

OAKLAND K-8 PUBLIC SCHOOLS

Office of the Superintendent

and

Secretary of the Board

BOARD OF EDUCATION

Special Meeting

Administrative Offices

9:00 AM

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

Special Meeting  
MEETING CALLED TO ORDER

May 22, 2025

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 May 20, 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.

**FINANCE**

**Board Liaison: Mr. Mazzilli**

- A. Approve RFS Commercial, Inc. to replace flooring in the hallway and one classroom at Heights Elementary School, in the amount of \$55,360, through Hunterdon County Cooperative, Commercial Floor Covering & Related Services #215.
- B. BE IT RESOLVED, that the Oakland Board of Education requests the approval of a Maintenance Reserve Account withdrawal in the amount of \$55,360. The District intends to utilize these funds to replace flooring in the hallway and one classroom at Heights Elementary School.
- C. WHEREAS, the Oakland Board of Education (the “Board”) solicited proposals for Insurance Brokerage Services Property and Casualty Insurance and Workers’ Compensation (the “services”), which is an extraordinary unspecifiable service (“EUS”) in accordance with N.J.A.C. 5:34-2.1 to -2.3, as detailed more specifically in the Standard Certification Declaration of an Extraordinary Unspecifiable Service provided to the board; and

WHEREAS, N.J.S.A. 18A:18A-5(a)(2) and N.J.A.C. 5:34-2.1 to -2.3 allow the Board to award EUS contracts without public bidding; and

WHEREAS, the Board finds that a contract for the services shall be awarded to CBIZ Insurance Services, Inc. (the “Contractor”) for the following reasons: (1) the fee structures proposed are most advantageous to the Board, with price and other factors considered; (2) the experience and resources necessary to perform the contract have been demonstrated; and (3) the reputation and responsibility of the Contractor have been demonstrated; and

WHEREAS, based on the fee structure and the positive reputation of the Contractor, the Board desires to award the contract to the Contractor.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the award of the contract for the services to the Contractor, as commission fee based in the proposal.

BE IT FURTHER RESOLVED that the Board authorizes the Board President and the Board Secretary to execute a contract, approved by the Board Attorney, and take all other action necessary to effectuate the terms of this Resolution.

BE IT FURTHER RESOLVED that the Board directs the Board Secretary to publish notice of this award in the Board’s official newspaper as required by N.J.S.A. 18A:18A-5(a)(2).

**FINANCE ITEMS A through C**

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

**Roll Call Vote:**

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

**AUDIENCE PARTICIPATION**

**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: \_\_\_\_\_