

RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT  
BOARD OF EDUCATION  
Oakland, New Jersey

**REVISED ANNUAL REORGANIZATION MEETING**

January 4, 2024  
Ramapo High School Auditorium  
Meeting 6:30 P.M.

**1. OPENING**

Dora E. Zeno, President *pro tem*, will call the meeting to order and read the Open Meeting Statement:

The New Jersey Open Public Meetings Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon.

In accordance with the provisions of this act, the Business Administrator/Board Secretary has caused notice of this meeting to be published by having the date, time, and place thereof posted in accordance with N.J.S.A. 10:4-8(b), and guidance from the New Jersey Department of Community Affairs, Division of Local Government Services.

In addition, please be aware that employees of this School District retain the right of privacy and shall retain all rights regarding defamation and slander according to the laws of New Jersey. The Board shall not be held liable for comments made by members of the public and, in order to protect the privacy rights of employees in the District, the Board shall not respond to statements made by the public of or about District employees.

**2. ROLL CALL**

\_\_\_\_\_ Ms. Ansh                      \_\_\_\_\_ Mr. Bogdansky                      \_\_\_\_\_ Mr. DeLaite  
\_\_\_\_\_ Ms. Emmolo                      \_\_\_\_\_ Ms. Koulikourdis                      \_\_\_\_\_ Dr. Lorenz  
\_\_\_\_\_ Ms. Mariani

**3. PLEDGE OF ALLEGIANCE**

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

**4. OATH OF OFFICE**

1. Oath of Office to be administered to elected Board of Education members by the Interim Board Secretary, each of whom have been elected to a three (3) year term:

Brian DeLaite                      Melissa Kiel                      Audrey Souders

2. The Interim Board Secretary will call for the nomination of the President of the Board of Education.

3. The Interim Board Secretary calls for a vote for President of the Board of Education.

Moved by \_\_\_\_\_

- |                  |                     |                        |
|------------------|---------------------|------------------------|
| _____ Ms. Ansh   | _____ Mr. Bogdansky | _____ Mr. DeLaite      |
| _____ Ms. Emmolo | _____ Ms. Kiel      | _____ Ms. Koulikourdis |
| _____ Dr. Lorenz | _____ Ms. Mariani   | _____ Ms. Souders      |

4. The Board President calls for the nomination of Vice President of the Board of Education.

5. The Board President calls for a vote for Vice President of the Board of Education.

Moved by \_\_\_\_\_

- |                  |                     |                        |
|------------------|---------------------|------------------------|
| _____ Ms. Ansh   | _____ Mr. Bogdansky | _____ Mr. DeLaite      |
| _____ Ms. Emmolo | _____ Ms. Kiel      | _____ Ms. Koulikourdis |
| _____ Dr. Lorenz | _____ Ms. Mariani   | _____ Ms. Souders      |

**5. Reading of Code of Ethics for School BoardMembers, Title 18A:12-24.1**

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.

- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

**6. PUBLIC COMMENT**

Public participation shall be governed by the following rules:

- 1) A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, municipality of residence, and group affiliation, if applicable;
- 2) Each statement made by a participant shall be limited to three (3) minutes' duration during the public session;
- 3) All statements, questions, or inquiries shall be directed to the presiding officer and any questions or inquiries directed by a participant to another Board member shall be redirected to the presiding officer who shall determine if such statement, question, or inquiry shall be addressed by the presiding officer on behalf of the Board or by the individual Board member.

Moved by \_\_\_\_\_ Seconded \_\_\_\_\_

_____ Ms. Ansh	_____ Mr. Bogdansky	_____ Mr. DeLaite
_____ Ms. Emmolo	_____ Ms. Kiel	_____ Ms. Koulikourdis
_____ Dr. Lorenz	_____ Ms. Mariani	_____ Ms. Souders

**7. OPEN BOARD DISCUSSION**

**8. REORGANIZATION**

Move that all Regular Public and Special Meetings of the Board of Education be held on the dates, locations, and times, as recommended by the Interim Superintendent of Schools, as follows:

