

LITTLE FALLS SCHOOL DISTRICT BOARD OF EDUCATION
LITTLE FALLS, NEW JERSEY
REGULAR MEETING MINUTES: Tuesday, September 16, 2025 Minutes

Mrs. Smith called the meeting to order at 6:32pm

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

Board Members Absent: Dr. Capizzi, Mrs. Lijoi, and, Mr. Miraglia

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 – August 20, 2025
- 2. Special Meeting – August 20, 2025

M: Mrs. Barone S: Mrs. Zurbruegg

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

On motion of Mr. Tullo and seconded by Mrs. Zurbruegg, the meeting was opened for public comment. Since no one wished to be heard, on motion of Mrs. Barone, and seconded by Mr. Tullo, moved that, the Little Falls Board of Education close the meeting to the public.

AYES: 5

NAYES: 0

ABSENT: 3

MOTION CARRIED UNANIMOUSLY

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VIII. PRESENTATION-

1. Dr. Capizzi-10 years of Service - Postponed

2. Board Goals

Mrs. Zurbruegg present the following Board Goals

1. Provide policy and funding to support district goals.
2. Support each school's continuation and expansion of the Portrait of a Hornet initiative.
3. Support administration in ensuring timely and proper progress of the District-wide Facilities Improvement Plan.
4. Work together as a Board with internal and external stakeholders to ensure communication of Improvement Plan progress regularly to the Little Falls community for transparency and to encourage engagement.

3. Mrs. Marinell and Mrs. Castrovinci presented 2024-2025 Test Scores to the Board

IX. PRESIDENT'S REPORT

Mrs. Smith congratulated Mrs. Marinelli and the entire staff on the great test scores and the successful start of the school year, acknowledging the commitment of the administration and staff.

X. SUPERINTENDENT OF SCHOOLS (Mrs. Tracey Marinelli)

1. Superintendent's Report. (Exhibit A)

Mrs. Marinelli advised the Board of the following:

- Great start to the School Year!
- Personal thank you to everyone for their support
- Mike Cravotta will be sending out our first newsletter

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

Melissa advised the Board of the following:

- Weekly updates have gone out to the Board
- Meeting with the architects is scheduled for next week

XII. COMMITTEE REPORTS- None

XIII. SUPPLEMENTAL AGENDA- None

XIV. CONSENT AGENDA

Mrs. Stevens advised the Board of the following changes to the agenda:

Motion A 4

Annual fee has been reduced from \$1,800.00 to \$1,650.00 and

Bid management fee has been reduced from \$800.00 to \$750.00.

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Motion A 10

Dana Sagun was struck and Briana Nesheiwat will serve as the mentor.

Motion B 1

Struck – Sub list unavailable and pending approval

M: Mr. Tullo S: Mrs. Zurbruegg
JB DD PL VM NS MT SZ RC

XV. PTA LIAISONS

Mrs. Zurbruegg stated that the School 2/3 Tricky Tray will be held on November 13, 2025

Mrs. Smith advised the Board of the following fundraisers for the School #1 PTA

- Color Wars
- Swarming
- Fashion Show on March 19, 2026

XVI. LITTLE FALLS EDUCATION LIAISON

Mrs. Barone advised that there will be a silent auction at Oktoberfest and tickets are still available.

XVII. UNFINISHED BUSINESS/ NEW BUSINESS

XVIII. OPEN MEETING TO THE PUBLIC

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

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

AYES: 5

NAYES: 0

ABSENT: 3

MOTION CARRIED UNANIMOUSLY

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XIX. EXECUTIVE SESSION- None

XX. ADJOURNMENT

On motion of Mrs. Barone, and seconded by Mrs. Zurbruegg, the meeting was adjourned at 7:19 P.M.

AYES: 5

NAYES: 0

ABSENT:3

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 September 16, 2025, Warrant No.'s # 31608 thru #31738(voided #31697 & #31718) (Current Account) totaling \$917,158.41; Wire Transfer #9102025 (Health Insurance) totaling \$ 294,362.81 Warrant No. #1348 thru # 1354 (Cafeteria Account) totaling \$4,449.42 ; Warrant #1091 (Before & After Care Account) totaling \$112.06; Wire Transfers #8252025 and #9092025 (Postage) totaling \$400.00; Warrant #1094(SUI Account) totaling \$2,749.05 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

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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 August 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 August 31, 2025.

(Exhibit C)

4. The Little Falls Board of Education approve E2E Exchange, Syracuse, NY, for the management of bidding services on E Rate funded services for the Funding Year 2026 at an annual fee of \$1,650.00 and plus an approximate \$750.00 bid management per Form 470.

