

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

AGENDA

REGULAR MEETING: Tuesday March 19, 2024 Agenda

- 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. **OATH OF OFFICE**

Administer the Oath of office to newly appointed Board Member:

Patricia Lijoi

- V. ROLL CALL
- VI. CORRESPONDENCE
- VII. MINUTES
 - 1. **APPROVAL OF MINUTES**
MOVE that the Little Falls Board of Education approve the Minutes of the following meetings.
 - 1. Regular Meeting Minutes – February 6, 2024
 - 2. Executive Meeting Minutes- February 6, 2024
 - 3. Special Meeting March 6, 2024
- VIII. OPEN MEETING TO THE PUBLIC – **(Limited to Agenda Items Only)**
- IX. PRESENTATION-
 - 1. LFEF Grant Presentation
 - 2. Larry Chestnut –Retirement

X. REPORTS

A. PRESIDENT'S REPORT – Dr. Rachel Capizzi

B. SUPERINTENDENT OF SCHOOLS (Mrs. Tracey L. Marinelli)

1. Superintendent's Report. (Exhibit A)

2. BE IT RESOLVED, that the Little Falls Board of Education affirms the Superintendent's decision in HIB investigations (SC3-005-01-10-24-LFD-009, Sc3-005-01-17-24-LFD-010, Sc1-005-01-09-24-LFD-011, Sc3-007-01-26-24-LFD-012, Sc1-006-01-10-24-LFD-013) 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.

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

D. FINANCE & INSURANCE COMMITTEE (Vincent Miraglia)

1. PRESENTATION OF BILLS:

RECOMMENDED ACTION by the Superintendent, in consultation with the School Business Administrator/Board Secretary, move that the Little Falls Board of Education approve the list of bills dated March 19, 2024, Warrant No.'s # 32045 thru #30374 (Current Account) totaling \$2,285,330.76 ;Wire transfer #2122024 & 3122024(Health Insurance) Totaling \$502,356.44 Warrant No. #1294 thru 1295 (Cafeteria Account) totaling \$ 78,602.15 ; Warrant #1049(Before & After Care Account) totaling \$168.76 and Warrant # 1043 (SUI Account) totaling \$1,183.97 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. TRANSFERS – FEBRUARY 2024

RECOMMENDED ACTION by the Superintendent, in consultation with the School Business Administrator/Board Secretary, move that 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 29, 2024 Transfer Report.

(Exhibit B-1)

3. TREASURER AND SECRETARY’S REPORTS – FEBRUARY 29, 2024
RECOMMENDED ACTION by the Superintendent, in consultation with the School Business Administrator/Board Secretary, moved that the Little Falls Board of Education accept the Treasurer and Secretary’s Reports for the month ending February 29, 2024.
(Exhibit C)

4. APPROVAL OF MAXIMUM TRAVEL EXPENDITURE BUDGET 2024- 2025
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 \$ 36,964.00 for travel and expense during the 2023-2024 school year and has spent \$7,268.90 as of March 1, 2024.

NOW, THEREFORE BE IT RESOLVED, that the Little Falls Board of Education, hereby establishes the school district travel maximum for the 2024 - 2025 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.

5. 2024-2025 BUDGET SUBMISSION
BE IT RESOLVED that the tentative budget be approved for the 2024-2025 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		
TOTAL SPECIAL REVENUE FUND		
TOTAL DEBT SERVICE		
TOTALS:		

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 23, 2024 at 6:30 p.m. School #1 for the purpose of conducting a Public Hearing on the Budget for the 2024 - 2025 School Year, with the regularly scheduled meeting to follow immediately after the Budget Presentation.

6. ACCEPTANCE OF DONATIONS

As per the recommendation of the Superintendent moved that the Little Falls Board of Education accept, pursuant to Board of Education Policy #7230, “Gifts, Grants and Donations,”

Check Number	Donation	Amount
1039	School 2/3 PTA Kindergarten donation	\$ 1,050.00
1040	School 2/3 PTA First Grade donation	\$ 830.00
1041	School 2/3 PTA Second Grade donation	\$ 1,100.00
1042	School 2/3 PTA Third Grade donation	\$ 1,010.00
1043	School 2/3 PTA Fourth Grade donation	\$ 960.00
1258	Little Falls Education Foundation Grant	\$13,421.70

7. APPROVAL OF PROFESSIONAL DEVELOPMENT RESOURCE CONTRACT 24/25 SY

RECOMMENDED ACTION by the Superintendent, move that the Little Falls Board of Education approve Great Minds PBC, Eureka Math Squared, to provide three full days of on-site professional development at \$3,900.00 per day. Total cost of professional development \$11,700.00.

