

**MAYWOOD BOARD OF EDUCATION  
MINUTES OF REORGANIZATION MEETING  
January 4, 2024**

The Reorganization Meeting of the Maywood Board of Education was held on January 4, 2024. Ms. Jennifer Pfohl, the Board Secretary, called the meeting to order at 7:01 P.M.

**ROLL CALL**

**MEMBERS PRESENT:** Mr. Bendezu, Ms. Stelter, Mr. Taylor and Mr. Velez

**MEMBERS ABSENT:** Mr. Cilento

**ALSO PRESENT:** Mr. Jordan, Superintendent, Ms. Jennifer Pfohl, Business Administrator

**FLAG SALUTE**

Adequate notice of this meeting was provided on December 22, 2023 in accordance with the New Jersey Statutes 10:4-8 as follows: Posted by the Board Secretary in the Board of Education Office, 452 Maywood Avenue, e-mailed to Our Town and the Record newspapers, e-mailed to Municipal Building for posting on the Municipal Bulletin Board in the Borough Clerk’s Office, 15 Park Avenue.

All staff motions have been recommended by the Superintendent of Schools, subject to approval by the New Jersey Department of Education, Chapter 116, PL 1986, Provisional Employment, pending criminal history background check.

**BOARD SECRETARY’S REPORT OF ELECTION RESULTS**

- Report not available

**SWEARING IN NEWLY ELECTED MEMBERS**

- Lynn Soriano and Anthony Torres were sworn in.

**ROLL CALL**

**MEMBERS PRESENT:** Mr. Bendezu, Ms. Soriano, Ms. Stelter, Mr. Taylor, Mr. Torres and Mr. Velez

**MEMBERS ABSENT:** Mr. Cilento

**ALSO PRESENT:** Mr. Jordan, Superintendent, Ms. Jennifer Pfohl, Business Administrator

**MAYWOOD BOE TRUSTEES AND EXPIRATION OF TERMS OF OFFICE**

<b>Trustee</b>	<b>Expiration of Term</b>
Mr. Bendezu	2024
Mr. Cilento	2025
Ms. Soriano	2026
Ms. Stelter	2024
Mr. Taylor	2024
Ms. Torres	2026
Mr. Velez	2025

## NOMINATION FOR BOARD PRESIDENT

Ms. Pfohl opened the floor for nominations for Board President. Mr. Bendezu nominated Mr. Taylor.

Moved by: Mr. Bendezu  
Seconded by: Ms. Soriano  
Vote: 6/0  
Abstention: 0

The newly elected Board President opened the floor for nominations for Vice-President. Mr. Taylor nominated Mr. Bendezu.

Moved by: Mr. Taylor  
Seconded by: Mr. Velez  
Vote: 6/0  
Abstention: 0

## OPEN TO THE PUBLIC

n/a

## BOARD COMMENTS

n/a

## NEW BUSINESS

### **BL.8 Meeting Block Motion/Approval to Vote on Monthly Motions as a Group**

Any board member who takes exception to any of the following listed actions may so indicate now and a separate motion for each of the excepted motions will be entertained.

**RECOMMENDED ACTION** - "move that the following actions of the Maywood Board of Education numbered: A.127, A.128, A.129, A.130, A.131, A.132, A.133, A.134, A.135, A.136, A.137, A.138, A.139, A.140, A.141, R.14 and R.15 to be approved as shown on the agenda dated January 3, 2024"

Moved by: Mr. Taylor  
Seconded by: Ms. Stelter  
Vote: 6/0  
Abstention: 0

**A.127 Approval of District's Policies and By-Laws** - "that the Board approve the adoption of the existing Maywood School District's Policies until the Reorganization Meeting in 2025."

**A.128 Appointment of Board Secretary** - "that the Board appoint Ms. Jennifer Pfohl to serve as Board Secretary for the Maywood School District, effective until the 2025 Reorganization Meeting."

**A.129 Approval of Board Meeting Schedule** - "that the Board approve the Maywood Avenue School Library/Media Center to be the meeting place for the Regular Meeting on the third Wednesday of each month at the hour of 7:00p.m. In the event of holidays or other conflicts the meeting will be held on a mutually agreed upon date and time, effective until the 2025 Reorganization Meeting."

*Wednesday, January 3 @ 7:00 pm only - Reorganization meeting*

*Tuesday, January 16*

*Wednesday, February 21*

*Wednesday, March 20*

*Wednesday, April 24 – 4<sup>th</sup> Wednesday*

*Wednesday, May 1 (1<sup>st</sup> Wednesday - Budget Hearing)*

*Wednesday, May 15*

*Wednesday, June 19*

*Wednesday, July 17*

*Wednesday, August 21*

*Wednesday, September 18*

*Wednesday, October 16*

*Wednesday, November 20*

*Wednesday, December 18*

**A.130 Approval of Official Newspapers** - "that the Board designate OUR TOWN and THE RECORD as the official newspapers of the Maywood Board of Education for the filing of legal notices, effective until the 2025 Reorganization Meeting."