Monday, January 29, 2024	Regular Public Meeting, Indian Hills High School Cafeteria
Monday, February 12, 2024	Regular Public Meeting, Ramapo High School Cafeteria
Monday, February 26, 2024	Regular Public Meeting, Indian Hills High School Cafeteria
Monday, March 11, 2024	Regular Public Meeting, Ramapo High School Cafeteria
Monday, March 25, 2024	Adoption of Tentative Budget/Regular Public Meeting, Indian Hills High School Cafeteria
Monday, April 8, 2024	Regular Public Meeting, Ramapo High School Cafeteria
Monday, April 29, 2024	Budget Public Hearing/Regular Public Meeting, Indian Hills High School Cafeteria
Monday, May 13, 2024	Regular Public Meeting, Ramapo Hills High School Cafeteria
Thursday, May 30, 2024	Regular Public Meeting, Indian Hills High School Cafeteria
Monday, June 10, 2024	Regular Public Meeting, Ramapo Hills High School Cafeteria
Monday, June 24, 2024	Regular Public Meeting, Indian Hills High School Auditorium
Monday, July 22, 2024	Regular Public Meeting, Ramapo High School Auditorium
Monday, August 26, 2024	Proposed Curriculum Changes Public Hearing/Regular Public Meeting, Indian Hills High School Auditorium
Monday, September 9, 2024	Regular Public Meeting, Ramapo Hills High School Auditorium
Monday, September 23, 2024	Regular Public Meeting, Indian Hills High School Cafeteria
Monday, October 14, 2024	Public Meeting, Ramapo High School Cafeteria
Monday, October 28, 2024	Regular Public Meeting, Indian Hills High School Cafeteria
Tuesday, November 12, 2024	Regular Public Meeting, Ramapo High School Cafeteria
Monday, November 25, 2024	Regular Public Meeting, Indian Hills High School Cafeteria
Monday, December 16, 2024	Regular Public Meeting, Ramapo High School Cafeteria
Monday, January 6, 2025	Annual Reorganization Meeting, Indian Hills High School Auditorium

(All regular public meetings are scheduled for 7 P.M. for the purpose of entering Executive Session. The Board will reconvene the public meeting at 8 P.M.)

9. Move to approve, as recommended by the Interim Superintendent of Schools, the reappointment of Dora E. Zeno as **Interim Board Secretary** for the period January 4, 2024 through June 30, 2024.
10. Move to designate, as recommended by the Interim Superintendent of Schools, Dora E. Zeno as the **Public Agency Compliance Officer (P.A.C.O.)** for the period January 4, 2024 through June 30, 2024.
11. Move to approve, as recommended by the Interim Superintendent of Schools, the appointment of Frank Primiani as the designated person responsible for compliance with the **PEOSH Indoor Air Quality Standard**, as required by the New Jersey Public Employees Occupational and Safety Health Program (PEOSH) Indoor Air Quality Standard N.J.A.C. 12:100:13.1, effective for the period January 4, 2024 through to the date of the 2025 Reorganization Meeting.
12. Move to approve, as recommended by the Interim Superintendent of Schools, the appointment of Frank Primiani to be designated the program coordinator and responsible for compliance with the **PEOSH Hazardous Communication Standard**, as required by the New Jersey Public Employees Occupational and Safety Health Program (PEOSH) Hazardous Communication Standard N.J.A.C. 12:100-7, effective for the period January 4, 2024 through to the date of the 2025 Reorganization Meeting.
13. Move to approve, as recommended by the Interim Superintendent of Schools, the reappointment of Frank Primiani as **Integrated Pest Management Coordinator** to implement all aspects of the District’s IPM Policy and related Plan for the period January 4, 2024 through to the date of the 2025 Reorganization Meeting.
14. Move to approve, as recommended by the Interim Superintendent of Schools, the appointment of District officers for the period January 4, 2024 through to the date of the 2025 Reorganization Meeting as follows:
  - A. Frank Primiani Health & Safety Officer
  - B. Dr. Frank Mauriello ADA District Coordinator
  - C. Dr. Melissa Quackenbush Affirmative Action Officer\*
  - D. Dr. Frank Mauriello 504 Officer
  - E. Dr. Frank Mauriello Homeless Education Liaison
  - F. Charles Wolff School Safety Specialist
  - G. Dr. Melissa Quackenbush Title VI Officer\*
  - H. Dr. Melissa Quackenbush District Anti-Bullying Coordinator\*

\*Effective January 30, 2024

- 15. Move to approve, as recommended by the Interim Superintendent of Schools, the appointment of the Ramapo Indian Hills Regional High School District **Anti-bullying Specialist** officers for the period January 4, 2024 through to the date of the 2025 Reorganization Meeting as follows:

Andrea Saladino

Jasmen Mantashian

- 16. Move to approve, as recommended by the Interim Superintendent of Schools, the appointment of Travis Smith, RHS, Principal, and Gregory Vacca, IHHS, Principal, to serve as the District’s **Liaison to the State’s Child Welfare Authorities** and to Law Enforcement Agencies pursuant to District Policy and Regulation 8462, effective for the period January 4, 2024 through to the date of the 2025 Reorganization Meeting.
- 17. Move to approve, as recommended by the Interim Superintendent of Schools, the existing **policies** and bylaws of the Ramapo Indian Hills Regional High School District Board of Education be re-adopted for the period January 4, 2024 through to the date of the 2025 Reorganization Meeting.
- 18. Move to approve, as recommended by the Interim Superintendent of Schools, the resolution as follows:

**WHEREAS**, N.J.S.A. 18A:18A-2 provides that a Board of Education shall assign the authority, responsibility, and accountability for the purchasing activity of the Board of Education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids, and to award contracts as permitted by this chapter, and

**WHEREAS**, N.J.S.A. 18A-18A-3 provides that contracts, awarded by the **Purchasing Agent** that do not exceed in the aggregate in a contract year the bid threshold (currently \$44,000), may be awarded by the Purchasing Agent without advertising for bids when so authorized by Board resolution, and

**WHEREAS**, N.J.S.A. 18A-18A-37c provides that all contracts that are in the aggregate less than 15% of the bid threshold (currently \$6,600) may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board resolution,

**NOW, THEREFORE BE IT RESOLVED**, that the Ramapo Indian Hills Regional High School Board of Education, pursuant to the statutes cited above, hereby appoints Dora E. Zeno, Interim Business Administrator/Board Secretary, as its duly authorized Purchasing Agent, or Bernice Parrella, Assistant Business Administrator, as its duly authorized Purchasing Agent *pro tem*, in the event that Dora E. Zeno Interim Business Administrator/Board Secretary, is unavailable, and

is duly assigned the authority, responsibility, and accountability for the purchasing activity of the Ramapo Indian Hills Regional High School District, and

**BE IT FURTHER RESOLVED**, that Dora E. Zeno, as Purchasing Agent, or Bernice Parrella, Assistant Business Administrator, as its duly authorized Purchasing Agent *pro tem*, in the event that Dora E. Zeno Interim Business Administrator/Board Secretary, is unavailable, is authorized to process payments, as necessary as part of regular District operations, to be ratified at the subsequent regular public meeting of the Board of Education, and

**BE IT FURTHER RESOLVED**, that Dora E. Zeno, or Bernice Parrella, Assistant Business Administrator, as its duly authorized Purchasing Agent *pro tem*, in the event that Dora E. Zeno Interim Business Administrator/Board Secretary, is unavailable, is hereby authorized to award contracts on behalf of the Ramapo Indian Hills Regional High School Board of Education that are in the aggregate less than 15% of the Bid threshold (currently \$6,600) without soliciting competitive quotations, and

**BE IT FURTHER RESOLVED** that Dora E. Zeno or Bernice Parrella, Assistant Business Administrator, as its duly authorized Purchasing Agent *pro tem*, in the event that Dora E. Zeno Interim Business Administrator/Board Secretary, is unavailable,, is hereby authorized to seek competitive quotations, when applicable and practicable, when contracts in the aggregate exceed 15% of the bid threshold (currently \$6,600) but less than the bid threshold of \$44,000.

19. Move to approve, as recommended by the Interim Superintendent of Schools, the resolution as follows:

**WHEREAS**, the law firm of Porzio, Bromberg & Newman P.C. has the expertise and experience to provide professional services to the Board of Education (hereinafter referred to as the "Board"); and

**WHEREAS**, the Board is desirous of appointing the law firm of Porzio, Bromberg & Newman P.C. to provide professional services to the Board;

**NOW, THEREFORE, BE IT RESOLVED** that the Board appoints the law firm of Porzio, Bromberg & Newman P.C. as **Board Attorneys** until the next organization meeting in accordance with the terms and conditions set forth in the Agreement. As the Board Attorneys, the firm will provide legal services to the Board of Education at an annual retainer of \$8,000.00 for coverage of up to 3 Board meetings per year and for unlimited communications with the superintendent of schools and business administrator on topics regarding legal advice of a general nature. Additionally, an hourly rate of \$210.00 for all attorneys and \$155.00 for paraprofessional staff members.

The Board President and the Board Secretary are hereby authorized to execute the Agreement and any and all other documents necessary to effectuate the terms of this resolution. This contract is being entered into and approved as a professional service.

