

Oakland Public Schools
Regular Monthly Meeting Minutes
Tuesday, May 14, 2024
7:00 PM

A Regular Monthly Meeting of the Board of Education was held in person on May 14, 2024. The meeting was called to order at 7:01 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 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 May 6, 2024 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 retains 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: Dr. Gina M. Coffaro, Superintendent of Schools, and 17 members of the public.

Report of the Superintendent

Dr. Coffaro recognized the retirees and thanked them for their years of service to the district.

Ms. Greenwald recognized Ms. Danielson for her years of service to the district.

I. MINUTES

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

- A. Approve the Regular Monthly Meeting minutes from April 29, 2024.
- B. Approve the Work Session minutes from April 29, 2024.
- C. Approve the Executive Sessions minutes from April 29, 2024.

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

II. BUILDINGS AND GROUNDS

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

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

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

III. PERSONNEL

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

Mr. Scerbo identified the letter correction from letter N to L

- A. Amend the dates for Juliet Letz's leave as follows: FMLA starting March 25, 2024, using 38 sick days through May 23, 2024, paid with benefits. Beginning on May 24, 2024, continuing FMLA, unpaid with benefits, until FMLA is exhausted. NJFLA, unpaid with benefits, beginning May 24, 2024 through June 30, 2024. Ms. Letz plans to return to District on or about August 1, 2024.
- B. Approve Leonard Parra to work Spring 2024 STEAM Family Night at \$80.00 per hour, upon submission of an approved voucher. This salary will be funded with ARP/ESSER III funds.
- C. Approve Jennifer Grella for after-school supervision while students participate in online tutoring with an outside vendor at an hourly rate of \$77.00, upon submission of an approved voucher. This salary will be funded with New Jersey High Impact Tutoring funds.

- D. Approve the salary of \$6,000 to Dr. Melissa A. Chism and Pediatricare Associates, together with the corresponding Agreement for health/medical services, as the District's Medical Inspector for the Oakland School District for the 2024-2025 school year.
- E. Approve the appointment of Judy Favino as Treasurer of School Monies for the school year 2024-2025, as required by law and in accordance with budgetary provisions in the amount of \$5,500.
- F. Approve the following stipend amounts for Route Coverage, Mid-Day Route Coverage, Bus Drills, Field Trips, STEAM, and Gifted & Talented transportation for the 2024-2025 school year:

Route Coverage AM or PM – One Way	\$ 50.00
AM and PM – Round Trip and Out-of-Town Field Trips	\$100.00
Local Field Trips, Bus Drills, STEAM, and Gifted & Talented – One Way	\$ 25.00
Local Field Trips, STEAM, Gifted & Talented, Mid-Day Routes – Round Trip	\$ 50.00

- G. Approve Lewis Thurston to drive a District bus for the Junior Police Academy from July 19, 2024 to July 26, 2024 to be paid at the approved transportation stipend amounts, upon submission of an approved voucher.
- H. Approve the following employees to provide transportation coverage for the 2024-2025 school year to be paid at the approved transportation stipend amounts, upon submission of an approved voucher.

Gerald McMinn	Thomas Shortman	Lewis Thurston
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- I. Approve the following Bus Aides for the 2024 Extended School Year at an hourly rate of \$20.00, upon submission of an approved voucher.

Christina Barbour	Kiley Kesenheimer	Margaret Hartwell
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- J. Approve the appointment of Ghazal Behreini as Substitute Nurse for the 2023-2024 school year, upon satisfactory completion of all employment obligations.
- K. Acknowledge the following employees' days without pay for the 2023-2024 school year as listed below:

Name	School	Dates
Kiley Kesenheimer	Heights	5/1
Maria Glasson	Heights	5/2, 5/3
Kaitlyn McPike	Manito	5/31

- L. Approve the appointment of Olivia Schlackman as Leave Replacement Speech/Language Specialist for Stephanie Sellitti at the per diem rate of \$327.65 (Step 1/MA), effective from on or about May 28, 2024 through on or about June 20, 2024, and upon submission of an approved voucher. This appointment is contingent upon satisfactory completion of all employment obligations.

