

**BOARD OF EDUCATION
OAKLAND, NEW JERSEY**

December 16, 2014

1 of 9

Meeting A Regular Monthly Meeting of the Board of Education was held at the Administration Office on the above date. The meeting was called to order at 7:40 PM by Mr. Gaffney.

Meeting Notice Mr. Gaffney 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 May 3, 2014 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, Ms. Cooper, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Also present were Dr. Gina M. Coffaro, Superintendent of Schools, Mr. Kyle Bleeker, Business Administrator/Board Secretary, six administrators, and three members of the public.

**BOARD OF EDUCATION
OAKLAND, NEW JERSEY**

December 16, 2014
2 of 9

Report of the Superintendent of Schools

- Announcement of the District receiving waiver from the QSAC Review process due to record of high achievement in recent evaluations
- Discussion of meeting with new County Superintendent Norah Peck
- Reminder that Kindergarten registration for the 15/16 school year will be held in January 2015
- Reminder of the dates for the Winter Recess

Audience Participation

Mr. Scerbo moved and Mr. Akovity seconded to open meeting for public comment on the Agenda of this meeting. On a roll call vote: AYES: Mr. Akovity, Ms. Cooper, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried.

Ms. Vivian King - 113 Hiawatha Blvd.

- Asked why the Agenda for Board meetings was no longer posted on line?
- Mr. Gaffney responded that it will be researched.

Mr. Scerbo moved and Mr. Akovity seconded to close meeting for public comment on the Agenda of this meeting. On a roll call vote: AYES: Mr. Akovity, Ms. Cooper, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried.

Minutes

**Work Session
11/25/14**

Mr. Scerbo moved and Ms. Shelkin seconded to approve the minutes of the Work Session of November 25, 2014. On a roll call vote: AYES: Mr. Akovity, Ms. Cooper, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried.

**Executive Session
11/25/14**

Mr. Scerbo moved and Ms. Shelkin seconded to approve the minutes of the Executive Session of Public Work Session of November 25, 2014. Mr. Scerbo, Ms. Shelkin. Motion carried.

**Regular Meeting
11/25/14**

Mr. Scerbo moved and Ms. Shelkin seconded to approve the minutes of the Regular Monthly Meeting of November 25, 2014. On a roll call vote: AYES: Mr. Akovity, Ms. Cooper, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried.

**BOARD OF EDUCATION
OAKLAND, NEW JERSEY**

December 16, 2014
3 of 9

Buildings & Grounds

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

HVAC System Mr. Akovity moved and Ms. Cooper seconded to approve Managed Services Contract with AME for monitoring and maintenance of HVAC Control System in the amount of \$11,280 for 2014/2015 school year, under the specifications of the Ed Data Time and Materials package #3, bid # 6050. On a roll call vote: AYES: Mr. Akovity, Ms. Cooper, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried.

LAN - Drainage @ Heights Mr. Akovity moved and Ms. Cooper seconded to approve a contract with LAN for drainage work at Heights Elementary School in the amount of \$ 12,900. On a roll call vote: AYES: Mr. Akovity, Ms. Cooper, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried.

Cafeteria

Cafeteria Report Ms. Shelkin moved and Mr. Scerbo seconded to approve the cafeteria report for the month of November 2014. On a roll call vote: AYES: Ms. Shelkin, Mr. Akovity, Ms. Cooper, Mr. Gaffney, Mr. Scerbo. Motion carried.

Bills List Ms. Shelkin moved and Mr. Scerbo seconded to approve the payment of the attached list of bills for December 2014 when in proper legal form and subject to audit, provided funds are available in their respective accounts. On a roll call vote: AYES: Ms. Shelkin, Mr. Akovity, Ms. Cooper, Mr. Gaffney, Mr. Scerbo. Motion carried.

Kitchen Equipment Ms. Shelkin moved and Mr. Scerbo seconded to approve the purchase of various kitchen equipment at the elementary schools at a cost not to exceed \$15,000. On a roll call vote: AYES: Ms. Shelkin, Mr. Akovity, Ms. Cooper, Mr. Gaffney, Mr. Scerbo. Motion carried.

Personnel

Substitutes Ms. Shelkin moved and Mr. Scerbo seconded to approve the list of daily substitute personnel, including teachers, nurses, teacher aides, playground/cafeteria aides, secretaries, vehicle drivers, technology aides and custodians for the 2014/2015 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. On a roll call vote: AYES: Ms. Shelkin, Mr. Akovity, Ms. Cooper, Mr. Gaffney, Mr. Scerbo. Motion carried.

**BOARD OF EDUCATION
OAKLAND, NEW JERSEY**

December 16, 2014
4 of 9

Personnel (continued)

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

Donald Kanarr Ms. Shelkin moved and Mr. Scerbo seconded to approve the appointment of Mr. Donald Kanarr as a custodian at Dogwood Hill School at a salary of \$34,217 (Step 0), effective on or about January 1, 2015. This appointment is contingent upon satisfactory completion of all employment requirements. On a roll call vote: AYES: Ms. Shelkin, Mr. Akovity, Ms. Cooper, Mr. Gaffney, Mr. Scerbo. Motion carried.

