

**Oakland Public Schools**  
**Regular Monthly Meeting Minutes**  
**Tuesday, December 12, 2023**  
**7:00 PM**

A Regular Monthly Meeting of the Board of Education was held in person on December 12, 2023. The meeting was called to order at 7:04 PM by Mr. Mazzilli.

Mr. Mazzilli 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 insure 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 retain 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, Ms. Annette Wells, Board Secretary/Business Administrator and 1 member of the public.

**Report of the Superintendent**

Dr. Coffaro reported on the Melissa Straub presentation. She stated that resources and tips were shared with parents. Ms. Straub spent the day with 5th and 6th graders. She will be coming back in the spring to present to the 8th grade. The presentation will be posted on the district website.

Dr. Coffaro wished everyone a happy holiday and thanked the board for their collaboration.

**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 minutes of the Regular Monthly Meeting of November 14, 2023.
- B. Approve the Work Session minutes from November 14, 2023.
- C. Approve the Executive session minutes from November 14, 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 November.

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

**III. PERSONNEL**

A motion was made by Mr. Scerbo and seconded by Ms. Kilday to approve Personnel items A through J as follows:

- A. Accept the retirement of Kathleen Danielson, Special Education Teacher at Heights Elementary School, effective July 1, 2024.
- B. Amend the hourly rate of Christina Barbour as a Bus Aide for the 2023-2024 school year to \$17.00, upon submission of an approved voucher.

**PERSONNEL (continued)**

- C. Approve Ashley Marrocco for 5 hours of virtual professional development with the University of Florida Literacy Institute (UFLI) at an hourly rate of \$65.00, upon submission of an approved voucher. This salary will be funded with ESSER III/ARP funds.
- D. Approve the appointment of Heather Anzalone as Title I Substitute Teacher 2 at Dogwood Hill Elementary School for the 2023-2024 school year at an hourly rate of \$100.00, pending student enrollment and upon submission of an approved voucher. This salary will be funded with Title I funds.
- E. Approve the following teachers 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. These salaries will be funded with New Jersey High Impact Tutoring funds.

<b>Dogwood</b>	<b>Heights</b>	<b>Manito</b>
Kelly Enright	Joanna Aliha	Donna Bruno
Marissa Gallo	Heather Anzalone	Nicole Fallon
Gina Hopf	Jody Diaz	William Kobb
Justin Verile	Lucy Talamini	Brittany Pobanz
	Gina White	Stephanie Sellitti

- F. Approve the following staff to serve on the Board Office AED Team for the 2023-2024 school year:

Michelle Andrawis	Nicole Rock	Denise Salazar	Annette Wells
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- G. Approve the following Part-time Instructional Aides to work additional time at their hourly rate of pay as needed during the 2023-2024 school year, upon submission of an approved voucher.

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- H. Approve the use of ESSER III/ARP funds for expenses associated with substitutes covering classes for teachers attending Orton-Gillingham training. This includes all district approved substitute teachers for the 2023-2024 school year.
- I. Approve the appointment of the following daily substitute personnel for the 2023-2024 school year, contingent upon satisfactory completion of all employment obligations.

<b>Name</b>	<b>Substitute Assignment</b>
Walter Gaudino	Teacher and Classroom/Student Aide
Lauren Porreca	Teacher and Classroom/Student Aide
Margo Quiriconi	Nurse

**PERSONNEL (continued)**

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

<b>Name</b>	<b>School</b>	<b>Dates</b>
Deborah Craffen	Manito	12/1 (0.5)
Allison Marchini	Manito	12/1

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. Kilday to approve Regular Education items A through H as follows:

- A. Approve the HIB Report for the period November 14, 2023 through December 12, 2023 as follows:

Number of HIB Investigations	5
Number of Affirmed HIB Incidents	2

- B. Approve the submission of the Oakland School District's revised American Rescue Plan (ARP) Safe Return Plan.
- C. Approve the operation of the Summer Learning Academy 2024 Program to be held virtually July 8 through July 18, 2024 (Closed Friday July 12, 2024).
- D. Approve the operation of the District's Safety Town 2024 Program at Indian Hills High School from July 8, 2024 through July 16, 2024 (Closed Friday, July 12, 2024).
- E. WHEREAS, the Oakland Board of Education (hereinafter referred to as the "Board") participates in the Bergen Brain Busters competition ("BBB") held at the Bergen Community College Lyndhurst campus on or about June 4, 2024; and

