

**MAYWOOD BOARD OF EDUCATION  
MINUTES OF REORGANIZATION MEETING  
January 6, 2026**

The Reorganization Meeting of the Maywood Board of Education was held on January 6 2026. Ms. Jennifer Pfohl, the Board Secretary, called the meeting to order at 7:00P.M.

**ROLL CALL**

**MEMBERS PRESENT:** Ms. Kiely, Mr. Ramirez, Ms. Soriano and Mr. Taylor

**MEMBERS ABSENT:** Mr. O'Neill

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

**FLAG SALUTE**

Adequate notice of this meeting was provided on December 22, 2025 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**

- Ray Velez was sworn in.

**ROLL CALL**

**MEMBERS PRESENT:** Ms. Kiely, Mr. Ramirez, Ms. Soriano, Mr. Taylor and Mr. Velez

**MEMBERS ABSENT:** Mr. O'Neill

**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>
Ms. Kiely	2026
Mr. O'Neil	2027
Mr. Ramirez	2027
Ms. Soriano	2026
Mr. Taylor	2027
Mr. Velez	2028

**NOMINATION FOR BOARD PRESIDENT**

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

Moved by: Ms. Kiely  
Seconded by: Ms. Soriano  
Vote: 5/0  
Abstention: 0

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

Moved by: Mr. Taylor  
Seconded by: Ms. Soriano  
Vote: 5/0  
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.110, A.111, A.112, A.113, A.114, A.115, A.116, A.117, A.118, A.119, A.120, A.121, A.122, A.123, A.124, A.125, A.126, A.127, A.128 and P.100 to be approved as shown on the agenda dated January 7, 2025"

Moved by: Mr. Taylor  
Seconded by: Ms. Kiely  
Vote: 5/0  
Abstention: 0

**A.110 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 2027."

**A.111 Appointment of Board Secretary** - "that the Board appoint Ms. Jennifer Pfohl to serve as Board Secretary for the Maywood School District, effective until the 2027 Reorganization Meeting."

**A.112 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 2027 Reorganization Meeting. The tentative meeting schedule is attached."

- A.113 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 2027 Reorganization Meeting."
- A.114 Approval of Code of Ethics** - "that the Board approve the Code of Ethics for School Board Members, effective until the 2027 Reorganization Meeting, as read."
- A.115 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 2027 Reorganization Meeting."
- A.116 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.117 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 2027."
- A.118 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 2027."
- A.119 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 2027, for checks and Board approved contracts."
- A.120 Approval of Organizational Chart** – "that the Board approve the Organizational Chart for the Maywood Public School district, as submitted."
- A.121 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.122 Designation of Liaisons** – "that the Board establish the following liaisons:

NJSBA BCSBA	Maywood Ave PTO	Seniors
Mayor and Council	Memorial PTO	Library

**A.123 Approval of Required Bank Signatures** - "that the Board accept the following Resolution;

Account Name:	Required Signatures:
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.124 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.”

**A.125 Appointment of Provider of Legal Services** - "that the Board approve the following resolution:

**WHEREAS**, the law firm of *Fogarty, Hara, LaPira & Cherry Esqs.* has the expertise and experience to provide professional services to the Board of Education (hereinafter referred to as the "Board"); and

**WHEREAS**, the Board is desirous of appointing the law firm of *Fogarty, Hara, LaPira & Cherry Esqs.* to provide professional services to the Board;

**NOW, THEREFORE, BE IT RESOLVED** that the Board appoint the law firm of *Fogarty, Hara, LaPira & Cherry Esqs.* as Board Attorneys until the next reorganization meeting in accordance with the terms and conditions set forth in the Agreement which is attached hereto and made a part hereof. The Board President and the Board Secretary are hereby authorized to execute the Agreement and any and all other documents necessary to effectuate the terms of this Resolution. The Board Secretary is hereby directed to publish a notice of this Award in the official newspaper of the Board.

**A.126 Appointment of Architect** - "that the Board accept the following Resolution;

**WHEREAS**, the Architectural Firm of *LAN Associates, Inc.* has the expertise and experience to provide professional services to the Board of Education (hereinafter referred to as the "Board"); and

**WHEREAS**, the Board is desirous of appointing the firm *LAN Associates, Inc.* to provide professional services to the Board;

**NOW, THEREFORE, BE IT RESOLVED** that the Board appoint the Architectural firm of *LAN Associates, Inc.* as Board Architect of Record until the next reorganization meeting. The Board President and the Board Secretary are hereby authorized to execute an Agreement and any and all other documents necessary to effectuate the terms of this Resolution, fee schedule on file in the Board Office. The Board Secretary is hereby directed to publish a notice of this Award in the official newspaper of the Board.

**A.127 Termination of Participation in School Employees’ Health Benefits Program** - "that the Board accept the following Resolution;

**WHEREAS**, the Maywood Board of Education (SEHBP Employer Location No.0186-00) hereby resolves to terminate its participation in the Program (Medical Plan, Prescription Drug Plan, and/or Dental Plan coverage) thereby canceling coverage provided by the SEHBP for all its active and retired employees; and

**WHEREAS**, the Maywood Board of Education shall notify all active employees of the date of their termination of coverage under the Program; and

**WHEREAS**, the New Jersey Division of Pensions & Benefits (NJDPB) will notify retired employees of the cancellation of their coverage; and

**WHEREAS**, all COBRA participants will be notified by the NJDPB and advised to contact the Maywood Board of Education concerning a possible alternative health, prescription drug, and dental insurance plan; and

**WHEREAS**, this resolution shall take effect the first of the month following a 60-day period beginning with the receipt of the resolution by the State Health Benefits Commission.

**NOW, THEREFORE, BE IT RESOLVED** that the Maywood Board of Education hereby terminate all participation under the School Employees' Health Benefits Program in a manner consistent with the terms of this resolution.

**A.128 Authorization to Purchase** - "that the Board, pursuant to N.J.S.A. 18A:18A-3(a), designates the School Business Administrator as the Qualified Purchasing Agent for the Board of Education and authorizes the School Business Administrator to award contracts, in full accordance with the law, for purchases that do not exceed in the aggregate in a contract year the total sum of \$53,000.00 (bid threshold) without public advertising for bids. Furthermore, the School Business Administrator is authorized to solicit competitive quotations pursuant to N.J.S.A. 18A:18A-37(a) and award contracts pursuant to N.J.S.A. 18A:18A-37(c).

The Board of Education, pursuant to N.J.A.C. 5:34-8.3, et seq., further authorizes the School Business Administrator to seek either competitive quotations or competitive bids when original determinations of aggregation are found to be more than anticipated or incorrect.

Pursuant to N.J.S.A. 18A:18A-2(b), the School Business Administrator is designated to have the power to prepare advertisements, to advertise for and to receive bids. The School Business Administrator in accordance with N.J.S.A. 18A:18A-21(b), is authorized to publicly receive bids, unseal them and announce the contents. In the absence or unavailability of the Purchasing Agent, the Board of Education authorizes to publicly receive bids, unseal them and announce the contents."

**P.100 Appointment of a Paraprofessional** - "that the Board approve Persia Ramirez as a paraprofessional for the 2025-2026 school year, as NC, Step 1 with an annual salary of \$17,772.91 (*will be pro-rated*)."

#### EXCEPTED MOTIONS VOTED ON SERPARATELY

- n/a

#### MEETING OPEN TO THE PUBLIC

- n/a

#### BOARD COMMENTS

- n/a

#### MEETING ADJOURNED BY ACCLAMATION AT 7:32PM

Respectfully submitted,



Ms. Jennifer Pfohl  
Board Secretary