

**BOARD OF EDUCATION
OAKLAND, NEW JERSEY**

December 14, 2010
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Meeting A Regular Monthly Meeting of the Board of Education was held at the Valley Middle School on the above date. The meeting was called to order at 7:35 PM by Mr. Scerbo.

Flag Salute The salute to the flag was led by Mr. Scerbo.

Meeting Notice Legal notice of the meeting was posted and the press was notified as required by law.

Roll Call The following members were present: Mr. Gaffney, Ms. Matts, Mr. Scerbo, Mr. Talamini. Also present were Mr. James Davis, Business Administrator/Board Secretary and 14 members of the public and 4 administrators. ABSENT: Mr. Akovity, Dr. Richard G. Heflich, Superintendent of Schools

Report of the Superintendent **As reported by Mr. John Scerbo, President, Oakland Board of Education**

2009/2010 Oakland School District Audit
Comprehensive Annual Financial Report
For The Fiscal Year Ended June 30, 1010
Lerch, Vinci, & Higgins, LLP:

Mr. Paul Lerch

Emergency/Safety Drill Update

Mr. Glenn Clark, Emergency Management Liaison

Kindergarten/Safety Town 2011 Registration

January 19-20-21, 2011 (9:30 a.m. - 11:30 a.m.)

Grade One (New to District) Registration

January 26, 2011 (9:30 a.m. - 11:30 a.m.)

Winter Break

Minimum Day - Thursday - December 23, 2010

Recess Starts - Friday - December 24, 2010

Schools Reopen - Monday - January 3, 2011

Happy Holidays!

Audience Participation Ms. Matts moved and Mr. Talamini seconded to open the meeting for public comment on the Agenda of this meeting.

- 1) A resident asked a question regarding artistic performances at Grade Levels K-3. Mr. Gaffney and Mr. Clark responded to the concern of the resident regarding the types of artistic performances offered at Grade Levels K-3.

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- 2) A resident expressed a concern and asked a question regarding the safety of our students attending the Grade 8 Overnight Trip to Philadelphia. Mr. Desiderio responded to the resident relating to a concern for students while on the trip.

**Close for Public
Comment**

Ms. Matts moved and Mr. Talamini seconded to close meeting for public comment on the Agenda of this meeting.

Minutes

**Public Work Sess.
11/16/10**

Mr. Gaffney moved and Ms. Matts seconded to approve the minutes of the Public Work Session of November 16, 2010. On a roll call vote: AYES: Mr. Gaffney, Ms. Matts, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

**Public Work Sess.
Executive Session
11/16/10**

Mr. Gaffney moved and Ms. Matts seconded to approve the minutes of the Executive Session of the Public Work Session of November 16, 2010. On a roll call vote: AYES: Mr. Gaffney, Ms. Matts, Mr. Talamini, Mr. Scerbo. Motion carried. ABSTAIN: Mr. Akovity.

**Regular Mthly.
11/16/10**

Mr. Gaffney moved and Ms. Matts seconded to approve the minutes of the Regular Monthly Meeting of November 16, 2010. On a roll call vote: AYES: Mr. Gaffney, Ms. Matts, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

Buildings & Grounds

**Safety Drill
Report**

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

Cafeteria

Cafeteria Report

Ms. Matts moved and Mr. Gaffney seconded to approve the cafeteria report for the month of November 2010. On a roll call vote: AYES: Mr. Gaffney, Ms. Matts, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

List of Bills

Ms. Matts moved and Mr. Gaffney seconded to approve the payment of the attached list of bills for December 2010 when in proper legal form and subject to audit, provided funds are available in their respective accounts. On a roll call vote: AYES: Mr. Gaffney, Ms. Matts, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

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Regular Education

Substitutes

Ms. Matts moved and Mr. Talamini seconded to 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 2010/2011 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: Ms. Matts, Mr. Gaffney, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

**Conferences/
Workshops**

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

**Nursing Services
Report**

Ms. Matts moved and Mr. Talamini seconded to approve the Nursing Services Report for October 2010, as per the attached. On a roll call vote: AYES: Ms. Matts, Mr. Gaffney, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

