

**AGENDA
REORGANIZATION MEETING
OF THE
ELMWOOD PARK BOARD OF EDUCATION**

MAY 17, 2011

-
- 1) Meeting called to order by Board Secretary.**
 - 2) Reading of the Prayer by the Board Secretary and the Pledge of Allegiance to the Flag.**
 - 3) Roll Call/Sitting Board.**
 - 4) Report on Results of School Election, as attached.**
 - 5) Presentation of Plaques.**
 - 6) Administering of Oaths of Office .**
 - 7) Comments of Newly Elected Board Members.**
 - 8) Roll Call/New Board.**
 - 9) Board Secretary Entertains Motion to Elect President.**
 - 10) Board Secretary Yields Chair to Newly Elected President.**
 - 11) President Calls for Nomination and Election of Vice President.**
 - 12) Necessary Resolutions authorizing newly elected President and Vice President to sign warrants and other instruments requiring the signatures of such school officials.**
 - 13) Resolutions designating and approving Meeting Dates, Times and Places.**
 - 14) Resolution designating Banks to be used as Depositories.**
 - 15) Resolution designating area Newspapers to be used for Legal Advertisements.**
 - 16) Annual Ethics Review (Discussion Item).**
 - 17) Adoption of Board of Education Governance Manual as Policies of the District.**
 - 18) Appointment Board Secretary/Business Administrator/Purchasing Agent.**
 - 19) Appointment of Schwartz, Simon, Edelstein & Celso, Esqs., General Counsel/Labor Negotiator .**
 - 20) Appointment of Wilentz, Goldman & Spitzer, Esqs. Bond Counsel.**
 - 21) Appointment of Ferraioli, Wielkotz, Cerullo & Cuva, P.A. Board Auditor.**
 - 22) Appointment of DiCaro/Rubino, Architect of Record.**
 - 23) Appointment of Professional Sports Medicine Associates, LLC., District Physician.**
 - 24) Appointment of Nathan Lane Agency, Inc., Insurance Broker of Record.**
 - 25) Appointment of Brown & Brown Benefit Advisors, Employee Benefits Broker of Record.**
 - 26) Authorize Continuation in Programs.**
 - 27) Resolution Authorizing Transfer of Funds.**
 - 28) Resolution Approving Attendance at New Jersey Conventions as per Board Policy.**
 - 29) Public Comments.**
-

OFFICE OF BOARD SECRETARY/BUSINESS ADMINISTRATOR

ELMWOOD PARK PUBLIC SCHOOLS
 BUSINESS OFFICE
 ANNUAL SCHOOL ELECTION
 APRIL 27, 2011

VOTING DISTRICT	BUDGET		BUDGET VOTES CAST	(3) THREE YEAR TERMS		
	Yes	No		KATHLEEN POLICANO	DOUGLAS DE MATTEO	ARLENE PERNA-RUDMANN
No.1: Municipal Bldg.	53	52	105	53	50	51
No.2: Fire Co.#1 - Grove Street	51	32	83	60	47	50
No.3: H.S. Lobby	56	40	96	62	61	60
No.4: H.S. Lobby	13	12	25	18	16	14
No.5: Fire Co.# 2 - Parkview	34	31	65	52	47	41
No.6: 16th Ave. School Auditorium	22	8	30	26	19	19
No.7: 16th Ave. School Auditorium	51	37	88	70	58	59
No.8: Fire Co.# 4 - Blvd./Van Riper	51	60	111	69	55	54
No.9: Rec. Complex - Boulevard	33	29	62	40	40	30
No.10: Gantner Ave. School Gym	57	70	127	78	73	68
SUBTOTAL	421	371	792	528	466	446
ABSENTEE BALLOTS	14	27	41	27	27	29
TOTAL	435	398	833	555	493	475

Item 9

Nomination of President

BE IT RESOLVED: that _____ be elected to serve as **PRESIDENT** of the Elmwood Park Board of Education commencing May 17, 2011, and terminating at the last meeting prior to the Reorganization Meeting of 2012.

