



**Wednesday, January 7, 2026**  
**AGENDA - Re-Organization Meeting**

**7:15 pm - Re-Organization Meeting; APR**

**MEMBERS OF THE BOARD**

**Mrs. Rita Bodine, Trustee**  
**Mrs. Heather Garcia, Trustee**  
**Mrs. Juliana Lee, Trustee**  
**Mr. Omar Pedraza, Trustee**  
**Mr. Michael Sprague, Trustee**  
**Mrs. Kelly Wilson, Trustee**

**Dr. Timothy Gouraige Chief School Administrator**  
**Mr. Michael Jordan, School Business Administrator/Board Secretary**

**The Business Administrator/Board Secretary acts as a temporary chairperson until the new President is elected.**

**The Business Administrator/Board Secretary call meeting to order Time: \_\_\_\_\_**

**A. Meeting Opening:**

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<b>Subject</b>	<b>1. OPEN PUBLIC MEETING ACT STATEMENT:</b>
Meeting	Jan 7, 2026 - AGENDA - Re-Organization Meeting
Category	A. Meeting Opening:
Type	Procedural

Pursuant to the Open Public Meetings Act, Chapter 231, Laws of New Jersey 1975, notice of this meeting, its date, time and place have been posted on the Board's official bulletin board, and it has been delivered to The Record & Suburbanite newspapers circulated in the District at least 48 hours prior to the time for this meeting. If deemed necessary, the Board may meet in executive session immediately following to discuss legal, HIB, personnel and other matters exempted by statute from public discussion.

<b>Subject</b>	<b>2. FLAG SALUTE:</b>
Meeting	Jan 7, 2026 - AGENDA - Re-Organization Meeting

Category A. Meeting Opening:

Type Procedural

**Subject 3. Report of Annual School Election Results - Mr. Michael Jordan, Business Administrator/Board Secretary**

Meeting Jan 7, 2026 - AGENDA - Re-Organization Meeting

Category A. Meeting Opening:

Type Information

The Norwood Board of Education accepts the official results of the Board of Education Annual School Elections held on November 11, 2025 as follows:

<b>Board Candidate Results - Two, Full Three (3) Year Terms</b>	<b>Total Votes</b>
Stephanie Machin	893
Julie Lee	1,127
Jennifer Eisberg	794
Personal Choice	51
<b>Board Candidate Results - One, Unexpired (1) Year Term</b>	
Omar Pedraza	831
Personal Choice	221

**Subject 4. OATH OF OFFICE**

Meeting Jan 7, 2026 - AGENDA - Re-Organization Meeting

Category A. Meeting Opening:

Type Procedural

Mr. Michael Jordan, School Business Administrator/Board Secretary, administers the oath of office to the newly elected board members:

- Omar Pedraza
- Julie Lee
- Stephanie Machin

**Subject 5. ROLL CALL of the 2026 Board of Education:**

Meeting Jan 7, 2026 - AGENDA - Re-Organization Meeting

Category A. Meeting Opening:

Type Procedural

BOARD MEMBER	PRESENT	ABSENT	ARRIVAL/DEPARTURE TIME
Mrs. Rita Bodine , Trustee			
Mrs. Heather Garcia, Trustee			
Mrs. Juliana Lee, Trustee			
Ms. Stephanie Machin, Trustee			
Mr. Omar Pedraza, Trustee			
Mr. Michael Sprague, Trustee			
Mrs. Kelly Wilson, Trustee			

**Faculty & Community Members; In-Person: -0-**

**Others Present: Superintendent and Business Administrator**

## **B. Election of President**

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**Subject**                      **1. Election of President**

Meeting                      Jan 7, 2026 - AGENDA - Re-Organization Meeting

Category                      B. Election of President

Type                              Action (Consent)

**Mr. Jordan calls for the nomination for Board President:**

\_\_\_\_\_ Nominated for President by: \_\_\_\_\_, Seconded  
by: \_\_\_\_\_.

