

**REORGANIZATION MEETING
OF
THE BOARD OF EDUCATION
LITTLE FALLS, NEW JERSEY 07424**

DATE: TUESDAY, JANUARY 7, 2025 TIME: 6:00 P.M.

I. CALL MEETING TO ORDER (Melissa Sanzari-Stevens)

The Reorganization Meeting of the Little Falls Board of Education was called to order on Tuesday, January 7, 2025 in the All Purpose room at School #1, 32 Stevens Avenue - at 6:00 p.m. by Mrs. Melissa Sanzari-Stevens, Business Administrator/Board Secretary.

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 newly elected Board Members:

Mrs. Janine Barone
Mrs. Desiree DiBuono

V. ROLL CALL

Board Members present: Mrs. Barone, Dr. Capizzi, Mrs. DiBuono, Mrs. Lijoi, Mr. Miraglia, Mrs. Smith, Mt. Tullo, and Mrs. Zurbruegg

Also, Present. Mrs. Tracey Marinelli, Superintendent, Mrs. Melissa Sanzari-Stevens, Business Administrator/Board Secretary.

VI. 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. Desiree DiBuono.

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: 8

Mrs. Barone, Dr. Capizzi, Mrs. DiBuono, Mrs. Lijoi, Mr. Miraglia, 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.

Mr. Miraglia nominated Mrs. Nicole Smith for The Office of Vice President of the Little Falls Board of Education, seconded by Mrs. Barone.

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: 8

Mrs. Barone, Dr. Capizzi, Mrs. DiBuono, Mrs. Lijoi, Mr. Miraglia, 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.

ACTION ITEMS:

On motion of Mrs. DiBuono, and seconded by Mrs. Zurbruegg,
MOVE that the Little Falls Board of Education approve Motions # 3 thru # 16

3. **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.

4. **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.

5. **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.

6. **MEETING SCHEDULE**

MOVE that the Little Falls Board of Education will hereby hold and advertise their **REGULAR MEETINGS** for the **2025 Calendar Year** in the **All Purpose Room** of School No. 1 as follows:

Tuesday, January 7, 2025

Tuesday, February 11, 2025

Tuesday, March 18, 2025

Tuesday, April 29, 2025

Tuesday, May 13, 2025

Tuesday, June 24, 2025

Tuesday, August 19, 2025

Tuesday, September 16, 2025

Tuesday, October 14, 2025

Tuesday, November 18, 2025

Tuesday, December 9, 2025

7. **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 2025:

<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		

8. 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

9. 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

10. 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.

11. 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

12. 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.

13. 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

14. 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.

15. 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	Dawn Daura
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

16. 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.

VII. OPEN MEETING TO THE PUBLIC- (LIMITED TO AGENDA ITEMS ONLY)

On motion of Mr. Miraglia and seconded by Mr. Tullo, 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: 8
ABSENT: 0
NAYES: 0

MOTION CARRIED UNANIMOUSLY

VIII. ADJOURNMENT

On motion of Mrs. Smith and seconded by Mr. DiBuono, the meeting was adjourned at 6:08 p.m.

MOTION CARRIED UNANIMOUSLY

AYES: 8
ABSENT: 0
NAYES: 0

Respectfully Submitted,

Melissa Sanzari-Stevens
Business Administrator/Board Secretary