

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

MINUTES

REGULAR MEETING: Tuesday, October 10, 2023 Agenda 7:00 PM

Mrs. Verdi called the meeting to order at 7:00pm

- 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**

Mrs. Stevens administer the Oath of office to newly appointed Board Member:

Desiree DiBuono

V. ROLL CALL

Board Members present: Dr. Capizzi, Mrs. DiBuono, Mr. Jandoli, Mr. Miraglia, Mr. Russo, Mrs. Smith, Mrs. Zurbruegg, and Mrs. Verdi

Board Members Absent: Mr. Cowen

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

VI. CORRESPONDENCE

VII. MINUTES

On motion of Mr. Russo and seconded by Mr. Miraglia the following motions were offered for approval.

1. **APPROVAL OF MINUTES**

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

- 1. Regular Meeting – September 19, 2023
- 2. Executive Meeting Minutes September 19, 2023

AYES: 8
NAYES:0
ABSENT: 1

- VIII. OPEN MEETING TO THE PUBLIC – **(Limited to Agenda Items Only)**
On motion of Mrs. Smith and seconded by Mr. Russo, the meeting was opened for public comment.
Since no, one wished to be heard,

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

AYES: 8
NAYES:0
ABSENT: 1

IX. PRESENTATION

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

School #1 – Bianca Hamlin, Victoria Macaluso,
Giuliana Romano, and Leila Zanca

School #2 – Leonardo Andreano

School #3- Sianycia Maksymowicz and Juliana Jepson

Mr. Russo and the Board of Education members honored Mr. DeMarco for his dedication to the Little Falls Board of Education.

X. REPORTS

A. PRESIDENT’S REPORT

Mrs. Verdi congratulated Mrs. DiBuono on her appointment.

Mrs. Verdi also stated that an email was sent advising of the new committee assignments.

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

1. Superintendent’s Report. (Exhibit A)

Mrs. Marinelli advised the Board of the following:

- Enrollment School #1- 380, School #2-345, School #3-192
- There were four HIBS- none of them were found to be confirmed
- All safety and security drill have been performed in all three schools
- The HIB Self-Assessment is on the agenda for approval tonight
- Thank you to the Little Falls Police Department for acting and communicating so quickly, due to the events that occurred on Friday.
- To help with communication, the Groupme app has been sent to staff members
- There is an additional attachment for field trips on this agenda
- There is a name change on page seven to Christina Losito
- Octoberfest tickets are available for purchase

Mrs. Verdi stated that she would like to have Board Members represented at the Little Falls Octoberfest fundraiser.

C. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT-(Melissa Sanzari-Stevens)
Mrs. Stevens stated that the 2024-2025 Budget Calendar is on for approval this evening.

D. FINANCE & INSURANCE COMMITTEE (Mrs. Shannon Zurbruegg)
On motion of Mrs. Zurbruegg and seconded by Mrs. Smith the following motions were offered for approval.

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 October 10, 2023, Warrant No.'s #29808 thru #29928(replacement check #29842) (Current Account) totaling \$;1,203,969.10 Wire Transfer #10102023(Health Insurance) totaling \$241,791.20 Warrant No. #1280 through #1281 (Cafeteria Account) totaling \$38,312.03; Warrant #1041 (SUI Account) totaling \$5,772.80 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. TREASURER AND SECRETARY'S REPORTS – SEPTEMBER 30, 2023

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 September 30, 2023.

(Exhibit C)

3. APPROVAL OF 2023-2024 BOOST REMEDIATION PROGRAM (TITLE I)

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve the 2023-2024 Boost Remediation Program to be charged to the Title I for the 2023-2024 School Year.

4. APPROVAL OF BUDGET DEVELOPMENT SCHEDULE AND CALENDAR 24/25

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education to approve the Budget Development Schedule and Calendar for the FY 2024-2025, as attached.

