

**LITTLE FALLS SCHOOL DISTRICT BOARD OF EDUCATION**  
**LITTLE FALLS, NEW JERSEY**  
**REGULAR MEETING MINUTES: Tuesday, November 18, 2025 Minutes**

**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, Mr. Miraglia, Mrs. Smith, and Mrs. Zurbruegg

Board Members Absent: and Mr. Tullo

Also, Present. Mrs. Tracey Marinelli, Superintendent and  
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 – October 14, 2025
- 2. Executive Meeting Minutes- October 14, 2025

M: Mr. Miraglia

S: Mrs. Smith

- 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 Mr. Miraglia, and seconded by Mrs. Zurbruegg, moved that, the Little Falls Board of Education close the meeting to the public.

AYES: 7

NAYES: 0

ABSENT: 1

MOTION CARRIED UNANIMOUSLY

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**VIII. PRESENTATION-**

**1. LITTLE FALLS EDUCATION FOUNDATION FALL GRANT**

PRESENTATION -The Little Falls Education Foundation is proud to provide teacher grants for the 25-26 school year totaling \$22,087.33. The staff was invited to share a brief description of the grant that they received. On behalf of the entire district, Mrs. Marinelli thanked the Little Falls Education Foundation.

Mrs. Marinelli presented the Hornets of the Month with a certificate.

**2. Hornet of The Month**

School #3

- Sean Boyle- Fourth Grade
- Antonio Pessoa - Third Grade

School #2

- Jax Morias- Kindergarten
- Maverick Martinez—First Grade
- Peyton Gasalberti- Second Grade

School #1

- Emily Lozado-Fifth Grade
- Mikayala DiBerardino- Sixth Grade
- Addison Sinforosa- Seventh Grade
- Harper Burrell- Eighth Grade

**IX. PRESIDENT’S REPORT- Dr. Capizzi**

**X. SUPERINTENDENT OF SCHOOLS (Mrs. Tracey Marinelli)**

**1. Superintendent’s Report. (Exhibit A)**

Mrs. Marinelli advised the Board of the following:

- Enrollment School #1- 409, School #2- 354, School #3-202
- All safety and security drills have been performed in all three schools. These drills also include additional bus evacuation drills that were performed.
- There were zero suspensions and two HIBs
- Thank you to the Little Falls Education foundation for their continued support.
- The Broadway trip was amazing
- Mrs. Marinelli and Mrs. Castrovinci will be setting up a focus group to ask students how they feel about the new state assessments
- Thank you to the IT testing coordinators, site managers, and the staff
- We are preparing for QSAC

**2. BE IT RESOLVED, that the Little Falls Board of Education affirms the Superintendent’s decision in HIB investigations (SC2-001-9-18-25-LFD-001, Sc3-001-9-25-25-LFD-002) for the reason set forth in the Superintendent’s decision to the students’**

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parents, and directs the Business Administrator/Board Secretary to transmit a copy of the Board's decision to affect students' parents.

M: Dr. Capizzi                      S: Mrs. Lijoi

AYES: 7

NAYES: 0

ABSENT: 1

MOTION CARRIED UNANIMOUSLY

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

Mrs. Stevens advised the Board of the following:

- Our Bonds will be sold at the end of December
- We will be scheduling a finance meeting
- Our Reorganization Meeting to be scheduled for January 6, 2026 at 5:00pm

**XII. COMMITTEE REPORTS**

**XIII. SUPPLEMENTAL AGENDA**

1. The Little Falls Board of Education approve the agreement between the Little Falls Board of Education and August Night Evil Genius Productions LLC, for the use of the cafeteria at School #1 on November 30, 2025 at a cost of \$1,788.88.
2. The Little Falls Board of Education amend Kristy Gregory, Christine Fiorendino, and David Farrell to provide home instruction for student #2002261, not to exceed 10 hours cumulative at \$52.00 per hours September 15, 2025 through **January 15, 2026**, at a rate of \$52.00/hr.
3. The Little Falls Board of Education approve Natalie Garofalo maternity leave replacement teacher School #2, effective December 1, 2025 through May 1, 2026 or the return of the teacher. Rate of pay will be BA Step 1, pending all background checks.