Item 11

Nomination of Vice President

BE IT RESOLVED: that _____ be elected to serve as **VICE PRESIDENT** of the Elmwood Park Board of Education commencing May 17, 2011, and terminating at the last meeting prior to the Reorganization Meeting of 2012.

Item 12

Signature of President and Vice-President

BE IT RESOLVED: that _____ duly elected **PRESIDENT** of the Elmwood Park Board of Education, and _____ duly elected **VICE-PRESIDENT** of the Elmwood Park Board of Education be and are hereby authorized to sign all such school warrants as shall be approved by the Board of Education, and to execute such other instruments requiring the signature of the **PRESIDENT** and **VICE-PRESIDENT** of the Board of Education.

Item 13

Designation of Board Meeting Time and Place

BE IT RESOLVED: that the Elmwood Park Board of Education designate the **fourth Tuesday** of each month as its Work Meeting and Regular Meeting day. All Work Meetings are to be held at 6:30 p.m. in the Memorial High School Teachers' Cafeteria, and all Regular Meetings are held at 8 p.m. in the Memorial High School Media Center, as attached, or in other locations as announced and posted.

May 24, 2011	December 20, 2011*
August 23, 2011	January 24, 2012
September 27, 2011	February 28, 2012
October 25, 2011	March 27, 2012
November 22, 2011	April 27, 2011

Note: There will be no board meetings in June or July unless necessary. *Changed to the second Tuesday of the month to accommodate Christmas week.

Item 14

Designation of Banks as Depositories

BE IT RESOLVED: that the Board of Education designates the following banking depositories for district accounts and/or investments:

BE IT FURTHER RESOLVED: that the banks be notified with respect to the signatories as listed below:

VALLEY NATIONAL BANK

General Account

Two signatures required:

**William P. Moffitt, Board Secretary/
Business Administrator, or**

_____, **President or**

_____, **Vice President**

Payroll Account

Two signatures required:

**William P. Moffitt, Board Secretary/
Business Administrator, or**

_____, **President or**

_____, **Vice President**

Payroll Agency Account

One of the following signatures required:

**William P. Moffitt, Board Secretary/
Business Administrator, or**

_____, **President**

Athletic Account

Two signatures required:

**William P. Moffitt, Board Secretary/
Business Administrator, or**

_____, **President or**

Student Activity Account

Two signatures required:

**William P. Moffitt, Board Secretary/
Business Administrator, or**

_____, **President**

Food Service Account

One of the following signatures required:

**William P. Moffitt, Board Secretary/
Business Administrator, or**

_____, **President**

Before/After Care Account

One of the following signatures required:

**William P. Moffitt, Board Secretary/
Business Administrator, or**

_____, **President**

Summer Camp

One of the following signatures required:

**William P. Moffitt, Board Secretary/
Business Administrator, or**

_____, **President**

Summer Session Account

One of the following signatures required:

**William P. Moffitt, Board Secretary/
Business Administrator, or**

_____, **President**

BE IT FURTHER RESOLVED:

that the Business Administrator be authorized to invest surplus funds of the Board of Education from time to time as appropriate; and

BE IT FURTHER RESOLVED:

that such investments be reported to the Board of Education at its next scheduled meeting.

Item 15

Designation of Newspapers for Advertisements

BE IT RESOLVED:

that the Board of Education hereby designates the following as official newspapers in which to insert any legal advertisements of the Board of Education:

**THE RECORD
THE HERALD NEWS
THE COMMUNITY NEWS (formerly the Shopper)
THE STAR LEDGER**

BE IT FURTHER RESOLVED:

that the Board Secretary has the authorization to insert legal ads in any one of the newspapers depending upon the legal requirements and cost of said ads.

Item 16

Adoption of Code of Ethics for School Board Members

BE IT RESOLVED:

that the board of education hereby adopts the Code of Ethics for School Board Members and authorizes the board secretary/business administrator to reflect in the minutes that a discussion transpired in regard to the school Ethics Act as required and attached.

Item 17

Adoption of Governance Manual

BE IT RESOLVED: that the Elmwood Park Board of Education hereby adopts the current **GOVERNANCE MANUAL** as the policies for the district.

