

Oakland Public Schools
Regular Monthly Meeting Minutes
Tuesday, March 19, 2024
7:00 PM

A Regular Monthly Meeting of the Board of Education was held in person on March 19, 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 March 11, 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. Kilday, Mr. Mazzilli, Mr. Scerbo and Ms. Shelkin.
ABSENT: Ms. Cooper.

Also present: Dr. Gina M. Coffaro, Superintendent of Schools, and Ms. Annette M. Wells, Board Secretary/Business Administrator and 10 members of the public.

Report of the Superintendent

Dr. Coffaro provided an update on the 2023-2024 calendar. The calendar removes the two unused snow days by ending school one day early on June 20th and closing schools on June 4th. In addition, June 18, 19 and 20 will be minimum days.

Mr. Scerbo thanked everyone for the support he received after the death of his father.

I. MINUTES

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

- A. Approve the Regular Meeting minutes from February 26, 2024.
- B. Approve the Work Session minutes from February 26, 2024.
- C. Approve the Executive session minutes from February 26, 2024.

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

II. BUILDINGS AND GROUNDS

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

- A. Approve the safety drill report for the month of February 2024.

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 Mr. Mazzilli to approve Personnel items A through N as follows:

- A. Approve the request of Sara Telford, Teacher at Manito Elementary School, for an extension of Board Leave (unpaid, no benefits) through the end of the 2023-2024 school year. Ms. Telford plans to return to District on or about September 1, 2024.
- B. Approve the request of Stephanie Sellitti, Speech/Language Specialist at Manito Elementary School, for FMLA starting on or about May 28, 2024, using 17 sick days through the end of the 2023-2024 school year, paid with benefits. Beginning on September 1, 2024, continuing FMLA, unpaid with benefits, until FMLA is exhausted. NJFLA, unpaid with benefits, beginning September 1, 2024 through November 22, 2024. Ms. Sellitti plans to return to District on or about November 25, 2024.

- C. Approve the request of Gina Hopf, Special Education Teacher at Dogwood Hill Elementary School, for FMLA starting on or about June 10, 2024, using 9 sick days through the end of the 2023-2024 school year, paid with benefits. Beginning on September 1, 2024, continuing FMLA, unpaid with benefits, until FMLA is exhausted. NJFLA, unpaid with benefits, beginning September 1, 2024 through November 22, 2024. Ms. Hopf plans to return to District on or about November 25, 2024.
- D. Approve the request of Ashley Marrocco, Special Education Teacher at Dogwood Hill Elementary School, for FMLA/NJFLA starting on or about September 1, 2024 through November 22, 2024, unpaid with benefits. Ms. Marrocco plans to return to District on or about November 25, 2024.
- E. Approve the appointment of Tasha Bushnauskas as a Night Custodian at Valley Middle School at an annual salary of \$42,111.00 (Step 0) to be prorated, effective on or about April 1, 2024, replacing Michael Proth. This appointment is contingent upon satisfactory completion of all employment obligations.
- F. Extend the end date of Natalie Franke, Leave Replacement Teacher at Manito Elementary School for Sara Telford, to the end of the 2023-2024 school year.
- G. Approve the appointment of Heather Anzalone as Title I Substitute Paraprofessional at Dogwood Hill Elementary School for the 2023-2024 school year at an hourly rate of \$60.00, upon submission of an approved voucher. This salary will be funded with Title I funds.
- H. Approve the appointment of Elizabeth Connolly as a Home Instruction Teacher for the 2023-2024 school year at an hourly rate of \$60.00, upon submission of an approved voucher.
- I. Approve the appointment of the following as 2024 Safety Town Teachers/Coordinators at a non-pensionable stipend of \$1,435.00 each, upon submission of an approved voucher. These stipends will be funded with tuitions paid by program participants.

Heather Anzalone	Jennifer Doyle
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- J. Approve the appointment of the following as daily substitute personnel for the 2023-2024 school year, upon satisfactory completion of all employment obligations.

Name	Substitute Assignment
Janet Caruccio-Revfi	Teacher and Paraprofessional
Catherine DeStefano	Teacher and Paraprofessional
Jean Lauturner	Paraprofessional and Secretary
Romanee Reid	Paraprofessional
Vincent Scolpino	Teacher and Paraprofessional

- K. Rescind the day without pay for Annie Casamento on April 4, 2024.

