

Oakland Public Schools
Regular Monthly Meeting Minutes
Tuesday, January 23, 2024
7:00 PM

A Regular Monthly Meeting of the Board of Education was held in person on January 23, 2024. The meeting was called to order at 7:05 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 December 5, 2023 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, Ms. Shelkin and Mr. Scerbo.

Also present: Dr. Gina M. Coffaro, Superintendent of Schools, Ms. Annette Wells, Board Secretary/Business Administrator and 5 members of the public.

Dr. Coffaro stated that the American Legion Essay winners will be presented at the next board meeting.

Dr. Coffaro recognized the board members for their service to the district. She stated that it was a privilege and honor to work with each one of them.

Dr. Coffaro announced that kindergarten registration began today.

I. MINUTES

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

- A. Approve the minutes of the Regular Monthly Meeting of December 12, 2023.
- B. Approve the Work Session minutes from December 12, 2023.
- C. Approve the Executive Session minutes from December 12, 2023.

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 December.

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 P as follows:

- A. Accept the retirement of Elizabeth Connolly, Guidance Counselor at Valley Middle School, effective July 1, 2024.
- B. Amend the dates for Sara Telford's leave as follows: FMLA starting on November 17, 2023, using 34 sick days through January 16, 2024, paid with benefits. Beginning on January 17, 2024, continuing FMLA, unpaid with benefits, through February 15, 2024. NJFLA, unpaid with benefits, beginning January 17, 2024 until exhausted. Board Leave (unpaid, no benefits) starting on February 16, 2024 through May 31, 2024. Ms. Telford plans to return to District on or about June 3, 2024.
- C. Amend the dates for John Callison's leave as follows: FMLA/NJFLA starting on December 8, 2023, using 8 sick days through December 19, 2023, paid with benefits. Mr. Callison returned to District on December 20, 2023, and will resume FMLA/NJFLA starting on or about May 6, 2024 through June 30, 2024, unpaid with benefits. Mr. Callison plans to return to District on or about September 1, 2024.

- D. Approve the following custodial staff transfers, effective January 1, 2024.

Name	To	From
Abdulkareem Jello	Valley	Heights
Kevin Wilke	Heights	Valley

- E. Approve the appointment of Emily Brackenbury as a Leave Replacement ELA Teacher for Jaclyn Mainiero at an annual salary of \$61,824.00 (Step 1/BA) to be prorated, effective from January 5, 2024 through on or about May 23, 2024. All employment obligations have been met.
- F. Approve the appointment of Stacy Kasper as a mentor teacher for novice teacher Emily Brackenbury from January 5, 2024 through on or about May 23, 2024.
- G. Approve the appointment of Peppi Gardner as a Part-time Instructional Aide at Heights Elementary School, effective on January 5, 2024, at an hourly rate of \$18.50 for the 2023-2024 school year, replacing Alana Ferrone. All employment obligations have been met.
- H. 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.

Steven Cohen	Saul Gondelman	Stacy Kasper
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- I. Approve the appointment of the following as Scoreboard Operators for the 2023-2024 school year at a rate of \$60 per game, upon submission of an approved voucher.

Saul Gondelman	Kevin Jacobsen	Jake Gursaly	Matthew Fichter
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- J. Approve the change in training level and updated salary for each teacher, effective February 1, 2024, as per the attached list.
- K. Approved the updated list of VMS clubs as per the attached.
- L. Approve the appointment of the following daily substitute personnel for the 2023-2024 school year, contingent upon satisfactory completion of all employment obligations.

