

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

**REORGANIZATION/ACTION MEETING MINUTES
January 8, 2018
Ramapo High School**

Roll Call

Upon roll call at 7:05 P.M., the Board members responded as follows: Mmes. Becker, Castor, Kilday, Quinlan, and Sciancalepore. Messrs. Becker, Bunting, 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 secretary at 7:05 P.M. Mr. Ceurvels 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. Ceurvels 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.

ACTION ITEMS - ✓ = Yes

REORGANIZATION

1. Board secretary administers Oath to newly-elected Board members.

The Oath was administered to Mr. Becker, Mrs. Kilday, and Mrs. Quinlan.

2. Board secretary calls for nomination of president of the Board of Education.

Mrs. Quinlan nominated Mrs. Jane Castor for Board president.

3. Board secretary calls for vote for president of the Board of Education.

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

Mrs. Castor is voted the Board president.

4. Board president calls for nominations of vice president of the Board of Education.

Mr. Becker nominated Mr. Butto for Board vice president.

Mrs. Sciancalepore nominated Mrs. Sciancalepore for vice president.

5. Board president calls for vote for vice president of the Board of Education.

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

Mr. Butto is voted the Board vice president.

The following motions were approved by roll call vote: **6 –30**

Moved by: **BUNTING** Seconded: **BECKER**

6. That all Work Sessions, Regular Public Meetings, and Special Meetings of the Board of Education be held on the dates, locations, and times as follows:

Thursday, January 4, 2018

Reorganization/ Action/Work Session,
Ramapo High School, 7 P.M.

Monday, January 22, 2018

Regular Public Meeting, District Conference
Room

Monday, February 5, 2018	Work Session, District Conference Room
Monday, February 26, 2018	Regular Public Meeting, District Conference Room
Monday, March 12, 2018	Work Session, District Conference Room
Monday, March 26, 2018	Regular Public Meeting, District Conference Room
Monday, April 2, 2018	Work Session, District Conference Room
Monday, April 23, 2018	Budget Public Hearing / Regular Public Meeting, District Conference Room
Monday, May 7, 2018	Action / Work Session, District Conference Room
Monday, May 21, 2018	Regular Public Meeting, District Conference Room
Monday, June 11, 2018	Action / Work Session, Ramapo High School, Library
Tuesday, June 26, 2018	Regular Public Meeting, District Conference Room
Monday, July 23, 2018	Work Session / Regular Public Meeting, District Conference Room
Monday, August 27, 2018	Work Session / Regular Public Meeting, District Conference Room
Monday, September 17, 2018	Work Session, District Conference Room
Monday, September 24, 2018	Regular Public Meeting, Ramapo High School, Library
Monday, October 8, 2018	Work Session, District Conference Room
Monday, October 29, 2018	Regular Public Meeting, District Conference Room
Monday, November 12, 2018	Work Session, District Conference Room
Monday, November 26, 2018	Regular Public Meeting, District Conference Room
Monday, December 10, 2018	Work Session / Public Meeting, District Conference Room
Monday, January 7, 2019	Reorganization / Action / Work Session, District Conference Room, 7 P.M.

(All 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.)

7. To approve the reappointment of Frank C. Ceurvels as Board Secretary for the period January 5, 2018 through to the date of the 2019 Reorganization Meeting.
8. To approve the reappointment of Joseph R. Amatuzzi as Treasurer of School Monies for the period January 5, 2018 through to the date of the 2019 Reorganization Meeting.

9. To designate Frank Ceurvels as the Public Agency Compliance Officer (P.A.C.O.) for the period January 5, 2018 through to the date of the 2019 Reorganization Meeting.
10. To approve the appointment of Peter Keaney 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 5, 2018 through to the date of the 2019 Reorganization Meeting.
11. To approve the appointment of Peter Keaney 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 5, 2018 through to the date of the 2019 Reorganization Meeting.
12. To approve the reappointment of Paul Cusack, RHS, and Jeffrey Boltzer, IHHS, as Integrated Pest Management Coordinators to implement all aspects of the district's IPM Policy and related Plan for the period January 5, 2018 through to the date of the 2019 Reorganization Meeting.

13. To approve the resolution as follows:

Resolved, that Julie Browne shall be appointed as the Board Secretary *pro tem* for any meeting of the Ramapo Indian Hills Regional High School District Board of Education which Frank Ceurvels, Board Secretary, is unavailable to attend, effective for the period January 5, 2018 through to the date of the 2019 Reorganization Meeting.

