

**LITTLE FALLS SCHOOL DISTRICT BOARD OF EDUCATION**  
**LITTLE FALLS, NEW JERSEY**  
**REORGANIZATION MEETING AGENDA: Tuesday, January 6, 2026 Agenda**

- I. CALL MEETING TO ORDER (Melissa Sanzari-Stevens)
- II. FLAG SALUTE
- III. OPENING STATEMENT  
In accordance with the provisions of the New Jersey Public Meetings Act, the Little Falls Board of Education has caused notice of this meeting by notifying the Board's official newspaper, the local parent-teacher associations, and posting same on the Community Bulletin Board and the District's Website.
- IV. **OATH OF OFFICE**  
Board Secretary administers Oath to newly elected Board Members:
- V. **ROLL CALL**
- VI. **CORRESPONDENCE**
- VII. **REORGANIZATION**
  1. **BOARD PRESIDENT**  
Nomination of President:  
**RESOLVED**, to nominate \_\_\_\_\_ for President.  
  
Additional Nominees:  
RESOLVED, to close nomination for President and call for a roll call vote. Discussion or comments.  
At this time in the meeting the newly elected President will take the podium.
  2. **BOARD VICE-PRESIDENT**  
Nomination for Vice President:  
**RESOLVED**, to nominate \_\_\_\_\_ for Vice President.  
  
Additional Nominees:  
RESOLVED, to close nomination for Vice President and call for a roll call vote.  
Discussion or comments.
- VIII. OPEN MEETING TO THE PUBLIC – (**Limited to Agenda Items Only**)
- IX. COMMITTEE REPORTS
- X. SUPPLEMENTAL AGENDA  
Supplemental Resolutions, if any will be available the night of the meeting.

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XI. CONSENT AGENDA

M: S:  
JB DD PL VM NS MT SZ RC

XII. PTA LIAISONS

XIII. LITTLE FALLS EDUCATION LIAISON

XIV. UNFINISHED BUSINESS/ NEW BUSINESS

XV. OPEN MEETING TO THE PUBLIC

XVI. EXECUTIVE SESSION

M: S:

XVII. ADJOURNMENT

**RESOLUTIONS FOR CONSENT AGENDA (XIV)**

Be IT RESOLVED, UPON THE RECOMMENDATION OF THE SUPERINTENDENT OF SCHOOLS in conjunction with the Business Administrator/Board Secretary move that the following actions be taken:

1. CODE OF ETHICS:

MOVE that the Little Falls Board of Education adopt the Code of Ethics as set forth by the New Jersey School Boards Association.

BE IT FURTHER RESOLVED that the Little Falls Board of Education Members each sign the documentation that he/she has received a copy of the code and it is understood.

2. ADOPTION OF POLICIES

MOVE that the Little Falls Board of Education will continue to operate under the previously approved Policy Manual and By-laws, including all Amendments and Appendices.

3. APPOINTMENT TO PASSAIC COUNTY SCHOOL BOARDS

ASSOCIATION AND NEW JERSEY SCHOOL BOARDS ASSOCIATION

MOVE that the President be directed to appoint a Delegate and an Alternate to the Passaic County School Boards Association and the New Jersey School Boards Association.

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4. **MEETING SCHEDULE**

MOVE that the Little Falls Board of Education will hereby hold and advertise their **REGULAR MEETINGS** for the **2026 Calendar Year** in the **All Purpose Room** of School No. 1 at 6:00pm as follows:

|                            |                             |
|----------------------------|-----------------------------|
| Tuesday, January 6, 2026   | Tuesday, June 23, 2026      |
| Tuesday, February 17, 2026 | Tuesday, August 18, 2026    |
| Tuesday, March 10, 2026    | Tuesday, September 15, 2026 |
| Tuesday, April 28, 2026    | Tuesday, October 13, 2026   |
| Tuesday, May 12, 2026      | Tuesday, November 17, 2026  |
|                            | Tuesday, December 15, 2026  |

6. **COMMITTEES:**

RESOLVED, that The Little Falls Board of Education to confirm the existing Board of Education committees, with the Board Members to be named at a later date for the year 2026:

| <u><b>Committee</b></u>                               | <u><b>Chairperson</b></u> | <u><b>Member</b></u> |
|-------------------------------------------------------|---------------------------|----------------------|
| Education and Curriculum Committee                    |                           |                      |
| Finance Committee                                     |                           |                      |
| Repair & Maintenance / Building and Grounds Committee |                           |                      |
| Personnel Negotiation Committee                       |                           |                      |
| Health & Safety Committee                             |                           |                      |
| Policy Committee                                      |                           |                      |
| Strategic Planning Committee                          |                           |                      |
| Referendum Committee                                  |                           |                      |