Name	Substitute Assignment
Nicole Folkerts	Bus Aide
Jaden Mayer-Costa	Teacher and Classroom/Student Aide
Rebecca Peller	Teacher and Classroom/Student Aide
Natalie Civadelic	Teacher and Classroom/Student Aide
Sara Reiner-Cuomo	Teacher and Classroom/Student Aide
Elizabeth Sanchez	Teacher and Classroom/Student Aide

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

Name	School	Dates
Nicole Ivelja	Dogwood	12/18/23, 12/21/23, 1/3/24 (0.5), 1/4/24 1/10/24-1/12/24, 1/18/24
Maria Glasson	Heights	1/5/24, 1/11/24
Karin Guttzeit	Manito	3/22/24

- N. **WHEREAS**, an employee whose name is on file in the Board Office has an individual employment contract for the 2023-2024 school year; and

WHEREAS, the employee has not reported to work and the Superintendent was notified that the employee shall not be returning to her position; and

WHEREAS, the Superintendent has recommended that, due to the employee's job abandonment, the Board terminate said employee's employment contract; and

NOW, THEREFORE, BE IT RESOLVED that the Board hereby terminates the above-referenced employee's employment contract effective January 23, 2024; and

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator shall provide the employee with notice of the Board's action as set forth in this Resolution forthwith.

- O. Approve the submission of the Biannual Statement of Assurance regarding the use of Paraprofessional Staff for the 2023-2024 school to the county office.
- P. Approve the appointment of the following Valley Middle School teachers as chaperones for students participating in the overnight Grade 8 trip to Gettysburg, Hershey Park, and the Philadelphia Zoo on Thursday, June 6 – Friday, June 7, 2024. Salary payment will be consistent with the stipend for overnight trip supervision contained within the Employment Agreement between the Board of Education and the Oakland Education Association and upon submission of an approved voucher:

Bart Blanken	Leonard Parra	Amanda Steng
Jason Clark	Elizabeth Blender	Gael Strohmeier
Steven Cohen	Martha Coffman	Jennifer Wallace
Ryan Gilligan	Elizabeth Connolly	
Jake Gursaly	Kim Festa	
Kevin Jacobsen	Phylissa Gallotta	
Matt Myones	Lauren Russo	

- Jackie Christiano (administrator)
- TBD (nurse)
- Mark Sinclair (trip coordinator)

Alternate staff: Lauren Binder, Natalie DeLuca, Emily Smolenski, Nicole Schussler, Brittany Latka, Meridith Farley, Alea Mayer-Costa, Saul Gondelman, Joel Noonan.

Ms. Cooper thanked Ms. Connelly for the many years she has dedicated to the district.

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 B as follows:

- A. Approve the HIB Report for the period December 12, 2023 through January 23, 2024 as follows:

Number of HIB Investigations	5
Number of Affirmed HIB Incidents	3

- B. Approve the Grade 8 Overnight Trip as per the attached itinerary, departing from Valley Middle School on June 6, 2024 and returning on June 7, 2024.

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 J as follows:

- A. Approve Mr. Mark Sinclair to provide Handle with Care Training for specific staff members on January 24, 2024 and January 26, 2024.
- B. Approve Learn Well for home instruction at High Focus Centers: Behavioral Healthcare Paramus, NJ for one student, whose name is on file in the Superintendent’s office, at the rate of \$53.00 per hour.
- C. Approve parent reimbursement to complete a Neuropsychological evaluation for one student, whose name is on file in the Superintendent’s office, at a cost not to exceed \$3,000.00.
- D. Approve P.G. Chambers School to provide AT/AAC Training Sessions and/or Consultation as needed for the 2023-2024 school year at the following rates:
- Trainer/Consultant: 1 hr. / 1.5 hr. / 2 hrs. / 2.5 hrs. sessions: \$400 / \$500 / \$600 / \$700
 - Trainers/Consultants: 1 hr. / 1.5 hr. / 2 hrs. / 2.5 hrs. sessions: \$500 / \$650 / \$800 / \$950
- E. Approve P.G. Chambers School to complete Assistive Technology/Augmentative and Alternative Communication (AT/AAC) Evaluations for the 2023-2024 school year as needed at a cost not to exceed \$1,350.00 per evaluation.
- F. Approve Adam Krass Consulting, LLC to complete the following evaluations as needed for the 2023-2024 school year.
- Technology Evaluations at a cost not to exceed \$1,500.00 per evaluation
 - Assistive/Augmentative Evaluations at a cost not to exceed \$3,000.00 per evaluation.
- G. Approve Dr. Larissa Labay to complete Psychiatric Diagnostic Evaluations as needed for the 2023-2024 school year at a cost of \$425.00 per hour.