WHEREAS, the BBB uses the Conference Center plus twelve classrooms at Bergen Community College Lyndhurst campus located at 1280 Wall Street West, Lyndhurst, New Jersey 07071;

WHEREAS, the Board of Trustees of Bergen Community College requires all school districts participating in the BBB to enter into a Hold Harmless Agreement and Insurance Certificate Application as a condition of their participation in the BBB held at Bergen Community College Lyndhurst campus located at 1280 Wall Street West, Lyndhurst, New Jersey 07071; and made a part hereof; and

**V. REGULAR EDUCATION**

WHEREAS, the Board has determined that participation in the BBB is in the best interests of the District's students.

NOW, THEREFORE, BE IT RESOLVED that the Board approves the terms of the Hold Harmless Agreement and Insurance Certificate Application attached hereto for the use of the Conference Center plus twelve classrooms at Bergen Community College Lyndhurst campus located at 1280 Wall Street West, Lyndhurst, New Jersey 07071 on or about June 4, 2024; and

BE IT FURTHER RESOLVED THAT the Board President and the Business Administrator/Board Secretary are hereby authorized to execute the Hold Harmless Agreement and Insurance Certificate Application and any and all other documents necessary to effectuate the terms of this Resolution.

- F. Approve the registration and participation for the New Jersey Consortium for Gifted and Talented Programs (NJCGTP) Virtual "Steam Machines" launch date week of February 12, 2024, for ten Grade 6 Valley Middle School Workshop students, one team, total cost \$150.00.
- G. Approve the registration and participation for the American Classical League Virtual "Pegasus Mythology Exam - Level 3 (Online Exam)" for four Grade 8 Valley Middle School Workshop students, at a total cost of \$54.00.
- H. Re-approve the Gifted and Talented Bergen Brain Busters revised schedule for 2023-2024 school year as listed below.

<b>Date</b>	<b>Location</b>	<b>Workshop Classes</b>
Monday, October 30, 2023	Franklin Lakes	Grade 8
Monday, November 27, 2023	Oakland	Grade 7
Monday, December 18, 2023	Midland Park	Grade 8
Monday, January 22, 2024	Franklin Lakes	Grade 7
Monday, February 12, 2024	Midland Park	Grade 8
Monday, March 18, 2024	Oakland	Grade 7
Monday, April 29, 2024	Franklin Lakes	Grade 8
Monday, May 20, 2024	Midland Park	Grade 7
Tuesday, June 4, 2024	BCCC, Lyndhurst Campus	Participants TBD

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 Mr. Scerbo to approve Special Education items A through I as follows:

- A. Rescind the Agreement between the District and Maria Fajardo to provide Physical Therapy Services, including student evaluation, consultation and treatment, for the 2023-2024 school year Board approved on October 17, 2023.
- B. Amend the parent reimbursement, upon the submission of an approved voucher, for a psychiatric appointment for one student at Christian Health on November 1, 2023, whose name is on file in the Superintendent's office, not to exceed \$25.80.
- C. Approve Gaggle.Net, Inc. to provide additional teletherapy counseling services for students at an amount not to exceed \$14,000.00 to be paid with ESSER III/ARP Grant Funds.
- D. Approve the Contract with Bergen County Special Services for speech and language therapy services for the 2023-2024 school year starting November 13, 2023 for one student, whose name is on file in the Superintendent's office, for a maximum of one hour per week, and one time one hour progress reporting, amount not to exceed \$4,625.00.
- E. Approve the NAPLES contract with Barnstable Academy, Oakland, New Jersey, for one out-of-district student, whose name is on file in the Superintendent's office, for the 2023-2024 regular school year with a start date of Monday, December 11, 2023.
- F. Approve West Bergen Mental Healthcare, Eileen Corvelli, LCSW, to present the following parent presentations: Wednesday, February 7, 2024 "Balance with School and Activities - Wellness and Stress-Based Planning" and Monday, April 8, 2024 "Navigating Social Relationships, Friendships, and Conflict" not to exceed \$200.00 per session.
- G. Approve Peter L. Heilbroner, M.D., Ph.D., Neurology Group of Bergen County, Ridgewood, New Jersey, to provide pediatric neurological evaluations on an as needed basis for the 2023-2024 school year at a cost of \$600.00 per evaluation.
- H. Approve Gina White and Lauren Binder to accompany the Valley Middle School Workshop students to the Brain Busters competition to take place at Midland Park High School in Midland Park, New Jersey, on Monday, December 18, 2023.
- I. Approve Hillmar LLC to provide bilingual evaluations as needed for the 2023-2024 school year at a cost not to exceed \$1,000.00 per evaluation.

