

OAKLAND K-8 PUBLIC SCHOOLS

Office of the Superintendent

and

Secretary of the Board

BOARD OF EDUCATION

Regular Monthly Meeting

Administrative Offices

7:00 PM

MEMBERS OF THE BOARD

Ms. Cooper

Ms. Kilday

Mr. Mazzilli

Mr. Scerbo

Ms. Shelkin

Dr. Gina M. Coffaro, Superintendent of Schools

Ms. Annette M. Wells, School Business Administrator/Board Secretary

Schedule of Board of Education Meetings can be found on the District Website:

www.oaklandschoolsnj.org

Next Regular Monthly Meeting:

November 19 at 7:00 PM

Administration Office

MEETING CALLED TO ORDER

PRESIDING OFFICER: _____

DATE: _____
TIME: _____

FLAG SALUTE

STATEMENT ON OPEN PUBLIC MEETINGS AND POLICY CONCERNING PERSONNEL

PRESIDING OFFICER:

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 October 7, 2024 in the Municipal Building, the Board Offices, all school offices and copies sent to The Record Newspaper. 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 to 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 two 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

	<u>Present</u>	<u>Absent</u>	<u>Time of Arrival After Meeting Called to Order</u>
Ms. Cooper	_____	_____	_____
Ms. Kilday	_____	_____	_____
Mr. Mazzilli	_____	_____	_____
Ms. Shelkin	_____	_____	_____
Mr. Scerbo	_____	_____	_____

Also Present: Dr. Gina M. Coffaro, Superintendent of Schools
Ms. Annette M. Wells, School Business Administrator/Board Secretary
and approximately _____ members of the public.

I. MINUTES

- A. Approve the Regular Monthly Meeting minutes from September 17, 2024.
- B. Approve the Work Session minutes from September 17, 2024.
- C. Approve the Executive Session minutes from September 17, 2024.

MINUTES ITEMS A through C

Motion: _____
(Discussion)

Second: _____

Roll Call Vote:

Ms. Cooper	_____
Ms. Kilday	_____
Mr. Mazzilli	_____
Ms. Shelkin	_____
Mr. Scerbo	_____

II. BUILDINGS AND GROUNDS

Ms. Shelkin
Board Liaison

- A. Approve the safety drill report for the month of September 2024.
- B. Approve the 2024-2025 Health and Safety Evaluation of School Buildings Facilities Checklists and the Annual Statement of Assurance mandated submission to the Bergen County Office of Education.
- C. Approve Oakland School District's Annual Maintenance Budget Amount Worksheet (Form M-1) for the fiscal year 2024-2025.
- D. Approve the submission of the Oakland School District's Comprehensive Maintenance Plan, for the School Years 2023-2024, 2024-2025 and 2025-2026 as follows:

Whereas, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public-school facilities, and

Whereas, the required maintenance activities as listed in the attached document for the various school facilities of the Oakland School District are consistent with these requirements, and

Whereas, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

Now Therefore Be It Resolved, that the Oakland school district hereby authorizes the school business administrator to submit the attached Comprehensive Maintenance Plan for the Oakland School District in compliance with Department of Education requirements.

BUILDINGS AND GROUNDS ITEM A through D

Motion: _____
(Discussion)

Second: _____

Roll Call Vote:

Ms. Cooper _____
Ms. Kilday _____
Mr. Mazzilli _____
Ms. Shelkin _____
Mr. Scerbo _____

III. PERSONNEL**Ms. Cooper
Board Liaison****A. Accept the following retirements and resignations:**

Name	Position	Location	Effective	Reason
Josephine Capizzi	12-month Curriculum Secretary/Bookkeeper SECT.BO.CUR.NA.01	Board Office	1/1/2025	Retirement
Karen Kutlick	School Nurse TCHR.MT.NRS.MG.01	Manito	1/1/2025	Retirement
Matthew Myones	Athletic Program Coordinator	Valley	10/1/2024	Resignation
Alison Radowitz	ABA Therapist Paraprofessional AIDE.HT.MD.MG.03	Heights	10/14/2024	Resignation
Grace Luinenburg	Leave Replacement Teacher TCHR.HT.REG.05.03	Heights	10/14/2024	Resignation