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

Name	School	Dates
Dolores Baills	Heights	3/1, 3/4, 3/5, 3/6
Dawn Anderson	Heights	3/7
Annie Casamento	Heights	3/11, 3/27, 4/3, 4/25
Maria Glasson	Heights	3/12
James Finnan	Board Office	4/5, 4/8, 4/9
Kathryn Brennan	Dogwood	4/11
Donna Marceca	Heights	4/12
Janet Leogrande	Heights	5/31

- M. Approve the updated list of VMS clubs as per the attached.
- N. Accept the retirement of James Finnan, Part-time District Vehicle Driver, effective July 1, 2024.

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 Mr. Mazzilli to approve Regular Education items A through E as follows:

- A. Approve the HIB Report for the period February 13, 2024 through March 19, 2024 as follows:

Number of HIB Investigations	2
Number of Affirmed HIB Incidents	5

- B. Approve the following 2024 Valley Middle School Spring Track Schedule

Date	Time	Location	Opponent 1	Opponent 2
4/25/24	4:15 PM	Ramsey High School	Ramsey	Allendale
5/1/24	4:15 PM	Ramapo High School	Franklin Lakes	Wyckoff
5/3/24	4:15 PM	Indian Hills High School	Clifton	TBD
5/7/24	4:15 PM	River Dell High School	River Dell	Montvale
5/10/24	4:15 PM	Northern Highlands High School	Upper Saddle River	Rivervale
5/14/24	4:15 PM	Ramapo High School	Ho-Ho-Kus	Mahwah
5/21/24	4:15 PM	Indian Hills High School	Championship Meet	

- C. Approve the attached list of Spring Track Officials for the 2023-2024 school year at the following rates per meet, upon submission of an approved voucher:

<u>2 schools</u>		<u>3 or more schools</u>	
Starter	\$120.00	Starter	\$135.00
Others	\$ 95.00	Others	\$110.00

- D. Approve Brian Rodak as the assignor of Spring Track officials at a rate of \$150.00 for the 2023-2024 school year upon submission of an approved voucher.
- E. Approved the attached revised 2023-2024 School Calendar.

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

V. SPECIAL EDUCATION

A motion was made by Ms. Shelkin and seconded by Ms. Kilday to approve Special Education items A through F as follows:

- A. Amend the out-of-district placement for one student, whose name is on file in the Superintendent's office, to attend Martin J. Ryerson Middle School PATH Program in Ringwood, New Jersey for the 2023-2024 school year. Last day of contract is February 12, 2024.
- B. Amend the out-of-district placement for one student, whose name is on file in the Superintendent's office, to attend Franklin Lakes Colonial Road CAPS Program for the 2023-2024 school year. Last day of contract is February 28, 2024.
- C. Approve the out-of-district placement for one student, whose name is on file in the Superintendent's office, to attend the Franklin Lakes High Mountain Road Bright Horizons Program for the 2023-2024 school year with a start date of February 29, 2024.
- D. Approve Gaggle.Net, Inc. to provide additional teletherapy counseling services for students at an amount not to exceed \$16,000.00 to be paid with ESSER III/ARP Grant Funds.
- E. Approve the contract with the Franklin Lakes School District to provide home instruction services for one student, whose name is on file in the Superintendent's office, for the 2023-2024 school year, for a maximum of ten hours per week, with a start date of February 26, 2024. Amount not to exceed \$12,781.00.
- F. Approve the out-of-district placement for one student, whose name is on file in the Superintendent's office, to attend Shepard School in Kinnelon, New Jersey, for the 2023-2024 school year with a start day of March 5, 2024.

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

VI. FINANCE

A motion was made by Mr. Mazzilli and seconded by Ms. Shelkin to approve Finance items A through P as follows:

- A. Approve the February 2024 certified gross (net & agency) payroll in the amount of \$1,954,293.61.
- B. Approve the payment of the attached list of bills in the amount of \$3,824,322.35 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 February 29, 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 February 29, 2024.
- E. Approve the Board Secretary's Financial Report for the month ending February 29, 2024.
- F. Approve the Treasurer of School Monies Report for the month ending February 29, 2024.
- G. Approve staff participation in professional conferences/workshops outside the District, as per the attached.
- H. **WHEREAS**, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq. (hereinafter referred to as the "Act"), authorizes public entities to enter into a contract with each other to share services which the entities are empowered to provide or receive within their own jurisdictions, including services incidental to the primary purposes of any of the participating public entities; and

WHEREAS, pursuant to the Act, the Oakland Board of Education (hereinafter referred to as the "Board") and the Borough of Oakland (hereinafter referred to as the "Borough") wish to enter into an agreement with one another for services to be performed and provided by a new class of special police officers know as Special Law Enforcement Officer III ("SLEO III") in the schools to serve as security officers.

NOW THEREFORE, BE IT RESOLVED that the Board hereby approves the attached Shared Services Agreement with the Borough for the 2024-2025 school year.

