

OAKLAND K-8 PUBLIC SCHOOLS

Office of the Superintendent
and
Secretary of the Board

Reorganization
Administration Office
5:30 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

MEETING CALLED TO ORDER

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 January 12, 2025, and December 22, 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	_____	_____	_____
Mr. Scerbo	_____	_____	_____
Ms. Shelkin	_____	_____	_____

Also Present: Dr. Gina M. Coffaro, Superintendent of Schools
Ms. Annette M. Wells, Business Administrator/Board Secretary

and approximately _____ members of the public.

I. PURPOSE OF THE MEETING

The purpose of this meeting is to organize the Board of Education as required by statutes and to consider any other matters recommended by the Superintendent of Schools.

II. RESULTS OF SCHOOL ELECTION AND ADMINISTRATION OF OATH OF OFFICE TO ELECTED BOARD MEMBER

A. Report on the Annual School Elections

The Board Secretary reports the results of the Annual School Election held on November 4, 2025 pursuant to notice given in accordance with school law.

B. Vote for Member of the Board of Education

Three Year Term:

Carita Shelkin	2,820
Write In's	77

Ms. Shelkin was elected to serve from January 2026 through December 2028.

The Oath of Office will be administered to Ms. Shelkin.

Board Secretary requests nominations for the Office of President:

A. Nomination: _____
(Discussion)

Board Secretary asks if there are any further nominations for the Office of President:

B. Nomination: _____
(Discussion)

When there are no further nominations from the floor, the Board Secretary requests to close nominations for the Office of President.

Motion: _____ Second: _____

Board Secretary conducts a roll call vote for each nomination.

ELECTION OF PRESIDENT

Roll Call Vote:

- Ms. Cooper _____
- Ms. Kilday _____
- Mr. Mazzilli _____
- Mr. Scerbo _____
- Ms. Shelkin _____

Chair is assumed by the newly elected President of the Board.

III. ELECTION OF OFFICERS (continued)

Board President requests nominations for the Office of Vice President:

C. Nomination: _____
(Discussion)

Board President asks if there are any further nominations for the Office of Vice President:

D. Nomination: _____
(Discussion)

When there are no further nominations from the floor, the Board President requests to close nominations for the Office of Vice President.

Motion: _____ Second: _____

Board Secretary conducts a roll call vote for each nomination.

ELECTION OF VICE PRESIDENT

Roll Call Vote:

- Ms. Cooper _____
- Ms. Kilday _____
- Mr. Mazzilli _____
- Mr. Scerbo _____
- Ms. Shelkin _____

Board Secretary Announces Results of Voting:

PRESIDENT

VICE PRESIDENT

IV. ACKNOWLEDGMENT OF THE CODE OF ETHICS

Acknowledge and agree that a school board member shall abide by the following School Board Association Code of Ethics for School Board Members:

1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
3. I will confine my board action to policymaking, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
5. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

IV. **CODE OF ETHICS**

Roll Call Vote:

Ms. Cooper _____
 Ms. Kilday _____
 Mr. Mazzilli _____
 Mr. Scerbo _____
 Ms. Shelkin _____

V. OFFICIAL PUBLICATIONS

Motion of designating the official publications for legal notices of the Board of Education as The Record will be used.

VI. MEETINGS

Motion designating generally the second or third Tuesday of the month as the Regular Meeting night of the Board, unless so indicated on the attached meeting schedule.

Roberts Rules of Order will be followed as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for calendar year 2026-2027.

VII. OFFICIAL DEPOSITORIES

Provident Bank

VIII. AUTHORIZED SIGNATURES

Motion authorizing the following list of accounts and signatories to sign school warrants, checks and withdrawals, in accordance with Board Policy, beginning January 2, 2026 (two signatories are required):

<u>Account Name</u>	<u>Signatories</u>
Dogwood Hill General	Principal/Secretary
Heights School General	Principal/Secretary
Manito School General	Principal/Secretary
Valley Middle School	Principal/Secretary
General Account	Business Administrator/Board President/Superintendent
Payroll	Business Administrator/Board President/Superintendent
SUI	Business Administrator/Board President/Superintendent
Cafeteria	Business Administrator/Board President/Superintendent
Payroll Agency	Business Administrator/Board President/Superintendent
Flex Benefits	Business Administrator/Board President/Superintendent

IX. TRANSFER OF FUNDS

Approve renewal of authorization for the Business Administrator, Assistant Business Administrator and Payroll/Benefits Specialist to "wire transfer" funds of this Board to external accounts.

X. NEW JERSEY SCHOOL BOARDS ASSOCIATION and GARDEN STATE COALITION OF SCHOOL DELEGATES

The President designates the following as representatives to the New Jersey School Boards Association and Garden State Coalition of Schools for the 2026-2027 school year.

Representative: _____

Alternate: _____

XI. LIAISON APPOINTMENTS

The President designates the following liaison appointments:

Administration: _____

Borough Liaison: _____

Building and Grounds: _____

Finance: _____

Food Service: _____

Policy: _____

Personnel: _____

Regular Education: _____

Special Education: _____

Transportation: _____

PTO/OEF Council: _____

Emergency Management: _____

Technology: _____

XII. BOARD SECRETARY/CUSTODIAN OF RECORDS

Confirm appointment of Ms. Annette Wells, Business Administrator, as Secretary of the Board and the Oakland School District's Custodian of Records for the 2026-2027 school year, as required by law.

XIII. QUALIFIED PURCHASING AGENT (Q.P.A.)

Approve the authorization of Ms. Annette Wells, School Business Administrator, to make purchases of goods or services per the current State established rate of \$53,000, or as per any revisions made by the State for the 2026-2027 school year for Business Administrators holding the Q.P.A. designation, and as per the attached resolution authorizing purchases in excess of the bid threshold for State contracted goods and services.

XIV. BOARD POLICIES

Reaffirm Board Policies, By-Laws and Board Regulations as detailed in the Governance Manual for the school year 2026-2027, subject to amendments, additions, revisions or deletions, as determined by Board resolution.

XV. DISTRICT CURRICULUM

Approve the readoption of all current written curriculum from the date of this Organization Meeting until the Organization Meeting in the next calendar year, unless modified upon recommendation of the Superintendent.

Roll Call Vote Items V through XV

Motion: _____
(Discussion)

Second: _____

Roll Call Vote:

- Ms. Cooper _____
- Ms. Kilday _____
- Mr. Mazzilli _____
- Mr. Scerbo _____
- Ms. Shelkin _____

XVI AUDIENCE PARTICIPATION

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.

Estimated Time in Executive Session _____

Topics: _____

Motion: _____ Second: _____

Roll Call Vote:

- Ms. Cooper _____
- Ms. Kilday _____
- Mr. Mazzilli _____
- Mr. Scerbo _____
- Ms. Shelkin _____

Time Entered Executive Session: _____

RETURN TO OPEN SESSION:

Motion: _____ Second: _____

Time Returned to Open Session: _____

ADJOURNMENT:

Motion: _____ Second: _____

Time of Adjournment: _____