(Exhibit D)

5. AMEND ACCEPTANCE OF NORTHERN REGION EDUCATIONAL SERVICES COMMISSION TRANSPORTATION SERVICES AGREEMENT-23/24 SY
RECOMMENDED ACTION by the Superintendent, in consultation with the School Business Administrator/Board Secretary move that the Little Falls Board of Education accept the Northern Region Educational Services commission transportation services agreement for the 2023-2024 extended school year.

Route#	School	Contractor	# Of Students	Est. Cost Per Route (Incl.Surcharge)	Start Date
2760	Chapel Hill Academy	R & May Transportation	1	\$12,607.50 + \$504.30	7/5/2023-8/15/2023
2626	Windsor Learning Center	Jersey Kids Transportation	2	\$7,533.76 + \$301.36	7/5/2023-8/15/2023

6. GRANT SUBMISSION
RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve the New Jersey Non Profit Security Grant Program Grant submission to the Department of Education.

7. RESCIND TEMPORARY PURCHASING AGENT 2023-2024 SY
WHEREAS, Melissa Sanzari- Stevens School Business Administrator/Board Secretary, at present does not possess a qualified purchasing agent (QPA) certificate;

NOW, THEREFORE BE IT RESOLVED that the Little Falls Board of Education hereby RESCINDS pursuant to N.J.A.C. 5:34-5.5 Melissa Sanzari- Stevens, as temporary purchasing agent of the board of education, and as such, establishes and sets the bid threshold amount of \$32,000.00 and a \$4,800.00 quote threshold for the board of education, and furthermore, the board authorizes Melissa Sanzari- Stevens to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate the newly established quote and bid threshold amount.

8. 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,"

A. Donation of name plate from Little Falls Trophy

9. APPROVAL OF COPIER FIVE-YEAR LEASE AGREEMENT

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve a five year lease agreement with Macquarie Equipment Capital Inc. 1301 Riverplace Blvd. Level 4 Jacksonville, FL 32207, at a total monthly cost of \$2,448.00, effective no earlier than October 11, 2023.

AYES: 8

NAYES: 0

ABSENT: 1

E. EDUCATION COMMITTEE (Dr. Rachel Capizzi)

On motion of Dr. Capizzi and seconded by Mr. Russo the following motions were offered for approval.

1. APPROVAL OF SUBMISSION SCHOOL SELF-ASSESSMENT

BE IT RESOLVED that the School Self Assessments for Determining Grades under the Anti-Bullying Bill of Rights Act for Schools #1, #2, and #3 be approved for the 2022-2023 School Year and that the Secretary to the Board of Education be authorized to submit the following School Self- Assessment to the State of New Jersey Department of Education.

2. APPROVAL OF SCHOOL TRIPS -23/24 SY

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve the field trips as attached. (Exhibit E)

3. APPROVAL OF GIFTED AND TALENTED SCHOOL TRIPS -23/24 SY

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve the gifted and talented field trips as attached.

(Exhibit F)

4. APPROVAL OF PASSAIC VALLEY HIGH SCHOOL STUDENT TEACHER INTERNSHIP

As per the recommendation of the Superintendent moved that the Little Falls Board of Education approve a student teacher internship for the following Passaic Valley High School student for two hours weekly for the 2023-2024 school year.

Lea Guadarrama

5. APPROVAL OF SETON HALL UNIVERSITY STUDENT TEACHER OBSERVATION

As per the recommendation of the Superintendent moved that the Little Falls Board of Education approve twenty-five hours of Speech Language Pathology observations for the following Seton Hall University student:

Daniela Gencarelli

6. AMEND/APPROVE OF CLIMATE COMMITTEE

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve the following staff /members to the Climate Committee for the 2023-2024 school year.

