

Oakland Public Schools
Regular Monthly Meeting Minutes
Tuesday, December 10, 2024
7:00 PM

A Regular Monthly Meeting of the Board of Education was held on December 10, 2024. The meeting was called To order at 7:00 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 December 3, 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, Ms. Shelkin and Mr. Scerbo.
The following board member was Absent: Mr. Mazzilli

Also present:

Dr. Gina M. Coffaro, Superintendent of Schools, Ms. Annette M. Wells, School Business Administrator/Board Secretary, and 60 members of the public.

Report of the Superintendent

Dr. Coffaro welcomed all of the students and families to the meeting.

Dr. Coffaro presented the following 6th Grade students with certificates for their outstanding performance in the Fall 2024 Thinking Cap Competition:

Leo Beck
Samuel Cohen
Jaxon DeLeon
Timothy Dovlatyan
Kayla Eulas
Krishav Kapoor
Aaliya Sangtani
Jillyan Shen

Dr. Coffaro thanked the board and the leadership team for their commitment to the arts. She acknowledged the teacher and members of the VMS Chorus.

The VMS Chorus performed for the public.

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 November 19, 2024.
- B. Approve the Work Session minutes from November 19, 2024.
- C. Approve the Executive Session minutes from November 19, 2024.

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 2024.

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

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

- 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 |
|-----------------|------------------|--------------|

- 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 |
|---------------------|-----------------|--------------|--------------|

- 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 |

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 and B as follows:

- 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 |

- B. Approve the 2025-2026 School Calendar, as per the attached.

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 C as follows:

- 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.

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

VI. FINANCE

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

- 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.

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

Ms. Kilday announced that the auditor presented at the work session and that the district had a clean report. She added that the business staff office did a terrific job.

Ms. Kilday also thanked the Heights PTO for their donations.

It was also acknowledged that the board is approving restrooms renovations at Dogwood Hill Elementary School.

XII. ADMINISTRATION

None

VIII. TRANSPORTATION

A motion was made by Ms. Kilday and seconded by Ms. Shelkin 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. Shelkin to approve Policy item A as follows:

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

R 8600 Student Transportation

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

X. AUDIENCE PARTICIPATION

Two members of the public spoke regarding curriculum.

One member of the public spoke regarding policy changes and communication with the PTOs.

All members of the audience with questions were asked to reach out directly to the administration.

Mr. Scerbo wished everyone a Happy Holiday and Happy New Year.

ADJOURNMENT

A motion was made by Ms. Kilday and seconded by Ms. Shelkin that the meeting be adjourned at 7:40 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/>