

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

**ACTION/WORK SESSION MINUTES  
October 9, 2017  
District Conference Room**

Roll Call – Executive Session

Upon roll call at 7:40 P.M., the Board members responded as follows: Mmes. Becker, Castor, Kilday, Quinlan, and Sciancalepore (ABSENT). Messrs. Becker, Bunting (ABSENT), Butto, and Porro (ABSENT). Mrs. Beverly MacKay, Superintendent of Schools; and Mr. Frank C. Ceurvels, Business Administrator/ Board Secretary; were also present.

The meeting was called to order by the Board president at 7:30 P.M. Mr. Becker announced that adequate notice of the meeting has been posted and published as required by law.

A motion was made by Mrs. Becker and seconded by Mrs. Kilday and unanimously carried to move into Closed Executive Session for the purpose of discussing personnel, litigation, and negotiations. Information from the Closed Executive Session will be made public at the discretion of the Board, as per Board Bylaw 0166, Executive Sessions, or as otherwise authorized by law. The Closed Executive Session was adjourned at 8 P.M.

Roll Call – Action/Work Session

Upon roll call at 8 P.M. Board members responded as follows: Mmes. Becker, Castor, Kilday, Quinlan, and Sciancalepore (ABSENT). Messrs. Becker, Bunting (ABSENT), Butto, and Porro (ABSENT). Mrs. Beverly MacKay, Superintendent of Schools; Mr. Frank Ceurvels, Business Administrator/Board Secretary; were also present.

The meeting was called to order by the Board president at 8 P.M. Mr. Becker announced that adequate notice of the meeting has been posted and published as required by law. He read a public statement advising the public to be aware that employees of the Ramapo Indian Hills Regional High School District retain the right of privacy and shall retain all rights regarding defamation and slander according to the laws of New Jersey. Mr. Becker further stated that 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.

**BOARD PRESIDENT'S REPORT**

Mr. Becker invited Mr. Mahtabfar, RHS, Student Board Representative and Mr. Forsyth, IHHS, Student Board Representative, to present their reports as follows: Mr. Forsyth stated: 1) the Week of Respect was scheduled during the week of October 2 and the IHHS student body is participating in the activities scheduled; 2) a blood drive is scheduled on October 13; 3) donations collected at the Coffee House and Pep Rally will be sent to the hurricane victims; and 3) the Holiday Festival plans are underway. Mr. Mahtabfar stated: 1) the Week of Respect was scheduled during the week of October 2 and the RHS student body is participating in the activities scheduled; 2) the RHS student body is collecting donations for the hurricane victims in the Ponderosa School in Texas; and 3) school spirit amongst the RHS student body is strong.

**SUPERINTENDENT'S REPORT**

Mrs. MacKay congratulated the members of the Board of Education for their achievement of completing the NJSBA requirements for a Certified Board. She also thanked Mrs. Castor for leading this initiative.

Mrs. MacKay also reported that on October 18 a program for parents and high school student on anti-opioids is scheduled at Ramapo High School, 7 P.M.

Mrs. MacKay presented the District's 2016-17 School Year Vandalism & Violence/HIB Report for Period 2 – January – June 2017. She also discussed the Vandalism & Violence/HIB Report for prior years.

**BUSINESS ADMINISTRATOR’S REPORT**

Mr. Ceurvels reported on District capital projects/initiatives as follows: 1) the District’s Audit is complete and the members of the Finance Committee will be meeting with the auditors on November 3; 2) the District’s budget development process for the 2018-19 School Year will open by November 15; 3) a meeting with the District’s architects and District administration will be scheduled in the near future to discuss District projects; and 4) Game Help rates will be increased from \$55.00 per event to \$75.00 per event, and from \$75.00 per event to \$100.00 per event for Ice Hockey games, effective October 10, 2017.

Mr. Ceurvels will continue to update the Board members as to the status of these capital projects/initiatives.

