Oakland Public Schools
Regular Monthly Meeting Minutes
Tuesday, October 13, 2026
7:00 PM

A Regular Monthly Meeting of the Board of Education was held on October 13, 2026. The meeting was called to order at 7:00 PM by Mr. Scerbo.

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 11, 2026, and October 1, 2026 in the Municipal Building, the Board Offices, all school offices, on the district website https://www.oaklandschoolsnj.org/board-of-education/legal-notice 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 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. Kilday, Mr. Mazzilli, Ms. Shelkin and Mr. Scerbo.
The following members were absent: Ms. Cooper

Also present: Dr. Gina M. Coffaro, Superintendent of Schools, Ms. Annette M. Wells, Business Administrator/Board Secretary, Ms. Michelle Andrawis, Assistant Business Administrator/Assistant Board Secretary and 3 members of the public.

Superintendent Report

Dr. Coffaro reminded the board and public that election day, November 3rd, schools will be closed but staff will have a professional development day. Schools will also be closed to staff and students on November 5th and 6th.

I. MINUTES

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

A. Approve the Regular Monthly Meeting minutes from September 15, 2026.

B. Approve the Work Session minutes from September 15, 2026.

C. Approve the Executive Session minutes from September 15, 2026.

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

II. BUILDINGS AND GROUNDS

A motion was made by Ms. Shelkin and seconded by Ms. Kilday to approve Buildings and Grounds items A through C as follows:

A. Approve the safety drill report for the month of September 2026.

B. Approve Oakland School District's Annual Maintenance Budget Amount Worksheet (Form M-1) for the fiscal year 2026-2027.

C. Approve the submission of the Oakland School District's Comprehensive Maintenance Plan, for the School Years 2025-2026, 2026-2027 and 2027-2028 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 Mr. Mazzilli and seconded by Ms. Kilday to approve Personnel items A through K 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. Shelkin and seconded by Mr. Mazzilli to approve Regular Education items A through H as follows:

A. Approve the submission of the required New Jersey Department of Education (NJDOE) Biannual Statement of Assurance regarding the use of Paraprofessional Staff for the 2026-2027 school to the Executive County Superintendent of Schools.

B. Approve the following scores for the 2025-2026 School Self-Assessment under the Anti-Bullying Bill of Right Act:

Dogwood Hill	76	Heights	75	Manito	76	Valley Middle School	77	T.O.P.S	75

C. Approve the attached revised list of Valley Middle School afterschool clubs and advisors for the 2026-2027 school year.

D. Approve the AED/Medical Emergency Action Plan for the 2026-2027 school year.

E. Approve the Health Services Standing Orders for The Oakland Public Schools for the 2026-2027 school year upon approval of the School Physician.

F. Approve the Health Services Nursing Services Plan for the 2026-2027 school year reviewed and signed by the School Physician.

G. Approve the Gifted and Talented programs to register and participate in the following competitions:

Competition Name	**Grades**	**Cost**
Mathematical Olympiads for Elementary and Middle Schools	4-8	$400
Thinking Cap Quiz Bowl	5-8	$325
NJCGTP - Cardboard Engineering Challenge	4-5	$150

H. Approve Oakland K-8 Public Schools to host the Brain Busters competition with local school districts at Valley Middle School on the following dates:

- December 15, 2026
- March 23, 2027

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 C as follows:

A. Approve the contract with West Bergen Mental Healthcare to perform assessments and clearances for the 2026-2027 school year, at the following rates:

- $240 -LSW/LCSW, LAC/LPC or Psychologist.
- $425 -Advance Practice Nurse or Psychiatrist.

B. Revise the 2026-2027 out-of-district placement and contract with Windsor Bergen Academy for one student, whose name is on file with the Superintendent's office, to end on October 2, 2026.

C. Approve the 2026-2027 out-of-district placement and contract with Chapel Hill Academy for one student, whose name is on file with the Superintendent's office, with a start date of October 5, 2026.

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. Kilday to approve Finance items A through I as follows:

A. Approve the September 2026 certified gross (net & agency) payroll in the amount of $2,088,602.44.

B. Approve the payment of the attached list of bills in the amount of $4,711,448.75 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, 2026 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 2026-2027 Budget appropriation transfers for the month ending September 30, 2026.

E. Approve the Board Secretary's Financial Report for the month ending September 30, 2026.

F. Approve the Treasurer of School Monies Report for the month ending September 30, 2026.

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

FINANCE (cont.)

H. WHEREAS, the Oakland Board of Education advertised for bids for Generator Replacement at Valley Middle School ("Project"); and

WHEREAS, on August 27, 2026, the Board received nine bids for the Project; and

WHEREAS, TSUJ Corporation ("TSUJ") submitted the apparent lowest bid, with a base bid in the amount of $407,177, including a General Allowance in the amount of $25,000; and

WHEREAS, the bid submitted by TSUJ is unresponsive and materially defective because the award of this contract together with TSUJ's uncompleted contracts will exceed TSUJ's aggregate rating limit assigned by DPMC; and

WHEREAS, N.J.A.C. 17:19-2.13, prohibits the Board from awarding a contract to a bidder when the contract amount when added to the bidder's existing backlog of uncompleted construction work exceeds the bidder's assigned aggregate rating limit; and

WHEREAS, the second lowest bidder Gary Kubiak & Son Electric, Inc. ("Kubiak") submitted a base bid in the amount of $519,400, including a General Allowance of $25,000 and its bid is responsive in all material respects; and

WHEREAS, the Board desires to award the contract for the Project to Kubiak.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby rejects the bid submitted by TSUJ because it is unresponsive and materially defective since this contract together with its uncompleted contracts will exceed its aggregate rating limit assigned by DPMC under N.J.A.C. 17:19-2.13, which prohibits the Board from awarding a contract to a bidder when the contract amount when added to the bidder's existing backlog of uncompleted construction work exceeds the bidder's assigned aggregate rating limit; and

BE IT FURTHER RESOLVED that the Board awards the contract for the Project to the second lowest bidder, Kubiak for a total contract sum of $519,400.

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 Agreement, as prepared by the Board Attorney, within ten (10) days of the date hereof; and

BE IT FURTHER RESOLVED that the Board Attorney is hereby directed to draft the agreement with the successful bidder consistent with this Resolution and the terms contained in the bid documents and specifications 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.

FINANCE (cont.)

I. Authorize the establishment of a new Athletic Bank Account designated for the payment of athletic officials to be housed at Provident Bank. The account shall be appropriated through the district's approved General Fund operating budget. The authorized signatories of two of the following shall be required on all checks drawn against this account:

Group A: Valley Middle School Principal or Athletic Program Coordinator
Group B: Business Administrator or Assistant Business Administrator

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

VII. ADMINISTRATION

None

VIII. TRANSPORTATION

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

A. Approve the list of field trips for students in the Oakland School District for the 2026-2027 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.

IX. POLICY

None

X. AUDIENCE PARTICIPATION

None

ADJOURNMENT

A motion was made by Ms. Kilday and seconded by Ms. Shelkin that the meeting be adjourned at 7:06 PM.

Upon call of the question, the motion carried unanimously.

Respectfully submitted,

Annette M. Wells
School Business Administrator/ Board Secretary