**A.131 Approval of Code of Ethics** - "that the Board approve the Code of Ethics for School Board Members, effective until the 2025 Reorganization Meeting, as read."

**A.132 Approval of Appointment** – "that the Board approve the appointment of Board Member, Ray Velez, as the Maywood Board of Education representative to the East Carlstadt-Rutherford Board of Education, effective until the 2025 Reorganization Meeting."

**A.133 Approval of Annual Fees** - "that the Board, pursuant to and in accordance with the Open Public Meetings Law, Chapter 231, New Jersey Laws of 1975, approve and establish an annual fee for mailed advance notice of all Board meetings, in accordance with the rates stated in N.J.S.A. 47:1A-5."

**A.134 Authorization to Sign Checks** - "that the Board authorize the President, Vice President, Superintendent, Board Secretary/School Business Administrator and Treasurer to sign checks for the Maywood Board of Education, effective until the Reorganization Meeting in 2025."

**A.135 Approval of Depositories** - "that the Board approve TD Bank as the depository for the Maywood Board of Education funds and the TD Bank be required to be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes, effective until the Reorganization Meeting in 2025."

**A.136 Authorization to Use Signature Stamps** - "that the Board concur in the practice of the Board Secretary/School Business Administrator being authorized to use the signature stamp of the Superintendent and the newly elected President of the Board, in their absence, on behalf of the Maywood Board of Education, effective until the Reorganization Meeting in 2025, for checks and Board approved contracts."

**A.137 Approval of Organizational Chart** – “that the Board approve the Organizational Chart for the Maywood Public School district, as submitted.”

**A.138 Establishment of Board Committees** - “that the Board establish the following committees:

Buildings and Grounds	Personnel	Curriculum
Community Relations	Policy	Finance
Technology	Negotiations	Safety/OEM

**A.139 Designation of Liaisons** – “that the Board assign the following liaisons:

NJSBA BCSBA	Library	Becton Board of Education
Maywood Ave PTO	Seniors	Mayor and Council
Memorial PTO		

**A.140 Approval of Required Bank Signatures** - "that the Board accept the following Resolution;

<u>Account Name:</u>	<u>Required Signatures:</u>
General	Board President or Vice President, Treasurer & Board Secretary
Cafeteria	Board President or Vice President, Treasurer & Board Secretary
Student Activity	Board Secretary & Principal
Payroll	Treasurer and Board Secretary
Payroll Agency	Board President or Vice President & Board Secretary
Unemployment	Board President or Vice President & Board Secretary
Capital Reserve	Board President or Vice President & Board Secretary

**RESOLVED**, that the Financial Institution named above, at any one or more of its offices or branches, be and it hereby is designated as a Financial Institution of and depository for the funds of this Corporation, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies (including electronic orders) bearing the signature of, or as otherwise authorized by, any one (1) of the following officers, employees or agents of this Corporation ("Agents"), whose actual signatures are shown below:

**FURTHER RESOLVED**, the Agents, whose names and signature appear above, are hereby authorized to open and maintain a deposit account or accounts of the Corporation with the Financial Institution, subject to the terms and conditions in the applicable Account agreement(s), as may be amended from time to time.

**FURTHER RESOLVED**, that the Financial Institution is hereby directed to accept and pay without further inquiry any item or payment order drawn against any of the Corporation's accounts with the Financial Institution bearing the signature of or as otherwise authorized by any such Agents even though drawn or endorsed to the order of any Agent signing or tendered by such Agent for cashing or in payment of the individual obligation of such Agent or for deposit to the Agent's personal account, and the Financial Institution shall not be required or be under any obligation to inquire as to the circumstances of the issue or use of any item signed, or payment order authorize, in accordance with the resolutions contained herein, or the application or disposition of such item or the proceeds of the item.

**FURTHER RESOLVED**, that any one of such Agents is authorized to endorse all checks, drafts, notes and other items payable to or owned by this Corporation for deposit with the Financial Institution, or for collection or discount by the Financial Institution, and to accept drafts and other items payable at the Financial Institution.

**FURTHER RESOLVED**, that the Bank is authorized to conduct Debit Card/ATM Card transactions in accordance with Financial Institution's Visa Debit Card Application and Agreement for Businesses.

**FURTHER RESOLVED**, that the above named agents are authorized and empowered to execute such other agreements, including, but not limited to, special depository agreements and arrangements regarding the manner, conditions or purposes for which funds, checks or items of the Corporation may be deposited, collected, or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these resolutions.

