

**BOARD OF EDUCATION
LITTLE FALLS SCHOOL DISTRICT
LITTLE FALLS, NEW JERSEY**

MINUTES

**REGULAR MEETING: Tuesday, April 29, 2025 Agenda
Dr. Capizzi called the meeting to order at 6:50PM.**

- I. CALL TO ORDER
- II. FLAG SALUTE
- III. PUBLIC MEETING 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. ROLL CALL

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

Board Members Absent: Mr. Tullo

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

- V. CORRESPONDENCE
- VI. MINUTES

MOVE that the Little Falls Board of Education approve the Minutes of the following Meeting.

- 1. Regular Meeting – March 18, 2025
- 2. Executive Meeting Minutes – March 18, 2025

M: Mrs. Smith S: Mrs. Barone

AYES: 7
NAYES: 0
ABSENT: 1

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

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

Since no, one wished to be heard,

On motion of Mrs. Zurbruegg and seconded by Mrs. DiBuono moved that the Little Falls Board of Education close the meeting to the public.

AYES: 7

NAYES: 0

ABSENT:1

VIII. PRESENTATION-

1. Mrs. Marinelli presented the following Hornets of the Month with a certificate.
Kindergarten- Connor Carroll, First Grade-Rayan Theeb
Second Grade- Mikaela Cestra
Third Grade-Penelope Mitchell, Fourth Grade- Eris Suparaku
Fifth Grade- Pedro Urgiles, Sixth Grade- Cecelia Ostrowski,
Seventh Grade- Freddy Del Toro, Eighth Grade- Melanie Llerena

IX. PRESIDENT'S REPORT- Dr. Capizzi

Dr. Capizzi thanked Mrs. Stevens and Mrs. Marinelli for their hard work on the Budget.

X. SUPERINTENDENT OF SCHOOLS (Mrs. Tracey Marinelli)

1. Superintendent's Report. (Exhibit A)
Mrs. Marinelli advised the Board of the following:
 - Enrollment School #1- 395, School #2-350, School #3-223
 - All safety and security drill have been performed in all three schools
 - There were zero suspensions and two HIBs, both were found to unconfirmed
 - 198 referendum survey responses were received, short of the 250-300 target
 - Referendum Meeting is scheduled for Tuesday May 6, 2025, attendance is strongly encouraged. The Regular scheduled Board meeting will be held on May 13, 2025.
 - Passaic County School Boards Association will be honoring Dr. Rachel Capizzi for her ten years of service, on May 28th at Mario's Restaurant in Clifton, NJ. Congratulations to Dr. Capizzi.
 - The School #1 musical, Little Shop of Horrors will be performing this week, Wednesday April 30 through Friday May 2, 2025.
 - Our musical performances of Footloose and High School Musical have been nominated nine Foxy Awards.
 - Mrs. Marinelli introduced the Superintendent's Challenge coin to the Board and public!
 - Thank you for all of the hard work by our Negotiations team. Negotiations have been completed successfully, allowing the district to move forward with other committee work.
 - Many celebrations coming up! National Principals Day and Teacher appreciation week, School Nurse appreciation day, as well as School facility manager

2. BE IT RESOLVED, that the Little Falls Board of Education affirms the Superintendent's decision in HIB investigations, SC1-009-2-14-25-LFD-015, Sc3-006-02-5-25-LFD-016) for the reason set forth in the Superintendent's decision to the students' parents, and directs the Business Administrator/Board Secretary to transmit a copy of the Board's decision to affect students' parents.

M: Mr. Miraglia S: Mrs. Smith

XI. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT-
(Melissa Sanzari-Stevens)

Mrs. Stevens advised the Board of the following:

- All Board member training has been completed
- Budget has been submitted , following approval will continue to move forward
- Special Meeting on May 6, 2025 for a Referendum Presentation and the Regular meeting on May 13, 2025

XII. COMMITTEE REPORTS

Mrs. Smith advised the Board that a finance committee meeting was held via zoom to discuss budget details.