**PUBLIC DISCUSSION OF AGENDA AND NON-AGENDA ITEMS**

A. Moved by BUTTO Seconded KILDAY to open the meeting to public discussion.

No discussion.

B. Moved by KILDAY Seconded CASTOR to close public discussion of agenda items and to re-enter the Action/Work Session.

**OPEN BOARD DISCUSSION**

Mrs. Quinlan asked if the District can donate the textbooks listed in Resolution E4. Mr. Ceurvels stated that the District must follow established procedures when disposing of textbooks. If the District is unable to dispose of the textbooks according to the established procedures, then the District can donate the textbooks.

**ACTION ITEMS - ✓ = Yes**

The following motions were approved by roll call: **P1 – F2**

Moved by: QUINLAN Seconded: BECKER

**PERSONNEL**

P1. To approve the appointment of District staff to serve as mentors for the 2017-18 School Year in accordance with the Agreement between the RIHEA and the Board of Education, stipend to be pro-rated up to \$450 for the full term of the mentorship, as follows:

<u>Staff Member/Department</u>	<u>Mentor</u>
<u>Ramapo High School</u>	
Jenna Calderon	Kim Angerson
Scott Dempster	Staci Anson
Richard Gardner	Jutta Gonzalez

P2. To approve the appointment of the following individual listed below as a substitute teacher for the 2017-18 School Year; and move to approve applicant’s attestation that she has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18A:6-7.1 et seq., N.J.S.A. 18A:39-17 et seq., or N.J.S.A. 18A:6-4.13 et seq., as applicable:

Cally Calabrese/District

P3. To approve, as recommended by the Superintendent of Schools, the appointment of Spring athletic coaches, subject to all federal, state, county, and local regulations, governing said employment; effective for the 2017-18 School Year; and move to

approve applicants' attestation that she/he has not been convicted of any disqualifying crime pursuant to the provisions of *N.J.S.A. 18A:6-7.1 et seq.*, *N.J.S.A. 18A:39-17 et seq.*, or *N.J.S.A. 18A:6-4.13 et seq.* Salary guide placement to remain at the 2015-16 salary guide levels until such time when the 2017-18 salary guide has been approved, in accordance with the New Jersey Supreme Court Neptune Decision as follows:

Indian Hills High School

<u>Name</u>	<u>Position</u>	<u>Certification</u>	<u>Step</u>	<u>Stipend</u>
George Hill	Baseball	Standard	4	\$8,437
Doug Scott	Asst. Baseball	Standard	4	5,871
Joseph Verdon	Asst. Baseball	Standard	2	4,784
Brian Rochford	Track Coordinator	Substitute	2	8,174
Vanessa Valdes	Asst. Track	Substitute	1	4,320
Steevi Brandt	Asst. Track	Standard	1	4,320
Dominic Mulieri	Asst. Track	Standard	1	4,320
James Dunbar	Asst. Boys' Tennis	Substitute	4	4,867
Joanne Braun	Girls' Golf	Standard	3	5,415
Joseph Leicht	Softball	Standard	4	8,437
Maria LaBarbiera	Asst. Softball	Standard	4	5,871
Phil Lomenzo	Asst. Softball	Standard	4	5,871
Neil Malmud	Asst. Softball	Substitute	4	5,871
Michael Carti	Girls' Lacrosse	Substitute	4	8,437
Lindsay Rock	Asst. Girls' Lacrosse	Substitute	2	4,784
Brittany Capizzi	Asst. Girls' Lacrosse	Substitute	1	4,320
Matt Myones	Boys' Lacrosse	Standard	4	8,437
Thomas Jaeger	Asst. Boys' Lacrosse	Standard	4	5,871
Sean O'Connor	Asst. Boys' Lacrosse	Substitute	4	5,871
Lorenzo Deraco	Asst. Boys' Lacrosse	Standard	4	5,871
Christopher Anzano	Boys' Volleyball	Standard	2	7,117
Shauna VanDeRee	Asst. Boys' Volleyball	Substitute	2	4,784
Michael Michels	Spring Strength & Conditioning	Standard	4	5,783
Diane Pevny	Asst. Spring Strength & Conditioning	Standard	4	2,314