Item 18

Appointment of Board Secretary/Business Administrator/Purchasing Agent

BE IT RESOLVED: that **WILLIAM P. MOFFITT** be appointed as **BOARD SECRETARY/BUSINESS ADMINISTRATOR** commencing July 1, 2011 through June 30, 2012. Contract forthcoming.

BE IT FURTHER RESOLVED: that **WILLIAM P. MOFFITT** be designated the Elmwood Park Board of Education **QUALIFIED PURCHASING AGENT** in Compliance with Chapter 440, Laws of 1999 and N.J.S.A. 18A:18A-2 commencing July 1, 2011 through June 30, 2012. and

BE IT FURTHER RESOLVED: that **WILLIAM P. MOFFITT** be authorized to advertise for bids and/or solicit quotations for all work, materials, and supplies as per N.J.S.A. 18A:18A-4 and N.J.S.A. 18A:18A-9 commencing July 1, 2011 through June 30, 2012.

Item 19

Appointment of Board Attorney/Labor Negotiator

BE IT RESOLVED: that **SCHWARTZ, SIMON, EDELSTEIN & CELSO, ESQS.**, be reappointed as **GENERAL COUNSEL/LABOR NEGOTIATOR** commencing July 1, 2011, through June 30, 2012.

Item 20

Appointment of Bond Counsel/Bond Counsel/Project Counsel

BE IT RESOLVED: that, **WILENTZ, GOLDMAN & SPITZER, ESQS.**, be reappointed **BOND COUNSEL** commencing July 1, 2011, through June 30, 2012.

Item 21

Appointment of Board Auditor

BE IT RESOLVED: that, **FERRAIOLI, WIELKOTZ, CERULLO, CUVA, P.A.** be reappointed **BOARD AUDITOR**, commencing July 1, 2011, through June 30, 2012.

Item 22

Appointment of Board Architect of Record

BE IT RESOLVED: that, **DI CARA/RUBINO ARCHITECTS** be reappointed **BOARD ARCHITECT OF RECORD**, commencing July 1, 2011, through June 30, 2012.

Item 23

Appointment of Professional Sports Medicine Associates, LLC

BE IT RESOLVED: that, **PROFESSIONAL SPORTS MEDICINE ASSOCIATES, LLC.** be reappointed as district physician to provide medical services to the Elmwood Park School District effective July 1, 2011, through June 30, 2012.

Item 24

Appointment of Insurance Broker of Record

BE IT RESOLVED: that, **NATHAN LANE AGENCY, INC.** be reappointed **INSURANCE BROKER OF RECORD** commencing July 1, 2011, through June 30, 2012.

Item 25

Appointment of Employee Benefits Broker of Record

BE IT RESOLVED: that, **BROWN & BROWN BENEFIT ADVISORS** be reappointed **EMPLOYEE BENEFITS BROKER OF RECORD**, commencing July 1, 2011 through June 30, 2012.

Item 26

Authorize Continued Participation in Programs

BE IT RESOLVED: that the Elmwood Park board of Education does hereby authorize the district's participation in the following programs:

ACES /Alliance for Competitive Energy Services
Bergen County Cooperative Pricing/Procure Various Supplies and Services
Bergen County Utilities/School Laboratory Waste Removal Grant Program
Educational Data/Skilled Trade Bids
Middlesex Cooperative Pricing/Procure Various Supplies and Services
Morris County Cooperative/Procure Various Supplies and Services
State of New Jersey Cooperative/Procure Various Supplies and Services

Item 27

Resolution Authorizing Transfer of Funds

BE IT RESOLVED: that, pursuant to N.J.S.A. 18A:22-8.1, the Elmwood Park Board of Education does hereby authorize the Chief School Administrator, or his designee, to approve budget appropriation transfers among line items and program categories between meetings of the board; and

BE IT FURTHER RESOLVED: that these transfers shall be reported to the board at the next regular meeting, ratified and duly recorded in the board minutes.

Item 28

Attendance at New Jersey Conventions

BE IT RESOLVED: that the Elmwood Park Board of Education does hereby authorize the attendance of board members, superintendent of schools, board secretary/business administrator and board attorney at the **New Jersey School Boards Conventions** in accordance with Board Policy and contracts.