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4. The Little Falls Board of Education amend/approve home instruction services for the following district student:

| Student # | Hours per week                  | Start Date               | End Date         |
|-----------|---------------------------------|--------------------------|------------------|
| 2002261   | Not to exceed 10 hours per week | Retroactive to 9/15/2025 | <b>1/15/2026</b> |

M: Mr. Miraglia      S: Mrs. Zurbruegg

AYES: 7

NAYES: 0

ABSENT: 1

MOTION CARRIED UNANIMOUSLY

**XIV. CONSENT AGENDA**

M: Mr. Miraglia      S: Mrs. Smith

AYES: 7

NAYES: 0

ABSTAIN: 2 Mrs. Barone and Mrs. DiBuono abstain from Motion A-7

ABSENT: 1

MOTION CARRIED UNANIMOUSLY

**XV. PTA LIAISONS**

Mrs. Smith stated that School #1 Color Wars will be held once again and currently running a pie sale. The fashion show is scheduled for March 19, 2026.

**XVI. LITTLE FALLS EDUCATION LIAISON**

Mrs. DiBuono announced that Casino Night will be the next Little Falls Education Foundation Fundraiser, to be held Friday February 20, 2026.

**XVII. UNFINISHED BUSINESS/ NEW BUSINESS- None**

**XVIII. OPEN MEETING TO THE PUBLIC**

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

A Little Falls Parent requested that the 5<sup>th</sup> and 6<sup>th</sup> grade field day date be rescheduled and requested that other religious holidays be reviewed for the calendar.

Since no one wished to be heard, on motion of Mrs. DiBuono, and seconded by Mrs. Smith, moved that, the Little Falls Board of Education close the meeting to the public.

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AYES: 7  
NAYES: 0  
ABSENT: 1  
MOTION CARRIED UNANIMOUSLY

**XIX. EXECUTIVE SESSION**

On motion of Mr. Miraglia and seconded by Mrs. Smith move that 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.

AYES: 7 7:48pm  
NAYES:0  
ABSENT: 1

On motion of Mr. Miraglia and seconded by Mrs. Smith move that the Little Falls Board of Education return from Executive Session.

AYES: 7 7:51pm  
NAYES:0  
ABSENT: 1

**XX. ADJOURNMENT**

The Little Falls Board of Education meeting was adjourned at 7:26pm.

M: Mrs. DiBuono      S: Mrs. Zurbruegg

7:52pm  
AYES: 7  
NAYES: 0  
ABSENT:1

Respectfully Submitted,  
*Melissa Sanzari-Stevens*  
Melissa Sanzari- Stevens  
Business Administrator/Board Secretary

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**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 November 18, 2025, Warrant No.'s # 31867 (recut for voided 31640) thru #31988(voided #31697,31718,31759,31902 and 31952) (Current Account) totaling \$2,279,999.82; Wire Transfer #11102025 (Health Insurance) totaling \$ 297,896.74 Warrant No. #1358 thru #1360 (Cafeteria Account) totaling \$53,164.23 ; Warrant #1092thru #1095 (Before & After Care Account) totaling \$188.51; Wire Transfers #10072025 and #10222025 (Postage) totaling \$400.00 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 attach October 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 October 31, 2025.

(Exhibit C)

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4. ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) 2024-2025 YEAR

RECOMMENDED ACTION by the Superintendent, in consultation with the School Business Administrator/Board Secretary move that the Little Falls Board of Education accept the Annual Comprehensive Financial Report of the Little Falls Board of Education for the fiscal year ended June 30, 2025, with no findings, as submitted by the Board Office in conjunction with the auditing firm of Lerch, Vinci & Bliss, CPA.