Ramapo High School

<u>Name</u>	<u>Position</u>	<u>Certification</u>	<u>Step</u>	<u>Stipend</u>
Mickey Hunt	Baseball	Standard	4	\$8,437
Joseph Spafford	Asst. Baseball	Standard	4	5,871
Matt Occhipinti	Asst. Baseball	Standard	4	5,871
Michael Esposito	Co-Asst. Baseball	Substitute	2	2,392
Garrison Ward	Co-Asst. Baseball	Substitute	2	2,392
Ted Arfsten	Golf	Substitute	1	4,438
Brian Gogerty	Asst. Golf	Standard	1	2,057
Sandra Gordon	Golf	Standard	4	5,994
Thomas Albano	Boys' Lacrosse	Substitute	4	8,437
Michael Copelton	Asst. Boys' Lacrosse	CEAS	3	5,293
Stephen Jaskot	Asst. Boys' Lacrosse	CEAS	4	5,871
Nicholas Guttuso	Asst. Boys' Lacrosse	Standard	4	5,871
Samantha Fontanella	Girls' Lacrosse	Substitute	3	7,612
Elizabeth Drehwing	Asst. Girls' Lacrosse	Substitute	3	5,293
Jill Matcovich	Asst. Girls' Lacrosse	Standard	1	4,320
Frank Baldino	Softball	Standard	4	8,437
Robert Petrella	Asst. Softball	Standard	2	4,784
Danielle McCartan	Asst. Softball	Standard	1	4,320
Kim Marchese	Boys' Tennis	Standard	4	6,904
Alex Cascardo	Asst. Boys' Tennis	Substitute	1	3,572
David Van Hook	Boys' Volleyball	Standard	4	8,437
Matthew O'Neill	Asst. Boys' Volleyball	Standard	4	5,871
William Manzo	Track Coordinator	Standard	4	9,577
Steven Ferro	Asst. Track	Standard	4	5,871
Michael Nangle	Asst. Track	Standard	4	5,871
Joshue Resto	Asst. Track	Substitute	4	5,871
Drew Gibbs	Spring Strength & Conditioning	Standard	4	5,783
Brian Gibbs	Asst. Spring Strength & Conditioning	Substitute	3	2,082

- P4. That, as recommended by the Superintendent of Schools, the following persons be approved as Special School Advisors, subject to all federal, state, county, and local regulations, governing said employment, effective for the 2017-18 School Year; and move to approve applicants' attestation that he/she has not

been convicted of any disqualifying crime pursuant to the provisions of *N.J.S.A. 18A:6-7.1 et seq., N.J.S.A. 18A:39-17 et seq., or N.J.S.A. 18A:6-4.13 et seq.* Salary guide placement to remain at the 2015-16 salary guide levels until such time when the 2017-18 salary guide has been approved, in accordance with the New Jersey Supreme Court Neptune Decision as follows:

Ramapo High School

<u>Advisor</u>	<u>Position</u>	<u>Step</u>	<u>Stipend</u>
Heidi Enslin-Velez	Chemistry I League	1	\$2,045
Peter Kanefke	Chemistry II League	4	2,332
Andrew Hogan	Robotics	1	2,045

- P5. To approve the appointment of Volunteer Coaches, effective for the 2017-18 School Year. Authorization for employment is based on prior verification of background check pursuant to the provisions of *N.J.S.A. 18:6-7.1, et. seq., N.J.S.A. 18A:39-17, et. seq., or N.J.S.A. 18:6-4.13 et. seq.* as follows:

<u>Name</u>	<u>Position</u>
Bill Hoffman	Baseball/RHS
Leslie Stephen	Golf/RHS
Matt Bunting	Boys' Lacrosse/RHS
Victor Miroddi	Softball/RHS
Mike Preziosi	Boys' Tennis/RHS

- P6. To rescind the appointment of Athletic Coaches, effective immediately, as follows:

<u>Name</u>	<u>Position</u>
Mark Hecht	Boys' Fencing
Mary Hecht	Girls' Fencing

- P7. To accept the resignation of Gordon Fisher, IHHS, Marching Band Director, effective January 1, 2018.