5. The Little Falls Board of Education accept, pursuant to Board of Education Policy #7230, "Gifts, Grants and Donations,"

A. Donation of back packs and school supplies were donated by Mary-Jo Sanzari on behalf of Epique Realty

6. The Little Falls Board of Education approve the 2025-2026 regular school non- resident tuition contract for student 2003724 in the amount of \$18,294.00.

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7. The Little Falls Board of Education approve the following Extra Curricular Activities Stipends for the 2025-2026.

School Year.

School #1

Employee	Extra-curricular Activity	Amount
Rebecca Calderone	Yearbook Advisor	\$ 1,828.86
Kerriane Brown Tiffany Studzinski	School #1 Musical	\$ 6,120.00 (Split)
Amanda Roth	Band Director	\$ 1,828.86
Stephanie Bush	Choral Director	\$ 1,828.86
Jim Delfino Vincent Plateroti	8 th Grade Advisors (2)	\$ 2,238.86
Kelly Abrams Lynn Donovan	5 th Grade Advisors (2)	\$ 888.42
David Farrell Melissa Natale	6 th Grade Advisors (2)	\$ 888.42
Christine Fiorendino Hope Lachman	7 th Grade Advisors (2)	\$ 888.42
Kristy Gregory Hope Lachamn	Student Council Advisors (2)	\$1,828.86
Marisa Kolarovic	Community Liaison/Newspaper	\$ 888.42
Bethanne Strippoli	STEAM Fair	\$ 888.42
Jamie Wandel	Art Show	\$ 888.42
Amanda Roth	Beyond the Bell Band	\$ 888.42
Stephanie Bush	Encore Choir	\$ 888.42
Bethanne Strippoli	Jr. Municipal Alliance	\$1,828.86
Bethanne Strippoli	Junior National Honor Society	\$1,828.86
Irina Carroll James Schoeneich	Peer Group Connection (2)	\$ 888.42
Emily Conti	Anti-Bullying Specialist	\$ 888.42
Lindsey Enchelmaier	HIB Coordinator	\$ 714.00
Jim Delfino Vincent Plateroti	Podcast (2)	\$ 888.42
Marisa Kolarovic	Garden Club	\$1,224.00
Irina Carroll Christine Fiorendino	RAK (Random Acts of Kindness)	\$1,828.86 (split)
Melissa Natale	Culinary	\$ 888.42
Adam Quazza	Hornet's Nest Advisor	\$ 888.42
Briana Cruz	ESPORTS	\$ 714.00

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Schools #2/3

Employee	Extra-curricular Activity	Amount
Stephanie Bush	Music Show Director	\$1,828.86
Lisa Spero	Art Show School #2	\$ 888.42
Lisa Spero	Art Show School #3	\$ 888.42
Sandra Barbella	Battle of The Books	\$ 888.42
Shana Opdenberg	STEAM Fair School #2	\$ 888.42
Celeste Bonilla	STEAM Fair School #3	\$ 888.42
Leslie Della Pesca Daniella Ricci	Student Council (2)	\$1,224.00
Jessica Prawetz	Anti-Bullying Specialist Sch #2	\$ 714.00
Martha Kochanowski	Anti-Bullying Specialist Sch #3	\$ 714.00

8. The Little Falls Board of Education approve/ratify the acceptance of the resignation of Patricia Ciarfella, lunch aide School #2, effective August 20, 2025.
9. The Little Falls Board of Education approve/ratify Patricia Ciarfella, ABA paraprofessional, effective September 1, 2025 through June 30, 2026, Step 1, pending all background checks.
10. The Little Falls Board of Education approve the following staff member and rate effective, September 12, 2025 through June 18, 2026 for the 2025-2026 school year.

Mentor	Provisional Teacher	School	Certificate	Rate	Weeks
Kelly Ostrowski	Samantha Conforti	School #2	CEAS	\$366.60	20 weeks
Cathy Truono	Natalie Garofalo	School #2	CEAS	\$219.96	12 weeks
Briana Nesheiwat	Kirsten Cleary	School #3	CEAS	\$256.62	14 weeks

11. The Little Falls Board of Education approve/ratify Michelle Gennerelli, ABA paraprofessional, effective October 1, 2025 through June 30, 2026, Step 11, pending all background checks.
12. The Little Falls Board of Education approve/ratify the appointment of Lunchroom/ Playground Aides for the 2025- 2026 school year at hourly salaries as indicated to be paid out of Food Service account number 60-910-310-100-10-00, subject to all background checks, September 1, 2025- June 30, 2026.

