

THE OAKLAND PUBLIC SCHOOLS

Office of the Superintendent
and
Secretary of the Board

BOARD OF EDUCATION
Regular Public Meeting
Administration Office
7:30 PM

MEMBERS OF THE BOARD

Mr. Akovity
Ms. Cooper
Mr. Gaffney
Mr. Scerbo
Ms. Shelkin

Dr. Gina M. Coffaro, Superintendent of Schools
Ms. Rachel DeCarlo, Business Administrator/Board Secretary

Next Regular Monthly Meeting
February 23, 2016
Valley Middle School

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 insure 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 4, 2015 in the Municipal Building, the Board Offices, all school offices and copies sent to newspapers serving Oakland: The Record, Ridgewood News and Suburban 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 retain 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 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> |
|-------------|----------------|---------------|--|
| Mr. Akovity | _____ | _____ | _____ |
| Ms. Cooper | _____ | _____ | _____ |
| Mr. Gaffney | _____ | _____ | _____ |
| Mr. Scerbo | _____ | _____ | _____ |
| Ms. Shelkin | _____ | _____ | _____ |

Also Present: Dr. Gina M. Coffaro, Superintendent of Schools
Ms. Rachel DeCarlo, Board Secretary/Business Administrator
and approximately ____ members of the public.

Report of the Superintendent of Schools

January - School Board Recognition Month

To Our Board Members: Thank You For Serving Your Community

*Mr. James Gaffney Ms. Carita Shelkin Mr. John Scerbo
Mr. Robert Akovity Ms. Lisa Cooper*

HIB Scores Presentation

Mr. Glenn Clark, HIB Liaison

Winter Break Dates

Monday, February 15, 2016
Tuesday, February 16, 2016

Report of the Business Administrator

I. AUDIENCE PARTICIPATION

Mr. Scerbo
Board Liaison

- A. Approve motion to open meeting for public comment on the Agenda of this meeting.

Motion: _____ Second: _____

Roll Call Vote:

| | |
|-------------|-------|
| Mr. Akovity | _____ |
| Ms. Cooper | _____ |
| Mr. Scerbo | _____ |
| Ms. Shelkin | _____ |
| Mr. Gaffney | _____ |

- B. Approve motion to close meeting for public comment on the Agenda of this meeting.

Motion: _____ Second: _____

Roll Call Vote:

| | |
|-------------|-------|
| Mr. Akovity | _____ |
| Ms. Cooper | _____ |
| Mr. Scerbo | _____ |
| Ms. Shelkin | _____ |
| Mr. Gaffney | _____ |

II. MINUTES

- A. Approve the minutes of the Work Session of December 15, 2015.
- B. Approve the minutes of the Executive Session of December 15, 2015 (Work Session).
- C. Approve the minutes of the Regular Monthly Meeting of December 15, 2015.
- D. Approve the minutes of the Executive Session of December 15, 2015 (Regular Monthly Meeting).

Motion: _____
(Discussion)

Second: _____

Roll Call Vote:

| | (A) | (B) | (C) | (D) | | | |
|-------------|------------|------------|------------|------------|-------|-------|-------|
| Mr. Akovity | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Ms. Cooper | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Mr. Scerbo | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Ms. Shelkin | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Mr. Gaffney | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

III. BUILDINGS AND GROUNDS

**Mr. Akovity
Board Liaison**

- A. Approve the safety drill report for the month of December.

Motion: _____
(Discussion)

Second: _____

Roll Call Vote: (A)

| | | | | | | | |
|-------------|-------|-------|-------|-------|-------|-------|-------|
| Mr. Akovity | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Ms. Cooper | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Mr. Scerbo | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Ms. Shelkin | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Mr. Gaffney | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

IV. CAFETERIA

Ms. Shelkin
Board Liaison

- A. Approve the cafeteria report for the month of December 2015.
- B. Approve the payment of the attached list of bills for January 2016 when in proper legal form and subject to audit, provided funds are available in their respective accounts.