- B.** Rescind the appointment of Jill Rapuano as Valley Middle School Girls' Basketball Coach for the 2024-2025 school year.
- C.** Amend the annual salary of Todd Certosimo, Night Custodian at Valley Middle School, to include an \$800 boiler license stipend to be prorated for the 2024-2025 school year, effective October 1, 2024.
- D.** Amend novice teacher Emily Brackenburg's mentor teacher assignment from Stacy Kasper to Jennifer Wallace for the 2024-2025 school year.
- E.** Amend the appointment of Santina Carbone as mentor teacher for novice teacher Grace Luinenburg from September 9, 2024 to October 11, 2024.
- F.** Amend the appointment of Katherine Gratto as Student Teacher at Dogwood Hill Elementary School from September 1, 2024 to October 11, 2024.
- G.** Approve the reassignment of Nancy Rivera from Special Education Teacher (0.5 FTE) at Heights Elementary School to Kindergarten Teacher (1.0 FTE) at Dogwood Hill Elementary School at an annual salary of \$65,529 (Step 2/BA) to be prorated, effective January 1, 2025, replacing Kelly Enright.
- H.** Approve the request of Brittany Pobanz, Teacher at Manito Elementary School, for FMLA starting on September 30, 2024, using 19 sick days through October 25, 2024, paid with benefits. Ms. Pobanz plans to return to District on or about October 28, 2024.
- I.** Approve the request of Allison Perkins, Special Education Teacher at Valley Middle School, for FMLA starting on or about February 3, 2025, using 32 sick days through March 25, 2025, paid with benefits. Beginning on March 26, 2025, continuing FMLA, unpaid with benefits, until FMLA is exhausted. NJFLA, unpaid with benefits, beginning March 26, 2025 through June 24, 2025. Ms. Perkins plans to return to District on or about September 1, 2025.
- J.** Approve the appointment of Dena Allen as School Nurse at Manito Elementary School at an annual salary of \$79,782 (Step 8/MA) to be prorated, effective January 1, 2025, replacing Karen Kutlick. This is a tenure track position. This appointment is contingent upon satisfactory completion of all employment obligations.

PERSONNEL (continued)

- K. Approve the appointment of Mark Sinclair as Athletic Program Coordinator for the 2024-2025 school year, effective October 1, 2024, at an annual non-pensionable stipend as per the negotiated agreement, to be prorated.
- L. Approve the appointment of Matthew Myones as Valley Middle School Girls' Basketball Coach for the 2024-2025 school year at an annual non-pensionable stipend as per the negotiated agreement, upon submission of an approved voucher.
- M. Approve the appointment of Saul Gondelman as Scoreboard Operator for the 2024-2025 school year at a rate of \$60 per game, upon submission of an approved voucher.
- N. Approve Valerie Mulieri, Full-time Paraprofessional at Valley Middle School, for morning supervision at Valley Middle School for the 2024-2025 school year at her hourly rate of pay, upon submission of an approved voucher.
- O. Approve the following staff members for up to five hours of preschool classroom setup time at the hourly rate of \$52, upon submission of an approved voucher.

Leah Costello	Jody Diaz	Lee-Ann Villegas
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- P. Approve the appointment of Sean Bowe as the 2024-2025 District Liaison to the Oakland Police Department and the Bergen County Prosecutor's Office, as per the requirements of the revised Uniform Memorandum of Agreement.
- Q. Approve the following appointments of non-certified staff for the 2024-2025 school year.

Name	Position	Location	Replacing	Hourly Rate	Effective
*Danny Valencia	Playground/Cafeteria Aide AIDE.HT.CAFT.MG.05	Heights	Christina Barbour	\$16.50	On or about 10/17/2024
Christina Barbour	Bus Aide	N/A	N/A	\$17.50	9/1/2024
Alison Radowitz	Bus Aide	N/A	N/A	\$23.00	9/1/2024- 10/11/2024
Grace Luinenburg	Part-time Paraprofessional AIDE.MT.RES.MG.07	Manito	Erica Trevil	\$19.10	On or about 10/14/2024

*Contingent upon satisfactory completion of all employment obligations

- R. Approve the following appointments of daily substitute personnel for the 2024-2025 school year.

Name	Substitute Assignment
Janet Caruccio-Revfi	Secretary
Anne Marie Gillmore	Bus Aide
Dawn Odell	Bus Aide
Valerie Mulieri	Bus Aide
*Diane Zeug	Nurse

*Contingent upon satisfactory completion of all employment obligations

PERSONNEL (continued)