Motion to close nominations and approve election of President made by \_\_\_\_\_,  
seconded by \_\_\_\_\_. All in Favor: \_\_\_\_\_.

### **Vote for President: Roll Call**

BOARD MEMBER	VOTE FOR	ABSTAINED	ABSENT
Mrs. Rita Bodine, Trustee			
Mrs. Heather Garcia, Trustee			
Mrs. Juliana Lee, Trustee			
Mrs. Stephanie Machin, Trustee			
Mr. Omar Pedraza, Trustee			
Mr. Michael Sprague, Trustee			

Mrs. Kelly Wilson, Trustee			
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\_\_\_\_\_, the newly elected President of the Norwood Board of Education, assumes leadership of the meeting.

## C. Election of Vice President

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<b>Subject</b>	<b>1. Election of Vice President</b>
Meeting	Jan 7, 2026 - AGENDA - Re-Organization Meeting
Category	C. Election of Vice President
Type	Action (Consent)

### Election of Vice President:

\_\_\_\_\_ Nominated for Vice President by \_\_\_\_\_, Seconded by: \_\_\_\_\_.

Motion to close nominations and approve election of Vice President made by \_\_\_\_\_, seconded by \_\_\_\_\_. All in Favor: \_\_\_\_\_.

### Vote for Vice President: Roll Call

BOARD MEMBER	VOTE FOR	ABSTAINED	ABSENT
Mrs. Rita Bodine, Trustee			
Mrs. Heather Garcia, Trustee			
Mrs. Juliana Lee, Trustee			
Mrs. Stephanie Machin, Trustee			
Mr. Omar Pedraza, Trustee			
Mr. Michael Sprague, Trustee			
Mrs. Kelly Wilson, Trustee			

## D. Reorganization

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<b>Subject</b>	<b>1. Adoption of Parliamentary Procedure (Robert's Rules)</b>
Meeting	Jan 7, 2026 - AGENDA - Re-Organization Meeting
Category	D. Reorganization
Type	Action

**BE IT RESOLVED**, that the Norwood Board of Education adopts the use of **Robert's Rules of Order** for Parliamentary Procedure.

<b>Subject</b>	<b>2. Adoption of Code of Ethics</b>
Meeting	Jan 7, 2026 - AGENDA - Re-Organization Meeting
Category	D. Reorganization
Type	Action

**BE IT RESOLVED**, that the Norwood Board of Education adopts the **Code of Ethics** for School Board Members as per N.J.S.A. 18A:12-24.1 for the period of January 6, 2026 through January 6, 2027.

A School Board member shall abide by the following Code of Ethics :

A. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.

B. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.

C. I will confine your board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.

D. I will carry out your responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.

E. I will recognize that authority rest with the board of education and will make no personal promises nor take any private action that may compromise the board.

F. I will refuse to surrender my independent judgement to special interest or partisan political groups or to use the school for personal gain or for the gain of friends.

G. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the school. In all other matter, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.

H. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.

I. I will support and protect school personnel in proper performance of the duties.

J. I will refer all complaints to the chief administrative officer and will act on the complaints at public meeting only after failure of an administrative solution.

L.2001,c.178,s.5.

<b>Subject</b>	<b>3. Meeting Schedule</b>
Meeting	Jan 7, 2026 - AGENDA - Re-Organization Meeting
Category	D. Reorganization
Type	Action

**BE IT RESOLVED**, that the Norwood Board of Education approves the following Board Meeting dates, for the period January 2026 through the Reorganization meeting of 2027:

Resolved by the Board of Education of the Borough of Norwood, in the County of Bergen as follows:

Unless posted and published otherwise, the schedule for future public meetings of the Norwood Board of Education will be held in the APR or School Library, 177 Summit Street, Norwood, NJ as follows:

Executive Sessions will be held before the start of the Regular meetings at 6:00 p.m.

