

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

ANNUAL REORGANIZATION MEETING MINUTES

January 6, 2025
Indian Hills High School Auditorium
Meeting 7:00 P.M.

1. OPENING 7:00 PM

Ms. Zeno, President *pro tem*, called 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 Interim 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

Ms. Kiel

Ms. Souders

Mr. Bogdansky

Ms. Koulikourdis

Mr. DeLaite

Ms. Mariani

3. PLEDGE OF ALLEGIANCE

Ms. Zeno led the Pledge of Allegiance

4. OATH OF OFFICE

Ms. Zeno, Interim Board Secretary, administered The Oath of Office to elected Board of Education members, each of whom have been elected to a three (3) year term:

John Kinney

Helen Koulikourdis

Joseph Valenti

Once the Oath of Office was administered, each took his/her seat on the dais.

Ms. Zeno called for the nomination of the President of the Board of Education:

- Ms. Ansh nominated Ms. Souders
- Mr. DeLaite nominated Mr. Bogdansky

There being no additional nominations, the Interim Board Secretary called a vote to close nominations.

| | | |
|---|---|--|
| <input checked="" type="checkbox"/> Ms. Ansh | <input checked="" type="checkbox"/> Mr. Bogdansky | <input checked="" type="checkbox"/> Mr. DeLaite |
| <input checked="" type="checkbox"/> Ms. Kiel | <input checked="" type="checkbox"/> Mr. Kinney | <input checked="" type="checkbox"/> Ms. Koulikourdis |
| <input checked="" type="checkbox"/> Ms. Mariani | <input checked="" type="checkbox"/> Ms. Souders | <input checked="" type="checkbox"/> Mr. Valenti |

On the Roll Call vote for Ms. Souders:

| | | |
|---|---|---|
| <input checked="" type="checkbox"/> Ms. Ansh | <input type="checkbox"/> Mr. Bogdansky | <input type="checkbox"/> Mr. DeLaite |
| <input checked="" type="checkbox"/> Ms. Kiel | <input type="checkbox"/> Mr. Kinney | <input type="checkbox"/> Ms. Koulikourdis |
| <input checked="" type="checkbox"/> Ms. Mariani | <input checked="" type="checkbox"/> Ms. Souders | <input checked="" type="checkbox"/> Mr. Valenti |

On the Roll Call vote for Mr. Bogdansky:

| | | |
|--------------------------------------|---|--|
| <input type="checkbox"/> Ms. Ansh | <input checked="" type="checkbox"/> Mr. Bogdansky | <input checked="" type="checkbox"/> Mr. DeLaite |
| <input type="checkbox"/> Ms. Kiel | <input checked="" type="checkbox"/> Mr. Kinney | <input checked="" type="checkbox"/> Ms. Koulikourdis |
| <input type="checkbox"/> Ms. Mariani | <input type="checkbox"/> Ms. Souders | <input type="checkbox"/> Mr. Valenti |

As a result of the Roll Call votes, Ms. Souders was elected Board President.

Ms. Souders assumed the Board President’s seat and called for Vice President nominations:

- Ms. Ansh nominated Ms. Mariani.
- Mr. DeLaite nominated Ms. Koulikourdis

Ms. Souders called a vote to close nominations

| | | |
|---|---|--|
| <input checked="" type="checkbox"/> Ms. Ansh | <input checked="" type="checkbox"/> Mr. Bogdansky | <input checked="" type="checkbox"/> Mr. DeLaite |
| <input checked="" type="checkbox"/> Ms. Kiel | <input checked="" type="checkbox"/> Mr. Kinney | <input checked="" type="checkbox"/> Ms. Koulikourdis |
| <input checked="" type="checkbox"/> Ms. Mariani | <input checked="" type="checkbox"/> Ms. Souders | <input checked="" type="checkbox"/> Mr. Valenti |

The Board President called for a vote for Vice President of the Board of Education.

On the Roll Call vote for Ms. Mariani:

| | | |
|---|---|---|
| <input checked="" type="checkbox"/> Ms. Ansh | <input type="checkbox"/> Mr. Bogdansky | <input type="checkbox"/> Mr. DeLaite |
| <input checked="" type="checkbox"/> Ms. Kiel | <input type="checkbox"/> Mr. Kinney | <input type="checkbox"/> Ms. Koulikourdis |
| <input checked="" type="checkbox"/> Ms. Mariani | <input checked="" type="checkbox"/> Ms. Souders | <input checked="" type="checkbox"/> Mr. Valenti |

On the Roll Call vote for Ms. Koulikourdis:

| | | |
|--------------------------------------|---|--|
| <input type="checkbox"/> Ms. Ansh | <input checked="" type="checkbox"/> Mr. Bogdansky | <input checked="" type="checkbox"/> Mr. DeLaite |
| <input type="checkbox"/> Ms. Kiel | <input checked="" type="checkbox"/> Mr. Kinney | <input checked="" type="checkbox"/> Ms. Koulikourdis |
| <input type="checkbox"/> Ms. Mariani | <input type="checkbox"/> Ms. Souders | <input type="checkbox"/> Mr. Valenti |

As a result of the Roll Call votes, Ms. Mariani was elected Board Vice President.

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

Ms. Souders read the following:

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 7:22PM

Members of the public congratulated the incoming and outgoing board members and incoming officers.

7. OPEN BOARD DISCUSSION

The board president thanked everyone for their support and welcomed the newly elected members. She also noted board goals would be developed and committee assignments would be forthcoming.

Board members congratulated and welcomed fellow members, commended outgoing officers and looked forward to working together.