BE IT FURTHER RESOLVED that the Board President and the Board Secretary/Business Administrator are authorized to sign the Shared Services Agreement and such other documents as are necessary to effectuate the terms of this resolution.

- I. Resolved that the Oakland Board of Education adopt the following tentative School District Budget for the 2024-2025 school year and hereby authorizes the School Business Administrator to submit the proposed budget and required supporting documentation to the Bergen County Superintendent of Schools for approval:

	<u>Budget</u>	<u>Local Tax</u>
Total General Fund	\$37,110,566	\$33,809,839
Total Special Revenue Fund	\$565,969	\$ -0-
Total Debt Service Fund	\$-0-	\$ -0-
Totals	<u>\$37,676,535</u>	<u>\$33,809,839</u>

Note: As stated, this is the Tentative Budget figure, which may increase, decrease, or remain unchanged between the date of this resolution and the Board's Public Hearing.

BE IT FURTHER RESOLVED that the Oakland Board of Education includes in the proposed budget the adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.1(b). The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$356,900 for the purpose of leasing space.

BE IT FURTHER RESOLVED that the Oakland Board of Education includes in the proposed budget the adjustment for enrollment in the amount of \$75,420. The additional funds will be used for supplies necessary for additional students.

BE IT FURTHER RESOLVED that the Oakland Board of Education includes in the proposed budget the adjustment for increased costs of health benefits in the amount of \$67,680. The additional funds will be used to pay for the additional increases in health benefit premiums.

- J. **RESOLVED** that there should be raised for General Fund School District Tax Levy \$33,809,839, for the ensuing 2024-2025 school year.

BE IT FURTHER RESOLVED that \$87,300 will be withdrawn from the District's Emergency Reserve Account for security related costs, including but not limited to additional security cameras and window shades.

BE IT FURTHER RESOLVED that a withdrawal will be made from the Maintenance Reserve Account in the amount of \$111,225 required maintenance repairs including new boiler controls and sink replacement at Dogwood Hill Elementary, HVAC and floor replacement at Manito Elementary, new doors at Heights, sink replacement at Valley Middle School and gym floor refinishing at all four district schools.

- K. **WHEREAS**, the Oakland School District Board of Education recognizes school staff and Board members will incur travel expenses/conference expenditures related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

FINANCE (cont)

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, the Oakland Board of Education appropriated \$53,733 for travel in the general fund during the 2023-2024 school year and has spent \$11,922 as of March 14, 2024,

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves general fund travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$53,025 for all staff and Board members in the 2024-2025 school year.

- L. Approve contract with Lightpath for additional WAN location in the amount not to exceed \$18,000 for the 2024-2025 school year, under Educational Services Commission of NJ #ESCNJ 23/24-19.
- M. Approve the purchase of Just Right Reader decodable books for grades 1 & 2 the amount of \$23,700 using ESSERIII/ARP funds.
- N. Approve Parette Somjen Architects L.L.C. ("PSA") to complete the Department of Education application and update the District's LRFP for the leasing of space at Our Lady of Perpetual Help at a cost not to exceed \$3,500.
- O. **WHEREAS**, the Oakland Board of Education advertised for bids for the Cont. #88 Electrical Upgrades at Valley Elementary School Project (the "Project"); and

WHEREAS, on March 12, 2024, the Board received 7 bids for the Project, as reflected on the attached bid tabulation sheet; and

WHEREAS, VPV Electric Inc. ("VPV"), submitted the apparent lowest bid for the Project, with a base bid in the amount of \$424,000 together with an Allowance of \$25,000 for a total base bid in the amount of \$449,000 but withdrew their bid alleging a mathematical error in their Excel sheet; and

WHEREAS, the Board communicated its rejection of VPV's withdrawal of their bid on the basis that its bid was within the cost estimate provided by the Architect for this Project and that VPV's mistake resulted from its lack of due diligence in reviewing the plans and specifications and the Addendum issued by the Architect and of its intent to seek recourse to VPV's bid bond; and

WHEREAS, the second lowest bidder, TSUJ Corp ("TSUJ"), submitted a base bid in the amount of \$468,777 with an Allowance of \$25,000 for a total Base Bid in the amount of \$493,777 and its bid is responsive in all material respects; and

WHEREAS, it is the Board's desire to award the contract for the Project to TSUJ and to seek recourse to VPV's bid bond.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby awards the contract for the Cont. #88 Electrical Upgrades at Valley Elementary School Project to the second lowest bidder TSUJ in a total contract sum of \$493,777 and authorizes the Board attorney to seek recourse to VPV's bid bond.