S. Approve the following staff to serve on the Building AED teams:

Dogwood	Heights	Manito	T.O.P.S.	VMS
Barbara Verga	Annie Casamento	Karen Kutlick	Bayada Nurse	Silvia Della Iacono
Sean Bowe	Robyn Greenwald	Adam Silverstein	Jennifer Zimmerle	Gregg Desiderio
Kevin Smith	Brian Fazio	Christopher Liquori	Rosanne Manganelli	Jacqueline Christiano
Kelly Bosgra	Jim Henderson	Jayson Crum	Jose Ocasio	Mark Sinclair
Travis Hunt	Kimberly Jacobsen	Stephanie Sellitti	Jody Diaz	Christopher Lawrence
Rita Palumbo	Carolyn Catenacci	Kacie Schrettner	Sylvia Ripps	Lauren Binder
Erin Longo	Tia Venezia	Laura Colonnelli		Emily Smolenski
Debbie Seabrook	Jody Diaz	Michele Folina		Saul Gondelman
John LaCugna	Katrina Silber	Angela Carreira		Kevin Jacobsen
Justin Verile	Melissa Kearney	Justin O'Flaherty		Brittany Latka
	Jess Dooyes	Nicole Fallon		Joel Noonan
		Lisa Porfido		Dan Kellogg
Board of Education				Jay Anspach
Michelle Andrawis				Lorenzo Deraco
Nicole Rock				
Denise Salazar				
Annette Wells				

PERSONNEL (continued)

T. Acknowledge the following employee’s days without pay for the 2024-2025 school year as listed below:

Name	School	Dates
Stephanie Sellitti	Manito	11/25-11/29

PERSONNEL ITEMS A through T

Motion: _____
(Discussion)

Second: _____

Roll Call Vote:

Ms. Cooper _____
Ms. Kilday _____
Mr. Mazzilli _____
Ms. Shelkin _____
Mr. Scerbo _____

IV. REGULAR EDUCATION**Ms. Shelkin**
Board Liaison

- A. Approve the HIB Report for the period September 17, 2024 through October 15, 2024 as follows:

Number of HIB Investigations	1
Number of Affirmed HIB Incidents	0

- B. Approve the following scores for the 2023-2024 School Self-Assessment under the Anti-Bullying Bill of Right Act:

Dogwood Hill	75	Heights	75	Manito	75	Valley Middle School	76
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- C. Approve the Health Services Standing Orders for The Oakland Public Schools for the 2024-2025 school year upon approval of the School Physician.
- D. Approve the Health Services Nursing Services Plan for the 2024-2025 school year reviewed and signed by the School Physician.
- E. Approve Mark Bitar as the Basketball Official Assignor at a rate of \$160 for the 2024-2025 season upon submission of an approved voucher.
- F. Approve the attached list of NJSIAA Basketball Officials for the 2024-2025 school year at a rate of \$66 per game upon submission of an approved voucher.
- G. Approve the registration and participation for the New Jersey Consortium for Gifted and Talented Programs (NJCGTP) Virtual “Cardboard Engineering Challenge”, for ten Grade 5 elementary school Workshop students, one team, total cost \$150.
- H. Approve the registration and participation for the New Jersey Consortium for Gifted and Talented Programs (NJCGTP) Virtual “Fall Nature Scavenger Hunt Challenge Grades K-8”, for nine Grade 4 elementary school Workshop students, two teams at a cost of \$60 per team, total cost \$120.

REGULAR EDUCATION ITEMS A through H

Motion: _____

Second: _____

*(Discussion)***Roll Call Vote:**

Ms. Cooper _____

Ms. Kilday _____

Mr. Mazzilli _____

Ms. Shelkin _____

Mr. Scerbo _____

V. **SPECIAL EDUCATION**

Ms. Cooper
Board Liaison

- A. Approve Silvergate Prep Wayne to provide homebound instruction at GAP Teens program for one student, whose name is on file in the Superintendent's office, from September 19, 2024 to September 26, 2024 for ten hours per week at the rate of \$60.00 per hour.
- B. Approve LearnWell to provide homebound instruction at High Focus Centers: Behavioral Healthcare Paramus, New Jersey, for one student, whose name is on file in the Superintendent's office, with a start date of October 1, 2024 for ten hours per week at the rate of \$58.25 per hour.
- C. Approve the Settlement Agreement and Release for the 2024-2025 school year between the District and the parents of one student, whose name is on file in the Superintendent's office, amount not to exceed \$4,000.
- D. Approve the Addendum to the Settlement Agreement and Release for the 2024-2025 school year between the District and the parents of student, whose name is on file in the Superintendent's office, amount not to exceed \$7,000.
- E. Approve the contract with Chapel Hill Academy for a 1:1 Aide for one student, whose name is on file in the Superintendent's office, for the 2024-2025 school year.
- F. Approve the Agreement with Valley Health System/Valley Medical Group to administer the Hepatitis B vaccine series of three shots for four District employees at a cost of \$75.00 per shot for a total cost of \$225.00 per employee.
- G. Approve the Letter of Agreement for Shared Services Northern Region Educational Services Commission (NRESC) to provide an AAC (Augmentative and Alternative Communication) Professional Development Workshop on October 30, 2024 at a total cost of \$750.