School #2	School #3	School #1
Officer Vanak	Matt Rohlf	Dana Sprague
Julianne Fuoco	Kelly Davis	Officer Vanak
Megan Castaneda	Officer Vanak	Lindsey Enchelmaier
Jill Castaldo	Jessica Nucum	Lauren Restaino
Cathy Truono	Stephanie Bush	Jim Schoeneich
	Elba Castrovinci	Jessica Prawetz

7. APPROVAL OF MONTCLAIR STATE UNIVERSITY STUDENT TEACHER OBSERVATION

As per the recommendation of the Superintendent moved that the Little Falls Board of Education approve three hours of Early Childhood and Elementary Education, observations for the following Montclair State University student:

Hui-Ping Fatzler

8. APPROVAL OF SINGLE SESSION DAYS- FULL DAY PRE-SCHOOL

As per the recommendation of the Superintendent moved that the Little Falls Board of Education approve early dismissal (1:30pm) for the Full Day Pre-School classes every first and third Friday starting November 3, 2023 as follows:

November 3, 2023	November 17, 2023
December 1, 2023	December 15, 2023
January 5, 2024	January 19, 2024
March 1, 2024	March 15, 2024
April 19, 2024	May 3, 2024
May 17, 2024	June 7, 2024

AYES: 8
NAYES:0
ABSENT: 1

F. REPAIRS & MAINTENANCE/BUILDING & GROUNDS COMMITTEE

(Mr. Michael Russo)

On motion of Mr. Russo and seconded by Mrs. Smith the following motions were offered for approval.

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
10/24/2023	5 th &6 th Grade Movie Night	APR/Café/Black-top 7:00-9:00pm	Class Advisors	\$0.00

2. APPROVE/RATIFY DISPOSAL OF TECHNOLOGY EQUIPMENT

RESOLVED, to approve the disposal of the following items, found to be obsolete.

Asset Tag Number
007609 (Television)
07774 Laminator
2816 Laminator

Serial Number
B3383CEQ307949D

AYES: 8
NAYES:0
ABSENT: 1

G. PERSONNEL/NEGOTIATIONS COMMITTEE (Mr. Vincent Miraglia)

On motion of Mr. Miraglia and seconded by Mrs. Smith the following motions were offered for approval.

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 attached district employees/board members. (Exhibit G)

2. APPROVAL OF THE STANDARD OPERATING PROCEDURES MANUAL- 23-24

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve the attached Standard Operating Procedures Manual (SOP) for the Little Falls Public School District.

3. AMEND/APPROVE LEAVE OF ABSENCE- (FMLA) 23/24 SCHOOL YEAR
RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve the following maternity leave of absence:
23/24 SY

Name	Position/ Location	Leave Start Date	Accumulated Sick days Applied	FMLA Start date	NJFLA Date	EXTENDEND LEAVE	Date of Return (Anticipated)
4159	Sch. 3			08/21/2023-11/03/2023			11/06/2023

4. APPROVE/RATIFY PAYMENT TO STAFF
RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve payment to Amy Kobelka, to accommodate change in bus schedule, at a rate of \$23.10, per day effective October 4, 2023 on an as needed basis.
5. AMEND APPROVAL OF EXTRA CURRICULAR ACTIVITIES FOR THE 23/24 SY
RECOMMENDED ACTION of the Superintendent move that the Little Falls Board of Education approve the following Extra Curricular Activities Stipends for the 2023-2024 School Year.

School #1

Employee	Extra-curricular Activity	Amount
Lindsey Enchelmaier	Unity Club	\$871.00
Jessica Prawetz		(Split)

6. APPROVAL OF STAFFING POSITIONS FOR 2023-2024 BOOST REMEDIATION PROGRAM
RECOMMENDED ACTION by the Superintendent, move that the Little Falls Board of Education approve the following staff listing for the 2023-2024 Boost Remediation Program. Remuneration for each staff member will be \$2,000.00, which will be funded through the Title I ESEA Grant.

