

Oakland Public Schools  
Regular Monthly Meeting Minutes  
Tuesday, October 14, 2025  
7:00 PM

A Regular Monthly Meeting of the Board of Education was held on October 14, 2025. 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 12, 2025 and October 7, 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 members were present: Ms. Cooper, Ms. Kilday, Mr. Mazzilli, Mr. Scerbo.  
The following members were absent: Ms. Shelkin.

Also present: Dr. Gina M. Coffaro, Superintendent of Schools, and Ms. Annette M. Wells, Board Secretary/Business Administrator and 15 members of the public.

Dr. Coffaro expressed appreciation to the teachers and administration.

She thanked Mr. Hunt for his experience at Frost Valley.

Dr. Coffaro reminded the board and public regarding the upcoming conferences.

**I. MINUTES**

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

- A. Approve the Regular Monthly Meeting minutes from September 16, 2025.
- B. Approve the Work Session minutes from September 16, 2025.
- C. Approve the Executive Session minutes from September 16, 2025.

Upon call of the roll, Ms. Kilday abstained, all others voted yes. Motion carried.

**II. BUILDINGS AND GROUNDS**

A motion was made by Ms. Cooper and seconded by Mr. Mazzilli to approve Buildings and Grounds items A through C as follows:

- A. Approve the safety drill report for the month of September 2025.
- B. Approve Oakland School District's Annual Maintenance Budget Amount Worksheet (Form M-1) for the fiscal year 2025-2026.
- C. Approve the submission of the Oakland School District's Comprehensive Maintenance Plan, for the School Years 2024-2025, 2025-2026 and 2026-2027 as follows:

**Whereas**, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public-school facilities, and

**Whereas**, the required maintenance activities as listed in the attached document for the various school facilities of the Oakland School District are consistent with these requirements, and

**Whereas**, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

**Now Therefore Be It Resolved**, that the Oakland school district hereby authorizes the school business administrator to submit the attached Comprehensive Maintenance Plan for the Oakland School District in compliance with Department of Education requirements.

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 M as follows:

The Superintendent recommends that the Board of Education approve Personnel Resolutions as per the attached.

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

**IV. REGULAR EDUCATION**

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

- A. Approve the following scores for the 2024-2025 School Self-Assessment under the Anti-Bullying Bill of Right Act:

Dogwood Hill	75	Heights	74	Manito	75	Valley Middle School	76	T.O.P.S	64
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- B. Approve the Health Services Standing Orders for The Oakland Public Schools for the 2025-2026 school year upon approval of the School Physician.
- C. Approve the Health Services Nursing Services Plan for the 2025-2026 school year reviewed and signed by the School Physician.
- D. Approve the submission of the required New Jersey Department of Education (NJDOE) Professional Development Plan and Mentoring Statement for the 2025-2026 school.
- E. Approve the submission of the updated Gifted and Talented Education Service Report for the 2025-2026 school year as required by the State of New Jersey Department of Education.
- F. Approve Oakland K-8 Public Schools to host Brain Busters competition with local school districts at Valley Middle School on the following dates:
- November 24, 2025
  - February 23, 2026
  - May 11, 2026

- G. Approve the registration and participation for the 2025-2026 Thinking Cap Quiz Bowl Contests for Grades 5, 6, 7, and 8 Workshop students, four teams, at a total cost of \$325.

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

**V. SPECIAL EDUCATION**

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

- A. Amend the fees per service for the provider to conduct evaluations and services for the 2025-2026 school year:

<b>Provider Name</b>	<b>Evaluation Service</b>	<b>Fee Per Service</b>
Hackensack Meridian Health, Joseph M. Sanzari Children’s Hospital	Audiologic Evaluation	\$ 756
	Central Auditory Processing Evaluations	\$1,095
	Classroom Observation/ In-Service/Training	\$ 400

- B. Approve the revised Annual Contract with Bergen County Special Services to provide Teacher of the Deaf and Hard of Hearing services to one student whose name is on file in the Superintendent’s office for the 2025-2026 school in an amount not to exceed \$2,380.
- C. Approve the contract with Home Therapy Solutions, LLC, to provide occupational therapy, physical therapy, and speech/language therapy direct services and evaluations for the 2025-2026 school year at the following rates:
- \$ 95 per hour for direct services
  - \$450 per evaluation
- D. Approve the contract and Addendum with OTFIT LLC to provide occupational therapy direct services from October 15, 2025 through December 12, 2025 at the rate of \$90 per hour.

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. Cooper to approve Finance items A through M as follows:

- A. Approve the September 2025 certified gross (net & agency) payroll in the amount of \$2,057,913.14.
- B. Approve the payment of the attached list of bills in the amount of \$4,621,847.18 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 September 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.

D. Approve the school year 2025-2026 Budget appropriation transfers for the month ending September 30, 2025.

E. Approve the Board Secretary's Financial Report for the month ending September 30, 2025.

F. Approve the Treasurer of School Monies Report for the month ending September 30, 2025.

G. Approve staff participation in professional conferences/workshops outside the District, as per the attached.

H. Revise the following professional service fees for the 2025-2026 school year:

<b>Name</b>	<b>Services</b>	<b>Contract Amount</b>	
* Fogarty, Hara, LaPira & Cherry, LLC.	Legal Firm	Partner:	\$ 185/hr
		Associate:	\$ 165/hr
		Estimated Annual:	\$90,000

- \* 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.

I. Approve the purchase of CogAT through Riverside Insights in the amount of \$2,110 for the 2025-2026 school year using Title IV funds.

J. Approve the purchase of Acer Spin 12.2” Touchscreen Convertible devices in the amount of \$1,154.24 for the 2025-2026 school year using Title IV funds.