**Grade 8
Overnight Trip**

Ms. Matts moved and Mr. Talamini seconded to approve the Grade 8 Overnight Trip to the Philadelphia, PA area, departing from Valley Middle School on Wednesday, June 1 and returning on Friday, June 3, 2011. On a roll call vote: AYES: Ms. Matts, Mr. Gaffney, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

**Teacher/
Chaperones -
Grade 8 Overnight
Trip**

Ms. Matts moved and Mr. Talamini seconded to approve the following teacher-chaperones to accompany Grade 8 students on the Philadelphia area Overnight Trip from June 1-3, 2011. Salary payment will be consistent with the stipend for overnight trip supervision contained within the Employment Agreement between the Board of Education and the Oakland Education Association and upon submission of an approved voucher:

Mr. Don Dean	Mr. Leonard Parra	Ms. Robyn Iannella
Mr. Lorenzo Deraco	Mr. Jay Wordsman	Ms. Melissa Kearney
Mr. Timothy Hausch	Ms. Diane Adams	Ms. Ellen Mihovics
Mr. Thomas McGoldrick	Ms. Elizabeth Blender	Ms. Mindy Natelli
Mr. John Messina	Ms. Karen Drury	Ms. Amanda Steng
Mr. Matthew Myones	Ms. Jennie Hart	

Ms. Karen Purcella (Trip Coordinator) Mr. Gregg Desiderio (Administrator)

Ms. Andrea Weaver (Nurse) Alternates: Ms. Jessica Dahdah,

Ms. Caitlin Groggaard, Ms. Ann Marie VanSickle, Ms. Danielle Weil

On a roll call vote: AYES: Ms. Matts, Mr. Gaffney, Mr. Talamini, Mr. Scerbo.

Motion carried. ABSENT: Mr. Akovity.

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Regular Education (continued)

Brenda Robatinno Ms. Matts moved and Mr. Talamini seconded to acknowledge the assignment of Ms. Brenda Robatinno to start her practicum experience as a Nurse on January 5, 2011. Ms. Robatinno will be completing 90 hours of field work that will be divided among the three elementary schools and Valley Middle School. On a roll call vote: AYES: Ms. Matts, Mr. Gaffney, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

Home Instruction Ms. Matts moved and Mr. Talamini seconded to approve the home instruction of one middle school student effective December 1, 2010. On a roll call vote: AYES: Ms. Matts, Mr. Gaffney, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

Home Instructors Ms. Matts moved and Mr. Talamini seconded to approve the appointment of Ms. Melissa Kearney and Ms. Caitlin Groggaard for home instruction for the 2010-2011 school year. On a roll call vote: AYES: Ms. Matts, Mr. Gaffney, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

Wendy Goldberg Ms. Matts moved and Mr. Talamini seconded to approve the appointment of Ms. Wendy Goldberg as a long term substitute Grade 5 Teacher at Manito School, effective December 14, 2010 at a per diem salary of \$230.33. (Ms. Goldberg will substitute for Ms. Reischel, who is on Family Leave.) This appointment is subject to New Jersey Department of Education Criminal History Review (NJSA 18A:6-7.2), Chemical Screening and CPR/AED certification. On a roll call vote: AYES: Ms. Matts, Mr. Gaffney, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

Paola Rached Ms. Matts moved and Mr. Talamini seconded to approve the appointment of Ms. Paola Rached as a long term substitute Art Teacher at Valley Middle School, effective on or about January 17, 2011 as a per diem salary of \$230.33. (Ms. Rached will substitute for Ms. Jill Jeune who is on Family Leave.) This appointment is subject to New Jersey Department of Education Criminal History Review (NJSA 18A:6-7.2), Chemical Screening and CPR/AED certification. On a roll call vote: AYES: Ms. Matts, Mr. Gaffney, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

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Regular Education (continued)

