

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

MINUTES

REGULAR MEETING: Tuesday, March 18, 2025 Agenda

Dr. Capizzi called the meeting to order at 6:30PM.

- 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, Mrs. Smith, Mr. Tullo, and Mrs. Zurbruegg

Board Members Absent: Mr. Miraglia

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

- V. CORRESPONDENCE- None
- VI. MINUTES

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

- 1. Regular Meeting – February 11, 2025
- 2. Executive Meeting Minutes – February 11, 2025

M: Mrs. Barone S: Mrs. Smith

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.

M: Mrs. Barone S: Mrs. Smith

AYES: 7

NAYES: 0

ABSENT:1

VIII. PRESENTATION-

1. Mrs. Marinelli presented the following Hornets of the Month with a certificate
Kindergarten- Maeve McEvoy, First Grade- Leah Sauod
Second Grade- Lucas Sinisi
Third Grade-Aria Dibuono, Fourth Grade- Bailey Bleistein
Fifth Grade- Mason Siracusa, Sixth Grade- Zennia Mujaba
Seventh Grade- Daksh Indugu, Eighth Grade- Julia Zanca
2. Demographic Study was presented to the Board by Richard Grip, Executive Director of Statistical Forecasting.
After the presentation a question and answer, session was opened to the Board and public.

Mr. Bleinstein inquired about the increase in student population at School #2.

Ms. Alicia Anderson inquired about the Pre-K expansion.

Mrs. Zurbregg left the meeting at 7:05PM

IX. PRESIDENT'S REPORT- Dr. Capizzi - None

X. SUPERINTENDENT OF SCHOOLS (Mrs. Tracey Marinelli)

1. Superintendent's Report. (Exhibit A)
Mrs. Marinelli advised the Board of the following:
 - There were two HIB, one in School #1 and one in School #3, to be discussed in Executive Session. Only one was found to be confirmed.
 - There were zero suspension and all fire drills as well as safety and security drills have been performed in all three schools. This also includes Bus evacuation drills.
 - Enrollment School #1- 394, School #2- 345, School #3- 222
 - We has an amazing assembly today from the Harlem Wizards thanks to the Little Falls Education Foundation
 - The School #1 fashion show was a huge success
 - The unused snow days have been reflected on the calendar for approval this evening
 - The kindergarten ice cream social will be scheduled for one of the single session days in June.

- Mrs. Marinelli thanked Mrs. Stevens for all of her hard work on the 25-26 Budget!
2. BE IT RESOLVED, that the Little Falls Board of Education affirms the Superintendent's decision in HIB investigations (SC1-007-1-13-25-LFD-011, SC3-005-1-16-25-LFD-012, SC1-008-1-29-25-LFD-013, SC2-001-1-27-25-LFD-014) 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: Mrs. Lijoi S: Mrs. DiBuono

AYES: 6

NAYES: 0

ABSENT:2

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

Mrs. Stevens advised the Board of State Aid and Budget:

- Received an increase of \$85,000 in state aid; however, enrollment increased by 40, not matching the aid.
- Budget adjustments led to a 4.89% increase, balancing despite potential for a 6% increase due to healthcare costs.
- Operating below adequacy for the first time in 10 years, meaning spending is below the state-calculated amount needed for education.
- No equalization aid expected this year.

XII. COMMITTEE REPORTS- None

XIII. SUPPLEMENTAL AGENDA

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:

1. The tentative budget for the Little Falls Board of Education be approved for the 2025-2026 School Year and that the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	BUDGET	LOCAL TAX LEVY
TOTAL GENERAL FUND	\$20,626.812.00	\$17,674.877.00
TOTAL SPECIAL REVENUE FUND	\$ 328,549.00	
TOTAL DEBT SERVICE	\$ 275,610.00	\$ 237,880.00
TOTALS:	\$21,230,971.00	\$17,912,757.00

And to advertise said tentative budget in the Herald & News in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a Public Hearing be held in the Multi-Purpose Room at School #1, 32 Stevens Avenue, Little Falls, New Jersey on April 29, 2025 at 6:30 p.m. School #1 for the purpose of conducting a Public Hearing on the Budget for the 2025 - 2026 School Year, with the regularly scheduled meeting to follow immediately after the Budget Presentation.