2023 / 2024 BOOST PROGRAM & STAFF**School 1: 8 Teacher Positions @ \$2000 stipend each**

Tuesday & Thursday: 46 Sessions @ 30 minutes each

Start Date: 10/16/23

End Date: 5/2/24

AM SESSION 7:40AM - 8:10AM**PM SESSION 3:10PM - 3:40PM**

1. Kristy Gregory - Math 8

1. Courtnay Kearns - Math 7

2. Irina Carroll - Math 6

2. Lindsay Lafferman - Math 5

3. Hope Lachman - Math 6

3. Katrina Lanza - ESL 5-8

4. Monica Heaney - Math 5

5. Lynn Donovan AM (1X/wk)...SPLIT..... Maribel Bayo PM (1X/wk)- ELA 5/6

School 3: 4 Teacher Positions @ \$2000 stipend each

Tuesday & Thursday: 46 Sessions @ 30 minutes each

Start Date: 10/15/23

End Date: 5/2/24

AM SESSION 7:50AM - 8:20AM

1. Diane Simmons- Reading 4
2. Leslie Della Pesca- Math 4
3. Daniella Ricci - Reading/Math 3
4. Lauren Noack - Social Skills & Executive Functioning

School 2: 6 Teacher Positions @ \$2000 stipend each

Monday - Thursday:

46 Sessions @ 30 minutes each..... 2 Sessions

Session 1: Start Date: 10/16/23

End Date: 2/1/24

Session 2: Start Date 2/5/24

End Date: 5/2/24

SESSION 1: AM: 8:00am - 8:30am

SESSION 2: AM: 8:00am - 8:30am

1. Lea Pronesti
2. Courtney Brown
3. Christina Losito

1. Lea Pronesti
2. Courtney Brown
3. Kerianne Brown

7. **APPROVE/RATIFY APPOINTMENT- BEFORE CARE AND AFTER CARE CLASSROOM LEADS FOR THE 2023-2024 SY**

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve the following for the Before and After Care- The Hive, staff members. All staff members can serve as substitutes for the Before and Aftercare program.

Margaret Duca Combined 5 days per week 3:20pm-4:20pm@ a rate of \$30.00 per day

8. **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	11/13/23

9. AMEND/APPROVE NURSE SUBSTITUTE PAY

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve the established nurse substitute pay for the 2023–2024 School Year, at a rate of \$200.00 per diem for a substitute school nurse and a rate of \$100.00 per diem **(equivalent to five or more hours)**, for a district nurse to provide coverage for field trips and or school coverage, if no substitute is secured.

AYES: 8

NAYES:0

ABSENT: 1

H. HEALTH & SAFETY COMMITTEE (Mr. Doug Jandoli)

On motion of Mr. Jandoli and seconded by Mr. Miraglia the following motions were offered for approval.

1. BUS EVACUATION DRILLS

MOVED that the Little Falls Board of Education accept the Bus Evacuation Drills Report, as circulated for the first part of the 2023/2024 School Year. Bus Evacuation Drills took place on September 26, 2023 and September 27, 2023, at Schools #1, #2, and #3.

(Exhibit H)

2. APPROVAL OF MEDICAL/PRESCRIPTION HEALTH BENEFITS – 01/1/2024-12/31/2024

WHEREAS, the Little Falls Board of Education has received an offer for medical/prescription coverage for the period January 1, 2024 to December 31, 2024 from New Jersey Direct Pensions and Benefits (NJDPB) Costs are as follows:

NJ DIRECT 10-PPO PLAN

\$10 COPAY

Single	\$1,295.14
Employee/Spouse	\$2,590.29
Parent/Child	\$2,408.96
Family	\$3,704.10
Adult Child Rate	\$1,136.10

NJ DIRECT 15-PPO PLAN

\$15 COPAY

Single	\$1,242.26
Employee/Spouse	\$2,484.53
Parent/Child	\$2,310.61
Family	\$3,552.88
Adult Child Rate	\$1,089.72