XIII. SUPPLEMENTAL AGENDA
No Supplemental Resolutions

XIV. CONSENT AGENDA

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

XV. PTA LIAISONS - (2/3 PTA Mrs. Shannon Zurbruegg/S#1 Mrs. Nicole Smith)- None

XVI. LITTLE FALLS EDUCATION LAISON - (Mrs. Desiree DiBuono)- None

XVII. UNFINISHED BUSINESS/ NEW BUSINESS-None

XVIII. OPEN MEETING TO THE PUBLIC

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

Since no, one wished to be heard,

On motion of Mrs. Zurbruegg and seconded by Mrs. DiBuono moved that the Little Falls Board of Education close the meeting to the public.

AYES: 7

NAYES: 0

ABSENT:1

XIX. EXECUTIVE SESSION

The Little Falls Board of Education go into Executive Session to discuss two (2) HIB issues. Approximate time ten (10) minutes. No action will be taken.

7:17pm

M: Mrs. Zurbruegg

S: Mrs. Barone

AYES: 7

NAYES: 0

ABSENT:1

The Little Falls Board of Education return from Executive Session.

7:24pm

M: Mrs. Barone S: Mrs. Lijoi

AYES: 7

NAYES: 0

ABSENT:1

XX. ADJOURNMENT

M: Mrs. DiBuono S: Mrs. Lijoi

7:25pm

AYES: 7

NAYES: 0

ABSENT:1

Respectfully Submitted,

Melissa Sanzari-Stevens

Melissa Sanzari-Stevens
Business Administrator/Board Secretary

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:

A. **PERSONEL, NEGOTIATIONS, AND FINANCE**

1. The Little Falls Board of Education approve the list of bills dated April 29, 2025, Warrant No.'s # 31305 thru #31397 (Current Account) totaling \$1,637,949.34; Wire Transfers #4102025 (Health Insurance) totaling \$ 290,753.43 ; Warrant No. #1333 thru # 1335 (Cafeteria Account) totaling \$56,297.15 ; Warrant #1090 (SUI Account) totaling \$3,608.36 be paid if, properly sworn to and funds are available in accordance with Board of Education Policy and to be appended to the minutes of this meeting. The School Business Administrator/Board Secretary, in accordance with N.J.A.C. 6A:23-2.11I3, certifies that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a) and the Board of Education, in accordance with N.J.A.C. 6A:23-2.11(c)4, certifies that after review of the Board Secretary's & Treasurer's --monthly financial reports that no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b). Further, the Board of Education and the Business Administrator/Board Secretary certify that major accounts/fund balances have not been over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

(Exhibit B)

2. The Little Falls Board of Education authorize the School Business Administrator/Board Secretary's action of making transfers prior to the Board Meeting as per the attached March 31, 2025 Transfer Report.

(Exhibit B-1)

3. The Little Falls Board of Education accept the Treasurer and Secretary's Reports for the month ending March 31, 2025.

(Exhibit C)

4. RESOLVED, TO APPROVE THE FOLLOWING REAPPOINTMENTS OF BUSINESS AND OPERATIONS FOR THE 2025/2026 SY:

- A. The Little Falls School District Board of Education designates AFLAC to continue to be the Administrator for Section 125 Cafeteria Plan Flexible Spending Accounts for 2025 – 2026 School Year.
- B. The Little Falls Board of Education approve the Bidding Services Agreement with Educational Data Services, Inc. ordering 2025-2026 school supplies and the licensing and maintenance fee for the 2025-2026 School Year at a cost of \$3,200.00.
- C. The Little Falls Board of Education approve the following bidding services for 2025 – 2026 School Year.

Hunterdon County Educational Services Commission - No Charge
Northern Region Educational Services Commission - No Charge
Educational Services Commission of New Jersey- No Charge
Pennsylvania Educational Purchasing Program- No Charge
OMNIA Partners, Public Sector- No Charge

- D. The Little Falls Board of Education renew the Agreement with Systems 3000 Inc. to provide Software Licenses and support for Visual Fund Accounting, Visual Personnel and Visual Payroll Modules at the following costs with and additional \$2,500.00 (estimate) to be added as back-up recovery cost and \$2,118.00 (estimate) for employee portal cost:

2025-2026	\$20,842.00
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- E. WHEREAS, Title 18A:18A-10 provides that, “A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property”; and

WHEREAS, the Little Falls School District Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts; and

WHEREAS, the Little Falls School District Board of Education desires to authorize its purchasing agent for 2025 – 2026 School Year to make any and all purchases necessary to meet the needs of the school district throughout the school year; and

THEREFORE, BE IT RESOLVED, that the Little Falls School District Board of Education in the County of Passaic, New Jersey does hereby authorize the District Purchasing Agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors as indicated on the State of New Jersey Website.