BE IT FURTHER RESOLVED that this award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and labor and materials/performance bond as required in the Project specifications, together with an AA201-Project Manning Report, and an executed AIA contract, as prepared by the Board Attorney, within ten days of the date hereof.

BE IT FURTHER RESOLVED that the Board Attorney is hereby directed to draft the agreement with the successful bidder consistent with this Resolution and with the terms contained in the bid documents approved by the Board for the Project. The Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this resolution.

P. **WHEREAS**, the Oakland Board of Education has a need to obtain additional space to use for school facilities due to increasing school enrollment; and

WHEREAS, Our Lady of Perpetual Help Church owns a school building located in the Borough of Oakland which is partially vacant; and

WHEREAS, N.J.S.A. 18A:20-4.2 authorizes the Board to lease property for school purposes; and

WHEREAS, the Board and Our Lady of Perpetual Help Church have reached an agreement in principle whereby the Board will lease the vacant space in Our Lady of Perpetual Help Church's school building.

NOW, THEREFORE, BE IT RESOLVED that the Oakland Board of Education hereby agrees to lease a portion of the Our Lady of Perpetual Help Church school building comprising approximately 15,688 square feet for a five-year term commencing July 1, 2024, at an annual rent of \$16 per square foot with that rate increasing by 2% for each year thereafter.

BE IT FURTHER RESOLVED that the Board directs the Board Attorney and Business Administrator/Board Secretary to negotiate a written lease consistent with the terms of this Resolution.

BE IT FURTHER RESOLVED that the Board authorizes the Board President and the Board Secretary to execute a written lease and any other documents necessary to effectuate the terms of this Resolution.

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.

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

Mr. Mazzilli stated that the approval of the agreement with the Boro for the SLEO IIIs is on the agenda. The building principals shared positive feedback from having the officers in the buildings.

Mr. Mazzilli also shared the approval of the electrical upgrades for the classroom air conditioning.

Mr. Scerbo discussed the lease agreement with Our Lady of Perpetual Help. Mr. Scerbo stated that the district is expecting several students from the residential construction in town. He announced that the district looked at several options to increase space in our facilities. He stated that after one year of research, he is proud of where we are today. Leasing space from Our Lady of Perpetual Help will provide space for our children now and will provide for future expansion.

Mr. Mazzilli stated that this will create space to provide the option to possibly bring students back to district, maintain smaller class sizes and be fiscally responsible.

Mr. Scerbo added that there is also the possibility for a revenue stream.

VIII. TRANSPORTATION

A motion was made by Ms. Kilday and seconded by Mr. Mazzilli to approve Transportation items A through C, as follows:

- 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 contract with Logic 54 Computer Software Program at an annual cost of \$4,788 for 2024-2025 school year.
- C. Approve the Logic 54 Computer Software Program currently used by the Oakland Board of Education, as the determining factor for purposes of eligibility for mandated transportation during the 2024-2025 school year.

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

IX. POLICY

A motion was made by Ms. Kilday and seconded by Mr. Mazzilli to approve Policy item A as follows:

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

P&R 5111 Eligibility of Resident/Nonresident Students (M) (Revised)

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

X. AUDIENCE PARTICIPATION

Mr. Scerbo reminded the public to attend the April 29th Budget Presentation at 6:30 pm.

Several members of the public inquired about the lease with Our Lady of Perpetual Help. Items of concern included:

Logistically how will this work?
How will students be allocated?
What are future plans for the space?
Any improvements to the leased space
Cancellation of lease

Dr. Coffaro and the board responded to questions:

The preschool disabilities program will be moving to the leased space which will open up rooms at Heights Elementary.

Manito Elementary is not currently at capacity so students coming from the new construction in the first phase will go to Manito. In September of 2025 we will be looking at classrooms in all schools and may be converting locker room space to instructional space.

The diocese will be completing approximately \$200,000 in renovations to make the space handicap accessible and in compliance with statute for public schools.

The district will also be doing work on the space, including internet access, security cameras, PA system, FOB door access.

The district has no concern that the diocese will cancel our lease.

One member of the public expressed concern about insurance policies required for the district's use of facilities. She expressed the need for clear guidelines and inconsistency between school PTOs.

Ms. Wells, Dr. Coffaro and the Board responded that the requirements for insurance policies were sent to all building principals. The language we request is what is required from our Insurance Broker. Dr. Coffaro will hold a meeting with the building Principals and PTO Presidents to discuss the requirements.

ADJOURNMENT

A motion was made by Ms. Kilday and seconded by Mr. Mazzilli that the meeting be adjourned at 7:59 PM.

Upon call of the question, the motion carried unanimously.

Respectfully submitted,

Annette M. Wells
School Business Administrator/ Board Secretary