

FINAL MINUTES
REORGANIZATION MEETING
ELMWOOD PARK BOARD OF EDUCATION
JANUARY 3, 2023

The Reorganization meeting of the Elmwood Park Board of Education was held on Tuesday, January 3, 2023 at 6:06 p.m. in the High School/Middle School Media Center.

Roll call was taken.

The Statement of Compliance, is hereby incorporated: In accordance with the requirements of Chapter 231 of the Public Laws of 1975, known as the “Open Public Meetings Act,” this is to confirm that we are in compliance with the Sunshine Law and all appropriate postings and notices have been made. The following information is Board of Education Policy: “1) Any individual addressing the board of education is to state his/her name and address and sign the register at the podium. 2) No verbal accusation against any employee or member of the board of education shall be permitted. Such accusations may be presented in writing and will be given full consideration by the board of education. 3) No action will be taken by the board of education at the same meeting on requests from the public, which may necessitate either a new policy or a change in existing policy.” Everyone stood for the flag salute and a moment of silence.

Mrs. Gerardi introduced the new business administrator, Mr. Mark S. Jacobus.

Mr. Jacobus, Business Administrator/Board Secretary, read the election results for the School Boards Election held on November 8, 2022..

THREE 3-YEAR TERMS:

Daniel J. Zoltek	2,131
Louise Gerardi	1,813
Carrie Paretti	1,536

ONE 2-YEAR TERM:

Chakib Fakhoury	2,032
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Mrs. Gerardi introduced the Honorable Mayor of Elmwood Park, Robert Colletti.

Mayor Colletti swore in re-elected members of the Elmwood Park Board of Education, Mr. Chakib Fakhoury, Mrs. Louise Gerardi, Ms. Carrie Paretti, and Mr. Daniel Zoltek.

The meeting was called to order and roll call was taken again.

Present were: Mr. Keith Cannizzo, Mr. Douglas DeMatteo, Mr. Chakib Fakhoury, Mrs. Elizabeth Mierzejewski, Ms. Carrie Paretti, Ms. Karen Pena, Mr. Daniel Zoltek, Mrs. Dorin Aspras, and Mrs. Louise Gerardi. Also present were Dr. Anthony Iachetti, Superintendent of Schools, Mr. Mark S. Jacobus, Business Administrator / Board Secretary, Ms. Frances Fabres, board attorney and Darla Palmesino for the taking of minutes and members of the public.

Mr. Jacobus, Board Secretary, called for nominations for President.

Mrs. Louise Gerardi was nominated as President by Motion of Mr. Cannizzo and Seconded by Mr. DeMatteo. There were no other nominations for President. Mrs. Gerardi was approved unanimously by roll call vote of the members present.

Mr. Jacobus, Board Secretary, yielded to Mrs. Gerardi, the Board President, who called for nominations for Vice-President.

Mrs. Dorin Aspras was nominated as Vice-President by Motion of Ms. Paretti and Seconded by Mr. DeMatteo. There were no other nominations for Vice-President. Mrs. Aspras was approved unanimously by roll call vote of the members present.

Item #9 Appointment of Qualified Purchasing Agent, Item #10 Approval to Appoint a Public Agency Compliance Officer and Item #11 Approval to Appoint Custodian of School Records, were voted on and approved.

Item # 12 Designation of Board Meeting Dates, Times and Locations was voted on and approved.

Item # 13 Annual Code of Ethics Presentation and Review was voted on and approved.

At 6:28 the meeting was open for Public Comments.

Mr. Jeffrey Freitag - 35 Hillman Drive

- Congratulated all the board members and wished them luck
- Congratulated the President and Vice President
- Reiterated that the regular meeting time has been changed to 6:30 p.m.

Doris Weichtler - 124 Philip Avenue

- Congratulated all the board members and thanked them for their time
- Welcomed Mr. Jacobus

At 6:30 p.m. the meeting was closed to the public and opened for board comments.