SPECIAL EDUCATION ITEMS A through G

Motion: _____
(Discussion)

Second: _____

Roll Call Vote:

Ms. Cooper _____
Ms. Kilday _____
Mr. Mazzilli _____
Ms. Shelkin _____
Mr. Scerbo _____

VI. **FINANCE**

Mr. Mazzilli
Board Liaison

- A. Approve the September 2024 certified gross (net & agency) payroll in the amount of \$2,022,031.89.
- B. Approve the payment of the attached list of bills in the amount of \$2,896,744.18 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 September 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 2024-2025 Budget appropriation transfers for the month ending September 30, 2024.
- E. Approve the Board Secretary's Financial Report for the month ending September 30, 2024.
- F. Approve the Treasurer of School Monies Report for the month ending September 30, 2024.
- G. Approve staff participation in professional conferences/workshops outside the District, as per the attached.
- H. Approve the wire transfer to the NJ Department of Labor for NJ Unemployment Compensation for \$3,245.52 for the Third Quarter of 2024.
- I. Approve wire transfer to the NJ Department of Labor for NJ Unemployment Compensation in the amount of \$4,328.16.
- J. Accept, with appreciation, the donation of \$8,756.30 from Heights Elementary School PTO for the purchase of two new basketball hoops.
- K. Accept additional funds from the New Jersey Learning Acceleration Program High Impact Tutoring Grant in the amount of \$9,330.

FINANCE (continued)

- L. Authorize the School Business Administrator/Board Secretary to cancel the following outstanding checks:

Date	Check Number	Amount
6/30/2023	#7019	\$1,022.00
6/30/2023	#7122	\$1,057.50
1/24/2024	#8133	\$598.00

FINANCE ITEMS A through L

Motion: _____
(Discussion)

Second: _____

Roll Call Vote:

Ms. Cooper _____
Ms. Kilday _____
Mr. Mazzilli _____
Ms. Shelkin _____
Mr. Scerbo _____

VII ADMINISTRATION

Ms. Kilday

A. Approved the following revised Job Descriptions:

Secretary to The Curriculum Office
Transportation Specialist

ADMINISTRATION ITEM A

Motion: _____
(Discussion)

Second: _____

Roll Call Vote:

Ms. Cooper _____
Ms. Kilday _____
Mr. Mazzilli _____
Ms. Shelkin _____
Mr. Scerbo _____

- A. Approve the list of field trips for students in the Oakland School District for the 2024-2025 school year as per the attached.
- B. Approve Emergency Bus Evacuation Drills as per the attached.

TRANSPORTATION ITEMS A through B

Motion: _____ Second: _____
(Discussion)

Roll Call Vote:

Ms. Cooper _____
Ms. Kilday _____
Mr. Mazzilli _____
Ms. Shelkin _____
Mr. Scerbo _____

IX. POLICY

Ms. Cooper
Board Liaison

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

R 7510 Use of School Facilities (Revised)

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

R 5410 Promotion and Retention (M)

POLICY ITEMS A through B

Motion: _____
(Discussion)

Second: _____

Roll Call Vote:

Ms. Cooper _____
Ms. Kilday _____
Mr. Mazzilli _____
Ms. Shelkin _____
Mr. Scerbo _____

X. AUDIENCE PARTICIPATION

XI. EXECUTIVE SESSION (If requested)

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 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.

Estimated Time in Executive Session _____

Topics: _____

Motion: _____ Second: _____

Roll Call Vote:

Ms. Cooper _____
Ms. Kilday _____
Mr. Mazzilli _____
Ms. Shelkin _____
Mr. Scerbo _____

Time Entered Executive Session: _____

RETURN TO OPEN SESSION:

Motion: _____ Second: _____

Time Returned to Open Session: _____

ADJOURNMENT:

Motion: _____ Second: _____

Time of Adjournment: _____

Attachments

Minutes:	Regular Monthly Meeting- September 17, 2024 Work Session Regular- September 17, 2024 Executive Session- September 17, 2024	
Buildings and Grounds:	M1 Comprehensive Maintenance Plan	
Buildings & Grounds:	September 2024 Security Drill	
Personnel:		
Regular Education:	October 2024 Enrollment	
Special Education:		
Finance:	September 2024 Treasurer Report September 2024 Transfers September 2024 Board Secretary Report Bills List Conferences/Workshops	
Administration:	Job Descriptions	
Transportation:	Field Trips Emergency Bus Evacuation Drills	
Policy:	R 7510	Use of School Facilities (Revised)
	R 5410	Promotion and Retention (M)