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

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 April 29, 2024 through May 14, 2024 as follows:

Number of HIB Investigations	0
Number of Affirmed HIB Incidents	3

- B. Approve the following scores as reported by the state of NJ, for the 2022-2023 School Self-Assessment under the Anti-Bullying Bill of Right Act:

Dogwood Hill	74	Manito	74
Heights	74	Valley Middle	76

- C. Approve Rutherford Public School's Pierrepont School, and 24 students, to visit Valley Middle School on Monday, June 10, 2024, for the seventh-grade workshop students "Business Project".

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. Kilday to approve Special Education items A through C as follows:

- A. Approve the 2023-2024 school year out-of-district placement for one student, whose name is on file in the Superintendent's office, to attend the behavior program at Wanaque Elementary School, Wanaque, New Jersey from April 22, 2024 to June 21, 2024.
- B. Approve the 2023-2024 school year out-of-district placement for one student, whose name is on file in the Superintendent's office, to attend Chapel Hill Academy, Lincoln Park, New Jersey, from on or about May 13, 2024 through June 19, 2024.
- C. Approve the Service Agreement with Speech Therapy Plus LLC for outside speech/language, occupational therapy evaluations and direct speech and occupational therapy from May 15, 2024 through June 30, 2024 at the following rates:
- \$105 per 30 minute session
 - \$155 per 45 minute session
 - \$200 per hour session
 - \$375 per completed evaluation

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

VI. FINANCE

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

- A. Approve the April 2024 certified gross (net & agency) payroll in the amount of \$1,965,034.76.
- B. Approve the payment of the attached list of bills in the amount of \$1,327,449.99 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 April 30, 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 April 30, 2024.
- E. Approve the Board Secretary's Financial Report for the month ending April 30, 2024.
- F. Approve the Treasurer of School Monies Report for the month ending April 30, 2024.
- G. Approve staff participation in professional conferences/workshops outside the District, as per the attached.
- H. Rescind the approval of LAN Associates, Engineering, Planning, Architecture, Surveying, Inc. to provide A/E Services for Multi-Purpose Room HVAC Improvements at Dogwood Hill Elementary School at the proposal cost of \$68,300.
- I. Approve Parette Somjen Architects, LLC to provide A/E Services for Multi-Purpose Room HVAC Improvements at Dogwood Hill Elementary School at the proposal cost of \$68,300.
- J. The Oakland Board of Education requested bids for Transportation Services for the 2024-2025 school year. Bids were received and opened on Wednesday, May 8, 2024, with three bidders responding as follows:

<u>Double Route</u>	<u>First Student</u>		<u>D & M</u>		<u>Jordan Transportation</u>	
<u>Route</u>	<u>Cost</u>	<u>Adj Cost</u>	<u>Cost</u>	<u>Adj Cost</u>	<u>Cost</u>	<u>Adj Cost</u>
VMS 6	\$252.03	\$1.00	\$191.24	\$1.00	\$249.00	\$1.50
D 8	\$252.03	\$1.00	\$191.24	\$1.00	\$249.00	\$1.50
Tier Cost	\$504.06		\$382.48		\$498.00	

WHEREAS, the Board has the authority to reject all bids where the lowest bid substantially exceeds the cost estimates for the goods or services in accordance with N.J.S.A. 18A:18A-22 a.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby rejects all of the bids received for the double route for VMS 6 and D 8 due to the lowest bid substantially exceeding the cost estimates for this service.