**FURTHER RESOLVED**, that the authority hereby conferred upon the above named Agents shall be and remains in full force and effect until written notice of the revocation thereof shall have been delivered to and received by the Financial Institution at the location where an account is maintained and Financial Institution has had a reasonable period of time to act upon such notice."

**A.141 Approval of Additional Check Runs** - "that the Board authorize additional check runs in addition to the monthly bills list each month, when necessary, to be approved at the following month's Board of Education meeting."

## **Addendum:**

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**R.14 Approval of Awarding of Contract** - "that the Board approve the following resolution to award the contract for the addition at Memorial School project:

**WHEREAS**, the Maywood Board of Education ("the Board") advertised for bids for the Addition at Memorial School "Project";

**WHEREAS**, on December 13, 2023, the Board received twelve bids for the Project;

**WHEREAS**, Daskal LLC ("Daskal") submitted the lowest bid with a base bid in the amount of \$3,691,000.00, together with alternate No. 2 in the amount of \$62,000.00, and alternate No. 5 in the amount of \$44,000.00 for a total bid in the amount of \$3,797,000.00;

**WHEREAS**, the bid submitted by Daskal is responsive in all material respects; and

**WHEREAS**, the Board desires to award the contract for the Project to Daskal.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby awards the contract for the Project to Daskal for a total contract sum of \$3,797,000.00.

**BE IT FURTHER RESOLVED** that this award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and labor and materials/performance bond as required in the Project specifications, together with an AA201-Project Manning Report, and an executed AIA Agreement, as prepared by the Board Attorney, within ten (10) days of the date hereof.

**BE IT FURTHER RESOLVED** that the Board Attorney is hereby directed to draft the agreement with the successful bidder consistent with this Resolution and the terms contained in the bid documents and specifications for the Project. The Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this resolution."

**R.15 Approval of Awarding of Contract** - “that the Board approve the following resolution to award the contract to replace and upgrade the fire alarm system at Memorial school, including the proposed new wing:

**WHEREAS**, the Maywood Board of Education (hereinafter referred to as the “Board”) purchased Replacement and Upgrades of Fire Alarm System in Memorial School Including Proposed New Wing from Open Systems Integrators Inc. (“Open Systems”) in accordance with the plans and specifications developed by the Board’s architect (hereinafter referred to as the “Project”); and

**WHEREAS**, the Board may by resolution and without advertising for bids, provide for the purchase of goods or services through a cooperative purchasing program pursuant to *N.J.S.A. 18A:18A-11*; and

**WHEREAS**, the Educational Services Commission of New Jersey Cooperative System (“ESCNJ”) is a recognized cooperative system in New Jersey approved by the New Jersey State Department of Community Affairs to develop specifications and award contracts to responsible bidders; and

**WHEREAS**, Open Systems Integrators Inc. submitted a proposal dated December 14, 2023 entitled, “Co-op#65MCESCCPS, BID #MRESC 21/22-41, Term 6/26/23-6/25/24” for the purchase of a Replacement and Upgrade of Fire Alarm System in Memorial School including Proposed New Wing in the amount of \$375,594.28; and

**WHEREAS**, the Board determined that the acquisition of said goods and services best meets the requirements of the Board, in that the goods and services meet or exceed the requirements of the specifications for the Project; and

**WHEREAS**, the Board wishes to ratify and reaffirm the award of the Project pursuant to a bid awarded by the ESCNJ for the Replacement and Upgrades of Fire Alarm System in Memorial School including Proposed New Wing from Open Systems Integrators Inc., “Co-op#65MCESCCPS, BID #MRESC 21/22-41, Term 6/26/23-6/25/24” (in accordance with the drawings and specifications provided by the Board’s Architect; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby ratifies and reaffirms the award of a contract to Open Systems in the amount of \$375,594.28 pursuant to a bid awarded by the ESCNJ for Replacement and Upgrades of Fire Alarm System in Memorial School including Proposed New Wing from Open Systems Integrators Inc. “Co-op#65MCESCCPS, BID #MRESC 21/22-41, Term 6/26/23-6/25/24” and its proposal dated December 14, 2023 entitled, “Replacement and Upgrade of Fire Alarm System in Memorial School Including Proposed New Wing”.

**EXCEPTED MOTIONS VOTED ON SERPARATELY**

- n/a

**MEETING OPEN TO THE PUBLIC**

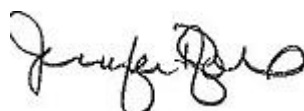
- n/a

**BOARD COMMENTS**

- n/a

**MEETING ADJOURNED BY ACCLAMATION AT 7:27PM**

Respectfully submitted,



Ms. Jennifer Pfohl  
Board Secretary