8. APPROVAL OF CONTRACT

RECOMMENDED ACTION by the Superintendent, move that the Little Falls Board of Education approve LMS Educational Consulting to conduct a comprehensive analysis of special education programing and collaborating on building out a comprehensive multi-tiered system of support across PreK-8, for a total project cost of \$6,250.00.

9. APPROVAL OF PAYMENT- RFS COMMERCIAL INC.

Pursuant to N.J.S.A. 18A:18A-10 {a);) and N.J.A.C. 5:34-7.29(c), and based upon the recommendation of the School Business Administrator /Board Secretary,
The Little Falls Board of Education, by this resolution and without advertising for bids, authorizes the purchase of commercial floor covering and related services from the following listed State Contract vendor who participates with the New Jersey Cooperative Purchasing Program through Hunterdon County Educational Services Commission.

The State Contract vendor agrees to sell commercial floor covering and related services to the Little Falls Board of Education in accordance and subject to all conditions applicable to the individual state contract at a cost not to exceed \$100,000.

Vendor	State Contract#	Description
RFS Commercial Inc.	34HUNCCP	Commercial Floor Covering and Related Services

11. APPROVAL OF LANDSCAPING SERVICES

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

WHEREAS, the Board received two quotes; and

WHEREAS, Paul C. Pytal, LLC submitted a proposal for landscaping services in the amount of \$24,340.00; 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 \$24,340.00.

12. APPROVAL OF OUT OF DISTRICT PLACEMENTS

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve the following out of district placement and extraordinary services for student 2003391 at Bleshman Regional Day Schools for the 2023-2024 School Year in the amount of \$33,098.00, prorated.

(Exhibit D)

E. EDUCATION COMMITTEE (Nicole Smith)

1. APPROVAL OF NEW SUBSTITUTES SUPPLIED BY CONSORTIUM

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve 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. APPROVAL OF THE 2024-2025 DISTRICT SCHOOL CALENDAR

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve 2024-2025 District School Calendar as circulated.

(Exhibit F)

3. APPROVAL OF THE 2024-2025 CUSTODIAL OFFICE CALENDAR

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve 2024-2025 Custodial Office Calendar as circulated.

(Exhibit G)

4. APPROVAL OF THE 2024-2025 CENTRAL OFFICE CALENDAR
RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve 2024-2025 Central Office Calendar as circulated.
(Exhibit H)
5. AMEND APPROVAL OF THE 2023-2024 DISTRICT SCHOOL CALENDAR
RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve 2023-2024 District School Calendar as circulated.
(Exhibit I)
6. APPROVAL OF SCHOOL TRIPS -2023-2024 SCHOOL YEAR
RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve the following field trips, as circulated.
(Exhibit J)
7. APPROVE/RATIFY BOY SCOUT PRESENTATION
RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve the William Ebel Boy Scouts, to host an assembly for the aftercare programs at School #2 and #3 on February 27, 2024.
8. APPROVAL OF THE 2024-2025 EXTENDED SCHOOL YEAR
RECOMMENDED ACTION by the Superintendent, move that the Little Falls Board of Education approve the calendar and schedule for the 2024-2025 Extended School Year Program as follows:

**ESY Program Dates: Monday July 8, 2024 through Thursday August 1, 2024
Monday through Thursday Only**

ALL PROGRAMS WILL BE HELD AT SCHOOL 1

Student Hours: 8:30 AM – 1:30 PM

FULL DAY ABA PRESCHOOL

LEARNING AND/OR LANGUAGE CLASS(S) Grade K-8 (LLD-2)

Student Hours: 8:30 AM-11:00 AM

SPECIAL EDUCATION PRESCHOOL HALF DAY PROGRAM

Student Hours: 8:30 AM-12:30 PM

LEARNING AND/OR LANGUAGE CLASS(S) Grade K-8 (LLD-1)

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.

