

OAKLAND K-8 PUBLIC SCHOOLS

Office of the Superintendent  
and  
Secretary of the Board

BOARD OF EDUCATION  
Regular Monthly Meeting  
Valley Middle School  
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](http://www.oaklandschoolsnj.org)

Next Regular Monthly Meeting:  
June 24, 2025 at 7:00 PM  
Valley Middle School

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 12, 2025 and May 6, 2025 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.

Regular Monthly Meeting  
**Report of the Superintendent of Schools**

May 13, 2025

Acknowledgment of Retirees

**I. MINUTES**

- A. Approve the Regular Monthly Meeting minutes from April 29, 2025.
- B. Approve the Work Session minutes from April 29, 2025.
- C. Approve the Executive Session minutes from April 29, 2025.

**MINUTES ITEMS A through C**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ (Discussion):

**Roll Call Vote:**

Ms. Cooper \_\_\_\_\_ Ms. Kilday \_\_\_\_\_ Mr. Mazzilli \_\_\_\_\_ Ms. Shelkin \_\_\_\_\_ Mr. Scerbo \_\_\_\_\_

**II. BUILDINGS AND GROUNDS**

**Board Liaison: Ms. Shelkin**

- A. Approve the safety drill report for the month of April 2025.

**BUILDINGS AND GROUNDS ITEM A**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ (Discussion):

**Roll Call Vote:**

Ms. Cooper \_\_\_\_\_ Ms. Kilday \_\_\_\_\_ Mr. Mazzilli \_\_\_\_\_ Ms. Shelkin \_\_\_\_\_ Mr. Scerbo \_\_\_\_\_

**III. PERSONNEL**

**Board Liaison: Ms. Cooper**

- A. Accept the following retirement:

Name	Position	Location	Effective
Janet Leogrande	Full-time Paraprofessional AIDE.HT.EXO.MG.02	Heights	7/1/2025

- B. Accept the resignation of Nicole Rock, Human Resources Specialist, effective June 30, 2025.
- C. Accept the resignation of Robyn Greenwald, Principal at Heights Elementary School, effective June 30, 2025.

**PERSONNEL (cont.)**

- D. Approve the appointment of Robyn Greenwald as District Data Specialist and Analysis Coordinator for the 2025-2026 school year at an annual salary of \$110,000, effective July 1, 2025.
- E. Approve the appointment of Jacqueline Micari-Christiano as Heights Elementary School Principal for the 2025-2026 school year at an annual salary of \$174,358, effective July 1, 2025.
- F. Approve the appointment of Justin O’Flaherty as Driver/Assistant Groundskeeper for the 2025-2026 school year at an annual salary of \$70,000, effective July 1, 2025.
- G. Amend the dates for Sarah Freeman’s leave as follows: FMLA starting on May 8, 2025, using 30 sick days through the end of the 2024-2025 school year, paid with benefits. Beginning on September 1, 2025, continuing FMLA, unpaid with benefits, until FMLA is exhausted. NJFLA, unpaid with benefits, beginning September 1, 2025 through November 21, 2025. Ms. Freeman plans to return to District on or about November 24, 2025.
- H. Approve the request of Todd Certosimo, Night Custodian at Valley Middle School, for FMLA starting on May 1, 2025 through May 30, 2025, unpaid with benefits. Mr. Certosimo plans to return to District on or about June 2, 2025.
- I. Approve the request of Brittany Latka, Special Education Mathematics Teacher at Valley Middle School, for FMLA starting on or about September 1, 2025, using 15 sick days through September 23, 2025, paid with benefits. Beginning on September 24, 2025, continuing FMLA, unpaid with benefits, until FMLA is exhausted. NJFLA, unpaid with benefits, beginning October 13, 2025 through January 9, 2026. Ms. Latka plans to return to District on or about January 12, 2026.
- J. Approve the salary of \$6,000 to Dr. Melissa A. Chism and Pediatricare Associates, together with the corresponding Agreement for health/medical services, as the District's Medical Inspector for the Oakland School District for the 2025-2026 school year.
- K. Approve the appointment of Judy Favino as Treasurer of School Monies for the 2025-2026 school year, as required by law and in accordance with budgetary provisions in the amount of \$5,700.
- L. Approve the following stipend amounts for Route Coverage, Mid-Day Route Coverage, Bus Drills, Field Trips, STEAM, and Gifted & Talented transportation for the 2025-2026 school year:

Route Coverage AM or PM – One Way	\$50
AM and PM – Round Trip and Out-of-Town Field Trips	\$100
Local Field Trips, Bus Drills, STEAM, and Gifted & Talented – One Way	\$25
Local Field Trips, STEAM, Gifted & Talented, Mid-Day Routes – Round Trip	\$50

- M. Approve the following employees to provide transportation coverage for the 2025-2026 school year to be paid at the approved transportation stipend amounts, upon submission of an approved voucher:

Gerald McMinn	Thomas Shortman	Lewis Thurston
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**PERSONNEL (cont.)**

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

<b>Name</b>	<b>Substitute Assignment</b>
Taryn Harry	Bus Aide
Deborah LaRusso	Teacher/Paraprofessional
Colleen O'Dell	Teacher/Paraprofessional/ABA Therapist Paraprofessional
Jessica Verga	Teacher/Paraprofessional

- O. Acknowledge the following employees' days without pay for the 2024-2025 school year as listed below:

<b>Name</b>	<b>School</b>	<b>Dates</b>
Todd Certosimo	Valley	4/28/2025-4/30/2025
Lucia Mucci	Heights	4/30/2025
Gemma Murrell	Heights	4/30/2025-5/30/2025
Mark Sheridan	Board Office	5/1/2025 (0.5)
Romanee Reid	Manito	5/2/2025
Olivia Salazar	Manito	5/13/2025 (0.5), 5/14/2025-5/20/2025
Jaclyn Cicchino	Heights	5/6/2025, 5/21/2025, 5/29/2025

**PERSONNEL ITEMS A through O**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ (Discussion):

**Roll Call Vote:**

Ms. Cooper \_\_\_\_\_ Ms. Kilday \_\_\_\_\_ Mr. Mazzilli \_\_\_\_\_ Ms. Shelkin \_\_\_\_\_ Mr. Scerbo \_\_\_\_\_

**IV. REGULAR EDUCATION**

**Board Liaison: Ms. Shelkin**

- A. Approve the following number of affirmed HIB Incidents as presented to the Board at the April 29, 2025 meeting:

Number of Affirmed HIB Incidents	4
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- B. Review the following number of HIB investigations for the period of April 30, 2025 through May 13, 2025 as follows:

Number of HIB Investigations	0
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- C. Approve the submission of the required corrective action plan for Valley Middle school chronic absenteeism to the Bergen County Department of Education.

**REGULAR EDUCATION (cont.)**

- D. Approve the submission of the required Three-Year Comprehensive Equity Plan for School Years 2025-2026 through 2027-2028 to the Bergen County Department of Education.
- E. Approve the rescheduled Track meet to from April 7, 2025 track to May 12, 2025 at Indian Hills High School at 4:30pm.
- F. Approve the attached list of Valley Middle School afterschool clubs and advisors for the 2024-2025 school year.