2. The Little Falls Board of Education approve the transfer of \$145,629.00 from the district's Capital Reserve Fund into the 2025-2026 budget for the purpose of furniture and referendum fees.
3. The Little Falls Board of Education approve the transfer of \$85,000.00 from the district's Maintenance Reserve Fund into the 2025-2026 budget for the purpose of covering ongoing cost to maintain buildings.
4. The Little Falls Board of Education includes in the final budget the adjustment for enrollment in the amount of \$349,163.00. The district intends to utilize this adjustment for supplies and materials necessary for the additional students.
5. The Little Falls Board of Education accept the amended Treasurer Report for the month ending December 31, 2024.
6. The Board of Education includes in the final budget the adjustment for increased costs of health benefits in the amount of \$130,171.00. The additional funds will be used to pay for the additional increases in health benefit premiums.
8. Little Falls Board of Education accept, pursuant to Board of Education Policy #7230,
"Gifts, Grants and Donations,"

Check Number	Donation	Amount
1930	Little Falls PTA #1/Field Trip Grades 5-8	\$ 3,000.00
1307	Little Falls Education Foundation	\$18,750.21

The Board voted on the supplemental agenda. It was passed as follows:

M: Mr. Tullo	S: Mrs. Smith
Motions 1-6	Motion #8
AYES: 6	AYES: 4
NAYES: 0	NAYES: 0
ABSENT:2	ABSENT:2
	RECUSED: 2 Mrs. Barone and Mrs. Smith

XIV. CONSENT AGENDA

The Board voted on the consent agenda. It was passed as follows:

M: Mrs. DiBuono S: Mrs. Barone

AYES: 6

NAYES: 0

ABSENT:2

- XV. PTA LIASONS - (2/3 PTA Mrs. Shannon Zurbruegg/S#1 Mrs. Nicole Smith)
Mrs. Smith announced that there will be a School #1 PTA meeting on March 19th.
There are Board potions open for those interested.

- XVI. LITTLE FALLS EDUCATION LAISON - (Mrs. Desiree DiBuono)
Mrs. Dibuono announced that the Harlem Wizards game will be held at Passaic Valley
High School on April 8, 2025.

- XVII. UNFINISHED BUSINESS/ NEW BUSINESS- None

XVIII. OPEN MEETING TO THE PUBLIC

On motion of Mrs. Barone 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. Tullo moved that the Little
Falls Board of Education close the meeting to the public.

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.

7:25pm

M: Mrs. Smith S: Mrs. Lijoi

AYES: 6

NAYES: 0

ABSENT:2

The Little Falls Board of Education return from Executive Session.

7:35pm

M: Mrs. Barone S: Mr. Tullo

AYES: 6

NAYES: 0

ABSENT:2

XX. ADJOURNMENT

The Little Falls Board of Education meeting was adjourned at 7:40pm.

M: Mrs. DiBuono S: Mrs. Barone

AYES: 6

NAYES: 0

ABSENT:2

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. PERSONNEL, NEGOTIATIONS, AND FINANCE

1. The Little Falls Board of Education approve the list of bills dated March 18, 2025, Warrant No.'s #31233(void 31121, recut as 31233 thru #31304 (Current Account) totaling \$;2,403,394.86; Wire Transfers #3102025 (Health Insurance) totaling \$290,027.45 Warrant No. # 1331 thru #1332 (Cafeteria Account) totaling \$65,758.89; Warrant #1072thru #1074 (Before & After Care Account) totaling \$2,637.45; Warrant #1049 thru #1050 (SUI Account) totaling \$943.80; Wire Transfers #212025,2212025,& #3132025 (Postage) totaling \$300.00 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 January 31, 2025 Transfer Report.

(Exhibit B-1)

3. 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 February 28, 2025 Transfer Report.

(Exhibit B-2)

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

(Exhibit C)

5. The Little Falls Board of Education accept the Treasurer and Secretary's Reports for the month ending February 28, 2025.

(Exhibit C-1)

6. WHEREAS, the Little Falls Board of Education policy No. 6471 and N.J.A.C.6A:23A-1.2(b) provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2024-2025 school year; and

WHEREAS, the Little Falls Board of Education appropriated \$ 17,000.00 for travel and expense during the 2024-2025 school year and has spent \$5,406.55 as of March 1, 2025.

NOW, THEREFORE BE IT RESOLVED, that the Little Falls Board of Education, hereby establishes the school district travel maximum for the 2025 - 2026 school year at the sum of \$75,000; and

BE IT FURTHER RESOLVED, that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

7. WHEREAS, the Little Falls Board of Education (“the Board”) solicited proposals for landscaping services; and

WHEREAS, the Board received one quote; and

WHEREAS, Paul C. Pytal, LLC submitted a proposal for landscaping services in the amount of \$23,800.00; and

WHEREAS, the Board finds Paul C. Pytal, LLC’s proposal to be most advantageous, price and other factors considered; and

WHEREAS, the Board desires to award the contract for landscaping services to Paul C. Pytal, LLC pursuant to N.J.S.A. 18A:18A-37, which allows a Board to award a contract without public bidding when the contract amount does not exceed the qualified purchasing agent bid threshold.

