

**Oakland Public Schools**  
**Regular Monthly Meeting Minutes**  
**Tuesday, March 18, 2025**  
**7:00 PM**

A Regular Monthly Meeting of the Board of Education was held on March 18, 2025. 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 12, 2025 and March 11, 2025 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 15 members of the public.

**Report of the Superintendent**

Dr. Coffaro recognized and thanked the PTOs for their time and commitment to the district. She also thanked the administrators and Ms. Wells for their work on the budget.

**I. MINUTES**

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

- A. Approve the Regular Monthly Meeting minutes from February 11, 2025.
- B. Approve the Work Session minutes from February 11, 2025.
- C. Approve the Executive Session minutes from February 11, 2025.

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

**II. BUILDINGS AND GROUNDS****Board Liaison: Ms. Shelkin**

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 February 2025.

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

**III. PERSONNEL****Board Liaison: Ms. Cooper**

A motion was made by Ms. Cooper and seconded by Mr. Mazzilli to approve Personnel items A through L as follows.

- A. Accept the following retirement:

Name	Position	Location	Effective
Ruth Kokkinakis	Teacher TCHR.VM.REG.MG.22	Valley	7/1/2025

- B. Amend the dates for Jennifer Karasek's leave as follows: FMLA starting on January 27, 2025, using 39 sick days through March 28, 2025, paid with benefits. Ms. Karasek plans to return to District on or about March 31, 2025.
- C. Amend the dates for Allison Perkins' leave as follows: FMLA starting on February 3, 2025, using 38 sick days through April 3, 2025, paid with benefits. Beginning on April 4, 2025, continuing FMLA, unpaid with benefits, until FMLA is exhausted. NJFLA, unpaid with benefits, beginning April 4, 2025 through the end of the 2024-2025 school year. Ms. Perkins plans to return to District on or about September 1, 2025.
- D. Approve the request of William Kobb, Teacher at Heights Elementary School, for FMLA starting on March 13, 2025, using 25 sick days through April 23, 2025, paid with benefits. Mr. Kobb plans to return to District on or about April 24, 2025.

- E. Approve the request of Jill Rapuano, Math Teacher at Valley Middle School, for FMLA starting on or about June 19, 2025, using 4 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. Board Leave, unpaid without benefits, starting on November 24, 2025 through January 2, 2026. Ms. Rapuano plans to return to District on or about January 5, 2026.
- F. Approve the appointment of Kevin Jacobsen as Valley Middle School Track and Field Coach for the 2024-2025 school year at an annual non-pensionable stipend as per the negotiated agreement, upon submission of an approved voucher.
- G. Approve Robert Albano as the scorer of the League Championship Meet hosted by Vally Middle School at Indian Hills High School at a rate of \$160 for the 2024-2025 school year, upon submission of an approved voucher.
- H. Approve the Affirmative Action Team for the 2024-2025 school year as follows:

Robyn Greenwald	Affirmative Action Officer
Jennifer Zimmerle	Director of Student Personnel/Special Services
Pam Baykal	Supervisor of Curriculum and Instruction
Sean Bowe	Principal

- I. Approve the appointment of the following as 2025 Safety Town Teachers/Coordinators at a non-pensionable stipend of \$1,435 each, upon submission of an approved voucher. These stipends will be funded with tuitions paid by program participants.

Heather Anzalone	Santina Carbone
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- J. 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
Megan Johnston	Teacher, ABA Therapist Paraprofessional, Paraprofessional, Bus Aide

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

Name	School	Dates
Maria Glasson	Heights	2/13/2025, 2/14/2025, 3/3/2025, 3/6/2025
Lauren Harkins	Heights	2/24/2025
Christine Picioccio	Dogwood	2/24/2025
Todd Certosimo	Valley	2/25/2025
Lucia Mucci	Heights	2/27/2025, 3/14/2025
Jaelyn Cicchino	Heights	3/7/2025 (0.5), 3/17/2025
Nicole Marino	Valley	3/10/2025
Stephanie Chirichella	TOPS ECL	4/28/2025-5/6/2025

- L. **WHEREAS**, a non-certificated employee whose name is on file in the Board office was issued an employment agreement for the 2024-2025 school year which contained a 21-day notice of termination provision; and

**WHEREAS**, based on the recommendation of the Superintendent of Schools, the Board of Education desires to invoke the notice of termination provision of the employment agreement;

**BE IT RESOLVED** that the Board of Education hereby invokes the notice provision of the non-certificated employee's employment agreement and directs the Board Secretary to provide written notice to the employee that his/her employment agreement has been terminated, effective February 26, 2025.