K. Approve the Partnership Agreement with Ramapo College for the collaborative teacher residency program for the 2025-2026 school year.

L. Approve the following staff members to use their personal automobiles for the Valley Middle School Grade 7 Frost Valley trip from October 8, 2025 to October 10, 2025. Such usage is necessary as an emergency onsite vehicle to transport injured or ill students or staff onsite or to a medical facility, for lodge inspections, to transport medication and records, to deliver misplaced luggage, and other tasks requiring automobile use.

- Travis Hunt
- Mark Sinclair

- M. Approve additional funding under the provisions of Chapters 192/193, Nonpublic Auxiliary and Handicapped Services, in the amount \$1,860.00 for the 2025-2026 school year to be allocated as follows:

	<u>Original 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	\$7,957.00	\$ 0.00	\$7,957.00
Chapter 193 Annual Exam and Classification	\$ 380.00	\$ 0.00	\$ 380.00
Chapter 193 Corrective Speech	\$ 0.00	\$1,860.00	\$1,860.00
Chapter 193 Supplementary Instruction	\$1,652.00	\$ 0.00	\$1,652.00
<b>Chapter 193 Total</b>	<b>\$9,989.00</b>	<b>\$1,860.00</b>	<b>\$11,849.00</b>

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

**VII. ADMINISTRATION**

A motion was made by Ms. Kilday and seconded by Mr. Mazzilli to approve Administration items A through D follows:

- A. Approve the submission of the NJQSAC District Performance Review (DPR) and Statement of Assurance to the County Superintendent of Schools.
- B. **WHEREAS**, the Oakland Board of Education (“Board”), pursuant to the recommendation of the Superintendent of Schools, has determined to abolish the position of District Data Specialist and Analysis Coordinator effective December 31, 2025 because of a change in the supervisory organization of the District and for reasons of efficiency and economy; and

**NOW, THEREFORE, BE IT RESOLVED** that the position of District Data Specialist and Analysis Coordinator is hereby abolished effective December 31, 2025 because of a change in the supervisory organization in the District and for reasons of efficiency and economy.

- C. **WHEREAS**, the Superintendent of Schools has recommended that the Oakland Board of Education (“Board”) abolish the position of Director of Student Personnel and Special Services effective immediately because of a change in the supervisory organization of the District; and

**WHEREAS**, the Superintendent of Schools has recommended that the Board create the position of Director of the Early Childhood Center and Data Insight Specialist in accordance with the job description which is attached hereto and made a part of this Resolution; and

**WHEREAS**, the Board has considered the Superintendent of Schools' recommendation and has determined that it is in the best interest of the Oakland School District to abolish the position of Director of Student Personnel and Special Services and to create the position of Director of the Early Childhood Center and Data Insight Specialist in accordance with the job description which is attached hereto and made a part of this Resolution; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby abolishes the position of Director of Student Personnel and Special Services and creates the position of Director of the Early Childhood Center and Data Insight Specialist in accordance with the job description which is attached hereto and made a part of this Resolution; and

**BE IT FURTHER RESOLVED** that the individual presently employed in the affected position shall be reassigned to the position of Director of the Early Childhood Center and Data Insight Specialist in the District in accordance with the job description which is attached hereto and made a part of this Resolution; and

**BE IT FURTHER RESOLVED** that the Superintendent of Schools is requested to notify the affected individual that she has been reassigned to the position of Director of the Early Childhood Center and Data Insight Specialist in accordance with the job description which is attached hereto and made a part of this Resolution

- D. **WHEREAS**, the Superintendent of Schools has recommended that the Oakland Board of Education ("Board") abolish the position of Supervisor of Instruction and Special Programs effective immediately because of a change in the supervisory organization of the District; and

**WHEREAS**, the Superintendent of Schools has recommended that the Board create the position of Supervisor of Special Services in accordance with the job description which is attached hereto and made a part of this Resolution; and

**WHEREAS**, the Board has considered the Superintendent of Schools' recommendation and has determined that it is in the best interest of the Oakland School District to abolish the position of Supervisor of Instruction and Special Programs and to create the position of Supervisor of Special Services in accordance with the job description which is attached hereto and made a part of this Resolution; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby abolishes the position of Supervisor of Instruction and Special Programs and creates the position of Supervisor of Special Services in accordance with the job description which is attached hereto and made a part of this Resolution; and

**BE IT FURTHER RESOLVED** that the individual presently employed in the affected position shall be reassigned to the position of Supervisor of Special Services in the District in accordance with the job description which is attached hereto and made a part of this Resolution; and

**BE IT FURTHER RESOLVED** that the Superintendent of Schools is requested to notify the affected individual that she has been reassigned to the position of Supervisor of Special Services in accordance with the job description which is attached hereto and made a part of this Resolution

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

**VIII. TRANSPORTATION**

**Board Liaison: Ms. Kilday**

A motion was made by Ms. Kilday and seconded by Ms. Cooper to approve Transportation items A and B as follows:

- A. Approve the list of field trips for students in the Oakland School District for the 2025-2026 school year as per the attached.
- B. Approve Emergency Bus Evacuation Drills as per the attached.

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

**X. AUDIENCE PARTICIPATION**

One member of the public asked the board to consider increasing substitute pay.

One member of the public questioned the hiring of an additional full time speech therapist.

Dr. Coffaro stated that this position is the result of student needs in the district.

One member of the public asked for a status on the new development in town.

Dr. Coffaro responded that although the district received some phone calls over the summer, at this point there have been no registrations.

One member of the public spoke regarding the Special Education Parents Group and the partnership between parents and the administration.

**ADJOURNMENT**

A motion was made by Ms. Cooper and seconded by Ms. Kilday that the meeting be adjourned at 7:23 PM.

Upon call of the question, the motion carried unanimously.

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/>