

**Oakland Public Schools**  
**Regular Monthly Meeting Minutes**  
**Tuesday, November 19, 2024**  
**7:00 PM**

A Regular Monthly Meeting of the Board of Education was held on November 19, 2024. The meeting was called To order at 7:01 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 January 11, 2024, June 18, 2024 and November 11, 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 board 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 M. Wells, School Business Administrator/Board Secretary, and 40 members of the public.

**Report of the Superintendent**

Dr. Coffaro and Administrators recognized the following retiring staff members:

Kelly Enright  
Josephine Capizzi  
Karen Kutlick

Mr. Scerbo thanked the retirees and stated that they made an amazing impact on the district.

**I. MINUTES**

A motion was made by Ms. Shelkin and seconded by Ms. Cooper to approve the following Minute item A through C:

- A. Approve the Regular Monthly Meeting minutes from October 15, 2024.
- B. Approve the Work Session minutes from October 15, 2024.
- C. Approve the Executive Session minutes from October 15, 2024.

Upon call of the roll, Ms. Kilday and Mr. Mazzilli Abstained all others voted yes. Motion carried.

**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 October 2024.

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 T as follows:

- A. Accept the retirement of Amy Sunshine, Special Education Teacher at Valley Middle School, effective July 1, 2025.
- B. Rescind the appointment of Danny Valencia as Part-time Paraprofessional and Playground/Cafeteria Aide at Heights Elementary School for the 2024-2025 school year.
- C. Amend the end date for Lisa White, Leave Replacement Special Education Teacher at Dogwood Hill Elementary School for Gina Hopf, to on or about December 20, 2024.

- D. Amend the dates for Nicole Duno's leave as follows: NJFLA, unpaid with benefits, beginning November 14, 2024 through February 12, 2025. Ms. Duno plans to return to District on or about February 13, 2025.
- E. Approve the reassignment of Jasmine Mathew from Special Education Teacher (0.6 FTE) at Heights Elementary School to Special Education Teacher (1.0 FTE) at Heights Elementary School at an annual salary of \$77,727 (Step 7/MA) to be prorated, effective January 1, 2025, replacing Nancy Rivera.
- F. Approve the appointment of Gertrude Naples as Leave Replacement Special Education Teacher for Gabrielle Iannucci at Manito Elementary School at an annual salary of \$67,934 (Step 1/MA) to be prorated, effective from on or about November 25, 2024 through on or about April 11, 2025. All employment obligations have been met.
- G. Approve the following appointments of non-certified staff for the 2024-2025 school year.

Name	Position	Location	Replacing	Hourly Rate	Effective
*Jaclyn Cicchino	Part-time Paraprofessional AIDE.HT.RES.MG.11	Heights	Traci Flannery	\$19.10	On or about 11/18/2024
	Playground/Cafeteria Aide AIDE.HT.CAFT.MG.05	Heights	Christina Barbour	\$16.50	On or about 11/18/2024

\*Contingent upon satisfactory completion of all employment obligations

- H. Approve the appointment of Denise Salazar as 12-month Curriculum Secretary/Bookkeeper at the Board Office at an annual salary of \$70,411 (Step 6) to be prorated, effective on or about January 13, 2025, replacing Josephine Capizzi.
- I. Approve the appointment of Heather Fisher as Transportation Specialist at the Board Office at an annual salary of \$85,000 to be prorated, effective on or about January 13, 2025, replacing Denise Salazar.
- J. Approve a \$5,000 non-pensionable stipend for Lewis Thurston to install ball isolation valves in classroom unit ventilators at Heights Elementary School after normal business hours upon submission of an approved voucher.

- K. Approve the appointment of the following as Title I Teachers for the 2024-2025 school year at an hourly rate of \$100, pending student enrollment and upon submission of an approved voucher. These salaries will be funded with Title I funds.

