

**BOARD OF EDUCATION
OAKLAND, NEW JERSEY**

March 7, 2017

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Meeting A Regular Monthly Meeting of the Board of Education was held at the Superintendent's Office on the above date. The meeting was called to order at 7:35 PM by Ms. Shelkin.

Meeting Notice Ms. Shelkin led those present in the Pledge of Allegiance and read the Open Public Meetings announcement as follows: 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 April 29, 2016 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 The following members were present: Mr. Akovity, Mr. Scerbo, Mr. Gaffney, Ms. Shelkin. Also present were Dr. Gina M. Coffaro, Superintendent of Schools, Ms. Rachel DeCarlo, Board Secretary/ Business Administrator and no members of the public.
ABSENT: Ms. Cooper.

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Report of the Superintendent

Spring Break Dates
April 10 – 14, 2017

The Proposed 2017/2018 School District Budget

Public Hearing	Tuesday, March 28, 2017	7:00 PM
Budget Presentation to PTO's	Wednesday, April 19, 2017	7:00 PM
Annual School Election	Tuesday, April 25, 2017	2:00-8:00 PM

Audience Participation

No Public in Attendance

Minutes

**Public Work
Session
2/14/17**

Mr. Scerbo moved and Ms. Shelkin seconded to approve the minutes of the Public Work Session of February 14, 2017. On a roll call vote: AYES: Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper. ABSTAINED: Mr. Akovity, Mr. Gaffney.

**Executive
Session
2/14/17**

Mr. Scerbo moved and Ms. Shelkin seconded to approve the minutes of the Executive Session of February 14, 2017 (Public Work Session). On a roll call vote: AYES: Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper. ABSTAINED: Mr. Akovity.

**Regular Meeting
2/14/17**

Mr. Scerbo moved and Ms. Shelkin seconded to approve the minutes of the Regular Monthly Meeting of February 14, 2017. On a roll call vote: AYES: Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper. ABSTAINED: Mr. Akovity.

**Executive Session
2/14/17**

Mr. Scerbo moved and Ms. Shelkin seconded to approve the minutes of the Executive Session of February 14, 2017 (Regular Monthly). On a roll call vote: AYES: Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper. ABSTAINED: Mr. Akovity.

Buildings & Grounds

Safety Drills

Mr. Akovity moved and Mr. Gaffney seconded to approve the safety drill report for the month of February. On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

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Buildings & Grounds (continued)

Echelon Services Mr. Akovity moved and Mr. Gaffney approve the attached Resolution awarding the contract for the HVAC Upgrades to the Music Room Project at Valley Middle School to Echelon Services, LLC, in the amount of \$34,700. On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

Mr. Akovity thanks us for moving project along.

Cafeteria

Cafeteria Report Mr. Gaffney moved and Mr. Akovity seconded to approve the cafeteria report for the month of February 2017. On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

Bills List

Mr. Gaffney moved and Mr. Akovity seconded to approve the cafeteria report for the month of March 2017. On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

Personnel

Substitutes

Mr. Gaffney moved and Mr. Akovity seconded to approve the appointment of daily substitute personnel, including teachers, nurses, teacher aides, playground/cafeeteria aides, secretaries, vehicle drivers, technology aides and custodians for the 2016/2017 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 list. On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

**Conferences/
Workshops**

Mr. Gaffney moved and Mr. Akovity seconded to approve staff participation in professional conferences/workshops outside the District, as per the attached. On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

Leave Without Pay

Mr. Gaffney moved and Mr. Akovity seconded to approve the requests for leave without pay, as per the attached. On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

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Personnel (continued)

Change in Training Mr. Gaffney moved and Mr. Akovity seconded to approve the revised change in training and updated salary, effective February 1, 2017, for each teacher on the attached list. On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

Kristen Hedden Mr. Gaffney moved and Mr. Akovity seconded accept the resignation of Ms. Kristen Hedden, Teacher at Heights Elementary School, effective February 18, 2017. On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

Alyssa Hartsuiker Mr. Gaffney moved and Mr. Akovity seconded approve the appointment of Ms. Alyssa Hartsuiker as a Teacher at Heights Elementary School, effective March 8, 2017, at an annual salary of \$51,100 (Step 0/BA). This is a tenure track position with benefits. On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

John LaCugna Mr. Gaffney moved and Mr. Akovity seconded approve the change of assignment for Mr. John LaCugna, Physical Education Teacher, to Dogwood Hill School effective April 10, 2017. On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

Mary Richter Mr. Gaffney moved and Mr. Akovity seconded approve Mary Richter as a Home Instructor for the 2016/2017 school year. On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

Summer Enrichment Program Mr. Gaffney moved and Mr. Akovity seconded approve the operation of the District's 2017 Summer Enrichment School Program at Valley Middle School for students from June 26 – 30, 2017 at a tuition rate of \$70 per course and contingent upon enrollment numbers. On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

Enrichment Courses Mr. Gaffney moved and Mr. Akovity seconded approve the following Enrichment Courses and Instructors for the Summer 2017 Program (contingent upon enrollment numbers):

Tennis Anyone	Jay Wordsman
Summer Soccer	Mark Sinclair
Future Chefs: Summer	Amanda Steng
Kitchen Cooking and Baking	

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Personnel (continued)