**REGULAR EDUCATION ITEMS A through F**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ (Discussion):

**Roll Call Vote:**

Ms. Cooper \_\_\_\_ Ms. Kilday \_\_\_\_ Mr. Mazzilli \_\_\_\_ Ms. Shelkin \_\_\_\_ Mr. Scerbo \_\_\_\_

**V. SPECIAL EDUCATION****Board Liaison: Ms. Kilday**

None

**VI. FINANCE****Board Liaison: Mr. Mazzilli**

- A. Approve the April 2025 certified gross (net & agency) payroll in the amount of \$2,058,399.39.
- B. Approve the Board Secretary's certification to the Oakland Board of Education that, as of April 30, 2025 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.
- C. Approve the school year 2024-2025 Budget appropriation transfers for the month ending April 30, 2025.
- D. Approve the Board Secretary's Financial Report for the month ending April 30, 2025.
- E. Approve the Treasurer of School Monies Report for the month ending April 30, 2025.
- F. Approve the payment of the attached list of bills in the amount of \$2,793,890.89 which in proper legal form and subject to audit, provided funds are available in their respective accounts.
- G. Approve staff participation in professional conferences/workshops outside the District, as per the attached.

**FINANCE** (cont.)

- H. Approve the Shared Services Agreement between the Oakland Board of Education and the Bergen County Technical Schools Board of Education for the following services of the 2025-2026 school year:

Level 1 Technician                      \$86,244

- I. Approve the monthly Petty Cash amounts for the 2025-2026 school year as follows:

<b>School</b>	<b>Petty Cash Amount</b>	<b>Single Expenditure</b>
Dogwood Hill School	\$100	\$25
Heights School	\$100	\$25
Manito School	\$100	\$25
Valley Middle School	\$250	\$50
Central Office	\$300	\$50

- J. Approve the following Tax-Sheltered Annuity Companies, Brokers and Third-Party Administrator for the 2025-2026 school year:

Equitable/AXA	Orion Portfolio Solutions
Security Benefit	Lincoln Investment Planning
Omni Financial	

- K. Approve continued participation with the Public Employer Trust Agreement for the policy period beginning July 1, 2025 through June 30, 2026.
- L. Approve continued participation with the School Health Insurance Fund for District employees for the policy period beginning July 1, 2025 through June 30, 2026.
- M. Approve the flexible spending account, cobra account and commuter reimbursement account administrative services agreement between the Oakland Board of Education and Ameriflex, Inc. for the 2025-2026 school year.
- N. Approve the 2025-2026 cooperative bids prepared by Education Data Services, Inc. for General Classroom, Photography, Science Supplies, Athletic, Custodial, Library, Physical Education, Technology, Health & Trainer, Audio Visual, Fine Art, Music, Computer/Toner, Elementary Teaching Aids, Special Needs and Operational and Maintenance Supplies and Equipment.
- O. Approve the use of the Ed Data Cooperative Bids for Time & Materials (as per lists on file in the Business Office).
- P. Approve the contract with Lightpath for internet and DDoS services for the 2025-26, 2026-27, and 2027-28 school year at an annual cost of \$110,830.80 under the E-Rate bid process.

**FINANCE (cont.)**

- Q. Approve the following Cooperative Bidding Services for the 2025-2026 school year:
- The Hunterdon Regional Co-Op
  - The Ed Services Commission of NJ
  - NJSBA's Cooperative Pricing Agreement
- R. Approve Karl Environmental Group as the District's Environmental consultants for the 2025-2026 school year in the amount of \$3,550.
- S. Approve E2E Exchange for E-rate services for the 2025-2026 school year.
- T. Approve Tri-State Folding Partitions, Inc. to repair the auditorium partition door at Valley Middle School in the amount of \$19,480 through Hunterdon County Cooperative #HCEC-SER 24-26.
- U. Approve the contract for 192-193 Nonpublic Services between the Bergen County Special Services School District and the Oakland School District for the 2025-2026 school year.
- V. Approve the Business Administrator/Board Secretary, or designee, be designated as the Board's agents to request State and Federal funds under the existing State and Federal Laws for the 2025-2026 school year.
- W. Approve the Business Administrator/Board Secretary be designated as the Board of Education's Claims Auditor with authority, as provided by 18A:19-2 amended, to direct pre-payment of claims for Debt Service, Payroll, Fixed Charges and any other claim or demand which would be in the best interest of the Board to pay promptly.
- X. Approve additional funding under the provisions of Chapters 192/193, Nonpublic Auxiliary and Handicapped Services, in the amount of \$165.00 for the 2024-25 school year to be allocated as follows:

	<u>Current Allocation</u>	<u>Additional Funding</u>	<u>Year to Date</u>
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	\$ 1,326.00	\$ 0.00	\$ 1,326.00
Chapter 193 Annual Exam and Classification	\$ 1,900.00	\$ 0.00	\$ 1,900.00
Chapter 193 Corrective Speech	\$ 6,417.00	\$ 0.00	\$ 6,417.00
Chapter 193 Supplementary Instruction	\$ 2,148.00	\$165.00	\$ 2,313.00
<b>Chapter 193 Total</b>	<b>\$11,791.00</b>	<b>\$165.00</b>	<b>\$11,956.00</b>

- Y. Approve the participation of the Oakland Public Schools in the National School Breakfast and Lunch Programs at all schools for the 2025-2026 school year in accordance with the rules and regulations promulgated by the Bureau of Child Nutrition Programs, New Jersey Department of Education.



**FINANCE** (cont.)

- Z. Be it resolved that the Oakland Board of Education “SFA” approves the renewal of the Food Service Management contract with The Pomptonian, Inc. “FSMC” for the food service operation for 2025-2026.

1. FSMC Fee:

The FSMC shall receive, in addition to the costs of operation, an administrative/management fee of \$0.3205 per reimbursable meal and meal equivalent to compensate the FSMC for administrative and management costs. This fee shall be billed monthly as a cost of operation.

The SFA guarantees the payment of such costs and fee to the FSMC.

Total meals are calculated by adding reimbursable meal pattern meals served and meal equivalents. The number of reimbursable meals served to the children shall be determined by actual count. Cash receipts, other than from sales of reimbursable program meals served to the children, shall be divided by \$4.70 to arrive at an equivalent meal count.

The per meal administrative/management fee of \$0.3205 will be multiplied by total meals.

2. There is a guaranteed breakeven financial performance

3. Total Estimated Cost of Contract:

Total estimated expenses (cost) include food, labor, supplies, other expenses, and FSMC management fee.

The Total Cost of Contract is \$662,188.86

**FINANCE (cont.)**

AA. Approve the following professional services for the 2025-2026 school year as per submitted proposals on file in the Business Office:

<b>Name</b>	<b>Services</b>	<b>Contract Amount</b>	
* Fogarty, Hara, LaPira & Cherry, LLC.	Legal Firm	Partner:	\$175/hr
		Associate:	\$155/hr
		Estimated Annual:	\$70,000
*Methfessel & Werbel, P.C.	Legal Firm	Partner:	\$175/hr
		Associate:	\$155/hr
		Estimated Annual:	\$20,000
*Parette Somjen Architects L.L.C. ("PSA")	Architect Services	Partner	\$186/hr
		Director/Senior Assoc.	\$177/hr
		Senior Architect	\$170/hr
		Project Architect	\$148/hr
		Contract Administrator	\$128/hr
		Estimated Annual:	\$20,000
* LAN Associates	Architect Services	Principal:	\$225/hr
		Project Mgr:	\$160/hr
* LAN Associates	Engineering Services	Principal:	\$225/hr
		Project Mgr:	\$160/hr
		Estimated Annual:	\$20,000
* Wielkotz & Company, LLC	Audit Firm	Annual Fee:	\$29,750
		Partner Hourly Rate:	\$200
		Manager/Supervisor Hourly Rate:	\$150-\$175
		Senior Rate:	\$125
		Staff Rate:	\$75-\$100
* Brown & Brown	Health Insurance Broker of Record	Commission Based	

- \* 1. The fee structure is most advantageous to the Board, price and other factors considered.  
 2. Experience, staff and resources necessary to perform the service as demonstrated by their prior performance with the Board.  
 3. Reputation and responsibility of professional contractors based upon prior performance with the Board.