<b>Name</b>	<b>Assignment</b>	<b>Location</b>
Kacie Schrettner	Grade 3	Dogwood
Neil Peller	Grade 4	Dogwood
Megan Mitchell	Grade 5	Dogwood
Donna Bruno	Substitute	Dogwood
Casey Fit	Substitute	Dogwood
Noelle Nebbia	Substitute	Dogwood
Alea Mayer-Costa	Grade 6 ELA	Valley
Amanda Steng	Grade 6 ELA	Valley
Jake Gursaly	Grade 6 Math	Valley
Kevin Jacobsen	Grade 6 Math	Valley
Kimberly Salacki	Substitute	Valley

- L. Approve the appointment of the following as Title I Paraprofessionals for the 2024-2025 school year at an hourly rate of \$60, pending student enrollment and upon submission of an approved voucher. These salaries will be funded with Title I funds.

<b>Name</b>	<b>Assignment</b>	<b>Location</b>
Casey Fit	Grade 3	Dogwood
Noelle Nebbia	Grade 4	Dogwood
Donna Bruno	Grade 5	Dogwood
Pamella Reilly	Grade 6 ELA & Math	Valley

- M. Approve the appointment of the following as Title I Nurses for the 2024-2025 school year at an hourly rate of \$100, pending student enrollment and upon submission of an approved voucher. These salaries will be funded with Title I funds.

<b>Name</b>	<b>Location</b>
Barbara Verga	Dogwood
Silvia Della Iacono	Valley

- N. Approve Dena Allen to shadow Karen Kutlick for three days prior to her start date at the daily substitute nurse rate of pay, upon submission of an approved voucher.
- O. Approve Julie Louis, student at William Paterson University, for a speech-language pathology externship at Manito Elementary School with Stephanie Sellitti for the 2024-2025 school year, effective on or about January 23, 2025, pending appropriate paperwork.
- P. Approve Josie Ugliono, student at William Paterson University, for clinical experience (practicum) with Karen Mastrofilipo for the 2024-2025 school year, effective on or about January 23, 2025, pending appropriate paperwork.

- Q. Approve the appointment of Erin Violetti as Substitute Teacher for the 2024-2025 school year. All employment obligations have been met.
- R. Acknowledge the following employees' days without pay for the 2024-2025 school year as listed below:

Name	School	Dates
Stephanie	T.O.P.S. ECL	10/18/2024 (0.5)
Nicole Folkerts	T.O.P.S. ECL	11/27/2024
Lisa White	Dogwood	12/16/2024, 12/17/2024
Karen Introna	Valley	1/3/2025
Janet Leogrande	Heights	1/14/2025-1/17/2025

- S. Approve Nancy Rivera to shadow Kelly Enright after Ms. Rivera's scheduled hours at the substitute teacher rate of pay, upon submission of an approved voucher.
- T. Approve Jasmine Mathew to shadow Nancy Rivera before Ms. Mathew's scheduled hours at the substitute teacher rate of pay, upon submission of an approved voucher.

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 October 16, 2024 through November 19, 2024 as follows:

Number of HIB Investigations	2
Number of Affirmed HIB Incidents	0

- B. Approve the submission of the School Safety and Security Plan Annual Review Statement of Assurance to the Bergen County Office of Education.
- C. Approve the operation of the District's Safety Town 2025 Program at Valley Middle School from July 7, 2025 through July 16, 2025 (Closed Friday, July 11, 2025).
- D. Approve the new Valley Middle School afterschool club as per the attached.
- E. Approve the attached list of Valley Middle School afterschool clubs and advisors for the 2024-2025 school year.
- F. Approve the VMS Basketball Schedules and locations for the 2024-2025 school year as per the attached.
- G. Approve Grade 7-8 Valley Middle School Workshop students to participate in the American Classical League Virtual "Pegasus Mythology Exam - Level 3", at a total cost of \$71.

- H. Approve Grade 6 Valley Middle School Workshop students to participate in the New Jersey Consortium for Gifted and Talented Programs (NJCGTP) Virtual “Steam Machines - Rube Goldberg Machines”, total cost \$150.