9. APPROVAL OF DREAMS GRANT SUBMISSION
RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve the Developing Resiliency with Engaging Approaches to Maximize Success Project grant submission to the New Jersey Department of Education.

10. APPROVAL OF CIVIL RIGHTS SUBMISSION

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve submission of the Civil Rights Data Collections certification.

F. REPAIRS & MAINTENANCE/BUILDING & GROUNDS COMMITTEE (Lauren Verdi)

1. USE OF FACILITIES BY OUTSIDE ORGANIZATIONS

RECOMMENDED ACTION by the Superintendent move that 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
*2/20/2024	PTA Fashion Show-Ticket Sales	Café 6:00-8:00pm	S#1 PTA	\$0.00
*3/13/2024	Bingo	Café 3:00-5:00pm	Class of 27 Advisors	\$0.00
4/18/2024	Glow Dance	APR 5:00-8:00pm	Class of 25 Advisors	\$10.00
*2/23/2024	PTA Head Shots	Café 3:00-4:00pm	S#1 PTA	\$0.00

School #2 *approve/ratify

Date	Event	Location and Time	Requested By:	Cost
*3/8/2024	Girls Show Parking	Parking Lot 6:00-11:00pm	PVHS	\$0.00
*2/26/2024	Irish Dance Assembly	APR 9:00-11:00am	2/3 PTA	\$0.00
4/8/2024	Girl Scouts	Rm 112 3:30pm-4:30pm	Girl Scouts	\$0.00

School #3 *approve/ratify

Date	Event	Location and Time	Requested By:	Cost
5/21/2024	Art and Maker Fair	APR 6:00-7:30pm	School #3	\$0.00

G. PERSONNEL/NEGOTIATIONS COMMITTEE (Lauren Verdi)

1. APPROVAL OF TRAVEL/CONFERENCE EXPENSES

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve travel/conference expenses as noted for the following district employees/board members: (Exhibit K)

2. APPOINTMENT OF SUPERVISOR OF SUMMER PROGRAMS
RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve the appointment of Jessica Purn as Supervisor of Summer Programs. Salary will be grant funded through ARP ESSER, in the amount of \$3,750.00.

3. APPROVE PAYMENT TO STAFF –SCHOOL #1 HORNET REFLECTION COVERAGE
RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve the following employees for coverage of Hornet Reflection at the contractual rate of \$35.00 per hour, prorated. To be paid out of Title I, account number 20-231-100-101-00-00.

Sonia Santos
Briana Cruz
Kristy Gregory
Laurel Pietsch
Irina Carroll
Tiffany Studzinski
Sue Eckrote
Danielle Heese

4. APPROVE/RATIFY UNPAID LEAVE OF ABSENCE 23-24 SY
RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education, approve the following unpaid leave of absence:

23/24 School Year

Name	Position/ Location	Unpaid Leave Start Date	Unpaid Leave End Date	FMLA Start date	NJFLA Date	EXTENDEND LEAVE (Unpaid without benefits)	Date of Return (Anticipated)
5039	Sch3	09/01/23	11/13/23			NA	03/25/24

5. ACCEPTANCE OF RESIGNATION- MUSIC/CHORUS TEACHER
RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education accept the resignation of Matthew Schmidt, music/chorus teacher, effective June 30, 2024.
6. PAYMENT TO STAFF- CLASS OF 2025 CUPCAKES AND CANVAS - 23/24 SY
RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve payment to the following individuals for chaperoning the class of 2025 Cupcakes and Canvas at School #1 to be held on February 22, 2024, at the contractual chaperone rate of \$35.00 per hour, for two hours.