Motion: _____
(Discussion)

Second: _____

Roll Call Vote:

(A) (B)

| | | | | | | | |
|-------------|-------|-------|-------|-------|-------|-------|-------|
| Mr. Akovity | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Ms. Cooper | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Mr. Scerbo | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Ms. Shelkin | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Mr. Gaffney | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

V. PERSONNEL

Ms. Shelkin
Board Liaison

- A. Approve the appointment of the following daily substitute personnel, including teachers, nurses, teacher aides, playground/cafeteria aides, secretaries, vehicle drivers, technology aides and custodians for the 2015/2016 school year, subject to New Jersey Department of Education Criminal History Review (NJSA 18A:6-7.2) and Chemical Screening, if newly employed by the District, as per the attached lists.
- B. Approve staff participation in professional conferences/workshops outside the District, as per the attached.
- C. Approve the change in training level and updated salary, effective February 1, 2016, for each teacher on the attached list.
- D. Approve the Agreement between the Oakland Board of Education and the Oakland Education Association with regards to personal days.
- E. Approve the attached addendum to the Employment Agreement between the Oakland Board of Education and the Oakland Custodians Association.
- F. Approve the appointment of Dr. Joseph Amatuzzi as a consultant to assist with the planning of the 2016-2017 school budget from January through April 2016.
- G. Approve the attached resolution granting a leave of absence for Ms. Heather Ridgway.
- H. Approve the attached resolution granting a leave of absence for Ms. Rachel Civitarese.

Motion: _____
(Discussion)

Second: _____

Roll Call Vote: **(A)** **(B)** **(C)** **(D)** **(E)** **(F)** **(G)** **(H)**

| | | | | | | | | |
|-------------|-------|-------|-------|-------|-------|-------|-------|-------|
| Mr. Akovity | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Ms. Cooper | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Mr. Scerbo | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Ms. Shelkin | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Mr. Gaffney | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

V. PERSONNEL (continued)

Ms. Shelkin
Board Liaison

- I. Approve the requests for leave without pay, as per the attached.
- J. Approve rate of pay for additional hours of \$14.50 for Ms. Milagros Villarie, Custodian.
- K. Approve the *Revised* appointment of mentors for novice teaching staff for the 2015/2016 school year, as per the attached.
- L. Approve the appointment of Ms. Casey Murphy as a Home Instructor for the 2015/2016 school year.
- M. Acknowledge the extended leave for Ms. Roberta Sbrocco through June 30, 2016. (Unpaid leave begins January 22, 2016 with benefits and as of March 1, 2016 through June 30, 2016 unpaid leave without benefits.)
- N. Approve the appointment of Ms. Holly Burke, Part Time (.3) Teacher at Dogwood Hill School, at a prorated salary of \$7,665 (Step 0/BA). This appointment is effective on or about February 1, 2016, pending receipt of New Jersey State Teaching Certificate and satisfactory completion of all employment requirements.
- O. Approve the request of Ms. Kristen Hedden, teacher, for Board Policy #4151.2 (Maternity/Adoptive/Child Care) from February 1, 2016 through the end of the 2015/2016 school year.

Motion: _____
(Discussion)

Second: _____

Roll Call Vote:

(I) (J) (K) (L) (M) (N) (O)

| | | | | | | | | |
|-------------|-------|-------|-------|-------|-------|-------|-------|-------|
| Mr. Akovity | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Ms. Cooper | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Mr. Scerbo | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Ms. Shelkin | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Mr. Gaffney | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

VI. REGULAR EDUCATION

Mr. Akovity
Board Liaison

A. Approve the HIB Report for the period of December 16, 2015 through January 19, 2016 as follows:

| | |
|----------------------------------|-----|
| Number of HIB Investigations | - 0 |
| Number of Affirmed HIB Incidents | - 0 |

B. Approve the field trips for students in the Oakland School District for the 2015/2016 school year, as per the attached.

C. Approve the home instruction of one elementary school student beginning on or about January 14, 2016 through on or about February 11, 2016.

Motion: _____
(Discussion)

Second: _____

Roll Call Vote: **(A)** **(B)** **(C)**

| | | | | | | | |
|-------------|-------|-------|-------|-------|-------|-------|-------|
| Mr. Akovity | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Ms. Cooper | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Mr. Scerbo | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Ms. Shelkin | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Mr. Gaffney | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

VII. SPECIAL EDUCATION

**Ms. Cooper
Board Liaison**

- A. Approve a contract with Bergen County Educational Enterprises for in class support of one additional student - teacher of the deaf - for the remainder of the school year at a cost not to exceed \$495.
- B. Approve Itinerant Teacher of the Deaf for one student, once per week, as per the recommendations of Bergen County Special Services.