**EDUCATION**

- E1. That home instruction for District students, at the approved hourly rate, be approved as follows:

<u>Student No.</u>	<u>School</u>	<u>Grade</u>
420424	IHHS	10
419148	IHHS	11
418308	RHS	12

- E2. To approve a District student field trip and the transportation cost scheduled for the 2017-18 School Year as follows:

<u>Location</u>	<u>Group</u>	<u>Date(s)</u>	<u>Cost</u>
Cleveland, OH	IHHS Band	March 23 - 26, 2018	\$0

E3. To approve in accordance with Chapter 46, Title 18A, New Jersey Statutes, and on the recommendation of the Superintendent of Schools, District Director of Student Personnel Services, and District Child Study Team that tuition and/or related services be paid for the students listed below to attend the schools indicated and at the tuition costs indicated for the 2017-18 School Year as follows:

<u>Student No.</u>	<u>Placement</u>	<u>Tuition</u>
421146	Pascack Valley Regional High School	\$44,871.00
418478	Sage Day	58,230.00

E4. To approve the disposal of obsolete District textbooks no longer in use or included in the Math Department’s Course of Study as follows:

<u>Title</u>	<u>Quantity</u>	<u>Author/ Copyright</u>	<u>Publisher</u>	<u>ISBN No.</u>
<i>Geometry Concepts &amp; Applications</i>	95	Cummins, Glencoe McGraw Hill/2001	Glencoe McGraw Hill	0028348176
<i>Geometry</i>	170	Carter, Cuevas, Day, Malloy & Cummins/2010	Glencoe McGraw Hill	9780078884849

**OPERATIONS**

OP1. To approve the resolution as follows:

WHEREAS, the Ramapo Indian Hills Regional High School District Board of Education has submitted an application to the New Jersey Department of Education for approval of capital improvement project as follows:

*Indian Hills High School Roof Re-coat, Sections 3, 8, 11, 14A, 15 and 18*

WHEREAS, these projects are not included in the 2005 Long-Range Facilities Plan list of capital projects to be completed, and therefore, the Long-Range Facilities Plan needs to be amended; and

NOW, THEREFORE, BE IT RESOLVED that the Ramapo Indian Hills Regional High School District Board of Education approves amending the District’s Long-Range Facilities Plan to include these projects.

OP2. To approve the resolution as follows:

WHEREAS, the Ramapo Indian Hills Regional High School District Board of Education (“Board”) has identified a need to undertake the project as follows:

*Indian Hills High School Roof Re-coat, Sections 3, 8, 11, 14A, 15, and 18*

(“Projects”), and;

WHEREAS, the Board has moved forward with a Proposal for Architectural Services for the Projects, and;

WHEREAS, the Board desires to retain Laurence Parisi, AIA (the “Architect”) to provide Architectural Services in connection with the Project, and

WHEREAS, the Agreement with Laurence Parisi, AIA, may be awarded without public bidding as a contract for professional services pursuant to N.J.S.A. 18A:18A-5(a)(1), and;

WHEREAS, the Board intends to finance the local cost of the Projects through the use of capital funds as part of the District’s Long-Range Facilities Plan (LRFP), and;

NOW, THEREFORE, BE IT RESOLVED by the Ramapo Indian Hills Regional High School District that the Board president and secretary are hereby authorized and directed to enter into an Agreement with Laurence Parisi, AIA, and;

BE IT FURTHER RESOLVED that a brief notice of this action shall be printed once in the Board’s official newspaper stating its nature, duration, service and amount and that the resolution and contract shall be on file and available for public inspection in the Board Office, in the following form:

LEGAL NOTICE  
 RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT  
 BOARD OF EDUCATION  
 COUNTY OF BERGEN, STATE OF NEW JERSEY  
 NOTICE OF AWARD OF PROFESSIONAL SERVICES CONTRACT

PLEASE TAKE NOTICE that on October 9, 2017 the Board of Education authorized the Board president and secretary to enter into an Agreement for Professional Architectural Services with Laurence Parisi, One Marine Plaza, North Bergen, New Jersey 07047 with regard to the following project:

*Indian Hills High School Roof Re-coat, Sections 3, 8, 11, 14A, 15 and 18*

This Agreement is available for public inspection during regular business hours at the Board of Education Office located at 131 Yawpo Avenue, Oakland, New Jersey 07436

OP3. To approve the resolution as follows:

WHEREAS, the Ramapo Indian Hills Regional High School District Board of Education has submitted an application to the New Jersey Department of Education for approval of capital improvement projects as follows:

*Indian Hills High School Home and Visitor Bleacher Replacement  
 Ramapo High School Visitor Bleacher Replacement*

WHEREAS, these projects are not included in the 2005 Long-Range Facilities Plan list of capital projects to be completed, and therefore, the Long-Range Facilities Plan needs to be amended, and

NOW, THEREFORE, BE IT RESOLVED that the Ramapo Indian Hills Regional High School District Board of Education approves amending the District’s Long-Range Facilities Plan to include these projects.

OP4. To approve the resolution as follows:

WHEREAS, the Ramapo Indian Hills Regional High School District Board of Education (“Board”) has identified a need to undertake the following projects:

*Indian Hills High School Home and Visitor Bleacher Replacement  
 Ramapo High School Visitor Bleacher Replacement*

(“Projects”), and;

WHEREAS, the Board has moved forward with a Proposal for Architectural Services for the Projects, and;

WHEREAS, the Board desires to retain LAN Associates (the “Architect”) to provide Architectural Services in connection with the Project, and;

WHEREAS, the Agreement with LAN Associates may be awarded without public bidding as a contract for professional services pursuant to N.J.S.A. 18A:18A-5(a)(1), and;

WHEREAS, the Board intends to finance the local cost of the Projects through the use of capital funds as part of the District’s Long-Range Facilities Plan (LRFP), and;

NOW, THEREFORE, BE IT RESOLVED by the Ramapo Indian Hills Regional High School District that the Board president and secretary are hereby authorized and directed to enter into an Agreement with LAN Associates and;

BE IT FURTHER RESOLVED that a brief notice of this action shall be printed once in the Board’s official newspaper stating its nature, duration, service and amount and that the resolution and contract shall be on file and available for public inspection in the Board Office, in the following form:

LEGAL NOTICE  
RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT  
BOARD OF EDUCATION  
COUNTY OF BERGEN, STATE OF NEW JERSEY  
NOTICE OF AWARD OF PROFESSIONAL SERVICES CONTRACT

PLEASE TAKE NOTICE that on October 9, 2017 the Board of Education authorized the Board president and secretary to enter into an Agreement for Professional Architectural Services with LAN Associates, 445 Godwin Avenue, Midland Park, New Jersey 07432 with regard to the following projects:

*Indian Hills High School Home and Visitor Bleacher Replacement  
Ramapo High School Visitor Bleacher Replacement*

This Agreement is available for public inspection during regular business hours at the Board of Education Office located at 131 Yawpo Avenue, Oakland, New Jersey 07436.