Regular Meetings are scheduled to begin at 7:00 p.m. Action may be taken at all meetings.

First Meeting of the Month				Second Meeting of the Month		
Tuesday, January 6, 2026	6:00pm	✳		Tuesday, January 20, 2026	7:00pm	
Tuesday, February 10, 2026	6:00pm	§				
Tuesday, March 3, 2026	7:00pm			Tuesday, March 17, 2026	7:00pm	†
Tuesday, April 7, 2026	7:00pm			Tuesday, April 28, 2026	6:00pm	‡
Monday May 12, 2026	6:00pm			Tuesday, May 26, 2026	7:00pm	
Tuesday, June 9, 2026	7:00pm			Tuesday, June 23, 2026	7:00pm	
Tuesday, July 21, 2026	7:00pm			-- --	-	
Tuesday, August 25, 2026	7:00pm			-- --	-	
Tuesday, September 8, 2026	7:00pm			Tuesday, September 29, 2026	7:00pm	
Tuesday, October 13, 2026	7:00pm			-- --	-	
Tuesday, November 10, 2026	7:00pm			-- --	-	
Tuesday, December 15, 2026	7:00pm			-- --	-	
Tuesday, January 5, 2027	6:00pm	✳				

#### SM Special Meeting

- ✳ Board Reorganization Meeting.
- § Board Retreat Meeting.
- † Preliminary Adoption of the 2026-2027 Budget.
- ‡ Public Hearing and Final Adoption of the 2026-2027 Budget.

Submitted by Michael Jordan  
Business Administrator/Board Secretary

<b>Subject</b>	<b>4. Official Newspapers</b>
Meeting	Jan 7, 2026 - AGENDA - Re-Organization Meeting
Category	D. Reorganization
Type	Action

#### Official Newspapers

**BE IT RESOLVED**, that the Norwood Board of Education designates The Record and The Suburbanite as official newspapers for the Board through the Reorganization Meeting of 2026.

<b>Subject</b>	<b>5. Bylaws, Board Policies, Regulations and Job Descriptions</b>
Meeting	Jan 7, 2026 - AGENDA - Re-Organization Meeting
Category	D. Reorganization
Type	Action

#### **Bylaws, Board Policies, Regulations and Job Descriptions**

**BE IT RESOLVED**, approve that the written Bylaws, Board Policies, Regulations and Job Descriptions previously adopted and contained in the Board of Education Policy Book are hereby adopted by this Board and shall govern all actions and business to come before this Board.

<b>Subject</b>	<b>6. Banking Institution, Accounts, Procedures &amp; Agreements</b>
Meeting	Jan 7, 2026 - AGENDA - Re-Organization Meeting
Category	D. Reorganization
Type	Action

#### **District Banking and Investment of Monies**

**BE IT RESOLVED**, Adopt ***Enclosure #1*** approving the Norwood Board of Education's Bank of Record, including Banking Accounts, Procedures, and Agreements, as well as authorizing the Investment of Monies, effective through the Reorganization Meeting of January 2027.

File Attachments  
[2026 VALLEY BANK Encl #1.docx \(19 KB\)](#)

<b>Subject</b>	<b>7. Official Warrant Signatories</b>
Meeting	Jan 7, 2026 - AGENDA - Re-Organization Meeting
Category	D. Reorganization
Type	Action

#### **Official Signatures**

**BE IT RESOLVED**, Designate Board President, Business Administrator/Board Secretary, and Chief School Administrator as the official signatories for the warrants of the Norwood Board of Education, effective through the Reorganization Meeting of January 2027.

<b>Subject</b>	<b>8. Transfer of Funds to Payroll Account</b>
Meeting	Jan 7, 2026 - AGENDA - Re-Organization Meeting
Category	D. Reorganization
Type	Action

### **Transfer of Funds to Payroll Account**

**BE IT RESOLVED**, Authorize the Business Administrator/Board Secretary and/or Payroll Service Provider to transfer funds from the Current Bank Account to Payroll and Payroll Agency Bank Accounts.