Mr. DeMatteo

- Congratulated the board members
- Welcomed Mr. Jacobus

Ms. Pena

- Congratulated everyone

Mr. Cannizzo

- Congratulated the re-elected board members
- Looking forward to working Mr. Jacobus

Mrs. Mierzejewski

- Congratulated the board members and Mr. Jacobus

Mr. Fakhoury

- Congratulated the board members and Louise and Dorin
- Thanked his family, friends and the mayor for attending the meeting
- Congratulated Mr. Jacobus

Mr. Zoltek

- Thanked everyone for attending the meeting
- Happy he will be serving another 3 years
- Congratulated the other board members
- Welcomed Mr. Jacobus

Ms. Parette

- Congratulated all the board members
- Looking forward to working with everyone
- Thanked all her children

Mrs. Aspras

- Progress

Mrs. Gerardi

- Thanked everyone for voting her as President
- Congratulated the other board members
- Will be making a new committee list

- Welcomed Mr. Jacobus

At 6:34 p.m. a Motion to adjourn the Reorganization Meeting was made by Mr. Cannizzo and Seconded by Ms. Paretti and unanimously approved by voice vote of the members present.

I hereby certify these final summary minutes of the meeting of the Elmwood Park Board of Education in session on January 3, 2023, to be true and correct and in complete agreement with the official Minute Book of the Board of Education.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'M. S. Jacobus', written in a cursive style.

Mark S. Jacobus
Business Administrator/Board Secretary



Elmwood Park Board of Education
ELMWOOD PARK, NEW JERSEY

AGENDA

REORGANIZATION MEETING

January 3, 2023

THE REORGANIZATION MEETING OF THE ELMWOOD PARK BOARD OF EDUCATION IS BEING HELD THIS EVENING AT **6:00 P.M. IN THE MEDIA CENTER AT MEMORIAL MIDDLE/HIGH SCHOOL, 375 RIVER DRIVE, ELMWOOD PARK, NEW JERSEY.**

1. SUNSHINE STATEMENT, PLEDGE OF ALLEGIANCE

2. RESULTS OF THE ANNUAL SCHOOL ELECTION

November 8, 2022

THREE 3-YEAR TERMS:

Daniel J. Zoltek	2,131
Louise Gerardi	1,813
Carrie Parette	1,536

ONE 2-YEAR TERM:

Chakib Fakhoury	2,032
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3. ADMINISTERING OF OATHS OF OFFICE

- Elected Board Members
Chakib Fakhoury
Louise Gerardi
Carrie Parette
Daniel Zoltek

4. MEETING CALLED TO ORDER BY BOARD SECRETARY

5. ROLL CALL

Dorin Aspras
 Keith Cannizzo
 Douglas DeMatteo
 Chakib Fakhoury
 Louise Gerardi
 Elizabeth Mierzejewski
 Carrie Paretto
 Karen Pena
 Daniel Zoltek

6. BOARD SECRETARY ENTERTAINS MOTION TO ELECT PRESIDENT

NOMINATION OF PRESIDENT

BE IT RESOLVED,

that **LOUISE GERARDI** be elected to serve as **PRESIDENT** of the Elmwood Park Board of Education commencing January 3, 2023 until the Reorganization Meeting of 2024, pursuant to 18A:15-1.

Motion of: Mr. Cannizzo

Seconded By: Mr. DeMatteo

Vote on item #6 President:

	DA	KC	DD	CF	LG	EM	CP	KP	DZ
AYE	X	X	X	X	X	X	X	X	X
NAY									
ABSENT									
ABSTAINED									
RECUSED									

7. BOARD SECRETARY YIELDS CHAIR TO NEWLY ELECTED PRESIDENT

8. PRESIDENT CALLS FOR NOMINATION AND ELECTION OF VICE PRESIDENT

NOMINATION OF VICE PRESIDENT

BE IT RESOLVED, that **DORIN ASPRAS** be elected to serve as **VICE-PRESIDENT** of the Elmwood Park Board of Education commencing January 3, 2023 until the Reorganization Meeting of 2024, pursuant to 18A:15-1.

Motion of: Ms. Paretti
 Seconded By: Mr. DeMatteo
 Vote on item #8 Vice President:

	DA	KC	DD	CF	LG	EM	CP	KP	DZ
AYE	X	X	X	X	X	X	X	X	X
NAY									
ABSENT									
ABSTAINED									
RECUSED									

9. APPOINTMENT OF QUALIFIED PURCHASING AGENT

BE IT RESOLVED: that **MARK JACOBUS** 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 1, 2023 through June 30, 2023; and

WHEREAS: 18A:19A-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; and

WHEREAS: 18A:18A-37, 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; and

BE IT FURTHER RESOLVED:
that **MARK JACOBUS**, 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 January 1, 2023 through June 30, 2023.