**BE IT FURTHER RESOLVED** that the non-certificated employee shall not be required to perform his/her duties during the notice period.

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

**IV. REGULAR EDUCATION**

**Board Liaison: Ms. Shelkin**

A motion was made by Ms. Shelkin and seconded by Ms. Cooper to approve Regular Education items A and E as follows:

- A. Approve the following number of affirmed HIB Incidents as presented to the Board at the February 11, 2025 meeting:

Number of Affirmed HIB Incidents	3
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- B. Review the following number of HIB investigations for the period of February 11, 2025 through March 18, 2025 as follows:

Number of HIB Investigations	6
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- C. Approve the following 2025 Valley Middle School Spring Track Schedule:

Date	Host School	Site	Visiting School 2	Start Time
4/7/2025	VMS	Indian Hills HS	Mahwah/Clifton	4:30 PM
4/10/2025	Eisenhower	Indian Hills HS	Allendale/Park Ridge/VMS	4:30 PM
4/22/2025	Ramsey	Ramsey HS	Oakland/USR	4:15 PM
4/24/2025	FAMS	Indian Hills HS	VMS/Eisenhower	4:30 PM
4/30/2025	River Dell	River Dell HS	Oakland/USR	4:30 PM
5/1/2025	Waldwick	Waldwick HS	VMS/Garfield/Leonia	4:00 PM
5/20/2025	VMS-Championship Meet	Indian Hills HS		4:30 PM

Site Locations:

Indian Hills High School	97 Yawpo Ave, Oakland, NJ 07436
Ramsey High School	256 E Main St, Ramsey, NJ 07446
River Dell High School	55 Pyle St, Oradell, NJ 07649
Waldwick High School	155 Wyckoff Ave, Waldwick, NJ 07463

- D. Approve the attached list of Spring Track Officials for the 2024-2025 school year at the following rates per meet, upon submission of an approved voucher:

<b><u>2 Schools</u></b>	<b><u>3 or More Schools</u></b>
Starter- \$120	Starter- \$135
Others- \$ 95	Others- \$110

- E. Approve Brian Rodak as the assignor of Spring Track officials at a rate of \$150 for the 2024-2025 school year upon submission of an approved voucher.

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

**V. SPECIAL EDUCATION**

**Board Liaison: Ms. Kilday**

A motion was made by Ms. Kilday and seconded by Mr. Mazzilli to approve Special Education items A through F as follows:

- A. Approve the Letter of Agreement for Shared Services with Northern Region Educational Services Commission to provide the following services from January 1, 2025 through June 30, 2025:
- Physical Therapy services at the rate of \$100 per hour
  - Physical Therapy evaluations at the rate of \$400 per evaluation
- B. Approve Access Sound and Speech Therapy LLC to conduct speech language evaluations for students with hearing impairments from for the remainder of the 2024-2025 school year at a cost not to exceed \$750 per evaluation.

- C. Approve Innovations in Online Education, Inc. Speech Language Pathology Program to provide home instruction services for one student, whose name is on file in the Superintendent's office, from March 3, 2025 through June 30, 2025 at the rate of \$110 per hour.
- D. Approve LearnWell to provide homebound instruction for one student, whose name is on file in the Superintendent's office, with a start date of February 24, 2025 for ten hours per week at the rate of \$58.25 per hour plus administrative and preparation time costs.
- E. Approve West Bergen Mental Healthcare Services to provide counseling for one student, whose name is on file in the Superintendent's office, not to exceed \$2,000.
- F. Approve the following Summer Learning Academy programs to be held at T.O.P.S. Early Childhood Learning from July 1, 2025, through July 30, 2025 (closed Fridays and July 4th).

Program	Times
Preschool	9:00 AM - 11:00 AM
Preschool (ABA Based)	9:00 AM - 1:00 PM
MD Program Grades 1-4	9:00 AM - 1:00 PM
LLD Grades 2-5	9:00 AM - 11:00 AM
LLD Grades 6-8	9:00 AM - 11:00 AM
Multisensory Reading	9:00 AM - 12:30 PM

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

**VI. FINANCE**

**Board Liaison: Mr. Mazzilli**

A motion was made by Mr. Mazzilli and seconded by Ms. Shelkin to approve Finance items A through S as follows:

- A. Approve the February 2025 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 \$6,566,322.29 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 February 28, 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.
- D. Approve the school year 2024-2025 Budget appropriation transfers for the month ending February 28, 2025.
- E. Approve the Board Secretary's Financial Report for the month ending February 28, 2025.

