

LITTLE FALLS SCHOOL DISTRICT BOARD OF EDUCATION
LITTLE FALLS, NEW JERSEY
REORGANIZATION MEETING MINUTES: Tuesday, January 6, 2026 Minutes

Mrs. Stevens called the meeting to order at 5:00pm

- 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**
Mrs. Stevens administered the oath of office to the newly elected Board members, Mrs. Lijoi and Mrs. Zurbruegg.
- V. **ROLL CALL**
Board Members present: Mrs. Barone, Dr. Capizzi, Mrs. DiBuono, Mrs. Lijoi, Mrs. Smith, Mr. Tullo, and Mrs. Zurbruegg

Board Members Absent:

Also, Present. Mrs. Tracey Marinelli, Superintendent and
Mrs. Melissa Sanzari- Stevens, Business Administrator/Board Secretary
- VI. **CORRESPONDENCE- None**
- VII. **REORGANIZATION**
 1. **BOARD PRESIDENT**
Mrs. Stevens, Business Administrator/Board Secretary, called for nominations for the Office of President.

Mrs. Nicole Smith nominated Dr. Rachel Capizzi for The Office of President of the Little Falls Board of Education, seconded by Mrs. Janine Barone.

Nomination of President:
RESOLVED, to nominate Dr. Rachel Capizzi for President.

Additional Nominees: No additional nominees.

RESOLVED, to close nomination for President and call for a roll call vote.

AYES: 7

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Mrs. Barone, Dr. Capizzi, Mrs. DiBuono, Mrs. Lijoi, Mrs. Smith, Mr. Tullo, and Mrs. Zurbruegg

NAYES: 0 NONE

MOTION CARRIED UNANIMOUSLY

Dr. Capizzi was herby declared President of the Little Falls Board of Education.

At this time in the meeting, the newly elected President took the podium.

2. **BOARD VICE-PRESIDENT**

Dr. Capizzi, Board President, called for nominations for the Office of Vice President.

Mrs. Lijoi nominated Mrs. Nicole Smith for The Office of Vice President of the Little Falls Board of Education, seconded by Mrs. Zurbruegg.

Nomination of Vice President:

RESOLVED, to nominate Mrs. Nicole Smith for Vice President.

Additional Nominees: No additional nominees.

RESOLVED, to close nomination for Vice President and call for a roll call vote.

AYES: 7

Mrs. Barone, Dr. Capizzi, Mrs. DiBuono, Mrs. Lijoi, Mrs. Smith, Mr. Tullo, and Mrs. Zurbruegg

NAYES: 0 NONE

MOTION CARRIED UNANIMOUSLY

Mrs. Nicole Smith was herby declared Vice President of the Little Falls Board of Education.

VIII. OPEN MEETING TO THE PUBLIC – **(Limited to Agenda Items Only)**

IX. COMMITTEE REPORTS- None

X. SUPPLEMENTAL AGENDA

There are no Supplemental Resolutions.

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XI. CONSENT AGENDA

M: Mrs. Barone S: Mrs. Smith
JB DD PL VM NS MT SZ RC

XII. PTA LIAISONS – None

XIII. LITTLE FALLS EDUCATION LIAISON - None

XIV. UNFINISHED BUSINESS/ NEW BUSINESS- None

XV. OPEN MEETING TO THE PUBLIC

On motion of Mrs. Barone and seconded by Mrs. Zurbruegg, the meeting was opened for public comment.

Since no one wished to be heard, on motion of Mrs. Barone, and seconded by Mrs. DiBuono, moved that the Little Falls Board of Education close the meeting to the public.

AYES: 7
ABSENT: 0
NAYES: 0

MOTION CARRIED UNANIMOUSLY

XVI. EXECUTIVE SESSION- None

XVII. ADJOURNMENT

On motion of Mrs. Smith and seconded by Mr. DiBuono, the meeting was adjourned at 5:08 p.m.

MOTION CARRIED UNANIMOUSLY

AYES: 7
ABSENT: 0
NAYES: 0

Respectfully Submitted,

Melissa Sanzari-Stevens
Business Administrator/Board Secretary

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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.

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, February 17, 2026
Tuesday, March 10, 2026
Tuesday, April 28, 2026
Tuesday, May 12, 2026

Tuesday, June 23, 2026
Tuesday, August 18, 2026
Tuesday, September 15, 2026
Tuesday, October 13, 2026
Tuesday, November 17, 2026
Tuesday, December 15, 2026

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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>Committee</u>	<u>Chairperson</u>	<u>Member</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 #
Current Account	1 - President or Vice Pres. 1 - Board Secretary 1 - Superintendent	Provident Bank	xxxxxx0770
Net Payroll Account	1 –Bd. Sec. or Supt.	Provident Bank	xxxxxx0800
Payroll Agency Acct	1 – President or Vice Pres. 1 – Board Secretary	Provident Bank	xxxxxx0797
SUI Account	1 – Superintendent 1- Board Secretary	Provident Bank	xxxxxx0487
Cafeteria Account	1 – Superintendent 1 – Board Secretary	PNC Bank	xxxxxxx4834
Student Activities	1-Principal or Spec. Svc. Director 1- Bd. Sec.	PNC Bank –Sch. #1	xxxxxxx2029
Before and After Care	1 – Superintendent 1 – Board Secretary	Provident Bank	xxxxxxx3163

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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
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 |

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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.