

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:

January 7, 2025 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 December 3, 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 November 19, 2024.
- B. Approve the Work Session minutes from November 19, 2024.
- C. Approve the Executive Session minutes from November 19, 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 November 2024.

BUILDINGS AND GROUNDS ITEM A

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
Amanda Steng	Teacher TCHR.VM.REG.MG.36	Valley	7/1/2025	Retirement
Grace Luinenburg	Part Time Paraprofessional AIDE.MT.RES.MG.07	Manito	12/23/2024	Resignation

- B. Amend the dates for Mary Burns' leave as follows: NJFLA, unpaid with benefits, beginning December 12, 2024 through March 19, 2025. Ms. Burns plans to return to District on or about March 20, 2025.
- C. Amend the dates for Gabrielle Iannucci's leave as follows: FMLA starting on November 18, 2024, using 23 sick days through December 31, 2024, paid with benefits. Beginning on January 1, 2025, continuing FMLA, unpaid with benefits, until FMLA is exhausted. NJFLA, unpaid with benefits, beginning January 1, 2025 through April 1, 2025. Ms. Iannucci plans to return to District on or about April 2, 2025.
- D. Approve the following appointment of non-certified staff for the 2024-2025 school year, upon satisfactory completion of all employment obligations:

Name	Position	Location	Replacing	Hourly Rate	Effective
Taryn Harry	ABA Therapist Paraprofessional AIDE.TP.PREK.PK.02	T.O.P.S. ECL	N/A	\$23.00	On or about 1/2/2025

- E. Approve the appointment of the following staff members as Scoreboard Operators for the 2024-2025 school year at a rate of \$60 per game, upon submission of an approved voucher:

Matthew Fichter	Alea Mayer-Costa	Jake Ursillo
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- F. Approve the following teachers for 15 hours of Sheltered English Instruction (SEI) virtual professional development through Stockton University at an hourly rate of \$60, upon submission of an approved voucher. These salaries will be funded with Title III funds.

Natalie DeLuca	Samantha Marion	Tracey Scala
Catherine Feeney	Alea Mayer-Costa	Lucy Talamini
Amanda Hunt	Sylvia Ripps	Lee-Ann Villegas
Travis Hunt	Melissa Rizzo	
Brittany Latka	Tina Rowe	

- G. Approve the following paraprofessionals to work additional time as after-school paraprofessionals for school-based clubs and activities as needed at their hourly rates of pay, upon submission of an approved voucher:

Anne Marie Gillmore	Valerie Mulieri	Stanley Saja	Jake Ursillo
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PERSONNEL (continued)

- H. Approve the appointment of the following as daily substitute personnel for the 2024-2025 school year, upon satisfactory completion of all employment obligations:

Name	Substitute Assignment
Shayleigh Dennison	Teacher/Paraprofessional
Jaylyn Ocasio	ABA Therapist Paraprofessional/Paraprofessional
Brooke Roughton	ABA Therapist Paraprofessional/Paraprofessional
Kelly Vino	Nurse

- I. Approve Aida Mimini, student at William Paterson University, for clinical experience (practicum) with Kimberly Seisz for the 2024-2025 school year, effective on or about January 23, 2025, pending appropriate paperwork.
- J. Acknowledge the following employee's days without pay for the 2024-2025 school year as listed below:

Name	School	Dates
Dolores Baills	T.O.P.S. ECL	1/7/2025-1/10/2025

PERSONNEL ITEMS A through J

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 November 19, 2024 through December 10, 2024 as follows:

Number of HIB Investigations	1
Number of Affirmed HIB Incidents	2

REGULAR EDUCATION ITEM A

Motion: _____
(Discussion)

Second: _____

Roll Call Vote:

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

V. **SPECIAL EDUCATION**

Ms. Cooper
Board Liaison

- A. Approve the Independent Contractor Agreement with Hirsch Enterprises LLC to provide the following services and evaluations on an as needed basis for the 2024-2025 school year at the rates of \$120 per hour for direct services and \$375 per evaluation.
- Occupational therapy
 - Physical therapy
 - Speech therapy
- B. Amend the approval of Dr. Norman Ladov, Psychiatrist, to provide psychiatric evaluation services on an as needed basis for the 2024-2025 school year from the rate of \$800 per evaluation to \$850 per evaluation.
- C. Approve LearnWell to provide homebound instruction for one student, whose name is on file in the Superintendent's office, with a start date of November 22, 2024 for ten hours per week at the rate of \$58.25 per hour plus administrative and preparation time costs.

SPECIAL EDUCATION ITEMS A through C

Motion: _____

Second: _____

(Discussion)

Roll Call Vote:

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

VI. FINANCE

Mr. Mazzilli
Board Liaison

- A. Approve the November 2024 certified gross (net & agency) payroll in the amount of \$2,051,486.63.
- B. Approve the payment of the attached list of bills in the amount of \$2,882,519.87 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, 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 November 30, 2024.
- E. Approve the Board Secretary's Financial Report for the month ending November 30, 2024.
- F. Approve the Treasurer of School Monies Report for the month ending November 30, 2024.
- G. Approve staff participation in professional conferences/workshops outside the District, as per the attached.
- H. Accept the Annual Comprehensive Financial Report, Auditors Management Report and Audit Synopsis for Fiscal Year ended June 30, 2024.
- I. Accept, with appreciation, the donation of 44 insertable door signs from Heights Elementary School PTO.
- J. Accept, with appreciation, the donation of \$2,856.07 from Heights Elementary School PTO for the purchase of one large laminator.
- K. **RESOLVED** that the Oakland Board of Education, upon the recommendation of the Business Administrator, approves Parette Somjen Architects to prepare and submit all necessary plans and paperwork to the Department of Education concerning the Dogwood Hill Elementary Restroom Renovation to serve as an application to the Office of School Facilities; and

BE IT FURTHER RESOLVED, this project shall be an "Other Capital" project and the Board of Education is not seeking State funding, but will fund the project through the District's Capital Reserve Account; and

BE IT FURTHER RESOLVED, that the Board authorizes the Business Administrator and Parette Somjen Architects to solicit bids for the purpose of completing this project; and

BE IT FURTHER RESOLVED, that the Board authorizes the Business Administrator to enter into an agreement with Parette Somjen Architects for professional services related to the Dogwood Hill Elementary Restroom Renovation at a fee of \$40,000 and reimbursable expenses in the amount of \$2,600, for a total amount not to exceed \$42,600.

L. **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 is in need of restroom renovations at Dogwood Hill Elementary School; and

WHEREAS, the Dogwood Elementary School Restroom Renovation is a school facilities project included in the District’s LRFP;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board of Education hereby authorizes the use of capital reserve to fund the cost of the Project.
2. The Board hereby approves the transfer of \$422,600 from the capital reserve account to the capital outlay/major account/fund to fund the estimated 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.

FINANCE ITEMS A through L

Motion: _____
(Discussion)

Second: _____

Roll Call Vote:

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

Regular Monthly Meeting

VII ADMINISTRATION

December 10, 2024

Ms. Kilday

Board Liaison

None

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

TRANSPORTATION ITEM A

Motion: _____
(Discussion)

Second: _____

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 8600 Student Transportation

POLICY ITEM A

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- November 19, 2024
Work Session Regular- November 19, 2024
Executive Session- November 19, 2024

Buildings & Grounds: November 2024 Security Drill

Personnel: None

Regular Education: December 2024 Enrollment

Special Education: None

Finance: November 2024 Treasurer Report
November 2024 Transfers
November 2024 Board Secretary Report
Bills List
Conferences/Workshops

Administration: None

Transportation: Field Trips

Policy: R 8600 Student Transportation