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

**VI. FINANCE**

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

- A. Approve the November 2023 certified gross (net & agency) payroll in the amount of \$1,953,471.42.
- B. Approve the payment of the attached list of bills in the amount of \$3,424,185.43 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 November 30, 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 November 30, 2023.
- E. Approve the Board Secretary's Financial Report for the month ending November 30, 2023.
- F. Approve the Treasurer of School Monies Report for the month ending November 30, 2023.
- G. Approve staff participation in professional conferences/workshops outside the District, as per the attached.
- H. Amend the use of funds for the approved staff to attend Conquer Math workshops to utilize ESSER III/ARP and Title II funds as per the attached.
- I. Approve Liberty Mechanical Contractors Inc. to upgrade the HVAC in the Nurse's Suite at Dogwood Elementary School at a cost not to exceed \$72,581.00, under Hunterdon ESC #HCESC-SER-21A. This project will be paid using ESSER III/ARP Funds.
- J. Accept the Annual Comprehensive Financial Report, Auditors Management Report and Audit Synopsis for Fiscal Year ended June 30, 2023.
- K. Approve check #111 to the NJ Department of Labor for NJ Unemployment Compensation in the amount of \$5,185.83.

**FINANCE (continued)**

- L. Approve original funding under the provisions of Chapters 192/193, Nonpublic Auxiliary and Handicapped Services, in the amount \$86,308.00 for the 2023-2024 as follows:

	<u>Original Allocation</u>
Chapter 192 Compensatory Education	\$ 17,083.00
Chapter 192 E.S.L	\$ 2,747.00
<b>Chapter 192 Total</b>	<b>\$ 19,830.00</b>
Chapter 193 Initial Exam and classification	\$ 31,828.00
Chapter 193 Annual Exam and classification	\$ 4,180.00
Chapter 193 Corrective Speech	\$ 13,950.00
Chapter 193 Supplementary Instruction	\$ 16,520.00
<b>Chapter 193 Total</b>	<b>\$86,308.00</b>

- M. Approve Delta-T Group North Jersey, Inc. to provide temporary custodial assistance under Educational Services Commission of New Jersey #ESCNJ 20/21-30, in the amount not to exceed \$23,000.00 for the 2023-2024 school year.

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. Scerbo 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. Kilday and seconded by Ms. Shelkin to approve Policy items A through C as follows:

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

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



**POLICY (continued)**

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

P&R 3212	Attendance Teaching Staff (Revised)
P 4212	Attendance Support Staff (Revised)
P 4123	Probationary Period (Revised)
P 4218	Use, Possession, or Distribution of Substances (Revised)
P 6113	E-Rate (Revised)
P 8561	Procurement Procedures (Revised)
P 9180	School Volunteers (Revised)

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

P 6163          Advertising on School Property

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

**X. AUDIENCE PARTICIPATION**

Ms. Cognetta questioned if the district was considering increasing substitute pay.

Dr. Coffaro and Ms. Wells responded that the district is looking into an increase for the 2024-2025 school year.

**ADJOURNMENT**

A motion was made by Ms. Shelkin and seconded by Ms. Kilday that the meeting be adjourned at 7:18 PM. Upon call of the question, the motion carried unanimously.

Respectfully submitted,

Annette M. Wells  
School Business Administrator/ Board Secretary