- K. The Oakland Board of Education requested bids for an Outdoor Learning area at Manito Elementary School to be paid with PTO funds. Bids were opened on Thursday, May 2, 2024, with one bidder responding as follows:

MM Construction of Cranford, NJ	Base Bid	\$735,000	Alternate 1	\$15,000
	Alternate 2	\$ 17,000	Alternate 3	\$30,000

WHEREAS, the Board has the authority to reject all bids where the lowest bid substantially exceeds the cost estimates for the goods or services in accordance with N.J.S.A. 18A:18A-22 a.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby rejects the bid from MM Construction due to the lowest bid substantially exceeding the cost estimates for this service and hereby authorizes the Business Administrator to rebid the project.

- L. The Oakland Board of Education requested proposals for Food Service Management for the 2024-2025 school year. Proposals were opened on Tuesday, May 7, 2024 with one vendor responding.

Be it resolved that the Oakland Board of Education “SFA” accepts the proposal for the Food Service Management contract with The Pomptonian, Inc. “FSMC” for the food service operation for 2024-2025.

1. FSMC Fee:
The FSMC shall receive, in addition to the costs of operation, an administrative/management fee of \$0.3127 per reimbursable meal and meal equivalent to compensate the FSMC for administrative and management costs. This fee shall be billed monthly as a cost of operation. The SFA guarantees the payment of such costs and fee to the FSMC.

Total meals are calculated by adding reimbursable meal pattern meals served and meal equivalents. The number of reimbursable meals served to the children shall be determined by actual count. Cash receipts, other than from sales of reimbursable program meals served to the children, shall be divided by \$4.70 to arrive at an equivalent meal count.

The per meal administrative/management fee of \$0.3127 will be multiplied by total meals.

2. There is a guaranteed breakeven financial performance
3. Total Estimated Cost of Contract:

Total expenses (cost) include food, labor, supplies, other expenses, and FSMC management fee.

The Total Cost of Contract is \$654,589.25

- M. Approve the submission of the ARP ESSER III amended application for fiscal and programmatic changes.
- N. Approve the increase for the 2023-2024 school year for Fogarty & Hara Legal Services not to exceed \$70,000.

- O. Approve Allstate Interiors to replace flooring in three classrooms at Heights Elementary School in the 2024-2025 school year, in the amount of \$43,629.01, through New Jersey State Contract # 23-FOOD-47763.
- P. Approve Stacks Environmental, LLC. to replace boiler breechings at Dogwood Elementary School and Valley Middle School, in the amount of \$17,700 primarily paid for with the FY24 Emergent & Capital Maintenance Grant. This vendor provided the lowest quote for this project.
- Q. Approve the Shared Services Agreement between the Oakland Board of Education and the Bergen County Technical Schools Board of Education for the following services of the 2024-2025 school year:
- Level 1 Technician \$83,736
- R. Approve Jordan Transportation for bus inspection and repairs for the 2024-2025 school year in the amount not to exceed \$26,000. The district received quotes for this service and this vendor is the most advantageous to the Board, price and other factors considered.
- S. Approve the agreement between the Oakland Board of Education and Valley Health System, Inc. to provide alcohol and drug testing services, effective, July 1, 2024 – June 30, 2026.
- T. Approve the monthly Petty Cash amounts for the 2024-2025 school year as follows:

School	Petty Cash Amount	Single Expenditure
Dogwood Hill School	\$100	\$25
Heights School	\$100	\$25
Manito School	\$100	\$25
Valley Middle School	\$250	\$50
Central Office	\$300	\$50

- U. **Be It Resolved**, that the Oakland Board of Education approves attendance for the following staff/board members at the New Jersey School Boards Association (NJSBA) Annual Workshop, October 21-24, 2024, Atlantic City, New Jersey, in accordance with Policy #6471, *N.J.S.A. 18A:11-12*, *N.J.A.C. 6A:23A-7*