- F. The Little Falls School District Board of Education approves the New Jersey Department of Education Chart of Accounts for 2025 – 2026 School Year.
- G. The Little Falls School District Board of Education approve the use of facsimile signatures for the Board President, Board Secretary and Superintendent for ensuing term of the board on warrants, paychecks, and contracts for 2025 –2026 School Year.
- H. The Little Falls Board of Education renew the Agreement with Realtime Information Technology to provide student information management for the 2025 - 2026 School Year at a cost not to exceed \$28,825.37.
- I. The Little Falls Board of Education approve ADMIN Partners, LLC as the Third Party Administrator.
- J. The Little Falls School District Board of Education designates the following Disability Insurance Companies:
Prudential Insurance Co. of America
AFLAC
- K. The Little Falls School District Board of Education designates Berkley Life and Health Insurance Company as Insurance Agent of Record for Student Accident Insurance for the 2025-2026 school year.
- L. The Little Falls Board of Education renew the Agreement with Strauss Esmay Associates, LLP for the Policy Alert & Support System, Manual Maintenance and/or the NJ School Digest for the 2025-2026 School Year as follows:
- | | |
|---|------------|
| Policy Alert and Support System (PASS) | \$2,775.00 |
| Annual District Online Maintenance Fee | \$1,745.00 |
| Public Access Online Annual Fee/Bylaws and Policy | \$ 395.00 |
| Public Access Online – Annual Fee Regulations | \$ 100.00 |
- M. The Little Falls Board of Education authorize and approve the Agreement covering Continuing Disclosure Agent Services and appointment as Independent Registered Municipal Advisor of record with Phoenix Advisors of Bordentown, New Jersey for the 2025-2026 fiscal year at a fee of \$1,350.00 base fee, \$200.00 issue/set-up charge, with an additional charges as needed.
- N. The Little Falls Board of Education approve Atlas Curriculum Management System as the district's curriculum management system, at a cost of \$5,957.00 license fee, July 1, 2025 through June 30, 2026.
5. The Little Falls Board of Education approve JAM Graphics, 502 Hamburg Turnpike Wayne NJ 07470, for fees services for the district's website at fee of \$4,990.20.

6. RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve the Essex Regional Educational Services commission transportation services agreement for the 2025-2026 school year.
7. The Little Falls Board of Education approve Kid Clan for the following services for the 2025-2026 school year.

<u>EVALUATIONS</u>	<u>FEE</u>
Occupational Therapy	\$365.00
Physical Therapy	\$365.00
Monolingual Speech	\$365.00
Monolingual Psychological	\$365.00
Monolingual Educational	\$365.00
Monolingual Social	\$365.00
Bilingual Speech	\$465.00
Bilingual Psychological	\$465.00
Bilingual Educational	\$465.00
Physical Therapy Service	\$115.00 per hour

8. The Little Falls Board of Education approve CQ fluency, 2 University Plaza Drive, Hackensack NJ 07601, to provide written translation services as well as interpretations services on an as needed basis.
9. The Little Falls Board of Education approve Community Pass, PO Box 628 Ridgewood, NJ 07451, to provide for the management of The Hive Before and Aftercare and Pre-K program, for the school year 2025/2026 at an annual fee of \$7,875.00.
10. The Little Falls Board of Education approve the Agreement with LinkIt to provide data warehousing, analytics and assessment solutions for the 2025 - 2026 School Year at a cost not to exceed \$29,803.00.
11. The Little Falls Board of Education approves/ratify Learn Well to provide home instruction for student #2002336 for up to 10 hours per week prorated from March 3, 2025 through April 1, 2025 at a fee of \$59.50/hr.
12. The Little Falls Board of Education approves/ratify Prime Health Services to provide home instruction for student #2002336 for up to 1 hour per day prorated from April 2, 2025 through April 8, 2025 at a fee of \$55.00/hr.
13. The Little Falls Board of Education approves/ratify Learn Well to provide home instruction for student #2002336 for up to 5 hours per week prorated from April 9, 2025 through May 23, 2025 at a fee of \$59.50/hr. and administration/prep time costs.
14. The Little Falls Board of Education approves the acceptance of the resignation of Davchevska Cvetanka, ABA paraprofessional, effective May 2, 2025.