5. APPROVAL COMPREHENSIVE MAINTENANCE PLAN 25-26 SY & FORM M-1

As per the recommendation of the Superintendent, in consultation with the Business Administrator/Board Secretary, moved that the Little Falls Board of Education adopt the following Resolution and append to the minutes:

WHEREAS, the Department of Education requires New Jersey School Districts to submit Three-Year Maintenance Plans documenting “required” maintenance activities for each of its public-school facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the school facilities of the Little Falls Township Public School District are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW, THEREFORE, BE IT RESOLVED, that the Little Falls Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for Schools #1, #2 and #3 of the Little Falls Township School District in compliance with the Department of Education requirements and the Form M-1 Annual Maintenance. (Exhibit D)

6. The Little Falls Board of Education approve the 2025-2026 Zero Period Program to be charged to account number 20-231-100-101-00-00, not to exceed \$18,000.00 for the 2025-2026 School Year.

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7. The Little Falls Board of Education accept the following, pursuant to Board of Education Policy #7230, “Gifts, Grants and Donations,” for the 2025-2026 school year.

A.

| Date       | Check Number | Amount      | Received From | Donation for                     |
|------------|--------------|-------------|---------------|----------------------------------|
| 10/20/2025 | 1259         | \$1,070.00  | School #2 PTA | 2 <sup>nd</sup> Grade Field Trip |
| 10/10/25   | 1338         | \$22,087.33 | LFEF          | LFEF Grants                      |
| 10/28/25   | 1261         | \$1,092.00  | School 2 PTA  | Third Grade Replacement Check    |
| 10/28/25   | 1262         | \$935.67    | School 2 PTA  | Fourth Grade Replacement Check   |

B.

Assorted School Supplies donated to School #3 by Lisa Ojaeer

8. The Little Falls Board of Education approve/ratify the agreement between the Little Falls Board of Education and Safe Schools Integrated Pest Management, 115 3<sup>rd</sup> Street Fair Haven, NJ 07704, for pest management services, for a monthly fee of \$375.00 retroactive from October 1, 2025 through June 30, 2026.
9. The Little Falls Board of Education approve the agreement between the Little Falls Board of Education and August Night Evil Genius Productions LLC, for the use of the cafeteria at School #2 on November 16, 2025 for ten hours at a cost of \$1,723.88.
10. The Little Falls Board of Education approve the following staff listing for the 2025-2026 Zero Period Remediation Program. Remuneration for each staff member will be \$52.00, which will be funded through the Title I ESEA Grant. Program to run December 1, 2025 through February 1, 2025.
- (Exhibit E)
11. The Little Falls Board of Education approve/ratify payment to Ghada Darwich for extracurricular supervision for the 7th and 8th Grade Halloween Dance on October 30, 2025 at the contractual chaperone rate of \$30.00 per hr., for two- and one-half hours.
12. The Little Falls Board of Education approve the employees and salaries listed below to be charged to the ESEA Grant (Title I) for the 2025-26 School Year:

| Name               | Account Number       | Amount      |
|--------------------|----------------------|-------------|
| Martha Kochanowski | 20-231-200-104-00-00 | \$57,401.00 |
| Emily Conte        | 20-231-200-104-00-00 | \$22,079.00 |

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13. The Little Falls Board of Education approve/ratify one chaperone for the fifth and sixth Grade Movie night, October 23, 2025 to be held at School #1.
14. The Little Falls Board of Education approve payment to Janet Arslanbeck for chaperoning the 5<sup>th</sup> AND 6<sup>TH</sup> grade movie night at School #1 on October 23, 2025, at the contractual chaperone rate of \$42.50 per hour, for two hours.
15. 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 IV, account number 20-280-100-101-10-00, for the 25-26 School year.