- BB. Accept the Orange and Rockland grant awarded to Valley Middle School in the amount of \$986.02. Funding to be used for a VMS Greenhouse & Composting Project for the "Environmental Club" for STEAM.

**FINANCE ITEMS A through BB**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ (Discussion):

**Roll Call Vote:**

Ms. Cooper \_\_\_\_\_ Ms. Kilday \_\_\_\_\_ Mr. Mazzilli \_\_\_\_\_ Ms. Shelkin \_\_\_\_\_ Mr. Scerbo \_\_\_\_\_

**VII ADMINISTRATION**

**Board Liaison: Ms. Kilday**

- A. Approve the Oakland School District's curriculum and services meeting all identified QSAC sub-categories for the 2025-2026 school year.

**ADMINISTRATION ITEM A**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ (Discussion):

**Roll Call Vote:**

Ms. Cooper \_\_\_\_\_ Ms. Kilday \_\_\_\_\_ Mr. Mazzilli \_\_\_\_\_ Ms. Shelkin \_\_\_\_\_ Mr. Scerbo \_\_\_\_\_

**VIII. TRANSPORTATION**

**Board Liaison: Ms. Kilday**

- 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 (cont.)**

B. Approve the following Extended School Year 2025 bus routes to be transported by District drivers and buses:

- Franklin Lakes Public Schools/CAPS @ Colonial Road Elementary School, Franklin Lakes, NJ.
- Godwin Elementary School BCCS, Midland Park, NJ.
- Lenox Elementary School Teen P.L.A.C.E., Pompton Lakes, NJ.
- Chapel Hill Academy, Lincoln Park, NJ.
- Robert Erskine Elementary REALM Program, Ringwood, NJ
- Peter Cooper School REALM Program, Ringwood, NJ.
- Glen School RISE Program, Ridgewood, NJ.
- Bergen County Special Services, Paramus NJ.
- Shepard Schools, Kinnelon, NJ.

**TRANSPORTATION ITEMS A through B**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ (Discussion):

**Roll Call Vote:**

Ms. Cooper \_\_\_\_\_ Ms. Kilday \_\_\_\_\_ Mr. Mazzilli \_\_\_\_\_ Ms. Shelkin \_\_\_\_\_ Mr. Scerbo \_\_\_\_\_

**IX. POLICY**

**Board Liaison: Ms. Cooper**

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

5512 Harassment, Intimidation, or Bullying

**POLICY ITEM A**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ (Discussion):

**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.

Time Entered Executive Session: \_\_\_\_\_

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ (Discussion):

Roll Call Vote:

Ms. Cooper    \_\_\_\_    Ms. Kilday    \_\_\_\_    Mr. Mazzilli    \_\_\_\_    Ms. Shelkin    \_\_\_\_    Mr. Scerbo    \_\_\_\_

Topics:    \_\_\_\_\_    \_\_\_\_\_  
                  \_\_\_\_\_    \_\_\_\_\_  
                  \_\_\_\_\_    \_\_\_\_\_

Time Executive Session closed: \_\_\_\_\_

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ to Close Executive Session and return to Open Session

ADJOURNMENT:

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Time of Adjournment: \_\_\_\_\_

Attachments

Minutes:	Regular Monthly Meeting- April 29, 2025 Work Session Regular- April 29, 2025
Buildings & Grounds:	April 2025 Security Drill
Personnel:	None
Regular Education:	May 2025 Enrollment Valley Middle School afterschool clubs
Special Education:	None
Finance:	April 2025 Treasurer Report April 2025 Transfers April 2025 Board Secretary Report Bills List Conferences/Workshops
Administration:	
Transportation:	Field Trips
Policy:	5512 Harassment, Intimidation, or Bullying