Motion: _____
(Discussion)

Second: _____

Roll Call Vote: (A) (B)

| | | | | | | | |
|-------------|-------|-------|-------|-------|-------|-------|-------|
| Mr. Akovity | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Ms. Cooper | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Mr. Scerbo | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Ms. Shelkin | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Mr. Gaffney | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

VIII. FINANCE

**Mr. Scerbo
Board Liaison**

- A. Approve the December 2015 certified gross (net & agency) payroll in the amount of \$1,816,283.14.
- B. Approve the Board Secretary’s certification to the Oakland Board of Education that, as of January 19, 2016 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.
- C. Approve the payment of the list of bills with the run date of January 18, 2016, which in proper legal form and subject to audit, provided funds are available in their respective accounts.
- D. Approve the school year 2015/2016 Budget appropriation transfers for the month of November 2015.
- E. Approve the Board Secretary's Financial Report for the month of November 2015.
- F. Approve the Treasurer of School Monies Report for the month of November 2015.
- G. Approve the acceptance of Non Public Security Aid Entitlement for the 2015-2016 school year in the amount of \$5,850.00.

Motion: _____ Second: _____
(Discussion)

| Roll Call Vote: | (A) | (B) | (C) | (D) | (E) | (F) | (G) |
|------------------------|------------|------------|------------|------------|------------|------------|------------|
| Mr. Akovity | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Ms. Cooper | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Mr. Scerbo | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Ms. Shelkin | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Mr. Gaffney | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

VIII. FINANCE (continued)

**Mr. Scerbo
Board Liaison**

- H. Approve the purchase/installation/maintenance of Verizon's tracking system for District buses, as per the attached service order.
- I. Approve the drawing of the names for position on the ballot on March 9, 2016 at 4:00 PM at the District Office of the School Business Administrator of the Oakland Public Schools.
- J. Approve the following locations in which to hold the annual school election of April 19, 2016 from 2 PM to 9 PM:

| | | | |
|---------------------|----------------------------------|-----------------|-----------------|
| Polling Place No. 1 | Valley Middle School | Districts 1 & 2 | Rm. #309 & #311 |
| Polling Place No. 2 | Senior Center 20 Lawlor Drive | Districts 3 & 4 | Main Room |
| Polling Place No. 3 | Heights School | Districts 5 & 6 | Gymnasium |
| Polling Place No. 4 | Manito School | Districts 7 & 8 | Gymnasium |

Motion: _____
(Discussion)

Second: _____

Roll Call Vote: (H) (I) (J)

| | | | | | | | | |
|-------------|-------|-------|-------|-------|-------|-------|-------|-------|
| Mr. Akovity | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Ms. Cooper | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Mr. Scerbo | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Ms. Shelkin | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Mr. Gaffney | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

IX. TRANSPORTATION

Ms. Shelkin
Board Liaison

- A. Approve the revised parent contract for transportation to The Windsor Learning Center for the 2015/2016 school year in the amount of \$3,598.80.

DRAFT

Motion: _____
(Discussion)

Second: _____

Roll Call Vote: (A)

| | | | | | | | |
|-------------|-------|-------|-------|-------|-------|-------|-------|
| Mr. Akovity | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Ms. Cooper | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Mr. Scerbo | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Ms. Shelkin | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Mr. Gaffney | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

X. **POLICY**

Ms. Cooper
Board Liaison

A.

Motion: _____
(Discussion)

Second: _____

Roll Call Vote: **(A)**

| | | | | | | | | |
|-------------|-------|-------|-------|-------|-------|-------|-------|-------|
| Mr. Akovity | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Ms. Cooper | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Mr. Scerbo | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Ms. Shelkin | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Mr. Gaffney | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

XI. AUDIENCE PARTICIPATION

Mr. Scerbo
Board Liaison

A. Approve motion to open meeting to public participation.

Motion: _____ Second: _____

B. Approve motion to close meeting to public participation.

Motion: _____ Second: _____

DRAFT

XII. EXECUTIVE SESSION (If Requested)

WHEREAS, The Board of Education must discuss subjects concerning personnel matters, legal issues, 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 that 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 staff at the conclusion of the public segment of this meeting 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.

Motion: _____ Second: _____

Roll Call Vote:

- Mr. Akovity _____
- Ms. Cooper _____
- Mr. Gaffney _____
- 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: _____

Attachments

| | |
|---------------------------------|---|
| Minutes: | Work Session - 12/15/15 Regular Monthly Meeting - 12/15/15 |
| Buildings & Grounds: | Security Drills |
| Cafeteria: | January Bills List Cafeteria Report - December |
| Personnel: | Substitutes Professional Conferences Leaves Without Pay Change In Training Resolutions Mentors/Novice Teachers |
| Regular Education: | Field Trips Enrollment |
| Special Education: | |
| Finance: | Tracking System Proposal |
| Transportation: | |
| Policy: | |