## **FINANCE**

F1. To approve the resolution as follows:

WHEREAS, District employees have submitted requests for reimbursement for work-related travel that is directly related to and within the scope of the employees’ current work responsibilities; and

WHEREAS, the Board has previously authorized such work-related travel, and the District’s school business administrator or designee has reviewed the documentation submitted by the employee and found same to be in compliance with the Board’s policy provisions and approval requirements; and

WHEREAS, the travel requests listed below specifies for each item of reimbursement the specific promotion of delivery of instruction or furtherance of the efficient operation of the school district, and the amount of each listed reimbursement does not exceed State travel reimbursement guidelines;

NOW, THEREFORE, BE IT RESOLVED, in accordance with the provisions of Board Policy and *N.J.A.C. 6A:23B-1.1 et seq.*, that the Board of Education hereby approves work-related travel reimbursement to its employees as set forth below:

<u>Req. No.</u>	<u>Employee</u>	<u>Conference</u>	<u>Date</u>	<u>Expenses</u>
D17-12	Chang	NJSBA	10/24-25/17	\$868.50
R17-09	Smith	EdSurge Fusion 2017	11/1-3/17	2,400.00
R17-16	Shortino	AMTNJ	10/26/17	247.00
R17-17	Sikora	Suicide Intervention & Prevention	10/18, 10/19, & 10/24/17	39.00
R17-18	Martone	Differentiatio n Workshop	10/30 & 12/11/17	275.00
R17-19	Gross-Green	STANYS	11/3-6/17	319.00
R17-20	Jaeger	Google Educator	10/12-13/17	350.00
IH17-13	Sudol	Lakeview Learning Center	10/20/17	8.27
IH17-14	Leggour	NJCHE Conference	12/1/17	137.26
IH17-15	Yarish	Classics Day	10/27/17	\$23.00
IH17-16	Urdang	NJCHE Conference	12/1/17	133.57
IH17-17	Garbaccio	Teen Depression	11/14/17	66.42
IH17-18	Wasserman	Teen Depression	11/14/17	25.00

F2. To approve the revised Game Help rate from \$55.00 per event to \$75.00 per event, and further move to approve the revised Game Help rate for Ice Hockey Games from \$75.00 per event to \$100.00 per event, effective October 10, 2017.

**P1 – F2**

RC): Becker ✓, Bunting **ABSENT**, Castor ✓, Kilday ✓, Porro **ABSENT**,  
Quinlan ✓, Sciancalepore **ABSENT**, Butto ✓, Becker ✓

**COMMITTEE REPORTS**

Mr. Butto reported that members of the Finance Committee met on September 26 and met with the auditors to discuss agenda items as follows: 1)the District's Audit; 2) the Game Help rates; 3) the Electric Reverse Auction; and 4) the District's Health Insurance experience. The members of the Finance Committee will meet on November 3.

Mrs. Castor reported that the members of the Education Committee will meet on October 10, 4 P.M.

Mrs. Quinlan reported that the members of the Personnel/Goals/Evaluation Committee will meeting on October 10, 8:30 A.M.

Mr. Becker reported that the members of the Extra-curricular Committee met to discuss the Game Help rates and the drama productions.

**BOARD COMMENTS**

Mrs. Kilday stated that the RHS Bleachers look terrific.

Members of the Board of Education thanked Mrs. Castor for her efforts in leading the Board through the Board Certification initiative.

Mrs. Castor thanked all of the Board members for their enthusiasm and participation in the Board's certification activities. She also thanked Mr. Ceurvels and Mr. Marano for their presentations on the Finance and Student Personnel Services programs and processes.

### **PUBLIC DISCUSSION**

A. Moved by BUTTO Seconded CASTOR to open the meeting to public discussion.

No discussion.

B. Moved by CASTOR Seconded QUINLAN to re-enter the Action/Work Session.

### **ANTICIPATED FUTURE MEETING DATES**

Mr. Becker announced anticipated future meeting dates as follows:

Monday, October 23, 2017, Regular Public Meeting, District Conference Room, 8 P.M.

### **ADJOURNMENT**

Moved by BUTTO Seconded: CASTOR to adjourn at 8:40 P.M.

---

E. David Becker  
Board President

---

Frank C. Ceurvels  
Business Administrator/Board Secretary