

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

JANUARY 2, 2013



- 1) Administering of Oaths of Office.**
- 2) Recess.**
- 3) Meeting called to order by Board Secretary.**
- 4) Roll Call/New Board.**
- 5) Pledge of Allegiance to the Flag and Moment of Silence.**
- 6) Comments by Newly Elected Board Members.**
- 7) Board Secretary Entertains Motion to Elect President.**
- 8) Board Secretary Yields Chair to Newly Elected President.**
- 9) President Calls for Nomination and Election of Vice President.**
- 10) Necessary Resolutions authorizing newly elected President and Vice President to sign warrants and other instruments requiring the signatures of such school officials.**
- 11) Resolutions designating and approving Meeting Dates, Times and Places.**
- 12) Resolution designating Banks to be used as Depositories.**
- 13) Resolution designating area Newspapers to be used for Legal Advertisements.**
- 14) Annual Ethics Review by Board Attorney.**
- 15) Adoption of Board of Education Governance Manual of Policies for the District.**
- 16) Appointment of Board Secretary/Business Administrator/Purchasing Agent.**
- 17) Public Comments**



OFFICE OF BOARD SECRETARY/BUSINESS ADMINISTRATOR

ROLL CALL/NEW BOARD

| Table Vote | Absent | | Yes | No |
|-------------------|---------------|-----------------------|------------|-----------|
| | | Mr. Cannizzo | | |
| | | Mr. DeMatteo | | |
| | | Mrs. Freitag | | |
| | | Mrs. Gerardi | | |
| | | Ms. Pellegrine | | |
| | | Mrs. Policano | | |
| | | Mrs. Rudmann | | |
| | | Mr. Scolaro | | |
| | | Mr. Zaccone | | |

Item 7

Nomination of President

BE IT RESOLVED: that _____ be elected to serve as **PRESIDENT** of the Elmwood Park Board of Education commencing January 2, 2013, and terminating at the last meeting prior to the Reorganization Meeting of 2013.

Item 9

Nomination of Vice President

BE IT RESOLVED: that _____ be elected to serve as **VICE PRESIDENT** of the Elmwood Park Board of Education commencing January 2, 2013, and terminating at the last meeting prior to the Reorganization Meeting of 2013.

Item 10

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 11

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 Harassment, Intimidation and Bullying Hearings, as necessary, its Work Meeting and Regular Meeting day. All HIB Hearings shall be held at 6 p.m. in the Memorial Middle School Gym. The 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 Middle School Gym, as below, or in other locations as announced and posted.

- | | |
|--------------------------|---------------------------|
| January 22, 2013 | August 27, 2013 |
| February 26, 2013 | September 24, 2013 |
| March 26, 2013 | October 22, 2013 |
| April 23, 2013 | November 26, 2013 |
| May 21, 2013 | December 17, 2013 |
| June 25, 2013 | |

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

Item 12

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**

Summer Savings 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**

Community School 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 13**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 14**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 15**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 16**Appointment of Board Secretary/Business Administrator/Purchasing Agent**

BE IT RESOLVED: that **WILLIAM P. MOFFITT** be appointed as **BOARD SECRETARY/BUSINESS ADMINISTRATOR** commencing January 2, 2013 through June 30, 2013. 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 January 2, 2013 through June 30, 2013. 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, 2013.

**ELMWOOD PARK PUBLIC SCHOOLS
BUSINESS OFFICE ACTION FORM
RESOLUTION #
January 2, 2013**

Adoption of Code of Ethics for School Board Members

WHEREAS: the School Ethics Act and the Code of Ethics for School Board Members (18A:12 21 et seq.; 6A:32) require board members to abide by and discuss annually the Code of Ethics at a regularly scheduled public meeting; and

WHEREAS: the Code of Ethics for School Board Members is as follows:

- 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 policymaking, 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, 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.

WHEREAS: board of education members have been provided with appropriate documentation and participated in a discussion lead by the board attorney, Now therefore

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.

Approved By: _____
William P. Moffitt, Board Secretary/
Business Administrator

Motion of: _____
Seconded by: _____
Roll Call Vote:

| | KC | DD | JF | LG | JP | KP | AR | PS | SZ |
|------------------|----|----|----|----|----|----|----|----|----|
| AYE | | | | | | | | | |
| NAY | | | | | | | | | |
| ABSENT | | | | | | | | | |
| ABSTAINED | | | | | | | | | |
| RECUSED | | | | | | | | | |

Certified to be true copy of resolution adopted by the Elmwood Park Board of Education at its meeting held on January 2, 2013.

William P. Moffitt, Board Secretary