<b>Subject</b>	<b>9. Board Attorney - General Counsel</b>
Meeting	Jan 7, 2026 - AGENDA - Re-Organization Meeting
Category	D. Reorganization
Type	Action

### **Board Attorney - General Counsel**

**BE IT RESOLVED**, that the Norwood Board of Education approves the legal firm of Porzio, Bromberg & Newman P.C., as the district's attorneys for General Counsel, Negotiations, and Special Education services, at the rate of \$245.00 per hour for all attorneys and \$160.00 per hour for paraprofessional staff members, for the period January 1, 2026 to the organization meeting of 2027.

<b>Subject</b>	<b>10. Professional Services</b>
Meeting	Jan 7, 2026 - AGENDA - Re-Organization Meeting
Category	D. Reorganization
Type	Action

### **Professional Services**

**BE IT RESOLVED**, Pursuant to the Public Meetings Act, Chapter 231, Laws of New Jersey 1975, Notice is hereby given that at the Reorganization Meeting of the Norwood Board of Education on Tuesday, January 6, 2026 at 6:00pm, the attached list of contracts for professional services were awarded, effective through the Reorganization meeting of 2027:

File Attachments



[2026 PUBLIC NOTICE PROFESSIONAL SERVICE RE ORG.pdf \(114 KB\).](#)

**Subject**                      **11. 2026 Standard Operating Procedures (SOP) & Purchasing Manuals**

Meeting                      Jan 7, 2026 - AGENDA - Re-Organization Meeting

Category                      D. Reorganization

Type                          Action

### **Standard Operating Procedures (SOP) & Purchasing Manuals**

**BE IT RESOLVED**, Adopt the Norwood Public School District's attached Standard Operating Procedures (SOP) and Purchasing manuals, effective through the January 2027 Reorganization Meeting.

File Attachments

[SOP Manual \[2025-2026\].pdf \(961 KB\).](#)

[Purchasing Manual \[2025-2026\].pdf \(1,733 KB\).](#)

**Subject**                      **12. School Purchasing Agent**

Meeting                      Jan 7, 2026 - AGENDA - Re-Organization Meeting

Category                      D. Reorganization

Type                          Action

### **School Purchasing Agent**

**BE IT RESOLVED**, Adopt the attached resolution designating the Business Administrator/Board Secretary to be responsible and accountable for the purchasing activity of the district, effective through the Reorganization Meeting of January 2027.

**FURTHER RESOLVED**: that the Board of Education appoints Michael Jordan as Purchasing Agent duly assigned the authority, responsibility, and accountability for the purchasing of the Board and having the power to prepare advertisements, advertise and prepare bids, and to award contracts pursuant to 18A:18A-3-a (bid threshold), 18A:18A-37a (quotation), and 18A:18A-7a (emergency purchases) and maintains the bid threshold at \$39,000 for the Purchasing Agent.

**Subject**                      **13. Appointed Positions**

Meeting                      Jan 7, 2026 - AGENDA - Re-Organization Meeting

Category                      D. Reorganization

Type                          Action

### **Appointed Positions**

**BE IT RESOLVED**, approve the following appointed positions effective through the January 2027 Reorganization Meeting:

- Abused, Neglected, Missing, and Homeless Children Liaison – Nicole Kuhrt
- Affirmative Action Officer – Steven Pellegrino
- AHERA Coordinator - Mark Meyers
- Asbestos Management Officer – Mark Meyers
- District Anti-bullying Coordinator – Nicole Kuhrt
- District Anti-bullying Specialists – Deanna DeLuca and Jennifer Boccuzzi
- District Technology Coordinator – Chris Rzucidlo
- District Test Coordinator – Kathleen DeRosa
- Indoor Air Quality Designee - Mark Meyers
- Integrated Pest Management Coordinator – Mark Meyers
- Medical Coordinator – Nicole Davila
- OSHA Compliance Officer – Mark Meyers
- Right to Know Officer – Mark Meyers
- School Safety Specialist – Steven Pellegrino
- Section 504 Compliance Officer – Kathleen DeRosa