Rachel Tintle Ms. Shelkin moved and Mr. Scerbo seconded to approve the request from Ms. Rachel Tintle, Student Aide at Heights School, for a leave without pay on December 15, 2014. On a roll call vote: AYES: Ms. Shelkin, Mr. Akovity, Ms. Cooper, Mr. Gaffney, Mr. Scerbo. Motion carried.

Michele Adams Ms. Shelkin moved and Mr. Scerbo seconded to approve the request from Ms. Michele Adams, Student Aide at Manito School, for a leave without pay from January 19-26, 2015. On a roll call vote: AYES: Ms. Shelkin, Mr. Akovity, Ms. Cooper, Mr. Gaffney, Mr. Scerbo. Motion carried.

Maryana Cardan Ms. Shelkin moved and Mr. Scerbo seconded to approve the request from Ms. Maryana Cardan, Playground Cafeteria Aide at Dogwood Hill School, for a leave without pay on December 12, 2014. On a roll call vote: AYES: Ms. Shelkin, Mr. Akovity, Ms. Cooper, Mr. Gaffney, Mr. Scerbo. Motion carried.

Student Teaching Ms. Shelkin moved and Mr. Scerbo seconded to acknowledge the Student Teaching, Practicum or Observation assigned to the Oakland School District for the Spring 2015:

<u>Name</u>	<u>Assignment</u>	<u>College/University</u>
David Straut 18 Hours of Observation	Michelle Morgante District	Rockland Community Coll.

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

**BOARD OF EDUCATION
OAKLAND, NEW JERSEY**

December 16, 2014

5 of 9

Personnel (continued)

Steven Raybeck Ms. Shelkin moved and Mr. Scerbo seconded to approve the reassignment of Mr. Steven Raybeck, custodian, from Dogwood Hill School to Heights School, effective on or about January 1, 2015. On a roll call vote: AYES: Ms. Shelkin, Mr. Akovity, Ms. Cooper, Mr. Gaffney, Mr. Scerbo. Motion carried.

Grade 8 Trip Ms. Shelkin moved and Mr. Scerbo seconded to approve the following teacher-chaperones to accompany Grade 8 students on the Philadelphia area Overnight Trip from June 3 - 5, 2015. 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. Clark
Mr. Cohen
Mr. Dean
Mr. Gilligan
Mr. Hausch
Mr. McGoldrick
Mr. Messina
Mr. Myones
Mr. Parra
Mr. Wordsman
(10)

Ms. Adams
Ms. Binder
Ms. Gallotta
Ms. Holton
Ms. Jeune
Ms. Kasper
Ms. Kokkinakis
Ms. Mihovics
Ms. Russo
Ms. Scala
Ms. Schussler
Ms. Semeraro
Ms. Strohmeier
(13)

Ms. Gillmore (one to one aide)
Ms. VanSickle (trip coordinator)
Mr. Desiderio (administrator)
Ms. Dellalacono (nurse)

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

Mr. Scerbo - Glad to see Philadelphia Trip continuing.

**BOARD OF EDUCATION
OAKLAND, NEW JERSEY**

December 16, 2014
6 of 9

Regular Education

Nurses Report

Mr. Akovity moved and Ms. Cooper seconded to approve the Nursing Services Report for November 2014, as per the attached. On a toll call vote: AYES: Mr. Akovity, Ms. Cooper, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried.

Library Report

Mr. Akovity moved and Ms. Cooper seconded to approve the monthly Library/Media Center Report for November 2014, as per the attached. On a toll call vote: AYES: Mr. Akovity, Ms. Cooper, Mr. Gaffney, Mr. Scerbo, Ms. Shelkin. Motion carried.

HIB Report

Mr. Akovity moved and Ms. Cooper seconded to approve the HIB Report for the period of November 26, 2014 through December 16, 2014 as follows:

Number of HIB Investigations - 0

Number of Affirmed HIB Incidents - 0

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

Finance

Payroll

Mr. Scerbo moved and Ms. Cooper seconded to approve the November 2014 certified gross (net & agency) payroll in the amount of \$1,692,050.85. On a roll call vote: AYES: Mr. Scerbo, Mr. Akovity, Ms. Cooper, Mr. Gaffney, Ms. Shelkin. Motion carried.

**Board Secretary
Certification**

Mr. Scerbo moved and Ms. Cooper seconded to approve the Board Secretary's certification to the Oakland Board of Education that, as of December 16, 2014 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,

Mr. Scerbo moved and Ms. Cooper seconded to 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. Scerbo, Mr. Akovity, Ms. Cooper, Mr. Gaffney, Ms. Shelkin. Motion carried.