20. Move to appoint, as recommended by the Superintendent of Schools, the law firm of Wilentz, Goldman & Spitzer, Woodbridge, New Jersey, as **Bond Counsel** to advise the District in areas of public finance, effective for the period January 4, 2024 through to the date of the 2025 Reorganization Meeting.
21. Move to appoint, as recommended by the Interim Superintendent of Schools, Phoenix Advisors, Bordentown, New Jersey, as **Financial Advisor** to the District in areas of public finance effective for the period January 4, 2024 through to the date of the 2025 Reorganization Meeting.
22. Move to authorize the Business Administrator/Board Secretary, as recommended by the Interim Superintendent of Schools, to renew the contract in the amount of \$38,000.00, with Lerch, Vinci & Bliss, LLP, to **audit** the books and records of the Ramapo Indian Hills Regional High School District in accordance with audit requirements as prescribed by the State of New Jersey for the fiscal year ending June 30, 2024. This contract is being entered into and approved as a professional service.
23. Move to approve, as recommended by the Interim Superintendent of Schools, the resolution as follows:

**WHEREAS**, Title 18A:18A-10 provides that “A Board of Education without advertising for bids, or having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property”, and

**WHEREAS**, the Ramapo Indian Hills Regional High School District Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

**WHEREAS**, the Ramapo Indian Hills Regional High School District Board of Education desires to authorize its Purchasing Agent for the period January 4, 2024 through to the date of the 2025 Reorganization Meeting to make any and all purchases necessary to meet the needs of the school district throughout the school year,



**NOW, THEREFORE, BE IT RESOLVED**, that the Ramapo Indian Hills Regional High School District Board of Education does hereby authorize the district **purchasing agent** to make purchases of goods and services entered into by the Division of Purchase and Property utilizing various vendors as indicated on the State of New Jersey Department of Treasury; to participate in educational cooperative pricing systems, county contract, and/or state contract for all goods and/or services required during the period January 4, 2024 through to the date of the 2025 Reorganization Meeting.

- 24. Move to designate, as recommended by the Interim Superintendent of Schools, Dora E. Zeno as the **Custodian of Records (OPRA)** for the period January 4, 2024 through June 30, 2024.
- 25. Move that, as recommended by the Interim Superintendent of Schools *The Record* be designated as the **official newspaper** for the publication of legal notices effective for the period January 4, 2024 through to the date of the 2025 Reorganization Meeting.
- 26. Move that, as recommended by the Interim Superintendent of Schools, the official **depository for funds** of the Ramapo Indian Hills Regional High School District Board of Education, Ramapo High School, and Indian Hills High School be approved for the period January 4, 2024 through to the date of the 2025 Reorganization Meeting as follows:

Columbia Bank  
 NJ/ARM (New Jersey Asset & Rebate Management)

- 27. Move to approve, as recommended by the Interim Superintendent of Schools, the following bank accounts at Columbia Bank and the corresponding duly elected or appointed officers as signatories for the period beginning January 4, 2024 through to the date of the 2025 Reorganization Meeting as follows:

<u>Account Name</u>	<u>Authorized Signers</u>
Current Account - General Fund (Operating Account)	Board President, Business Administrator/Board Secretary, Superintendent of Schools
Payroll Account	Business Administrator/Board Secretary
Agency Account	Business Administrator/Board Secretary
Section 125 Account	Business Administrator/Board Secretary
Clearing Account	Business Administrator/Board Secretary

Cafeteria Account	Board President, Business Administrator / Board Secretary, Superintendent of Schools
Unemployment Comp. Insurance Trust Account	Board President, Business Administrator / Board Secretary, Superintendent of Schools
Athletic Officials, Dues & Entry Fees Account	Board President, Business Administrator / Board Secretary, Superintendent of Schools
Scholarship Account	Board President, Business Administrator / Board Secretary, Superintendent of Schools
Capital Reserve Account	Board President, Business Administrator / Board Secretary, Superintendent of Schools
Maintenance Reserve Account	Board President, Business Administrator / Board Secretary, Superintendent of Schools
Emergency Reserve Account	Board President, Business Administrator / Board Secretary, Superintendent of Schools
Indian Hills High School Student Activities Account	School Principal, School Treasurer
Ramapo High School Student Activities	School Principal, School Treasurer