- H. Approve West Bergen Mental Healthcare to provide 20 hours of parent training at the cost of \$130.00 per session, not to exceed \$2,600.00.
- I. Approve the out-of-district placement for one student, whose name is on file in the Superintendent's office, to attend the REALM program at Peter Cooper Elementary School in Ringwood, New Jersey, for the remainder of the 2023-2024 school year with a start date of January 2, 2024.
- J. Approve the Contract with Bergen County Special Services to provide home instruction services for one student, whose name is on file in the Superintendent's office, from December 11, 2023 to January 12, 2024, for a maximum of ten hours per week, with an additional four hours of prep time as needed, not to exceed \$4,050.00.

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. Cooper to approve Finance items A through P as follows:

- A. Approve the December 2023 certified gross (net & agency) payroll in the amount of \$2,047,626.36.
- B. Approve the payment of the attached list of bills in the amount of \$1,376,469.35 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 December 31, 2023 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 December 31, 2023.
- E. Approve the Board Secretary's Financial Report for the month December 31, 2023.
- F. Approve the Treasurer of School Monies Report for the month ending December 31, 2023.
- G. Approve staff participation in professional conferences/workshops outside the District, as per the attached.
- H. Approve the submission of the ARP/ESSER Amendment to reflect programmatic and fiscal changes.
- I. Approve check #112 to the NJ Department of Labor for NJ Unemployment Compensation in the amount of \$1,366.87.

- J. Approve the wire transfer to the NJ Department of Labor for NJ Unemployment Compensation of \$4,305.72 Fourth Quarter of 2023.
- K. Approve the use of Title IIA funds for two attendees listed below from Nonpublic School Kradle 2 Kindergarten, to attend Elevate Virtual Conference 2024 sponsored by Elevate Your Classroom in the amount of \$75 per attendee for a total of \$150.
- Doreen Allen
 - Kimberly Lonsinger
- L. Approve the withdrawal of \$888,550 from the Capital Reserve Account for Multi-Purpose Room HVAC Improvements at Dogwood Hill Elementary School. This project is included in the district's LRFP.
- M. Approve 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.
- N. WHEREAS, the Oakland Board of Education ("Board" or "District") desires to award a contract to a vendor to provide tutoring services in alignment with the principals of high impact tutoring under the New Jersey Learning Acceleration Program High Impact Tutoring Grant ("High Impact Tutoring Services") for the period beginning at the signing of the relevant contract documents through and including August 31, 2024; and

WHEREAS, the Board utilized competitive contracting pursuant to *N.J.S.A. 18A:18A-4.1 et seq.* and received competitive contract proposals for the High Impact Tutoring Services on December 5, 2023; and

WHEREAS, a committee evaluated the proposals pursuant to the criteria set forth in the High Impact Tutoring Services Request for Proposals dated November 15, 2023 and prepared a report in accordance with *N.J.S.A. 18A:18A-4.5(d)* and *N.J.A.C. 5:34-4.5*, which was made available to the public at least 48 hours prior to this award (a copy of which is attached hereto and made a part hereof); and

WHEREAS, the committee has concluded that the proposal submitted by Tutored by Teachers, is most advantageous, price and other factors considered, and is responsive in all material respects, and it is the Board's desire to award the Agreement for High Impact Tutoring Services to Tutored by Teachers.