<b>Subject</b>	<b>14. Authorization Policy for Summer Hires</b>
Meeting	Jan 7, 2026 - AGENDA - Re-Organization Meeting
Category	D. Reorganization
Type	Action

#### **Authorization Policy for Summer Hires**

**BE IT RESOLVED**, Authorize the Superintendent of Schools to fill existing certified and non-certified school vacancies during July and August 2026. Such actions will be confirmed at the next available Board of Education meeting.

<b>Subject</b>	<b>15. Home Instruction Hourly Rate</b>
Meeting	Jan 7, 2026 - AGENDA - Re-Organization Meeting
Category	D. Reorganization
Type	Action

#### **Home Instruction Hourly Rate**

**BE IT RESOLVED**, approve the Home Instruction Rate at \$55.00 per hour, effective through the Reorganization Meeting of January 2027.

<b>Subject</b>	<b>16. Petty Cash Fund</b>
Meeting	Jan 7, 2026 - AGENDA - Re-Organization Meeting
Category	D. Reorganization

Type	Action
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**Petty Cash Fund**

**BE IT RESOLVED**, approve a Petty Cash Fund under the control of the Business Administrator/Board Secretary, in the amount of \$400.00 with a reimbursement limit of \$25.00, effective through the Reorganization Meeting of January 2027.

<b>Subject</b>	<b>17. Student Activities Fund</b>
Meeting	Jan 7, 2026 - AGENDA - Re-Organization Meeting
Category	D. Reorganization
Type	Action

**Student Activities School Fund**

**BE IT RESOLVED**, approve continuance of the Student Activities Fund account under the control of the Business Administrator/Board Secretary, effective through the Reorganization Meeting of January 2027.

<b>Subject</b>	<b>18. Mileage Reimbursement Rates</b>
Meeting	Jan 7, 2026 - AGENDA - Re-Organization Meeting
Category	D. Reorganization
Type	Action

**Mileage Reimbursement Rates**

**BE IT RESOLVED**, approve the District's standard Mileage Rate of Reimbursement at \$0.47 per mile in accordance with the New Jersey State OMB Circular Letter 06-02, and as defined in Norwood Board of Education Policy #6471, effective through the Reorganization Meeting of January 2027.

<b>Subject</b>	<b>19. Rates for Rental of School Building and Grounds</b>
Meeting	Jan 7, 2026 - AGENDA - Re-Organization Meeting
Category	D. Reorganization
Type	Action

**Rates for Rental of School Building and Grounds:**

**BE IT RESOLVED**, approve the following fee schedule for the renting of school building spaces and grounds, effective through the Reorganization Meeting of 2027:

Policy and Regulation #7510. In part, the updated regulation provides for required fees effective January 1, 2025 as outlined below:

1. **Class I** users will not be charged a fee or costs for the use of schools, except that special charges for the specific services of school employees rendered pursuant to paragraph E3a and paragraph E3b will be billed.

2. **Class II and Class III** users will be charged the following facility fees. Fees listed are daily rates for up to four hours' use per day. Custodial fees may also be charged at a rate of \$50.00 per hour. Request for long term and/or multiple classrooms may require a separate lease agreement. All fees listed below will be charged and are effective January 1, 2025.

