

**FINAL SUMMARY MINUTES – REORGANIZATION MEETING  
ELMWOOD PARK BOARD OF EDUCATION  
JANUARY 2, 2013**

Newly elected members of the Elmwood Park Board of Education, Jeanne N. Freitag, Peter Scolaro, and Stephen Zaccone were sworn in at 6:30 p.m. by Board Secretary William P. Moffitt, just prior to the Reorganization Meeting held on Wednesday, January 2, 2013, at 7 p.m., in the Memorial High School Media Center. Following the swearing in ceremonies, there was a short recess.

Present were: Keith Cannizzo, Douglas DeMatteo, Jeanne Freitag, Louise Gerardi, Jennifer Pellegrine, Kathleen Policano, Arlene Rudmann, Peter Scolaro, and Stephen Zaccone, Dr. Richard D. Tomko, Ph.D., Superintendent of Schools, Board Secretary/Business Administrator, William P. Moffitt, Stephen M. Bacigalupo, II, Esq. of the firm Schwartz, Simon, Edelstein & Celso, Esqs., Patricia Otten, Confidential Executive Secretary for the taking of minutes, and members of the public.

After the flag salute and a moment of silence, the reading of the Statement of Compliance was incorporated. “The Annual Reorganization Meeting of the Elmwood Park Board of Education has been scheduled for Wednesday, January 2, 2013, at 6:30 p.m. in the Memorial High School Media Center.”

A copy of the election results for the School Boards Election held on November 6, 2013, is attached.

After brief comments by the newly elected trustees, Jeanne N. Freitag, Peter Scolaro, and Stephen Zaccone, Board Secretary, William P. Moffitt, called for nominations for President.

**Nomination of President**

Douglas DeMatteo was nominated as President by motion of Mrs. Rudmann, and seconded by Mrs. Policano. There being no other nominations for President, there was a

Motion of Mrs. Rudmann, which was seconded by Mrs. Policano, as to item 7 on the Agenda, Nomination of President.

Vote: Approved unanimously by roll call vote of the members present.

**BE IT RESOLVED:** that **DOUGLAS DE MATTEO** 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 2014.

Mr. Moffitt, Board Secretary, yielded to Douglas DeMatteo, Board President, who called for the nominations for Vice-President.

**DRAFT SUMMARY MINUTES – REORGANIZATION MEETING  
ELMWOOD PARK BOARD OF EDUCATION  
JANUARY 2, 2013**

**Item 9**

**Nomination of Vice President**

Louise Gerardi was nominated as Vice-President by motion of Mr. Cannizzo, and seconded by Ms. Pellegrine. There being no other nominations for Vice-President, there was a

Motion of Mr. Cannizzo, which was seconded by Ms. Pellegrine, as to item 9 on the Agenda, Nomination of Vice-President.

Vote: Approved unanimously by roll call vote of the members present.

BE IT RESOLVED:                   that **LOUISE GERARDI** 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 2014

**Item 10**

**Signature of President and Vice-President**

Motion of Mr. Cannizzo, Seconded by Mrs. Gerardi, as to item 10, Signature of President and Vice-President.

Vote: Approved unanimously by roll call vote of the members present.

BE IT RESOLVED:                   that **DOUGLAS DE MATTEO** duly elected **PRESIDENT** of the Elmwood Park Board of Education, and **LOUISE GERARDI**, 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.

**DRAFT SUMMARY MINUTES – REORGANIZATION MEETING  
ELMWOOD PARK BOARD OF EDUCATION  
JANUARY 2, 2013**

**Item 11**

**Designation of Board Meeting Time and Place**

Motion of Mrs. Policano, Seconded by Mrs. Gerardi, as to item 11, Designation of Board Meeting Time and Place, as amended.

Vote: Approved unanimously by roll call vote of the members present.

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, and 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.

<b>January 22, 2013</b>	<b>August 27, 2013</b>
<b>February 26, 2013</b>	<b>September 24, 2013</b>
<b>March 26, 2013</b>	<b>October 22, 2013</b>
<b>April 23, 2013</b>	<b>November 26, 2013</b>
<b>May 21, 2013</b>	<b>December 17, 2013*</b>
<b>June 25, 2013</b>	

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

**DRAFT SUMMARY MINUTES – REORGANIZATION MEETING  
ELMWOOD PARK BOARD OF EDUCATION  
JANUARY 2, 2013**

**Item 12**

**Designation of Banks as Depositories**

Motion of Mr. Cannizzo, Seconded by Mrs. Freitag, relative to item 12, Designation of Banks of Depositories.

Vote: Approved by roll call vote of the members present.