7. **BANK DEPOSITORIES:**

BE IT RESOLVED by the Little Falls Board of Education, County of Passaic, State of New Jersey, that the Little Falls Board of Education hereby designates the following banks as its depositories:

PNC Bank, Woodland Park Branch  
 Provident Bank, Little Falls Branch

8. **SCHOOL DEPOSITORIES AND SIGNATURES**

RESOLVED, that the Little Falls School District Board of Education in the County of Passaic, New Jersey approves that all checks, drafts or other orders for payment or withdrawal of money from said account be signed by the person holding the appropriate title as listed below (N.J.S.A. 18A:19-1):

| ACCOUNT                | SIGNATURE                                          | BANK           | ACCOUNT #  |
|------------------------|----------------------------------------------------|----------------|------------|
| <b>Current Account</b> | 1 - President or Vice Pres.<br>1 - Board Secretary | Provident Bank | xxxxxx0770 |

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|                              |                                                      |                   |             |
|------------------------------|------------------------------------------------------|-------------------|-------------|
|                              | 1 - Superintendent                                   |                   |             |
| <b>Net Payroll Account</b>   | 1 –Bd. Sec. or Supt.                                 | Provident Bank    | xxxxxx0800  |
| <b>Payroll Agency Acct</b>   | 1 – President or Vice Pres.<br>1 – Board Secretary   | Provident Bank    | xxxxxx0797  |
| <b>SUI Account</b>           | 1 – Superintendent<br>1- Board Secretary             | Provident Bank    | xxxxxx0487  |
| <b>Cafeteria Account</b>     | 1 – Superintendent<br>1 – Board Secretary            | PNC Bank          | xxxxxxx4834 |
| <b>Student Activities</b>    | 1-Principal or Spec. Svc.<br>Director<br>1- Bd. Sec. | PNC Bank –Sch. #1 | xxxxxxx2029 |
| <b>Before and After Care</b> | 1 – Superintendent<br>1 – Board Secretary            | Provident Bank    | xxxxxxx3163 |

9. OFFICIAL NEWSPAPERS:

MOVE that the Little Falls Board of Education designates The Herald & News, the Record and the Star Ledger as the official newspapers of the Board of Education. The Herald & News will be the Board's primary newspaper.

10. DESIGNATES TAX SHELTER ANNUITY COMPANIES

MOVE, that the Little Falls School District Board of Education designates the current Tax Sheltered Annuity Companies, open for enrollment to any district employee as per N.J.S.A. 18A:66-127 and Policy 6520:

Lincoln Financial Group  
MetLife Investors  
Equitable  
Vanguard  
Security Benefits

11. APPROVAL OF THIRD PARTY ADMINISTRATOR

RECOMMENDED ACTION by the Superintendent, in consultation with the Business Administrator moved that the Little Falls Board of Education approve ADMIN Partners, LLC as the Third Party Administrator.

12. DISABILITY INSURANCE COMPANIES

MOVE that the Little Falls School District Board of Education designates the following Disability Insurance Companies:

Prudential Insurance Co. of America  
AFLAC

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13. APPROVES PAYMENT OF BILLS BETWEEN MEETINGS

MOVE that the Little Falls School District Board of Education appoints the School Business Administrator as Claims Auditor to verify and pay bills as needed to protect the interests of the Board between meetings with the advice and consent of the Chairperson of the Finance Committee and/or the Board President which will be listed as paid at the next regular Board Meeting.

14. APPOINTMENT OF OFFICERS

BE IT RESOLVED, that the Little Falls Board of Education move “to appoint the following Board of Education Officers to the positions as listed below until the next Reorganization Meeting.”

|                                  |                         |
|----------------------------------|-------------------------|
| AFFIRMATIVE ACTION OFFICER       | Jill Castaldo           |
| OFFICER OF PUBLIC RECORDS        | Melissa Sanzari-Stevens |
| PUBLIC AGENCY COMPLIANCE OFFICER | Melissa Sanzari-Stevens |
| SAFETY & HEALTH DESIGNEE         | Melissa Sanzari-Stevens |
| RIGHT TO KNOW COORDINATOR        | Melissa Sanzari-Stevens |

15. EMERGENCY OPERATIONS PLAN, CRISIS INTERVENTION PROCEDURES  
MANUAL AND EMERGENCY MANAGEMENT PLAN

MOVED that the Little Falls Board of Education appoint each Building Principal responsible for Emergency Operations Plan, Crisis Intervention Procedures Manual and Emergency Management Plan.