- Class I users include Norwood Recreation Department, Norwood PTO, and Borough of Norwood.
- Class II users include Norwood Non-Profit Organizations.
- Class III users include Non-Profit Organizations Based Outside of Norwood and For-Profit Organizations

**Facility Fees:**

1.	School Auditorium	\$500.00
2.	Gymnasium	\$500.00
3.	Cafeteria	\$350.00
4.	Classroom	\$250.00
5.	Athletic Fields	\$500.00

**Additional cost of appropriate custodian coverage is required.**

**Subject**

**20. REORGANIZATION VOTE:**

Meeting

Jan 7, 2026 - AGENDA - Re-Organization Meeting

Category

D. Reorganization

Type

Action

Recommended  
Action

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Norwood Board of Education approves the following Reorganization Items:

**Motion to approve Reorganization Items #1-19**

**Moved by:**

**Seconded by:**

**Vote:**

BOARD MEMBER	AYE	NAY	ABSTAINED	ABSENT
Mrs. Rita Bodine, Trustee				
Mrs. Juliana Lee, Trustee				
Ms. Stephanie Machin, Trustee				
Mr. Omar Pedraza, Trustee				
Mr. Michael Sprague, Trustee				
Mrs. Kelly Wilson, Trustee				
Mrs. Heather Garcia, Trustee				

## E. Committees

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<b>Subject</b>	<b>1. Organization of Committees effective until the Reorganization Meeting of January 2027:</b>
Meeting	Jan 7, 2026 - AGENDA - Re-Organization Meeting
Category	E. Committees
Type	Action (Consent)

**BE IT RESOLVED**, that the Norwood Board of Education approves the following standing Board Committees, effective through the reorganization meeting of 2027:

**1) Curriculum:**

**2) Personnel and Negotiations:**

**3) Buildings and Grounds:**

**4) Finance:**

**5) Policy:**

**6) Special Education:**

**Vote:** All in favor - \_\_\_\_\_.

## F. Liaisons

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<b>Subject</b>	<b>1. Liaisons</b>
Meeting	Jan 7, 2026 - AGENDA - Re-Organization Meeting
Category	F. Liaisons
Type	

**BE IT RESOLVED**, that the Norwood Board of Education approves the following Board Liaison's, effective through the reorganization meeting of 2027:

- **Bergen County School Boards Association:** \_\_\_\_\_.
- **New Jersey School Boards Association:** \_\_\_\_\_.

**Vote:** All in favor - \_\_\_\_\_.

## G. New Business/Old Business

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<b>Subject</b>	<b>1. New Business/Old Business</b>
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Meeting Jan 7, 2026 - AGENDA - Re-Organization Meeting

Category G. New Business/Old Business

Type Action, Discussion, Information

## **H. Open to the Public**

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**Subject 1. Open Public Participation**

Meeting Jan 7, 2026 - AGENDA - Re-Organization Meeting

Category H. Open to the Public

Type

**Moved by:**  
**Seconded by:**  
**Time:**

### **Public Participation Statement**

- Each member of the public wishing to comment must state their Name and Address for the record
  - Each public comment is limited to five (5) minutes
  - Only members of the public physically present at the meeting will be heard.
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## **I. Closed to the Public**

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**Subject 1. Close Public Participation**

Meeting Jan 7, 2026 - AGENDA - Re-Organization Meeting

Category I. Closed to the Public

Type

**Moved by:**  
**Seconded by:**  
**Time:**

## **J. Adjournment to Executive Session (if needed)**

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## **K. Adjournment from Executive Session (if needed)**

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**Subject 1. Adjournment from Executive Session**

Meeting Jan 7, 2026 - AGENDA - Re-Organization Meeting

Category K. Adjournment from Executive Session (if needed)

Type Action (Consent)

**Moved by:**  
**Seconded by:**  
**Time:**

## **L. Meeting Adjournment**

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<b>Subject</b>	<b>1. Meeting Adjournment</b>
Meeting	Jan 7, 2026 - AGENDA - Re-Organization Meeting
Category	L. Meeting Adjournment
Type	Action

**Moved by:**  
**Seconded by:**  
**Time:**

Respectfully submitted,

Mr. Michael Jordan  
Business Administrator/Board Secretary