8. REORGANIZATION AGENDA

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 Superintendent of Schools, as follows:

| Meeting Date | Location |
|---------------------|-----------------|
| January 6, 2025 | IHHS Auditorium |
| January 27, 2025 | RHS Auditorium |
| February 10, 2025 | IHHS Auditorium |
| March 3, 2025 | RHS Auditorium |
| March 24, 2025 | IHHS Cafeteria |
| April 7, 2025 | RHS Auditorium |
| April 28, 2025 | IHHS Cafeteria |
| May 12, 2025 | RHS Auditorium |
| June 16, 2025 | IHHS Auditorium |
| July 21, 2025 | RHS Auditorium |
| August 18, 2025 | IHHS Auditorium |
| September 8, 2025 | RHS Auditorium |
| September 29, 2025 | IHHS Auditorium |
| October 13, 2025 | RHS Auditorium |
| November 17, 2025 | IHHS Auditorium |
| December 15, 2025 | RHS Auditorium |
| January 5, 2026 | IHHS Auditorium |

The Annual Organization meeting will convene at 7:00 PM. 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 the reappointment of Dora E. Zeno as **Interim Board Secretary** for the period January 6, 2025 through June 30, 2025.
- 10. Move to designate Dora E. Zeno as the **Public Agency Compliance Officer (P.A.C.O.)** for the period January 6, 2025 through June 30, 2025.
- 11. Move to approve 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 6, 2025 through to the date of the 2026 Reorganization Meeting.
- 12. Move to approve 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 6, 2025 through to the date of the 2026 Reorganization Meeting.
- 13. Move to approve 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 6, 2025 through to the date of the 2026 Reorganization Meeting.
- 14. Move to approve the appointment of District officers for the period January 6, 2025 through to the date of the 2026 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 IX Officer
 - H. Ms. Shauna DeMarco District Anti-Bullying Coordinator
- 15. Move to approve the appointment of the Ramapo Indian Hills Regional High School District **Anti-bullying Specialist** officers for the period January 6, 2025 through to the date of the 2026 Reorganization Meeting as follows:
 - Andrea Saladino
 - Jasmen Mantashian
- 16. Move 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 6, 2025 through to the date of the 2026 Reorganization Meeting.

- 17. Move to approve the existing **policies** and bylaws of the Ramapo Indian Hills Regional High School District Board of Education be re-adopted for the period January 6, 2025 through to the date of the 2026 Reorganization Meeting.
- 18. Move 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 \$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 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 \$235.00 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 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 6, 2025 through to the date of the 2026 Reorganization Meeting.
21. Move to appoint Phoenix Advisors, Bordentown, New Jersey, as **Financial Advisor** to the District in areas of public finance effective for the period January 6, 2025 through to the date of the 2026 Reorganization Meeting.
22. Move to authorize the Business Administrator/Board Secretary, as recommended by the Superintendent of Schools, to renew the contract in the amount of \$39,000.00, 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, 2025. This contract is being entered into and approved as a professional service.
23. Move 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 6, 2025 through to the date of the 2026 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 Dora E. Zeno as the **Custodian of Records (OPRA)** for the period January 6, 2025 through June 30, 2025 or the effective date of a permanent School Business Administrator.
- 25. Move that *The Record* be designated as the **official newspaper** for the publication of legal notices effective for the period January 6, 2025 through to the date of the 2026 Reorganization Meeting.
- 26. Move 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 6, 2025 through to the date of the 2026 Reorganization Meeting as follows:

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

- 27. Move to approve the following bank accounts at Columbia Bank and the corresponding duly elected or appointed officers as signatories for the period beginning January 6, 2025 through to the date of the 2026 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 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 6, 2025 through to the date of the 2026 Reorganization Meeting.
29. Move to appoint 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 6, 2025 through to the date of the 2026 Reorganization Meeting.
30. Move to designate 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 6, 2025 through June 30, 2025 or through the appointment and the start of a permanent School Business Administrator.
31. Move to approve 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.

Motion to approve items #8 - #31 as a Consent vote:

Moved by Bogdansky Seconded Koulikourdis

| | Yes | No | Abstain | Absent |
|-----------------------------|-----|-----------|---------|--------|
| Ms. Ansh | X | | | |
| Mr. Bogdansky | X | See Below | | |
| Mr. DeLaite | X | See Below | | |
| Ms. Kiel | X | | | |
| Ms. Koulikourdis | X | See Below | | |
| Mr. Kinney | X | | | |
| Mr. Valenti | X | | | |
| Ms. Mariani, Vice President | X | | | |
| Ms. Souders, President | X | | | |

Bogdansky- No 19
 DeLaite- No 19
 Koulikourdis- No 19

32. PUBLIC COMMENTS 7:33 PM

None

33. BOARD COMMENT

A board member commended prior board leadership
 A board member inquired about the process for legal or contract changes to licensed professional vendors. Ms. Zeno noted that with the majority of the board’s consensus, a request for proposal can be issued.
 A board member inquired about the board committee process.

34. ANTICIPATED FUTURE MEETING DATES

Monday, January 27, 2025, Regular public meeting at Ramapo High School Auditorium

35. ADJOURNMENT

Motion to adjourn the Monday, January 6, 2025 Annual Reorganization Meeting.

Moved by Ms. Koulikourdis Seconded: Mr. Bogdansky to adjourn at 7:39 P.M

Ms. Ansh

Mr. Bogdansky

Mr. DeLaite

Ms. Kiel

Mr. Kinney

Ms. Koulikourdis

Ms. Mariani

Ms. Souders

Mr. Valenti

Respectfully submitted,

Dora E. Zeno
Interim School Business/Board Secretary