14. To approve the appointment of District officers for the period January 5, 2018 through to the date of the 2019 Reorganization Meeting as follows:

Peter Keaney	Health & Safety Officer
Michael Marano	ADA District Coordinator
Michael Marano	Affirmative Action Officer
Michael Marano	504 Officer
Michael Marano	Homeless Education Liaison

15. To approve the appointment of District and Building Anti-bullying Specialist officers for the period January 5, 2018 through to the date of the 2019 Reorganization Meeting as follows:

Michael Marano	District Coordinator
Thomas Kersting	IHHS Anti-bullying Specialist
Matthew Kohlbrenner	RHS Anti-bullying Specialist

16. To approve the reappointment of Dr. John Colaneri as School Physician for the period January 5, 2018 through to the date of the 2019 Reorganization Meeting.

17. To approve 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 5, 2018 through to the date of the 2019 Reorganization Meeting.

18. That the existing policies and bylaws of the Ramapo Indian Hills Regional High School District Board of Education be re-adopted for the January 5, 2018 through to the date of the 2019 Reorganization Meeting.

19. To approve 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 \$40,000), 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 \$6,000) 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 Frank Ceurvels, Business Administrator/Board Secretary, as its duly authorized purchasing agent 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 Frank Ceurvels 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 \$6,000) without soliciting competitive quotations, and

BE IT FURTHER RESOLVED that Frank Ceurvels is hereby authorized to seek competitive quotations, when applicable and practicable, when contracts in the aggregate exceed 15% of the bid threshold (currently \$6,000) but less than the bid threshold of \$40,000.

20. To approve the resolution as follows:

WHEREAS, the law firm of Fogarty & Hara, Esqs. 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 Fogarty & Hara, Esqs., to provide professional services to the Board;

NOW, THEREFORE, BE IT RESOLVED that the Board appoints the law firm of Fogarty & Hara, Esqs. as Board Attorneys until the next organization meeting in accordance with the terms and conditions set forth in the Agreement which is attached hereto and made a part thereof. 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. The Board Secretary is hereby directed to publish a notice of this Award in the official newspaper of the Board.

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

PLEASE TAKE NOTICE that the Ramapo Indian Hills Regional High School District Board of Education took action at its public Reorganization Meeting on January 4, 2018 to appoint the law firm of Fogarty & Hara, Esqs., as Board attorneys for the period January 5, 2018 through to the date of the 2019 Reorganization Meeting. The appointment qualifies as a professional service for which the Board is not required to publicly advertise for bids in accordance with N.J.S.A. 18A:18A-5. As the Board Attorneys, the firm will provide legal services to the Board of Education at an hourly rate of \$175.00 for partners and \$155.00 for associates. The resolution appointing Fogarty & Hara, Esqs. and the terms of the appointment are on file and available for public inspection at the District offices at 131 Yawpo Avenue, Oakland, New Jersey 07436.

21. To authorize the business administrator/board secretary to renew the contract in the amount of \$33,500 with Lerch, Vinci & Higgins, 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, 2018. This contract is being entered into and approved as a professional service.

WHEREAS, the Board President and the Board Secretary are hereby authorized to execute the contract and any and all other documents necessary to effectuate the terms of this resolution. The Board Secretary is hereby directed to publish a notice of this Award in the official newspaper of the Board.

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

PLEASE TAKE NOTICE that the Ramapo Indian Hills Regional High School District Board of Education took action at its public Reorganization Meeting on January 4, 2018 appointing Lerch, Vinci & Higgins, LLP, as Auditors for the fiscal year ending June 30, 2018. The appointment qualifies as a professional service for which the Board is not required to publicly advertise for bids in accordance with N.J.S.A. 18A:18A-5. The firm will provide the annual audit services to the Board of Education for \$33,500. The resolution appointing the firm of Lerch, Vinci & Higgins, LLP, and the terms of their appointment are on file and available for public inspection at the District offices at 131 Yawpo Avenue, Oakland, New Jersey 07436.

22. To approve 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 5, 2018 – through to the date of the 2019 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 on behalf of the State by the Division of Purchase and Property utilizing various vendors as indicated on the State of New Jersey website at:
<http://state.nj.us/treasury/purchase/pricelists.shtml>.

23. To authorize the business administrator/board secretary to seek sealed bids, Educational Cooperative Price System, county contract, and/or state contract for all goods and/or services required during the period January 5, 2018 through to the date of the 2019 Reorganization Meeting. Date, receipt, and advertisement of bids to be determined by the business administrator/board secretary.