Jessica Prawetz  
Lindsey Enchelmaier  
Pamela Gaccione  
Janet Arslanbeck

David Farrell  
Monica Heaney  
Tiffany Studzinski

16. The Little Falls Board of Education approve payment to the following individuals for chaperoning the 8<sup>th</sup> grade dance at School #1 on October 30, 2025, at the contractual chaperone rate of \$42.50 per hour, for three hours.

| Employees           | Date       | Amount   |
|---------------------|------------|----------|
| Lindsey Enchelmaier | 10/30/2025 | \$127.50 |
| Jessica Prawetz     | 10/30/2025 | \$127.50 |
| Sonia Santos        | 10/30/2025 | \$127.50 |

17. The Little Falls Board of Education approve the resignation of Ghada Darwich, paraprofessional, effective November 14, 2025.
18. The Little Falls Board of Education approve/ratify Mirna Polibio, ABA paraprofessional, effective October 20, 2025 through June 30, 2026, Step 1, pending all background checks.
19. The Little Falls Board of Education approve travel/conference expenses as noted for the following district employees/board members: (Exhibit F)
20. 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 2025-2026 School Year.

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**B. EDUCATION AND STRATEGIC PLAN COMMITTEE**

1. 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 G)

2. The Little Falls Board of Education approve the field trips as attached. (Exhibit H)

3. The Little Falls Board of Education approve the following William Paterson University student for administrator observations for the following:

Susan Zisa

4. The Little Falls Board of Education approve Billy Pinckney, to provide an AfterCare author visit on the following dates. Books to be supplied and paid for by The Hive Before and Aftercare Program at a fee of \$15.00 per child.

SCHOOL #2

November 21, 2025

SCHOOL #3

November 20, 2025

5. The Little Falls Board of Education approve the following William Paterson University students for one hundred hours of student clinical experience to be performed for the 2025-2026 School year:

Monica Beshy

6. The Little Falls Board of Education approve Park Ranger Tim, to read to and visit the kindergarten classes at School #2 on December 10 and December 11, 2025, at no cost to the district.

7. The Little Falls Board of Education approve the following Fairleigh Dickenson University student teacher for the following:

Lilly Wheeler

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

Kujtesa Bekiri

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**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   |
|------------------------------|------------------------------|-------------------------------------------------------------|---------------|--------|
| 11-24-25                     | Social Media Assembly        | APR<br>9:00am-2:00pm                                        | School #1 PTA | \$0.00 |
| 11-25-25                     | Pie Drop Off<br>Pie Pick- Up | Cafeteria 2:00pm-3:00pm<br>Cafeteria 5:30-PM 6:30PM         | School #1 PTA | \$0.00 |
| 11-10-25<br>Thru<br>11-21-25 | Color Wars                   | Cafeteria 10:30am-2:00pm<br><br>Playground 10:30am – 2:00pm | School #1 PTA | \$0.00 |

School #2 \*approve/ratify

| Date     | Event                | Location and Time    | Requested By: | Cost   |
|----------|----------------------|----------------------|---------------|--------|
| 11-10-25 | Tricky Tray Wrapping | APR<br>6:30pm-9:30pm | School #2 PTA | \$0.00 |

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

1. The Little Falls Board of Education accept the Bus Evacuation Drills Report, as circulated for the first part of the 2025/2026 School.  
(Exhibit I)
2. The Little Falls Board of Education suspend the rules of bylaw 0131 and adopt the following list of policies and regulations.  
(Exhibit J)

|            |                                                                                    |
|------------|------------------------------------------------------------------------------------|
| P&R 2530   | Resource Materials (Revised)                                                       |
| P&R 2535   | Library Material (New)                                                             |
| P&R 9130   | Public Complaints and Grievances (Revised)                                         |
| P&R 8454   | Management of Lice (Pediculosis) (Revised)                                         |
| P&R 2431.4 | Prevention and Treatment of Sports-Related Concussions and Head Injuries (Revised) |