liaison

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

- | | |
|--------|---|
| P 0144 | Board Member Orientation and Training (revised) |
| P 5561 | Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (revised) |
| R 5751 | Sexual Harassment of Students (revised) |
| P 8500 | Food Services (revised) |

POLICY ITEM A

Motion: _____
(Discussion)

Second: _____

Roll Call Vote:

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

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 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 _____
Ms. Shelkin _____
Mr. Scerbo _____

Time Entered Executive Session: _____

RETURN TO OPEN SESSION:

Motion: _____ Second: _____

Time Returned to Open Session: _____

ADJOURNMENT:

Motion: _____ Second: _____

Time of Adjournment: _____

Attachments

Minutes:	Reorganization Meeting- 1.4.24 Reorganization Meeting Executive Session- 1.4.23 Regular Monthly Meeting- 1.23.24 Work Session Regular- 1.23.24 Executive Sessions- 1.23.24
Buildings & Grounds:	January Safety Drill Report
Personnel:	
Regular Education:	February 2024 Enrollment VMS Clubs
Special Education:	
Finance:	January 2024 Treasurer Report January 2024 Transfers January 2024 Board Secretary Report Bills List Conferences/Workshops
Transportation:	Field Trips
Policy:	P 0144 Board Member Orientation and Training (revised) P 5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (Revised) R 5751 Sexual Harassment of Students (revised) P 8500 Food Services (revised)