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 D as follows:

- A. Approve Gaggle.Net., Inc. to provide 10 teletherapy counseling sessions for one student whose name is on file in the Superintendent’s office in the amount not to exceed \$1,750.
- B. Approve Mindspring Development Services to provide pediatric neuropsychological evaluation services on an as needed basis for the 2024-2025 school year at the rate of \$4,500 per evaluation.
- C. Amend the approval of Dr. Lori Catania, Ph.D., Neuropsychologist, to provide pediatric neuropsychological evaluation services on an as needed basis for the 2024-2025 school year at the rate of \$5,200 per evaluation.
- D. Approve MedPsych Behavioral Health to complete Psychiatric Evaluations for the 2024-2025 school year not to exceed \$2,000.

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 N as follows:

- A. Approve the October 2024 certified gross (net & agency) payroll in the amount of \$2,033,957.32.
- B. Approve the payment of the attached list of bills in the amount of \$3,941,894.34 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 October 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 2024-2025 Budget appropriation transfers for the month ending October 31, 2024.

- E. Approve the Board Secretary's Financial Report for the month ending October 31, 2024.
- F. Approve the Treasurer of School Monies Report for the month ending October 31, 2024.
- G. Approve staff participation in professional conferences/workshops outside the District, as per the attached.
- H. Approve LAN Associates, Engineering, Planning, Architecture, Surveying, Inc. to provide A/E Services for Roof Drainage System Upgrade at Dogwood Hill Elementary School at the proposal cost of \$14,000.
- I. Approve wire transfer to the NJ Department of Labor for NJ Unemployment Compensation in the amount of \$11,339.84.
- J. Accept additional funds in the amount of \$9,330 from the New Jersey Learning Acceleration Program High Impact Tutoring Grant (NJ HIT).
- K. Approve the Statement of Work No. 2 agreement with Tutored by Teachers to provide tutoring services in alignment with the principals of high impact tutoring under the New Jersey Learning Acceleration Program High Impact Tutoring Grant in the amount of \$24,000 to be paid for with NJ HIT funds.
- L. Approve the re-submission of the FY25 ESEA Grant to include carryover funds from FY24.
- M. Approve the submission of the FY25 IDEA amended application to include IDEA carryover funds from FY24 as follows:

IDEA Basic	\$40,212
IDEA Preschool	\$ 470

- N. Approve additional funding under the provisions of Chapters 192/193, Nonpublic Auxiliary and Handicapped Services, in the amount \$2,511 for the 2024-25 school year to be allocated as follows:

	Original Allocation	Additional Funding	Year to Date
Chapter 192 Compensatory Education	\$ 0.00	\$ 0.00	\$ 0.00
Chapter 192 E.S. L	\$ 0.00	\$ 0.00	\$ 0.00
<b>Chapter 192 Total</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
Chapter 193 Initial Exam and Classification	\$ 0.00	\$ 0.00	\$ 0.00
Chapter 193 Annual Exam and Classification	\$ 760.00	\$ 0.00	\$ 760.00
Chapter 193 Corrective Speech	\$ 2,790.00	\$ 2,511.00	\$ 5,301.00
Chapter 193 Supplementary Instruction	\$ 1,652.00	\$ 0.00	\$ 1,652.00
<b>Chapter 193 Total</b>	<b>\$ 5,202.00</b>	<b>\$ 2,511.00</b>	<b>\$ 7,713.00</b>

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

None

**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 2024-2025 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 Ms. Kilday to approve Policy item A as follows:

- A. Approve the *second* reading of new/revised Board policies/regulations as listed below:  
R 7510 Use of School Facilities

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

**X. AUDIENCE PARTICIPATION**

None

**ADJOURNMENT**

Mr. Scerbo wished everyone a Happy Thanksgiving.

A motion was made by Ms. Kilday and seconded by Ms. Shelkin that the meeting be adjourned at 7:39 PM.

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

Respectfully submitted,

Annette M. Wells  
School Business Administrator/ Board Secretary



All approved policies can be found on the  
Oakland Board of Education Website under  
Board of Education/Board Policies:

<https://www.oaklandschoolsnj.org/>