FINANCE (continued)

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The contract for the High Impact Tutoring Services is hereby awarded to Tutored by Teachers for the period beginning at the signing of the contract papers through and including June 30, 2024, in the amounts as set forth below:

Program
TbT Virtual Intervention Model Live online, small group, SEL-Infused, ELA and Math instruction by highly qualified teachers using standards aligned curriculum emphasizing mastery of key skills Dated: SY 23-24 (24 weeks) Student Count: up to 69 Student-Tutor Ratio: 3-1 Group Count: 23 groups Frequency: 3 sessions/week Duration: 30 mins/session \$65 per half hour session
Program Development and Platform Fee: \$6,000

2. This award is expressly conditioned upon Tutored by Teachers furnishing all of the required documents contained in the High Impact Tutoring Request for Proposals dated November 15, 2023.
 3. The Business Administrator shall publish a notice in the official newspaper of the Board summarizing the award of a contract, which shall include but not be limited to, the nature, duration, and amount of the contract, the name of the vendor and a statement that the resolution and contract are on file and available for public inspection in the office of the Business Administrator.
 4. BE IT FURTHER RESOLVED that the Board Attorney is hereby directed to draft the agreement with Tutored by Teachers that is consistent with this Resolution and with the terms contained in the High Impact Tutoring Request for Proposals dated November 15, 2023. The Board President and the Board Secretary are hereby authorized to execute such agreements and any other documents necessary to effect the terms of this Resolution.
- O. Approve the submission of the FY24 IDEA amended application to include IDEA Basic carryover funds from FY23 in the amount of \$36,923 (Public \$1,052, Non-Public \$35,871).

FINANCE (continued)

P. **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 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, on January 12, 2024 the Board received proposals from OMNIA Racine County, with Trane (“Trane”), Contract #3341, for the Project; 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, Trane has submitted four (4) proposals dated January 12, 2024 as follows:

SCHOOL:	BASE BID	ALLOWANCE	TOTAL
Manito ES:	\$1,280,150	No.1: \$86,370 (Media Ctr.)	\$1,366,520
Valley MS:	\$1,872,500	No.1: \$64,638 (Faculty Room 200) No.2: \$173,521 (Classrooms 205 & 207) No.3: \$97,092 (Classroom 206)	\$2,207,751
Dogwood ES:	\$1,387,400	No.1: \$108,055 (Media Ctr.)	\$1,495,455
Heights ES:	\$1,827,400	No.1: \$109,243 (Media Center) No.2: \$177,180 (Cafeteria)	\$2,113,823

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 that the Board hereby awards the contracts to Trane for a total contract sums pursuant to the four (4) proposals dated January 12, 2024 as listed above.

Dr. Coffaro updated the board and public on the tutoring grant.

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

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

- A. BE IT RESOLVED by the Oakland Board of Education (hereinafter referred to as the “Board”) that the terms, stipulations and conditions as established in the Settlement Agreement (hereinafter referred to as “Agreement”) between the Board and Oakland Education Association are hereby adopted and approved by the Board. The Board President and Business Administrator/Board Secretary are hereby authorized and directed to execute the Agreement, and any other documents necessary to effectuate the settlement.
- B. WHEREAS, the Estate of Laraine K. Morrison, late of the Township of Wyckoff, New Jersey devised a bequest in her Last Will and Testament dated July 22, 2022, to be known as the John D. and Laraine K. Morrison Charitable Trust (“Trust”) to award scholarship assistance to those students who are residents of the Borough of Franklin Lakes, the Township of Wyckoff and the Borough of Oakland, who have completed their freshman year and who have demonstrated meritorious academic accomplishments, contributed to their college community and displayed good qualities of character with the number of scholarships, the amount of each scholarship, and the student beneficiary of each scholarship to be determined by designated co-trustees annually; and

WHEREAS, the designated co-trustees of the Trust include Ms. Morrison’s niece, the superintendents of Franklin Lakes, Wyckoff, and Oakland school districts and the principals of Ramapo High School and Indian Hills High School; and

WHEREAS, the Board wishes to acknowledge the Trust established by the Estate of Laraine K. Morrison and authorizes the Superintendent to act as a co-trustee of the Trust for the purpose of awarding scholarship assistance to those students who are residents of the Borough of Franklin Lakes, Township of Wyckoff and Borough of Oakland, and have completed their freshman year and who have demonstrated meritorious academic accomplishments, contributed to their college community and displayed good qualities of character.