15. RESOLVED TO APPROVE THE FOLLOWING REAPPOINTMENTS FOR THE 2025-2026 SY:

- A. The Little Falls Board of Education appoint Mr. Charles Smith, Manager of Building & Grounds as the District's Indoor Air Quality Designee.
- B. The Little Falls Board of Education appoint Mr. Charles Smith, Manager of Building & Grounds as the District's Integrated Pest Management Coordinator.
- C. The Little Falls Board of Education appoint Mr. Matthew Rohlf as the district's designated H.I.B. (Harassment, Intimidation, Bullying) Coordinator.
- D. The Little Falls Board of Education appoint Dawn Daura, as the District's ADA Officer.
- E. The Little Falls Board of Education appoint Lynette Fata as the District's Homeless Liaison.
- F. The Little Falls School District Board of Education designates Arthur J. Gallagher as Insurance Agent of Record for General Liability Insurance.
- G. The Little Falls Board of Education appoint Briggs Associates as the District's AHERA and Asbestos Management Services.
- H. The Little Falls Board of Education appoint each Building Principal as the District's Right to Know Officers
- I. The Little Falls School District Board of Education appoints Med-Care of Fairfield, New Jersey, Dr. John C. Scolamiero, Medical Director, as district approved facility to provide lab drug testing for the school district with fees paid in accordance with their professional fee schedule.
- J. The Little Falls School District Board of Education appoints Immedicenter of Totowa, New Jersey, Dr. Scott Coleman, Medical Director, and Dr. Francisco Lima, as district approved facility to provide lab drug testing for the school district with fees paid in accordance with their professional fee schedule.
- K. The Little Falls Board of Education appoint Dawn Daura as the District's Affirmative Action Officer for the 2025- 2026 school year.
- L. The Little Falls Board of Education appoint the following district employees as the District's Affirmative Action Team for the 2025- 2026 school year to conduct the needs assessment and develop a Comprehensive Equity Plan.

Dawn Daura
Lori Douma
Jill Castaldo

- M. The Little Falls Board of Education approve Solutions Architects to be appointed School Architect of Record.

16. The Board of Education appoint Tracey Marinelli to serve on the Northern Regional Education Service Commission Representative Assembly/Board of Directors for the 2025-2026 school year, at no additional cost to the district.

17. The Board of Education appoint Dawn Daura to serve as an alternate on the Northern Regional Education Service Commission Representative Assembly /Board of Directors for the 2025-2026 school year, at no additional cost to the district.

18. RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve travel expenses as noted for the following district employees and Board Members for the NJASBO Conference being held June 4-6, 2025:

<u>NAME</u>	<u>WORKSHOP/LOCATION</u>	<u>DATE</u>	<u>ESTIMATED COST</u> <u>(Mileage/Meals Conference)</u>
Melissa Sanzari-Stevens	NJASBO Workshop	6/4-6/6/2025	\$16.10 Tolls \$124.00 mileage (approximate) \$500.00 Individual Reg Atlantic City, NJ \$123.14 Meals Overnight Stay \$51.00 Meals 1 st & Last day of travel for each \$68.00 full day

<u>NAME</u>	<u>WORKSHOP/LOCATION</u>	<u>DATE</u>	<u>ESTIMATED COST</u> <u>Mileage/Meals Conference</u>
Melissa Sanzari-Stevens	NJASBO Conference	6/4-6/6/2025	\$94.00 as per GSA rate Hotel Accommodations per night, each Attendee + applicable taxes and fees

19. The Little Falls Board of Education approve/ratify the appointment of Franca Richards as an ABA paraprofessional, April 1, 2025 through June 30, 2025. The rate of pay will be Step 1 as per the 2022-2025 LFEA collective negotiation agreement, paraprofessional salary guidelines, pending all background checks.