List of Bills

Mr. Scerbo moved and Ms. Cooper seconded to approve the payment of the list of bills with the run date of November 25, 2014, which in proper legal form and subject to audit, provided funds are available in their respective accounts. On a roll call vote: AYES: Mr. Scerbo, Mr. Akovity, Ms. Cooper, Mr. Gaffney, Ms. Shelkin. Motion carried.

**BOARD OF EDUCATION
OAKLAND, NEW JERSEY**

December 16, 2014

7 of 9

Finance (continued)

Unemployment Mr. Scerbo moved and Ms. Cooper seconded to approve the payments to NJ Department of labor for NJ Unemployment Compensation of \$5,450.17 (Check #012) for the 2nd Quarter of 2014 and \$8,733.69 (Check #013) for the 3rd Quarter of 2014. On a roll call vote: AYES: Mr. Scerbo, Mr. Akovity, Ms. Cooper, Mr. Gaffney, Ms. Shelkin. Motion carried.

**Auditors Report
FY 2014** Mr. Scerbo moved and Ms. Cooper seconded to accept the Comprehensive Annual Financial Report and Auditors Management Report for Fiscal Year 2014. On a roll call vote: AYES: Mr. Scerbo, Mr. Akovity, Ms. Cooper, Mr. Gaffney, Ms. Shelkin. Motion carried.

**2013/2014
Corrective
Action Plan** Mr. Scerbo moved and Ms. Cooper seconded to approve the 2013/2014 Audit Corrective Action Plan as per the attached. On a roll call vote: AYES: Mr. Scerbo, Mr. Akovity, Ms. Cooper, Mr. Gaffney, Ms. Shelkin. Motion carried.

**Donation
Coffaro** Mr. Scerbo moved and Ms. Cooper seconded to accept, with appreciation, a donation gift of tools and tool storage box from Nick and Gina Coffaro. On a roll call vote: AYES: Mr. Scerbo, Mr. Akovity, Ms. Cooper, Mr. Gaffney, Ms. Shelkin. Motion carried.

Phoenix Advisors Mr. Scerbo moved and Ms. Cooper seconded to approve the firm of Phoenix Advisors, LLC for Financial Advisory Services related to the authorization and issuance of refunding bonds by the Oakland Board of Education. On a roll call vote: AYES: Mr. Scerbo, Mr. Akovity, Ms. Cooper, Mr. Gaffney, Ms. Shelkin. Motion carried.

**McManimom,
Scotland &
Baumann** Mr. Scerbo moved and Ms. Cooper seconded to approve the firm of McManimom, Scotland & Baumann to authorize and issue refunding bonds on behalf of the Board of Education. On a roll call vote: AYES: Mr. Scerbo, Mr. Akovity, Ms. Cooper, Mr. Gaffney, Ms. Shelkin. Motion carried.

**Refunding Bond
Ordinance** Mr. Scerbo moved and Ms. Cooper seconded to adopt the Refunding Bond Ordinance, as per the attached. On a roll call vote: AYES: Mr. Scerbo, Mr. Akovity, Ms. Cooper, Mr. Gaffney, Ms. Shelkin. Motion carried.

**BOARD OF EDUCATION
OAKLAND, NEW JERSEY**

December 16, 2014
8 of 9

Policy
Final Reading

Ms. Shelkin moved and Mr. Scerbo seconded to approve for final reading Policy #6145, Extracurricular Activities. On a roll call vote: AYES: Ms. Shelkin, Mr. Akovity, Ms. Cooper, Mr. Gaffney, Mr. Scerbo. Motion carried.

Audience
Participation

Mr. Scerbo moved moved and Mr. Akovity seconded to open meeting to public participation. On a roll call vote: ALL AYES.

Ms. Vivian King - 113 Hiawatha Blvd.

- Asked the Board the protocol for calling the Superintendent's Office and getting a call back from the Office? Additionally asked about procedures for disseminating information of a security nature from the Superintendent's Office to the staff? Specifically asked if information regarding recent issue at the High School was shared with Superintendent's Office and then with the staff?
- Ms. King commented that the District's first priority should be security and safety of students and staff and that a greater awareness should be exercised. e.g. identification at school entrances.
- Ms. King commented that the situation was handled well by the High School Board and Administration.
- Dr. Coffaro commented that when a parent calls the Board Office, if it's an issue that can be resolved at the building level, it is referred back to that Building Administrator. If a call is for the Superintendent, a call is returned from that office.
- Mr. Gaffney responded that the District's utmost concern is safety of the students. The Board trusts that Dr. Coffaro and all administrators are doing their due diligence and disseminate information in an appropriate manner when necessary.
- Ms. King commented that the dissemination of information is key
- Dr. Coffaro commented that security is addressed constantly.
- Dr. Coffaro commented that information is disseminated according to our Memorandum of Agreement with local law enforcement.

**BOARD OF EDUCATION
OAKLAND, NEW JERSEY**

December 16, 2014
9 of 9

Adjournment

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

Meeting was adjourned at 8:04 PM

Respectfully submitted,

Mr. Kyle J. Bleeker
Board Secretary/Business Administrator