Target Field Trip Grant Ms. Matts moved and Mr. Talamini seconded to approve the submission of an application by Ms. Judith Vihonski for a Target Field Trip Grant. This grant shall provide funding for transportation and admission expenses for Workshop students to attend an exhibit at New York's South Street Seaport. On a roll call vote: AYES: Ms. Matts, Mr. Gaffney, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

Field Trips Ms. Matts moved and Mr. Talamini seconded to approve the field trips for students in the Oakland School District for the 2010/2011 school year, as per the attached. On a roll call vote: AYES: Ms. Matts, Mr. Gaffney, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

Tammy Greulich Ms. Matts moved and Mr. Talamini seconded to approve a request from Ms. Tammy Greulich, Playground/Cafeteria Aide, for a two day leave without pay of December 14 & 15, 2010. On a roll call vote: AYES: Ms. Matts, Mr. Gaffney, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

Special Education

S. Zaentz Mr. Gaffney moved and Ms. Matts seconded to approve a request by Ms. Stephanie Zaentz, Part Time Special Education Teacher Aide, for a leave of absence without pay for December 2, 2010. On a roll call vote: AYES: Mr. Gaffney, Ms. Matts, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

Out of District Placement Mr. Gaffney moved and Ms. Matts seconded to approve the out of district placement of one student at The Children's Therapy Center, Fair Lawn, NJ, for the remainder of the 2010-2011 school year. On a roll call vote: AYES: Mr. Gaffney, Ms. Matts, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

Out of District Placement Mr. Gaffney moved and Ms. Matts seconded to approve the out of district placement of one student at St. Alban's Pre-School, Oakland, NJ, for the remainder of the 2010-2011 school year. On a roll call vote: AYES: Mr. Gaffney, Ms. Matts, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

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Special Education (continued)

Out of District Mr. Gaffney moved and Ms. Matts seconded to approve the out of district placement of one student at David Gregory School, Paramus, NJ, for the remainder of the 2010-2011 school year. On a roll call vote: AYES: Mr. Gaffney, Ms. Matts, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

Martyne Schroder Mr. Gaffney moved and Ms. Matts seconded to approve the appointment of Ms. Martyne S. Schroder as a Home School Coordinator for the 2010/2011 school year at an hourly salary of \$80.00, effective on or about December 15, 2010, upon submission of an approved voucher. On a roll call vote: AYES: Mr. Gaffney, Ms. Matts, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

Lynne Tanner Mr. Gaffney moved and Ms. Matts seconded to accept the resignation of Ms. Lynne Tanner as a part time Teacher/Student Aide effective December 6, 2010. On a roll call vote: AYES: Mr. Gaffney, Ms. Matts, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

Katie Skelley Mr. Gaffney moved and Ms. Matts seconded to approve the employment start date of Ms. Katie Skelley, full-time Special Education Teacher/Student Aide assigned for St. Albans School of November 22, 2010.
Ms. Skelley will voucher her work hours for November. For the remainder of the 2010/2011 school year, Ms. Skelley's schedule and salary rate/benefit level will be:

<u>Time Period</u>	<u>Schedule</u>	<u>Hourly Salary</u>	<u>Benefit</u>
November 22, 2010 - January 31, 2011	5.5 hours/daily	\$19.75	None
February 1, 2011 - June 30, 2011	5.5 hours/daily	\$15.75	POS Medical Only

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

Aimee Edwards Mr. Gaffney moved and Ms. Matts seconded to approve the appointment of Ms. Aimee Edwards as a Special Services Home Instructor for the 2010/2011 school year at an hourly salary of \$45.00, effective on or about December 16, 2010, upon submission of an approved voucher. On a roll call vote: AYES: Mr. Gaffney, Ms. Matts, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

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Finance

**November
Payroll**

Ms. Matts moved and Mr. Talamini seconded to approve the November, 2010 certified gross (net & agency) payroll in the amount of \$1,389,150.07, as per attached. On a roll call vote: AYES: Ms. Matts, Mr. Gaffney, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

**Board
Certification**

Ms. Matts moved and Mr. Talamini seconded to approve the Board Secretary's certification to the Oakland Board of Education that, as of December 14, 2010 and pursuant to NJAC 6A:23-2.11(c) 3, no line item account has encumbrances and expenditures, which, in total, exceed the line item appropriation in violation of NJAC 6A:23-2.11(a); and further,

Approve the Oakland Board of Education's certification that, pursuant to NJAC6A:23-2-11(c)4, 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:23-2.11(b).