28. Move to appoint, as recommended by the Interim Superintendent of Schools, Gallagher Benefits Services, Inc., Princeton, New Jersey, for **Health Insurance Brokerage Services** to the District, which will be paid by the carrier. Effective for the period January 4, 2024 through to the date of the 2025 Reorganization Meeting.
29. Move to appoint, as recommended by the Interim Superintendent of Schools, CBIZ Insurance Services, Inc., New Providence, New Jersey, for **Property and Casualty Broker/Risk Manager Services**, which will be paid by the carrier. Effective for the period January 4, 2024 through to the date of the 2025 Reorganization Meeting.
30. Move to appoint, as recommended by the Interim Superintendent of Schools, DiCara Rubino Architects, Wayne, New Jersey, for professional **architectural** and engineering services at the following hourly rate schedule. Effective for the period January 4, 2024 through the date of the 2025 Reorganization Meeting.

Principal	\$175.00
Senior Associate Architect	\$165.00
Project Manager	\$150.00
Project Architect/Engineer	\$140.00
Job Captain/ Assistant Engineer	\$135.00
Project Designer	\$125.00
Specifications Writer	\$125.00
Senior Production	\$120.00
Intermediate Production	\$100.00
Interior Designer	\$135.00
Construction Administrator	\$140.00
Marketing / Public Relations	\$125.00
Accounting	\$ 55.00
Administrative Assistant/Clerical	\$ 45.00
Reimbursable Incidental Expenses	Cost x 1.15

31. Move to appoint, as recommended by the Interim Superintendent of Schools, LAN Associates, Midland Park, New Jersey, for professional architectural and **engineering services** at the following hourly rate schedule. Effective for the period January 4, 2024 through the date of the 2025 Reorganization Meeting.

Principal	\$195.00
Assistant Vice President	\$190.00
Senior Associate Architect/Engineer/Scientist	\$180.00
Associate Architect/Engineer/Scientist	\$170.00
Senior Architect/Engineer/Scientist	\$160.00
Architect/Engineer/Scientist	\$135.00

Job Captain/Construction Administrator	\$125.00
Senior Designer	\$115.00
Designer	\$ 90.00
Office Manager	\$ 90.00
Senior Draftsperson/Technician	\$ 80.00
Administrative Assistant	\$ 60.00
Draftsperson/Technician	\$ 55.00
Intern	\$ 45.00

32. Move to designate, as recommended by the Interim Superintendent of Schools, that Dora E. Zeno, Interim Business Administrator/Board Secretary and the Board President as the authorized persons to **sign school warrants**, N.J.S.A. 18A:19-1 for the period January 4, 2024 through to the date of the 2025 Reorganization Meeting.

33. Move to approve, as recommended by the Interim Superintendent of Schools, the following:

**BE IT RESOLVED**, that the Ramapo Indian Hills Regional High School District Board of Education adopts all current written **curriculum** guides, courses, textbooks, workbooks, and any other ancillary materials on file with the Superintendent; and

Be it further **RESOLVED** that this Resolution is in effect from the date of this Reorganization Meeting until the Reorganization Meeting in the next calendar year.

**34. PUBLIC COMMENTS**

Moved by \_\_\_\_\_ Seconded \_\_\_\_\_  
 \_\_\_\_\_ Ms. Ansh                      \_\_\_\_\_ Mr. Bogdansky                      \_\_\_\_\_ Mr. DeLaite  
 \_\_\_\_\_ Ms. Emmolo                      \_\_\_\_\_ Ms. Kiel                      \_\_\_\_\_ Ms. Koulikourdis  
 \_\_\_\_\_ Dr. Lorenz                      \_\_\_\_\_ Ms. Mariani                      \_\_\_\_\_ Ms. Souders

**35. BOARD COMMENT**

**36. ADJOURNMENT**

Motion to adjourn the Thursday, January 4, 2024 Annual Reorganization Meeting at \_\_\_\_\_.

Moved by \_\_\_\_\_ Seconded: \_\_\_\_\_ to adjourn at \_\_\_\_\_ P.M

\_\_\_\_\_ Ms. Ansh

\_\_\_\_\_ Mr. Bogdansky

\_\_\_\_\_ Mr. DeLaite

\_\_\_\_\_ Ms. Emmolo

\_\_\_\_\_ Ms. Kiel

\_\_\_\_\_ Ms. Koulikourdis

\_\_\_\_\_ Dr. Lorenz

\_\_\_\_\_ Ms. Mariani

\_\_\_\_\_ Ms. Souders