NOW, THEREFORE, BE IT RESOLVED, the Board awards the contract for landscaping services to Paul C. Pytal, LLC LLC, 40 Houston Road Little Falls, NJ 07424 in the amount of \$23,800.00.

8. The Little Falls Board of Education approve the Northern Region Educational Services commission transportation services agreement for the 2024-2025.

Route#	School	Contractor	# Of Students	Est. Cost Per Route (Incl.Surcharge)	Start Date
3728	Flex School	B&M Transport	1	\$18,135.00 + \$1,088.10	03/03/2025-6/11/2025

9. The Little Falls Board of Education approves the appointment of Melissa Sanzari-Stevens as the Purchasing Agent for the Little Falls Township School District;

BE IT FURTHER RESOLVED: That the Purchasing Agent is authorized to award contracts up to his bid threshold of \$44,000.00 and establish the quote threshold at \$6,600.00. (These are the amounts for a Qualified Purchasing Agent.)

10. The Little Falls Board of Education rescinds the termination of employee # 5213, ABA Paraprofessional School #2, effective March 7, 2025.
11. The Little Falls Board of Education approves/ratify the acceptance of the resignation for Mariama Diallo, paraprofessional, effective February 13, 2025.
12. The Little Falls Board of Education amend/approves Silvergate Prep to provide home instruction for student #2002336 for up to 5 hours per week prorated from January 13, 2025 through **February 21, 2025** at a fee of \$30.00/hr.
13. 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 29, 2025 at a fee of \$59.50/hr.
14. The Little Falls Board of Education amend/approves Kristy Gregory to provide home instruction for student #2001974 for up to 10 hours per week February 2, 2025 through **February 18, 2025**, at a rate of \$30.00 per hour.
15. The Little Falls Board of Education approves University Spine Center, 504 Valley Road Suite 203 Wayne, NJ, to provide scoliosis screening for fifth grade students at School #1, on April 15th and April 16, 2025, at no charge to the district.
16. The Little Falls Board of Education accept the resignation of Brianna Rosario, paraprofessional, effective March 21, 2025.
17. The Little Falls Board of Education accept the resignation of Allison Fuquene, ABA-paraprofessional, effective March 25, 2025.
18. The Little Falls Board of Education accept the resignation of Allison Fuquene, Before care School #2, effective March 25, 2025.
19. The Little Falls Board of Education accept the resignation of Kelly McPherson, teacher School #3, effective February 28, 2025.
20. The Little Falls Board of Education approve the following staff placements effective February 26, 2025.

Paula Agens – School #1 LLD 2

21. The Little Falls Board of Education approve/ratifies Ariana Avdiya to prepare the Board Treasurer's Report, to be approved at the Board of Education meetings retroactive from December 31, 2024.
22. The Little Falls Board of Education approves/ratifies the one-time payment of \$750.00 to Justin Lopez for the completion of The Black Seal License, per the custodian contract.
23. 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.

Marc Pernicairo
Christine Fiorendino
Briana Cruz
Jessica Prawetz

24. The Little Falls Board of Education approves the following Extra Curricular Activities.

Stipends for the 2024-2025 school year.

School #1		
Employee	Extra-curricular Activity	Amount
Amanda Roth	Band Director	\$1,793.00 * prorated

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

(Exhibit D)

26. The Little Falls Board of Education approves the amended travel expenses as noted for the following district employees and Board Members for the NJASA Conference being held April 7, 2025:

NAME	WORKSHOP/LOCATION	DATE	ESTIMATED COST (Mileage/Meals Conference)
Tracey Marinelli	NJASA Workshop	4/7/25	\$40.00 mileage
		4/7/25	\$279.00 Registration Somerset, NJ
Tracey Marinelli	NJASA Workshop	4/7/25	\$60.00Meals 1st & last day of travel for each
			ESTIMATED COST Hotel Conference \$138.00 as per GSA rate Hotel Accommodations per night, each Attendee + applicable taxes

27. The Little Falls Board of Education moves “to appoint the following Board of Education Officers to the positions as listed below for the 2024-2025 school year.

Civil Rights Coordinator	Dawn Daura
Title VI Coordinator	Dawn Daura
Title II Coordinator	Dawn Daura

28. The Little Falls Board of Education approve the Memorandum of Agreement between the Little Falls Board of Education and the Little Falls Police Department for the 2024-2025 School Year.