Employees	Date	Amount
Owen Davitt	2/22/2024	\$70.00
Lisa Spero	2/22/2024	\$70.00

7. PAYMENT TO STAFF – STEAM CLUB SUPERVISION
RECOMMENDED ACTION by the Superintendent moved that the Little Falls Board of Education approve payment to Michelle Gennarelli and Joanna Gazda for STEAM club extracurricular supervision at the contractual chaperone rate of \$25.00 hr., not to exceed twenty (20) hours total. Payment funded by ARP ESSER fund # 20-490-100-100-00-00.
8. PAYMENT TO STAFF – GAMING CLUB SUPERVISION
RECOMMENDED ACTION by the Superintendent moved that the Little Falls Board of Education approve payment to Jai Sathyamurthi and Emely Mercedes for the Esports club extracurricular supervision at the contractual chaperone rate of \$25.00 hr., not to exceed eighteen (18) hours total. Payment funded by ARP ESSER fund # 20-490-100-100-00-00.
9. PAYMENT TO STAFF – EXPEDITIONS CLUB SUPERVISION
RECOMMENDED ACTION by the Superintendent moved that the Little Falls Board of Education approve payment to Silvana Nieves for the Expeditions club extracurricular supervision at the contractual chaperone rate of \$25.00 hr., not to exceed thirty (30) hours total. Payment funded by ARP ESSER fund # 20-490-100-100-00-00.
10. PAYMENT TO STAFF – TUTORFLY SUPERVISION
RECOMMENDED ACTION by the Superintendent moved that the Little Falls Board of Education approve payment to Julia Marchesani for Tutorfly supervision at the contractual chaperone rate of \$25.00 per hour, for two hours.
11. PAYMENT TO STAFF – TUTORFLY SUPERVISION
RECOMMENDED ACTION by the Superintendent moved that the Little Falls Board of Education approve payment to Katrina Lanza for Tutorfly supervision at the contractual chaperone rate of \$35.00 per hour, for one hour.
12. PAYMENT TO STAFF –SCHOOL # 1 STEAM FAIR
RECOMMENDED ACTION by the Superintendent moved that the Little Falls Board of Education approve payment to Michelle Gennarelli for extracurricular supervision for the School #1 Steam Fair to be held on March 21, 2024 at the contractual chaperone rate of \$25.00 per hr.
13. PAYMENT TO STAFF – CLASS OF 2027 BINGO
RECOMMENDED ACTION by the Superintendent moved that the Little Falls Board of Education approve payment to Michelle Gennarelli for extracurricular supervision for the Class of 2027 Bingo that was held on March 13, 2024 at the contractual chaperone rate of \$25.00 per hr.

H. HEALTH & SAFETY COMMITTEE (Doug Jandoli)

I. POLICY COMMITTEE (Desiree DiBuono)

1. FIRST READING OF POLICY-ALERT 232

As per the recommendation of the Superintendent moved that the Little Falls Board of Education hold a first reading of the following policy:

- P 1140 Educational Equity Policies/Affirmative Action (M)(Revised)
- P 1523 Comprehensive Equity Plan (M)(Revised)
- P 1530 Equal Employment Opportunities (M)(Revised)
- R 1530 Equal Employment Opportunities Complaint Procedure (M)(Revised)
- P 1550 Equal Employment/Anti-Discrimination Practices (M)(Revised)
- R 2200 Curriculum Content (M)(Revised)
- P 2260 Equity in School and Classroom Practices (M)(Revised)
- R 2260 Equity in School and Classroom Practices Complaint Procedure (M)(Revised)
- P 2411 Guidance Counseling (M)(Revised)
- P 3211 Code of Ethics (Revised)
- P 5750 Equitable Educational Opportunity (M)(Revised)
- P 5755 Equity in Educational Programs and Services (M)(Abolished)
- P 5841 Secret Societies (Revised)
- P&R 7610 Vandalism (Revised)
- P 9323 Notification of Juvenile Offender Case Disposition (Revised)
- P&R 2423 Bilingual Education (M)(Revised)
- P&R 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)(Revised) (Exhibit L)

J. STRATEGIC PLANNING COMMITTEE (Shannon Zurbruegg)

K. COMMITTEE REPORTS

L. PTA LIAISONS (2/3 PTA Shannon Zurbruegg - School #1 PTA Nicole Smith)

M. LITTLE FALLS EDUCATION LIASON (Desiree DiBuono)

XI. UNFINISHED BUSINESS

XII. OPEN MEETING TO THE PUBLIC

XIII. NEW BUSINESS

XIV. EXECUTIVE SESSION

XV. ADJOURNMENT