- F. Approve the Treasurer of School Monies Report for the month ending February 28, 2025.
- G. Approve staff participation in professional conferences/workshops outside the District, as per the attached.
- H. Approve the five-year master collaborative educational services agreement with Educational Services Commission of New Jersey for the period July 1, 2025 through June 30, 2030 as per the attached.
- I. Approve the use of Title IIA funds for two attendees listed below from Nonpublic School, Kradle 2 Kindergarten, to attend Elevate Virtual Conference 2025 sponsored by Elevate Your Classroom in the amount of \$40 per attendee for a total of \$80.
- Doreen Allen
  - Kimberly Lonsinger
- J. Approve the purchase of 140 Acer Chromebooks, licenses, and warranty from CDW-G in the amount of \$50,835.40 through the Educational Services Commission of New Jersey #ESCNJ/AEPA-22G.
- K. Approve the submission of the ESEA amended application for fiscal and programmatic changes.
- L. Approve the 3-year license agreement renewal with Systems 3000 Inc. for Fund Accounting, Personnel and Payroll software beginning July 1, 2025 through June 30, 2028.
- M. Approve the two-year lease agreement with the Wyckoff YMCA for the operation of the Before Care/After Care Program in the Oakland Public Schools at the following rates:
- 2025-2026 - \$15,000
  - 2026-2027 - \$16,000
- N. Resolved that the Oakland Board of Education adopt the following tentative School District Budget for the 2025-2026 school year and hereby authorizes the School Business Administrator to submit the proposed budget and required supporting documentation to the Bergen County Superintendent of Schools for approval:

	<u>Budget</u>	<u>Local Tax</u>
Total General Fund	\$38,382,454	\$34,991,036
Total Special Revenue	\$471,356	\$ -0-
Total Debt Service Fund	\$-0-	\$ -0-
Totals	<u>\$38,853,810</u>	<u>\$34,991,036</u>

Note: As stated, this is the Tentative Budget figure, which may increase, decrease, or remain unchanged between the date of this resolution and the Board's Public Hearing.

**BE IT FURTHER RESOLVED** that the Oakland Board of Education includes in the proposed budget the adjustment for increase in health care costs in the amount of \$505,000. The additional funds will be used to pay for increases in health benefit premiums.

- O. **RESOLVED** that there should be raised for General Fund School District Tax Levy \$34,991,036, for the ensuing 2025-2026 school year.

**BE IT FURTHER RESOLVED** that \$34,325 will be withdrawn from the District's Emergency Reserve Account for security related costs, including but not limited to additional security cameras, door access/locks and radios.

**BE IT FURTHER RESOLVED** that a withdrawal will be made from the Maintenance Reserve Account in the amount of \$142,965 for required maintenance repairs including but not limited to: bathroom partition replacement at Dogwood Hill, classroom ceiling replacement at Heights, valve replacement at Manito, classroom floor replacement at Valley Middle School, and gym floor refinishing at all four district schools.

- P. **WHEREAS**, the Oakland School District Board of Education recognizes school staff and Board members will incur travel expenses/conference expenditures related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

**WHEREAS**, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

**WHEREAS**, the Oakland Board of Education appropriated \$53,025 for travel in the general fund during the 2024-2025 school year and has spent \$15,893 as of March 11, 2025,

**THEREFORE, BE IT RESOLVED**, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

**BE IT FURTHER RESOLVED**, the Board of Education approves general fund travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$65,725 for all staff and Board members in the 2025-2026 school year.



- Q. The Oakland Board of Education requested bids for Transportation Services for the 2025-2026 school year. Bids were received and opened on February 26, 2025, with two bidders responding as follows:

<u>Double Route</u>	<u>First Student</u>		<u>Joshua Tours</u>	
<u>Route</u>	<u>Cost</u>	<u>Adj Cost</u>	<u>Cost</u>	<u>Adj Cost</u>
VMS 6	\$261.03		\$475.00	\$5.00
D 8	\$261.03		\$350.00	\$5.00
Tier Cost	\$522.06		\$700.00	

**WHEREAS**, the Board has the authority to reject all bids where the lowest bid substantially exceeds the cost estimates for the goods or services in accordance with N.J.S.A. 18A:18A-22 a.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby rejects all of the bids received for the double route for VMS 6 and D 8 due to the lowest bid substantially exceeding the cost estimates for this service.