24. To approve the resolution as follows:

WHEREAS, to fulfill its reporting and filing requirements under its Continuing Disclosure Agreement(s), the Ramapo Indian Hills Regional High School District (“Issuer”) desires to engage the professional services of a continuing disclosure agent (the “Disclosure Agent”); and

WHEREAS, it is beneficial for the Issuer to have access to and to engage the professional services of a Financial Advisor who is a registered “Municipal Advisor” with the Securities and Exchange Commission and the Municipal Securities Rulemaking Board to advise the Issuer in connection with, inter alia, the issuance of bonds, notes, and matters relating to fiscal management; and

WHEREAS, Phoenix Advisors provides such Disclosure Agent services and professional Financial Advisor services, and, is a Municipal Advisor registered with the Securities and Exchange Commission and the Municipal Securities Rulemaking Board.

WHEREAS, the parties desire hereby to set forth the terms and conditions under which Phoenix Advisors will provide Disclosure Agent and professional Financial Advisor services to the Issuer.

NOW, THEREFORE BE IT RESOLVED, by the Ramapo Indian Hills Regional High School District Board of Education that it hereby authorizes the Business Administrator/Board Secretary to enter into an Agreement with Phoenix Advisors as the Disclosure Agent for a fee of \$850.00 for the 2018-19 fiscal year.

25. To designate Frank Ceurvels as the Custodian of Records (OPRA) for the period January 5, 2018 through to the date of the 2019 Reorganization Meeting.
26. To approve the distribution of petty cash funds for the period January 5, 2018 through to the date of the 2019 Reorganization Meeting in the amount of \$150.00 each as follows:

Ramapo High School General Office
Indian Hills High School General Office
District Office

27. That *The Record* and *The Star Ledger* be designated as the official newspapers for the publication of legal notices effective for the period January 5, 2018 through to the date of the 2019 Reorganization Meeting.
28. That 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 5, 2018 through to the date of the 2019 Reorganization Meeting as follows:

Columbia Bank

29. To approve the appointment of CBIZ Insurance Services, Inc., New Providence, New Jersey, to provide services as the Insurance Broker of Record for the period of January 5, 2018 through to the date of the 2019 Reorganization Meeting.
30. Move to designate Frank Ceurvels as the School Safety Specialist for the period January 5, 2018 through to the date of the 2019 Reorganization Meeting.

6 –30

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

BOARD PRESIDENT’S REPORT

Mrs. Castor invited Ms. Goodrich, RHS, Alternate Student Board Representative and Mr. Forsyth, IHHS, Student Board Representative, to present their reports as follows: Mr. Forsyth stated: 1) the DECA Teams did very well and over 100 students will be participating in the State Competition; 2) a Blood Drive is scheduled in January 11; and 3) the IHHS student body participated in a Toy Drive for charity in December. Ms. Goodrich stated: 1) the RHS student body participated in Spirit Week and a Winter Pep Rally before the Holiday Break; and 2) 24 members of the RHS DECA Team will be competing in the State Competition.

SUPERINTENDENT’S REPORT

Mrs. MacKay wished everyone a happy new year! She congratulated Mrs. Castor and Mr. Butto on their election as Board President and Board Vice President, respectively.

Mrs. MacKay thanked Mr. Becker for his service as Board President.

She stated that Mr. Sutherland and Mr. Amaral will be presenting at the NJECC Conference scheduled on January 9 in Montclair.

ACTION ITEMS - ✓ = Yes

The following motions were approved by roll call: **P1 –PO2**

Moved by: BUNTING Seconded: BECKER

PERSONNEL

P1. That as recommended by the superintendent of schools, the following person be approved as an athletic coach, subject to all federal, state, county and local regulations, governing said employment; effective for the 2017-18 School Year; and move to approve applicant’s attestation that 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., N.J.S.A. 18A:6-4.13, and N.J.S.A. 18A:12-1 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>
Michael Schulman	Boys’ Golf	Standard	2	\$4,903

P2. To approve the placement of Danielle DiTommaso, a Montclair State University Graduate Student, to complete the Counseling Practicum Requirement of 100 hours, Indian Hills High School, Guidance Department, effective for the period January - May 2018.

P3. To approve the placement of Kaitlyn Sautner, a Misericordia University Student, to complete the Speech-Language Pathology Observation and Clinical Requirement of 20 hours, Indian Hills High School, Guidance Department, effective for the period January - May 2018.