20. The Little Falls Board of Education accept the resignation of Haley Duffy, Before and Aftercare effective April 29, 2025.

21. The Little Falls Board of Education approve Bianca Dellanno, as a substitute for The Hive, Before and Aftercare program for the 2024-2025 school year, effective April 30, 2025.

22. The Little Falls Board of Education approves the following employees for coverage

of Hornet Reflection at the contractual rate of \$35.00 per hour, prorated. To be paid out of Title IV, account number 20-280-100-101-10-00.

James Schoeneich
Elisabeth Billig
Briana Cruz
Joseph Keating

Lindsey Enchelmaier
Kristy Gregory
Jessica Prawetz
David Farrell

23. The Little Falls Board of Education approves travel/conference expenses as noted for the attached district employees/board members.

(Exhibit D)

B. **EDUCATION AND STRATEGIC PLAN COMMITTEE**

1. The Little Falls Board of Education approve all eighth grade activities, including building use and travel to and from Little Falls Recreation Fields.
2. That the Little Falls Board of Education approve the following field trips:
(Exhibit E)
3. The Little Falls Board of Education approves/ratifies home instruction services for the following district students:

Student #	Hours per week	Start Date	End Date
2002336	Not to exceed 10 hours per week	Retroactive to 3/3/2025	04/01/2025
2002336	Not to exceed 1 hour per day	Retroactive to 4-2-2025	04/08/2025
2002336	Not to exceed 5 hours per week	Retroactive to 4/9/2025	05/23/2025

4. The Little Falls Board of Education approve/ratify the following new substitute applicants all substitutes have filed Federal Form I-9, and are in possession of acceptable clearance pursuant to N.J.S.A. 18A:6-7.1/18A:39-10.1/18A:6-4.14

Jacqueline Cruz

5. The Little Falls Board of Education approve the following American College of Education student for a fieldwork hours for the following to be performed for the 2025-2026 School year:

Sevasti Logothetis

6. The little Falls Board of Education approve Courtney J Rejent , Caldwell University student, to collect data for a Dissertation Study, to school based administrators and teachers.

C. MAINTENANCE, BUILDING & GROUNDS AND REFERENDUM COMMITTEE

1. The Little Falls Board of Education approve the use of district facilities by the following community groups who have filed the proper application form and have submitted proof of necessary insurance coverage:

School #1 *approve/ratify

Date	Event	Location and Time	Requested By:	Cost
*4-16,4-30, 5-7, 5-21,6-4,6-11-25	Garden Club	Field 3:00 pm-4:00 pm	Garden Club Adviser	\$0.00
5-20-25	7 th Grade 4-Square Tournament	Field 3:00pm-4:00pm	7 th Grade Advisors	\$0.00
5-14-25	8 th Grade Parent Meeting	Cafeteria 6:00pm-7:00pm	8 th Grade Advisors	\$0.00
5-6-25	LFEA Meeting	Cafeteria 3:30-5:30pm	LFEA	\$0.00

D. HEALTH, SAFETY AND POLICY COMMITTEE

1. The Little Falls Board of Education hold a second reading of the following policy alert 234:

P 5512 Harassment, Intimidation, or Bullying (M)(Revised)
 P 5533 Student Smoking (M)(Revised)
 R 5533 Student Smoking (Revised)
 P & R 7441 Electronic Surveillance In School Buildings and On School Grounds (M)(Revised)
 P&R 9320 Cooperation with Law Enforcement Agencies (M)(Revised)
 P 2365 Acceptable Use of generative Artificial Intelligence (AIA)(New)
 P 5111 Eligibility of Resident/Nonresident Students (M)(Revised)
 P 5516 Use of Electronic Communication Devices (Revised)
 R 5516 Use of Electronic Communication Devices (New)
 R 5701 Academic Integrity (Revised)
 P 5710 Student Grievance (Revised)
 P 8500 Food Services (M)(Revised) (Exhibit F)

2. The Little Falls Board of Education approve the submission of the Grant Application for the 2025 Safety Grant Program through the New Jersey Schools Insurance Group's Eric West Sub-Fund for the purposes described in the application, in the amount of \$3,800.00 for the period July 1, 2025 through June 30, 2026.