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

Bills List

Ms. Matts moved and Mr. Talamini seconded to approve the payment of the attached list of bills with the run date of December 14, 2010, when in proper legal form and subject to audit, provided funds are available in their respective accounts. On a roll call vote: AYES: Ms. Matts, Mr. Gaffney, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

Budget Transfers

Ms. Matts moved and Mr. Talamini seconded to approve school year Budget appropriation transfers for the period from November 13, 2010, through December 10, 2010, as per the attached list. On a roll call vote: AYES: Ms. Matts, Mr. Gaffney, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

**Board Secretary's
Financial Report**

Ms. Matts moved and Mr. Talamini seconded to approve the Board Secretary's Financial Report for the month of October. On a roll call vote: AYES: Ms. Matts, Mr. Gaffney, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

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Finance

**Treasurer of
School Monies**

Ms. Matts moved and Mr. Talamini seconded to approve the Treasurer of School Monies Report for the month of October. On a roll call vote: AYES: Ms. Matts, Mr. Gaffney, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

**Comprehensive
Annual Financial
& Auditors Report**

Ms. Matts moved and Mr. Talamini seconded to accept the Comprehensive Annual Financial Report and Auditors Management Report for Fiscal Year 2010. (Copies of the audit synopsis are available to the public.) On a roll call vote: AYES: Ms. Matts, Mr. Gaffney, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

**2009/2010
Corrective Action
Plan**

Ms. Matts moved and Mr. Talamini seconded to approve the Corrective Action Plan as per the attached. On a roll call vote: AYES: Ms. Matts, Mr. Gaffney, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

**Standard
Operating
Procedures**

Ms. Matts moved and Mr. Talamini seconded to approve the Standard Operating Procedures Manual prepared by the Business Administrator in March 2010, and previously reviewed by the Oakland Board of Education. On a roll call vote: AYES: Ms. Matts, Mr. Gaffney, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

**IDEA-ARRA/
Jessica Dahdah**

Ms. Matts moved and Mr. Talamini seconded to approve the usage of budgeted IDEA-ARRA grant salaries to fund 100% of the fiscal year 2010-2011 annual salary of Ms. Jessica Dahdah, Resource Center Teacher. On a roll call vote: AYES: Ms. Matts, Mr. Gaffney, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

Policies

**Diabetes
Management
Policy**

Mr. Gaffney moved and Ms. Matts seconded to approve for final reading, Policy #5141.24 (NJSBA)/#5338 (SEA), entitled *Diabetes Management*. On a roll call vote: AYES: Mr. Gaffney, Ms. Matts, Mr. Talamini, Mr. Scerbo. Motion carried. ABSENT: Mr. Akovity.

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Policies (continued)

Diabetes Management Regulation Mr. Gaffney moved and Ms. Matts seconded to approve Regulation #5141.24R (NJSBA)/#5338R (SEA), entitled *Diabetes Management*, with the following attachments:

- Hypoglycemia - Fact Sheet
- Glucagon - Fact Sheet
- Procedure for Glucagon Injection
- Delegating Glucagon Administration
- Diabetes Self-Management Authorization
- Student Agreement

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

Open to Audience Participation Ms. Matts moved and Mr. Talamini seconded to open the meeting to public participation. On a voice vote: ALL AYES.

None

Close to Audience Participation Ms. Matts moved and Mr. Talamini seconded to close to audience participation.

Adjournment Ms. Matts moved and Mr. Talamini seconded to adjourn meeting. On a voice vote: ALL AYES.

Meeting was adjourned at 8:00 PM

Respectfully submitted,

Mr. James Davis
Board Secretary/
Business Administrator