NOW, THEREFORE, BE IT RESOLVED as follows:

The Board wishes to acknowledge the Trust established by the Estate of Laraine K. Morrison and authorizes the Superintendent to act as a co-trustee of the Trust for the purpose of awarding scholarship assistance to those students who are residents of the Borough of Franklin Lakes, the Township of Wyckoff and the Borough of Oakland, and have completed their freshman year and who have demonstrated meritorious academic accomplishments, and contributed to their college community; and

The Superintendent is hereby authorized to execute any and all documents necessary to participate as a co-trustee of the Trust and to honor the conditions established for the Trust in the Last Will and Testament of Laraine K. Morrison and to effectuate the acceptance of the bequest as required by the Estate of Laraine K. Morrison and to act as a co-trustee of the Trust.

- C. Approve the submission of the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials updates for the 2023-2024 school year.

Dr. Coffaro updated the board on the Charitable Trust from the Estate of Laraine K. Morrison.

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 item A 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.

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 items A through C as follows:

- A. Approve the *first* 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)

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

P & R 2520	Instructional Supply (revised)
P 3161	Examination for Cause
P 4161	Examination for Cause
P 5541	Anti-Hazing (revised)
R 5600	Student Discipline/Code of Conduct (revised)

- C. Approve the *Abolishment* of the following Board Policy:

P&R 5416	Acceleration in Kindergarten to Grade -Abolish
P 6162	Corporate Sponsorships- Abolish
P 6164	Advertising School Buses- Abolish

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

X. AUDIENCE PARTICIPATION

Ms. Cognetta asked if instructional coaches were going to be made part of the 2024-2025 budget. She asked that if the district was not including instructional coaches, can we restructure the Coordinator positions to work directly with teaching staff.

Dr. Coffaro stated that it is an ongoing discussion. She added that with all of the changes coming from the State, we are looking at possible changes.

AUDIENCE PARTICIPATION (continued)

Ms. Herman stated that the presentation on internet safety was very informative and that parents really need to be aware of the dangers. Ms. Herman questioned the process for closing due to inclement weather.

Mr. Scerbo responded that the superintendents in the FLOW districts have a discussion to make a decision based on information from the buildings and grounds department, Police Department and Department of Public Works.

Dr. Coffaro stated that information on school closings will be provided at back-to-school night and parent conferences next year.

Ms. Cooper stated that the district makes the best decision that they can with the information we have at the time. Decisions are made with the best interest of the students, staff and administrators. She also stated that there may be a time when Oakland may need to close and other towns may not because our topography is different.

Motion made by Ms. Cooper and seconded by Ms. Shelkin to enter executive session at 7:33 pm.

WHEREAS, The Board of Education must discuss subjects concerning personnel matters, legal issues, Harassment, Intimidation and Bullying, and/or contract negotiations concerning the District, and

WHEREAS, the aforesaid subjects are not appropriate subjects to be discussed in a public meeting; and

WHEREAS, the aforesaid subjects to be discussed are within the exemptions which are permitted to be discussed and acted upon in closed executive session pursuant to P.L. 1975, Chapter 231, it is therefore

RESOLVED, that the aforesaid subjects shall be discussed in a closed executive session by this Board and administrative staff 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.

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

RETURN FROM EXECUTIVE SESSION-

The Board returned from Executive Session at 7:56 PM.

Ms. Wells updated the board on the proposed budget timelines.

ADJOURNMENT

A motion was made by Ms. Kilday and seconded by Ms. Shelkin that the meeting be adjourned at 7:58 PM. Upon call of the question, the motion carried unanimously.

Respectfully submitted,

Annette M. Wells
School Business Administrator/ Board Secretary