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**

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**Two signatures required:**

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

**Douglas DeMatteo, President or**

**Louise Gerardi, Vice President**

**Payroll Account**

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**Two signatures required:**

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

**Douglas DeMatteo, President or**

**Louise Gerardi, Vice President**

**DRAFT SUMMARY MINUTES – REORGANIZATION MEETING  
ELMWOOD PARK BOARD OF EDUCATION  
JANUARY 2, 2013**

**Payroll Agency Account**

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**One of the following signatures required:**

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

**Douglas DeMatteo, President**

**Summer Session Account**

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**One of the following signatures required:**

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

**Douglas DeMatteo, President**

**Athletic Account**

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**Two signatures required:**

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

**Douglas DeMatteo, President or**

**Student Activity Account**

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**Two signatures required:**

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

**Douglas DeMatteo, President**

**DRAFT SUMMARY MINUTES – REORGANIZATION MEETING  
ELMWOOD PARK BOARD OF EDUCATION  
JANUARY 2, 2013**

**Food Service Account**

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One of the following signatures required:

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

**Douglas DeMatteo, President**

**Before/After Care Account**

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One of the following signatures required:

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

**Douglas DeMatteo, President**

**Summer Camp**

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One of the following signatures required:

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

**Douglas DeMatteo, President**

**Summer Session Account**

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One of the following signatures required:

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

**Douglas DeMatteo, President**

**Community School Account**

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One of the following signatures required:

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

**Douglas DeMatteo, President**

**DRAFT SUMMARY MINUTES – REORGANIZATION MEETING  
ELMWOOD PARK BOARD OF EDUCATION  
JANUARY 2, 2013**

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**

Motion of Ms. Pellegrine, Seconded by Mrs. Policano, relative to item 13, Designation of Newspapers for Advertisements.

Vote: Approved by roll call vote of the members present.

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  
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.

Prior to a vote on Item 14, Stephen M. Bacigalupo, II., Esq. of the firm Schwartz, Simon, Edelstein & Celso, Board Attorneys, gave a presentation on the board code of ethics

**DRAFT SUMMARY MINUTES – REORGANIZATION MEETING  
ELMWOOD PARK BOARD OF EDUCATION  
JANUARY 2, 2013**

**Item 14**

**Adoption of Code of Ethics for School Board Members**

Motion of Mr. Zaccone, Seconded by Mr. Cannizzo, relative to item 14, Adoption of Code of Ethics for School Board Members.

Vote: Approved unanimously by roll call vote of the members present.

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**

Motion of Mr. Cannizzo, Seconded by Mrs. Gerardi, relative to items 15, Adoption of Governance Manual.

Vote: Approved unanimously by roll call vote of the members present.

**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**

Motion of Mr. Cannizzo, Seconded by Ms. Pellegrine, relative to item 16, Appointment of Board Secretary/Business Administrator/Purchasing Agenda.

Vote: Approved unanimously by roll call vote of the members present, with the exception that Mrs. Freitag, recused herself from the vote.



**FINAL SUMMARY MINUTES – REORGANIZATION MEETING  
ELMWOOD PARK BOARD OF EDUCATION  
JANUARY 2, 2013**

**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.

By motion of Mr. Cannizzo, Seconded by Mrs. Gerardi, and unanimously approved by those present, the meeting was adjourned at 7:28 p.m.

I hereby certify these final summary minutes of the meeting of the Elmwood Park Board of Education in session on Wednesday, January 2, 2013, to be true and correct an in complete agreement with the official Minute Book of the Board of Education.

Respectfully submitted,



William P. Moffitt  
Board Secretary

	1	2	3	4	5	6	7	8	9	10	Absentee	Prov.	Totals
<b>PRESIDENT</b>													
Romney/Ryan	317	320	255	140	179	84	270	366	277	361			2569
Obama/Biden	445	562	365	342	357	269	393	585	374	491			4183
<b>US SENATE</b>													
Kyrillos	258	258	206	116	154	65	208	312	225	280			2082
Menendez	387	523	322	311	329	233	363	512	340	458			3778
<b>US CONGRESS</b>													
Boteach	203	197	150	99	130	56	171	249	186	233			1674
Pascrell	421	563	350	318	343	224	381	565	358	478			4001
<b>FREEHOLDER</b>													
Hermansen	247	235	180	102	154	63	196	280	202	253			1912
Watkins	229	225	171	99	145	64	198	292	202	250			1875
Tanelli	310	464	275	267	292	195	313	462	302	402			3282
Zur	311	453	267	267	281	193	305	442	288	385			3192
<b>COUNCIL</b>													
Trawinski	343	281	253	125	191	79	249	355	237	324			2437
Work	325	258	242	116	187	78	247	341	235	286			2315
Caramagna	314	488	279	281	294	201	329	471	333	431			3421
Pettigano	284	481	265	268	283	193	304	436	311	403			3228

**ELMWOOD PARK PUBLIC SCHOOLS  
BUSINESS OFFICE ACTION FORM  
RESOLUTION #14  
January 2, 2013  
Adoption of Code of Ethics for School Board Members**

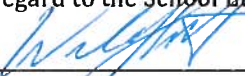
WHEREAS: the School Ethics Act and the Code of Ethics for School Board Members (18A:12 21 et seq.; 6A:32) require board members to abide by and discuss annually the Code of Ethics at a regularly scheduled public meeting; and

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: Mr. Zaccaro  
Seconded by: Mr. Cannizzo  
Roll Call Vote:

	KC	DD	JF	LG	JP	KP	AR	PS	SZ
<b>AYE</b>	/	✓	✓	✓	✓	✓	✓	✓	✓
<b>NAY</b>									
<b>ABSENT</b>									
<b>ABSTAINED</b>									
<b>RECUSED</b>									

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