	Name	Mileage	Meals	Lodging	Registration	Other	Total
U.1	Dr. Gina Coffaro	\$137.24	\$206.50	\$424.62	*	\$100.00	\$868.36
	Ms. Annette Wells	\$137.24	\$206.50	\$424.62	*	\$100.00	\$868.36
	Ms. Michelle Andrawis	\$137.24	\$206.50	\$424.62	*	\$100.00	\$868.36
	Ms. Pamela Baykal	\$137.24	\$206.50	\$424.62	*	\$100.00	\$868.36
	Mr. Joseph Tumminia	\$137.24	\$206.50	\$424.62	*	\$100.00	\$868.36
	Ms. Teresa Kilday	\$137.24	\$206.50	\$424.62	*	\$100.00	\$868.36
U.2	Mr. Peter Mazzilli	\$137.24	\$206.50	\$424.62	*	\$100.00	\$868.36
U.3	Mr. John Scerbo	\$137.24	\$206.50	\$424.62	*	\$100.00	\$868.36

*Group registration for district Board of Education \$2,100.00 (prepaid).

Upon call of the roll, Ms. Kilday abstained U1, Mr. Scerbo abstained U3, Ms. Cooper voted yes.

A motion was made by Ms. Kilday and seconded by Ms. Cooper to approve Finance items V through MM as follows:

- V. Approve the following Tax-Sheltered Annuity Companies, Brokers and Third-Party Administrator for the 2024-2025 school year:
- | | |
|------------------|-----------------------------|
| Equitable/AXA | Orion Portfolio Solutions |
| Security Benefit | Lincoln Investment Planning |
| Omni Financial | |
- W. Approve continued participation with the Public Employer Trust Agreement for the policy period beginning July 1, 2024 through June 30, 2025.
- X. Approve continued participation with the School Health Insurance Fund for District employees for the policy period beginning July 1, 2024 through June 30, 2025.
- Y. Approve continued participation with Horizon Blue Cross/Blue Shield of New Jersey for Dental coverage for District employees for the policy period beginning July 1, 2024 through June 30, 2025.
- Z. Approve the flexible spending account, cobra account and commuter reimbursement account administrative services agreement between the Oakland Board of Education and Ameriflex, Inc. for the 2024-2025 school year.
- AA. Approve the 2024-2025 cooperative bids prepared by Education Data Services, Inc. for General Classroom, Photography, Science Supplies, Athletic, Custodial, Library, Physical Education, Technology, Health & Trainer, Audio Visual, Fine Art, Music, Computer/Toner, Elementary Teaching Aids, Special Needs and Operational and Maintenance Supplies and Equipment.
- BB. Approve the use of the Ed Data Cooperative Bids for Time & Materials (as per lists on file in the Business Office).
- CC. Approve the award of copier paper contract to WB Mason as per bid EDS-NJ-North#12569 under Ed Data Cooperative Management System.
- DD. Approve the attached resolution authorizing the Oakland Board of Education to enter into NJSBA's Cooperative Pricing Agreement (E8801-ACESCPS) for technology products.
- EE. Approve the following Cooperative Bidding Services for the 2024-2025 school year:
- The Hunterdon Regional Co-Op
 - The Ed Services Commission of NJ
- FF. Approve Karl Environmental Group as the District's Environmental consultants for the 2024-2025 school year.
- GG. Approve E2E Exchange for E-rate services for the 2024-2025 school year.

- HH. Approve the contract for 192-193 Nonpublic Services between the Bergen County Special Services School District and the Oakland School District for the 2024-2025 school year.
- II. Approve the participation of the Oakland Public Schools in the National School Lunch Program at all schools for the 2024-2025 school year in accordance with the rules and regulations promulgated by the Bureau of Child Nutrition Programs, New Jersey Department of Education.
- JJ. Approve the following professional services for the 2024-2025 school year as per submitted proposals on file in the Business Office:

Name	Services	Contract Amount	
* Fogarty & Hara, LLC	Legal Firm	Partner:	\$175/hr
		Associate:	\$155/hr
		Estimated Annual:	\$70,000
*Methfessel & Werbel, P.C.	Legal Firm	Partner:	\$175/hr
		Associate:	\$155/hr
		Estimated Annual:	\$20,000
*Parette Somjen Architects L.L.C.	Architect Services	Partner	\$183/hr
		Director/Senior Assoc.	\$174/hr
		Senior Architect	\$165/hr
		Project Architect	\$144/hr
		Contract Administrator	\$124/hr
		Estimated Annual:	\$20,000
* LAN Associates	Architect Services	Principal:	\$225/hr
		Project Mgr:	\$160/hr
* LAN Associates	Engineering Services	Principal:	\$225/hr
		Project Mgr:	\$160/hr
		Estimated Annual:	\$20,000
* Wielkotz & Company, LLC	Audit Firm	Annual Fee:	\$29,000
		Partner Hourly Rate:	\$200
		Manager/Supervisor	\$150-\$175
		Senior Rate:	\$125
		Staff Rate:	\$100

* Brown & Brown Health Insurance Commission Based

- * 1. The fee structure is most advantageous to the Board, price and other factors considered.
- 2. Experience, staff and resources necessary to perform the service as demonstrated by their prior performance with the Board.
- 3. Reputation and responsibility of professional contractor based upon prior performance with the Board.

- KK. Approve the Business Administrator/Board Secretary, or designee, be designated as the Board's agents to request State and Federal funds under the existing State and Federal Laws for the 2024-2025 school year.

FINANCE (continued)

- LL. Approve the Business Administrator/Board Secretary be designated as the Board of Education's Claims Auditor with authority, as provided by 18A:19-2 amended, to direct pre-payment of claims for Debt Service, Payroll, Fixed Charges and any other claim or demand which would be in the best interest of the Board to pay promptly.
- MM. Approve the revised Shared Services Agreement with the Borough to provide Special Law Enforcement Officer III ("SLEO III") in the schools to serve as security officers for the 2024-2025 school year and authorize the Board President and the Board Secretary/Business Administrator to sign the Agreement and such other documents as are necessary to effectuate the terms of this resolution.

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

VII. ADMINISTRATION

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

- A. Approve Board Policies, By-Laws and Board Regulations as detailed in the Governance Manual for the 2024-2025 school, subject to amendments, additions, revisions or deletions, as determined by Board resolution.
- B. Approve the Oakland School District's curriculum and services for the 2024-2025 school year meeting all identified QSAC sub-categories.

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 following Extended School Year 2024 bus routes to be transported by District drivers and buses:
- Franklin Lakes Public Schools/CAPS @ Colonial Road Elementary School in Franklin Lakes, NJ.
 - High Mountain Road School/Bright Horizons School Program in Franklin Lakes, NJ.
 - Peter Cooper School in Ringwood, NJ.
 - Windsor Bergen Academy in Ridgewood, NJ.
- B. Approve the list of field trips for students in the Oakland School District for the 2023-2024 school year as per the attached.

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 Policy items A through B as follows:

Note: There was a typo on the agenda *P&R 2423 Prevention and Treatment of Sports-Related Concussions and Head Injuries*. The correct Policy and Regulation number is 2431.4. The attachment that was approved was the correct policy number

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

P & R 2423	Prevention and Treatment of Sports- Related Concussions and Head Injuries
P 4360	Support Staff Member Tenure
P 3324	Right to Privacy Teaching Staff
P 4324	Right to Privacy Support Staff
P & R 7510	Use of School Facilities

B. Approve the *Abolishment* of the following Board Policy:

P 5755 Equity in Educational Programs and Services

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

X. AUDIENCE PARTICIPATION

Madison and Vanessa and Ms. Cognetta spoke and thanked Ms. Danielson for all she did with her children and congratulated her on her retirement.

ADJOURNMENT

A motion was made by Ms. Kilday and seconded by Ms. Cooper that the meeting be adjourned at 7:22 PM. Upon call of the question, the motion carried unanimously.

Respectfully submitted,

Dr. Gina M. Coffaro
Superintendent of Schools