**NJ EDUCATORS HEALTH PLAN –
PPO \$10 PRIMARY/\$15 SPECIALIST
COPAY**

Single	\$1,053.59
Employee/Spouse	\$2,107.18
Parent/Child	\$1,959.67
Family	\$3,013.26
Adult Child Rate	\$924.20

***SEHBP GARDEN STATE HEALTH
PLAN**

Single	\$929.34
Employee/Spouse	\$1,858.67
Parent/Child	\$1,728.56
Family	\$2,657.90
Adult Child Rate	\$815.20

NOW THEREFORE BE IT RESOLVED that the Little Falls Board of Education does hereby approve New Jersey Direct Pension and Benefits (NJDPB) to provide medical/prescription benefits for all covered employees effective January 1, 2024.

AYES: 8

NAYES:0

ABSENT: 1

I. POLICY COMMITTEE (Mr. Steve Cowen)

On motion of Mr. Russo and seconded by Mr. Jandoli the following motions were offered for approval.

1. FIRST READING OF POLICY-ALERT 231

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

P 1524	School Leadership Councils(Abolished)
P 2270	Religion in the Schools(Revised)
P 3161	Examination for Cause(Revised)
P&R 3212	Attendance (M)(Revised)
P 3324	Right of Privacy(Revised)
P&R 3432	Sick Leave (Abolished)
P 4161	Examination for Cause (Revised)
P&R 4212	Attendance (M)(Revised)
P 4324	Right of Privacy (Revised)
P&R 4432	Sick Leave (Abolished)
P&R 5111	Eligibility of Resident/Nonresident Students (M)(Revised)
P&R 5116	Education of Homeless Children and Youths (Revised)
P&R 5460.02	Bridge Year Pilot Program (M)(Abolished)

P 6361	Relations With Vendors for Abbott Districts (Abolished)
P8500	Food Service (M)(Revised)
P8540	School Nutrition Programs (M)(Abolished)
P 8550	Meal Charges/Outstanding Food Service Bill (M)(Abolished)

2. REINSTATEMENT OF TRANSPORTATION

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve the following transportation reinstatement in accordance with N.J.S.A 18A:391c and District Policy number 8613.

Student ID # 2002322

AYES: 8

NAYES:0

ABSENT: 1

J. STRATEGIC PLANNING COMMITTEE (Shannon Zurbruegg)

Mrs. Zurbruegg reported that there will be a Strategic Plan meeting on October 12, 2023 at School #1.

K. COMMITTEE REPORTS- None

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

Mrs. Zurbruegg advised the Board of the following:

- Tricky Tray planning is underway
- PTA re-doing the hallway at School #2 and faculty room at School #3

Mrs. Castaldo elaborated on the projects.

Mrs. Smith advised the Board of the following:

- School #1 is planning a corn hole tournament
- Fashion Show planning is also underway

M. LITTLE FALLS EDUCATION LIASON (Desiree DiBuono)-None

XI. UNFINISHED BUSINESS –None

XII. OPEN MEETING TO THE PUBLIC

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

Since no, one wished to be heard,

On motion of Mr. Russo and seconded by Mrs. Smith moved that the Little Falls Board of Education close the meeting to the public.

AYES: 8
NAYES:0
ABSENT: 1

XIII. NEW BUSINESS-None

XIV. EXECUTIVE SESSION

On motion of Mr. Russo and seconded by Mrs. Smith move that the Little Falls Board of Education go into Executive Session to discuss four HIB issues. Approximate time ten (10) minutes. No action will be taken.

AYES: 8 7:45pm
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: 8 8:00pm
NAYES:0
ABSENT: 1

XIV. ADJOURNMENT

On motion of Mr. Miraglia and seconded by Mr. Russo the meeting was adjourned 8:01 pm.

AYES: 8
ABSENT: 1
NAYES: 0

Respectfully Submitted,

Melissa Sanzari-Stevens

Melissa Sanzari-Stevens
Business Administrator/Board Secretary