

**Oakland Public Schools**  
**Regular Monthly Meeting Minutes**  
**Tuesday, February 27, 2024**  
**7:00 PM**

A Regular Monthly Meeting of the Board of Education was held in person on February 27, 2024. The meeting was called to order at 7:04 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 February 15, 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. Mazzilli, Mr. Scerbo and Ms. Shelkin.

Also present: Dr. Gina M. Coffaro, Superintendent of Schools, and 35 members of the public.

American Legion Essay winners' awards

Student Certificates and Gift Cards awarded for participation in the "American Legion Essay" contest.

Thank You to Mr. Michael McNulty and Mr. Joseph Kuhns representatives from the American Legion.

Thank you, parents and families, and congratulations to all the student winners for their outstanding recognition.

## **I. MINUTES**

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

- 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.

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. Cooper to approve Buildings and Grounds item A as follows:

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

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:

- 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

- 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

- 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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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 Ms. Cooper to approve Regular Education items A through D as follows:

- 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.

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

- 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.

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. Kilday to approve Finance items A through O as follows:

- 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

**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

**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

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

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 Mr. Mazzilli to approve Transportation items A through D 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 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.

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 Mr. Mazzilli to approve Policy item A as follows:

- 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)

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

## **X. AUDIENCE PARTICIPATION**

Question on class trips which was clarified for a Dogwood Hill Parent and teachers advising it was pending. It was reviewed that the trip in question was on the agenda and approved.

Question on facilities update from Manito parent and the new development off of McCoy Road.

## **ADJOURNMENT**

A motion was made by Mr. Mazzilli and seconded by Ms. Shelkin that the meeting be adjourned at 7:40 PM. Upon call of the question, the motion carried unanimously.

Respectfully submitted,

Dr. Gina M. Coffaro  
Superintendent of Schools