10. APPROVAL TO APPOINT A PUBLIC AGENCY COMPLIANCE OFFICER

RESOLVED: that in accordance with N.J.A.C. 17:27-3-5, each public agency shall designate an individual to serve as its Public Agency Compliance Officer or P.A.C.O. The P.A.C.O. is the liaison between the Division and the service provider. The service provider shall include but shall not be limited to goods and services vendors, professionals service vendors and construction contractors. The P.A.C.O. is the Public Agency's point of contact for all matters concerning the implementation and administration of the statute. The P.A.C.O. is also responsible for administering contracting procedures pertaining to equal employment opportunity.

As such, the P.A.C.O. must have the authority to recommend changes to effectively support the implementation of the statute and its regulations; and

WHEREAS: each year all Public Agencies are required to submit the name, title, address, telephone number, fax and e-mail address of the P.A.C.O. designated by the Public Agency. This information must be submitted to the Division no later than January 10th of each year. However, it shall be the responsibility of the Public Agency to update the P.A.C.O. designation at any time during the year if any changes are made concerning the designated P.A.C.O.; and

BE IT RESOLVED: that the board of education appoints **MARK JACOBUS**, Business Administrator/Board Secretary, as the Compliance Officer, January 1, 2023 - June 30, 2023; and

BE IT FURTHER RESOLVED: that the board of education directs the Business Administrator/Board Secretary to submit the necessary information to the State of New Jersey, Department of the Treasury, Division of Contract Compliance and EEO in Public Contract.

11. APPROVAL TO APPOINT CUSTODIAN OF SCHOOL RECORDS

BE IT RESOLVED: that the board of education does hereby approve the re-appointment of **MARK JACOBUS** as Custodian of School Records, January 1, 2023 - June 30, 2023.

Motion of: Mrs. Aspras
 Seconded By: Mr. Fakhoury
 Vote on item #9-11

	DA	KC	DD	CF	LG	EM	CP	KP	DZ
AYE	X	X	X	X	X	X	X	X	X
NAY									
ABSENT									
ABSTAINED									
RECUSED									

12. DESIGNATION OF BOARD MEETING DATES, TIMES AND LOCATIONS

BE IT RESOLVED: The Elmwood Park Board of Education designates 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 5:30 p.m.** in the Memorial High School Student Cafeteria. **The Work Meetings are to be held at 6:00 p.m.** in the Memorial High School Student Cafeteria, and **all Regular Meetings are held at 6:30 p.m.** in the Memorial High School Media Center, on the dates listed below, or in other locations as announced and posted.

- | | |
|-------------------|--------------------|
| January 24, 2023 | August 22, 2023 |
| February 28, 2023 | September 26, 2023 |
| *March 21, 2023 | *October 17, 2023 |
| April 25, 2023 | November 28, 2023 |
| May 23, 2023 | *December 19, 2023 |
| June 27, 2023 | |

* Third Tuesday of the Month

Note: *There will be no board meetings in July, unless necessary.*

Motion of: Mrs. Aspras

Seconded By: Mr. Fakhoury

Vote on item #12 Meeting Dates:

	DA	KC	DD	CF	LG	EM	CP	KP	DZ
AYE	X	X	X	X	X	X	X	X	X
NAY									
ABSENT									
ABSTAINED									
RECUSED									

13. ANNUAL CODE OF ETHICS PRESENTATION AND REVIEW

BE IT RESOLVED, that the Elmwood Park 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.

Motion of: Mr. DeMatteo

Seconded By: Mrs. Mierzejewski

Vote on item #13 Code of Ethics:

	DA	KC	DD	CF	LG	EM	CP	KP	DZ
AYE	X	X	X	X	X	X	X	X	X
NAY									
ABSENT									
ABSTAINED									
RECUSED									

14. PUBLIC COMMENTS- GENERAL

15. BOARD COMMENTS

16. CLOSED SESSION-AS MAY BE REQUIRED

Whereas, Section 8 of the Open Public Meetings Act, permits the exclusion of the public from a meeting in certain circumstances; and Whereas, the Board is of the opinion that such circumstances exist. Now therefore, be it resolved, that the Elmwood Park Board of Education will meet in closed session to discuss _____ will disclose to the public the subject matter listed when circumstances dictate the need for confidentiality no longer exists.

17. ADJOURNMENT

Certified to be true copies of resolutions adopted by the Elmwood Park Board of Education at its meeting held on January 3, 2023.



Mark Jacobus, Business Administrator/Board Secretary