29. The Little Falls Board of Education approve the following maternity leave of absence for the 2025-2026 school year:

25/26 SY

Name	Position/ Location	Leave Start Date	Accumulated Sick days Applied	FMLA Start date	NJFLA Date	EXTENDED LEAVE Unpaid leave/no benefits	Date of Return (Anticipated)
4796	Sch. 3	09/02/2025			09/02/2025 Through 11/21/2025	11/24/2025 through 5/30/2026	06/01/2026

B. EDUCATION AND STRATEGIC PLAN COMMITTEE

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:

1. The Little Falls Board of Education approves the following new substitute applicants supplied to us by the Northern Regional Educational Services Commission Substitute Teacher Registry. 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:
(Exhibit E)
2. The Little Falls Board of Education approves 2025-2026 Custodial Office Calendar as circulated.
(Exhibit F)
3. The Little Falls Board of Education approves 2025-2026 Central Office Calendar as circulated.
(Exhibit G)
4. RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve the amended 2024-2025 District School Calendar as circulated.
(Exhibit H)
5. The Little Falls Board of Education approves the submission of the Civil Rights Data Collections certification.

6. The Little Falls School District Board of Education, in the County of Passaic, New Jersey approves the following amended tuition rates for non-resident pupils for events for 2023 – 2024 School Year.

REGULAR TUITION	2023-2024 School Year
Preschool/Kindergarten	\$ 16,003.00
Grades 1 – 5	\$ 18,275.00
Grades 6-8	\$ 19,058.00

SPECIAL EDUCATION	2023- 2024 School Year
LLD1 Program	\$ 49,843.00
LLD2/MD	\$ 157,094.00
Pre-k Dis F/T	\$ 78,743.00
Pre-k Dis P/T	\$ 99,598.00

7. The Little Falls Board of Education approves/ratifies home instruction services for the following district students:

Student #	Hours per week	Start Date	End Date
2001974	Not to exceed 10 hours per week	Retroactive to 2/2/2025	2/18/2025
2002336	Not to exceed 5 hours per week	Retroactive to 1/13/2025	2/21/2025
2002336	Not to exceed 10 hours per week	Retroactive to 3/3/2025	04/29/2025

8. The Little Falls Board of Education approves the following Montclair State University student for student teacher observations:

Dominic Meola

9. The Little Falls Board of Education approves School #3 to participate in PSE&G's Empowered Schools program, for energy efficiency and environmental sustainability, at no cost to the district.

10. The Little Falls Board of Education approve the calendar and schedule for the 2025-2026 Extended School Year Program as follows:

ESY Program Dates: Monday July 7, 2025 through Thursday July 31, 2025
Monday through Thursday Only

ALL PROGRAMS WILL BE HELD AT SCHOOL 2

Student Hours: 8:30 AM – 12:30 PM
FULL DAY ABA PRESCHOOL
LEARNING AND/OR LANGUAGE CLASS(S) Grade K-8 (LLD-2)
LEARNING AND/OR LANGUAGE CLASS(S) Grade K-8 (LLD-1)

Student Hours: 8:30 AM-11:00 AM
SPECIAL EDUCATION PRESCHOOL HALF-DAY PROGRAM

Staff Hours: Staff members are expected to report 15 minutes prior to the start of the session and may leave 15 minutes after the close of the session.

11. The Little Falls Board of Education approve the following field trips:
(Exhibit I)

C. **MAINTENANCE, BUILDING & GROUNDS AND REFERENDUM COMMITTEE**

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:

1. The Little Falls Board of Education approves 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
5/29/2025	Spring Concert	APR/Rm 107	School #1 Advisor	\$0.00
04/12/2025	Softball Parade Set-up	Back Parking Lot	Little Falls Recreation	\$0.00

School #2 *approve/ratify

Date	Event	Location and Time	Requested By:	Cost
5/8/2025	Art and Maker Fair	APR/Hallways 6:00pm-7:30pm	School #2 Advisor	\$0.00

School #3 *approve/ratify

Date	Event	Location and Time	Requested By:	Cost
5/20/2025	Art and Maker Fair	APR/ Hallways 6:00pm-7:30pm	School #3 Advisors	\$0.00
3/26/2025 and 4/30/2025	Girl Scouts	Art Room 4:30pm-5:30pm	Girl Scouts	\$0.00

D. **HEALTH, SAFETY AND POLICY COMMITTEE**

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:

1. The Little Falls Board of Education hold a first 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 J)

2. MOVED that the Little Falls Board of Education accept the Bus Evacuation Drills Report, for out of district students, as attached for the first part of the 2024/2025 School Year.

(Exhibit K)