**Enrichment
Courses**

Learn, Make, Grow	Jill Jeune
Sports, Activities & Math:	Kevin Jacobsen
Making the Connection & Having Fun	
Discovering ART	Vanessa Telischak
Weird Science	Jennifer Grella
Digital Book Trailers	Cristina Granelli
FUN-damental Math 1	Laura Colonnelli
FUN-damental Math 2	Laura Colonnelli
Drums! Drumming! Boom! Crash! Boom!	Jason Clark
Summer Band	Jason Clark

On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

Regular Education

Field Trips

Mr. Akovity moved and Mr. Gaffney seconded to approve the field trips for students in the Oakland School District for the 2016/2017 school year, as per the attached. On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

HIB Report

Mr. Akovity moved and Mr. Gaffney seconded to approve the HIB Report for the period of February 15, 2017 through March 7, 2017 as follows:

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

On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

**2017/2018
Calendar**

Mr. Akovity moved and Mr. Gaffney seconded to approve the 2017/2018 School Year Calendar, as per the attached. On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

**Frost Valley
Grade 7 Trip**

Mr. Akovity moved and Mr. Gaffney seconded to approve the Grade 7 Environmental Education Overnight Trip to Frost Valley YMCA in Claryville, NY, departing from Valley Middle School on September 27, 2017 and returning on September 29, 2017. On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

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Regular Education (continued)

Home Instruction Mr. Akovity moved and Mr. Gaffney seconded to approve the extension of Home Instruction for one middle school student through February 27, 2017. On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

Home Instruction Mr. Akovity moved and Mr. Gaffney seconded to approve the extension of Home Instruction for one middle school student through March 10, 2017. On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

Home Instruction Mr. Akovity moved and Mr. Gaffney seconded to approve the Home Instruction for one out of District student for approximately eight weeks to be begin in late March. On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

**Finance
2017-2018
Budget**

Mr. Scerbo moved and Mr. Gaffney seconded that it be resolved that the Oakland Board of Education adopt the following tentative School District Budget for the 2017-2018 School Year for submission to the voters 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 Levy</u>
Total General Fund	\$31,142,625	\$28,140,484
Total Special Revenue Fund	\$ 452,705	-0-
Total Debt Service Fund	<u>\$ 350,791</u>	<u>\$ 231,521</u>
Totals	\$31,946,121	\$28,372,005

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.

On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

**2017-2018
Tax Levy**

Mr. Scerbo moved and Mr. Gaffney seconded that it be Resolved that there should be raised for General Fund School District Tax Levy \$28,140,484, for the ensuing FY 2017-2018 School Year. On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

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Finance (continued)

- Payroll** Mr. Scerbo moved and Mr. Gaffney seconded to approve the February 2017 certified gross (net & agency) payroll in the amount of \$1,733,499.41. On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.
- Board Secretary Certification** Mr. Scerbo moved and Mr. Gaffney seconded to approve the Board Secretary's certification to the Oakland Board of Education that, as of March 7, 2017 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. On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.
- List of Bills** Mr. Scerbo moved and Mr. Gaffney seconded to approve the payment of the list of bills with the run date of March 7, 2017, which in proper legal form and subject to audit, provided funds are available in their respective accounts. On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.
- Board Secretary's Report** Mr. Scerbo moved and Mr. Gaffney seconded to approve the Board Secretary's Financial Report for the month of January 2017. On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.
- Treasurer of School Monies** Mr. Scerbo moved and Mr. Gaffney seconded to approve the Treasurer of School Monies Report for the month of January 2017. On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.
- Budget Transfers** Mr. Scerbo moved and Mr. Gaffney seconded to approve the school year Budget appropriation transfers for January 2017, as per the attached list. On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

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Finance (continued)

Unemployment Mr. Scerbo moved and Mr. Gaffney seconded to approve the payment to the NJ Department of Labor for NJ Unemployment Compensation of \$1,282.82 (Check #017) for 4th Quarter of 2016. On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

Nonpublic Security Aid Mr. Scerbo moved and Mr. Gaffney seconded to approve the acceptance of Nonpublic Security Aid in the amount of \$13,000 for the 2016/2017 school year. On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

OEF Donation Mr. Scerbo moved and Mr. Gaffney seconded to accept, with appreciation, a check in the amount of \$1,200 from the Oakland Education Foundation for visiting authors. On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

Travel Reimbursement Mr. Scerbo moved and Mr. Gaffney seconded 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

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 travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$81,595 for all staff and Board members.

On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

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Policy

5000 Series

Mr. Gaffney moved and Mr. Akovity seconded to approve the following Policies from the 5000 Series – Pupils:

#5141.6 – Crisis Response

On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

6000 Series

Mr. Gaffney moved and Mr. Akovity seconded to approve the following Policies from the 6000 Series – Instruction:

6163.1 – Media Center/Library

6145 – Extracurricular Activities

6164.4 – Child Study Team

6171 – Special Instructional Programs

6171.4 – Special Education (with Exhibit)

6173 – Home Instruction

On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

Audience

Participation

No Public in Attendance

Executive Session

Mr. Gaffney moved and Mr. Akovity seconded to enter Executive Session. On a roll call vote: AYES: Mr. Akovity, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried. ABSENT: Ms. Cooper.

Executive Session was entered at 7:55 PM

Return to Open Session

Mr. Scerbo moved and Mr. Gaffney seconded to return to open session. On a voice vote: ALL AYES.

Open Session was returned to at 8:35 PM

Adjournment

Mr. Akovity moved and Mr. Gaffney seconded to adjourn meeting. On a voice vote: ALL AYES.

Meeting was Adjourned at 8:40 PM

Respectfully submitted,

Ms. Rachel DeCarlo
Business Administrator/
Board Secretary