- R. **WHEREAS**, the Oakland Board of Education advertised for bids for the Cont. #65 Outdoor Learning Area at Manito Elementary School-REBID #2 Project (the “Project”) which will be funded by the Manito PTO; and

**WHEREAS**, on March 5, 2025, the Board received bids for the Project, as reflected on the attached bid tabulation sheet; and

**WHEREAS**, the lowest bidder, Wallkill Group, Inc. (“Wallkill”), submitted a base bid in the amount of \$88,888 and its bid is responsive in all material respects; and

**WHEREAS**, it is the Board’s desire to award the contract for the Project to Wallkill.

**NOW, THEREFORE, BE IT RESOLVED** that the Board awards the contract for the Project to Wallkill in a total contract sum of \$88,888.

**BE IT FURTHER RESOLVED** that this award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and labor and materials/performance bond as required in the Project specifications, together with an AA201-Project Manning Report, and an executed AIA contract, as prepared by the Board Attorney, within ten days of the date hereof.

**BE IT FURTHER RESOLVED** that the Board Attorney is hereby directed to draft the agreement with the successful bidder consistent with this Resolution and with the terms contained in the bid documents approved by the Board for the Project. The Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this resolution.

- S. **BE IT RESOLVED** by the Oakland Board of Education (hereinafter referred to as the “Board”) that the terms, stipulations, and conditions as established in the Settlement Agreement and Release between the Board and VPV Electric, Inc. and The Service Insurance Company, and which is annexed to this resolution, is hereby adopted and approved by the Board. The Board President and Business Administrator/Board Secretary are hereby authorized and directed to execute the Settlement Agreement and Release, and any other documents necessary to effectuate the settlement.

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

Mr. Mazzilli announced that the budget presentation will be held on April 29th

He also thanked the Manito PTO for the outdoor learning center

**XII. ADMINISTRATION**

**Board Liaison: Ms. Kilday**

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

A. Approved the following revised Job Descriptions:

Groundskeeper
Driver/Assistant Groundskeeper

Ms. Kilday explained the reason for creating the new position as this would both be a cost savings to the district and assistance for the groundskeeper.

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

**VIII. TRANSPORTATION**

A motion was made by Ms. Kilday and seconded by Mr. Mazzilli to approve Transportation item A through G 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.
- B. Approve the per seat subscription transportation fee of \$825 (round trip) and \$500 (one way) for the 2025-2026 school year.
- C. Approve the family subscription fee of \$1,800 for families with more than two children utilizing subscription busing services for the 2025-2026 school year.
- D. Approve the renewal of First Student to provide student transportation for the 2025-2026 school year at the current CPI of 3.57% for a total of \$443,750.40. Routes to be renewed would be D1, M1, H1, H3, VMS1, VMS2, VMS3, VMS5 and VMS7.
- E. Approve the contract with Logic 54 Computer Software Program at an annual cost of \$4,788 for 2025-2026 school year.
- F. Approve the Logic 54 Computer Software Program currently used by the Oakland Board of Education, as the determining factor for purposes of eligibility for mandated transportation during the 2025-2026 school year.
- G. Approve a parent transportation contract beginning March 1, 2025 through June 30, 2025, to transport one student whose name is on file in the Superintendent's Office, in the amount not to exceed \$2,625.

Mr. Scerbo discussed the need to increase subscription fees due the increases in transportation costs. While many districts are eliminating busing, the district chooses to increase fees rather than completely eliminate the service.

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 *second* reading of new/revised Board policies/regulations as listed below:
- 8500 Food Services

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

## **X. AUDIENCE PARTICIPATION**

One member of the public questioned if the board has discussions on the agenda prior to the voting meeting. Mr. Scerbo responded that the board meets in a work session beginning at 5:30 pm prior to the board meeting. In addition, the board receives the agenda the Friday prior to the meeting if they have individual questions for the administration.

Lenore Van Dyke, A student in Mr. Peller's class, had questions on the amount of homework. Dr. Coffaro responded with the board policy and welcomed that Lenore and Mr. Peller meet with Mr. Bowe and Dr. Coffaro to discuss suggestions on policy changes.

One member of the public requested an update on the swastika in the Valley Middle School bathroom. Dr. Coffaro stated that the district worked with police on this incident. Where it was located makes it very difficult to pinpoint an exact time it was done. The custodians are now checking bathrooms every hour.

## **ADJOURNMENT**

A motion was made by Ms. Shelkin and seconded by Ms. Cooper that the meeting be adjourned at 7:19 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/>