EDUCATION

E1. To approve the Harassment, Intimidation, & Bullying student consequences imposed during the 2017-18 School Year as a result of the HIB Investigation for RHS-HIB 2017-005.

E2. That home instruction for a District student, at the approved hourly rate, be approved as follows:

<u>Student No.</u>	<u>School</u>	<u>Grade</u>
420172	IHHS	10

E3. To approve the District student field trip and transportation cost for the 2017-18 School Year as follows:

<u>Location</u>	<u>Group</u>	<u>Date(s)</u>	<u>Cost</u>
Franklin Avenue Middle School & Valley Middle School	IHHS Band	January 11, 2018	\$700

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>
IH17-29	Wasserman	BLS for Healthcare Providers	January 9, 2018	\$65.00
IH17-30	Garbaccio	BLS for Healthcare Providers	January 9, 2018	\$65.00
IH17-31	Zielenkiewicz	Precalculus	January 10, 2018	\$10.54
IH17-32	Leggour	Think Tank	May 17-18, 2018	\$1,937.97
IH17-33	Smalley	ELL Training	February 15, March 1 & 8, 2018	\$300.00
IH17-34	Wylie	ELL Training	February 15, March 1 & 8, 2018	\$300.00
IH17-35	Viruet	ELL Training	February 15, March 1 & 8, 2018	\$300.00
IH17-36	Kopp	ELL Training	February 15, March 1 & 8, 2018	\$300.00
IH17-37	Fackelman	ELL Training	February 15, March 1 & 8, 2018	\$300.00
IH17-38	Zielenkiewicz	NJECC	January 9, 2018	\$136.16
IH17-39	Fazio	NJ Robotics	January 19, 2018	\$6.40
D17-18	Ladino	ELL Training	February 15, March 1 & 8, 2018	\$300.00
R17-37	Myones	TMI Education	February 15, 2018	\$179.00
R17-38	Kaplan	NJECC	January 9, 2018	\$132.00

POLICY

PO1. To approve the second and final readings of District Policies as follows:

Policy Title

Policy Number

Evaluation of Superintendent	1240
Americans with Disabilities Act	1510
Records Retention	8350

PO2. To approve the revised District Regulations as follows:

<u>Regulation Title</u>	<u>Regulation Number</u>
Evaluation of Superintendent	1240
Americans with Disabilities Act	1510

P1 – PO2

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

BOARD COMMENTS

Mr. Bunting thanked Mr. Becker for his leadership as Board President. He also reported that as chairperson of the Negotiations Committee, the Board is still moving forward with the Fact finder; he stated that briefs from the RIHEA and the Board of Education are due to the Fact finder in February.

Mrs. Quinlan congratulated those Board members on their re-election to the Board and congratulated both Mrs. Castor and Mr. Butto on their election as Board President and Vice President, respectively.

Mr. Becker congratulated Mrs. Castor and Mr. Butto on their elections and wished them a successful year serving as Board President and Vice President.

Mrs. Becker congratulated the District’s DECA Teams and wished them continued success at the State Competition. She also congratulated those Board members on their re-elections and both Mrs. Castor and Mr. Butto on their elections as Board President and Vice President.

Mrs. Kilday thanked Mr. Becker for his leadership during the past year and congratulated Mrs. Castor and Mr. Butto and those Board members on their re-election to the Board.

Mr. Butto congratulated the Board members on their re-election to the Board and thanked Mr. Becker for his leadership during the past year. He stated that he is looking forward to working with Mrs. Castor.

Mrs. Castor thanked Mr. Becker for his leadership during the past year and congratulated those Board members on their re-election to the Board.

PUBLIC DISCUSSION

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

No discussion.

B. Moved by KILDAY Seconded BUTTO to re-enter the Reorganization/
 Action/Work Session Meeting.

ANTICIPATED FUTURE MEETING DATES

Mrs. Castor announced the anticipated future meeting dates as follows:

Monday, January 22, 2018, Regular Public Meeting, 8 P.M., District Conference Room.

RECESS

Upon motion of Mr. Butto, seconded by Mrs. Kilday and carried the Board recessed into Executive Session at 7:35 P.M. for the purpose to discuss personnel, litigation, and negotiations. No action will be taken.

ADJOURNMENT

Moved by QUINLAN Seconded: BECKER to adjourn at 7:55 P.M.

Jane Castor
Board President

Frank C. Ceurvels
Business Administrator / Board Secretary