Staff Member	School	Hrs. Per Day	Rate of pay
Elaina Farinhas	School #2	Per 25/26 contract	\$18.00 per hour
Enisa Yilmaz	School #2	Per 25/26 contract	\$18.00 per hour

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13. The Little Falls Board of Education approve/ratify the appointment of Michele Donker, Special Education teacher, School #2, effective September 1, 2025 through June 30, 2026, MA Step 6.
14. The Little Falls Board of Education approve/ratify Frank Kasper maternity leave replacement teacher School #3, effective September 1, 2025 through December 8, 2025 or the return of the teacher. Rate of pay will be BA Step 1.
15. The Little Falls Board of Education approve/ratify the acceptance of the resignation of Iveta Ivanova, paraprofessional, effective September 5, 2025.
16. The Little Falls Board of Education approve travel/conference expenses as noted for the following district employees/board members: (Exhibit D)
17. The Little Falls Board of Education approve payment to all Little Falls School #1 staff to monitor Hornet Reflection at a rate of \$35.00 per hour, to be paid out of Title IV, account number 20-280-100-101-10-00. Coverage not to exceed a yearly amount of \$10,925.00.
18. The Little Falls Board of Education rescind the appointment of Eloisa Rosenblum, ABA paraprofessional, background checks.
19. The Little Falls Board of Education approve payment to Shana Opdenberg, or any appointed staff member, to attend monthly Library meetings as a liaison, at a rate of \$42.50 per hour.
20. The Little Falls Board of Education amend the approval of 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	06/09/2025	9 sick days		09/02/2025 Through 11/21/2025	11/24/2025 through 6/30/2026	09/01/2026

21. The Little Falls Board of Education amend the appointment of Kirsten Cleary maternity leave replacement teacher School #2, effective September 1, 2025 through **June 30, 2026** or the return of the teacher. Rate of pay will be BA Step 1, pending all background checks.

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22. 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)
5068	Sch. 2	12/10/2025 Through 01/23/26	22 sick days And 2 personal days		01/26/2026 Through 04/26/2026		04/27/2026

23. The Little Falls Board of Education approve travel expenses as noted for the following district employees and Board Members for the NJSBA Conference being held OCTOBER 20-23, 2025:

<u>NAME</u>	<u>WORKSHOP/LOCATION</u>	<u>DATE</u>	<u>ESTIMATED COST</u> <u>(Mileage/Meal Conference)</u>
Melissa Sanzari-Stevens	NJSBA Workshop	10/20-10/23/2025	\$16.00 Tolls \$122.20 mileage
Tracey Marinelli			\$ 2,200.00 Group Registration
Janine Barone			Atlantic City, NJ
		10/20-10/23/2025	\$68.00 Meals Overnight Stay
			\$51.00 Meals 1 st & Last day of travel
			for each

<u>NAME</u>	<u>WORKSHOP/LOCATION</u>	<u>DATE</u>	<u>ESTIMATED COST</u> <u>Mileage/Meals Conference</u>
Melissa Sanzari-Stevens	NJSBA Workshop	10/20-10/23/2025	\$101.00 Hotel Accommodations
Tracey Marinelli			per night, each Attendee
Janine Barone		10/20-10/23/2025	+ applicable taxes & fees

24. The Little Falls Board of Education approve the reappointment of staff as per the attached exhibit for the 2025/2026 School year. (Exhibit E)

25. The Little Falls Board of Education approve/ratify 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 November 15, 2025, at a rate of \$52.00/hr.

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 E)

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2. The Little Falls Board of Education approve the Little Falls Board of Education Board Goals and Objectives.
3. The Little Falls Board of Education approve the attached list of Child Study Team Evaluations in the following areas depending on district needs for the 2025-2026 School Year.

PSYCHIATRIC

\$1200

DR. ELLEN PLATT

Canfield Office Bldg.
904 Pompton Avenue, Suite B-2
Cedar Grove, NJ 07009
Tel. 239-4848
Fax: 239-4704

4. The Little Falls Board of Education amend the following staff /members to the Threat Assessment Team for the 2025-2026 school year.

School #2

Kathy Rich
Martha Kochanowski
Dawn Daura
Jill Castaldo
Frank Conti
Dawn Gilchrist
Charlie Smith

School #3

Matt Rohlf
Emily Conti
Frank Conti
Audrey O’Jeda
Dawn Daura
Elba Castrovinci
Charlie Smith
Dawn Gilchrist

School #1

Lisa Perrota
Dana Sprague
Lindsey Enchelmaier
James Simmons
Jim Schoeneich
Dawn Gilchrist
Charles Smith
Jessica Prawetz

5. The Little Falls Board of Education approve the following staff /members to the Climate Committee for the 2025-2026 school year.

School #2

Frank Conti
Alexis Ariemma
Megan Castaneda
Jill Castaldo
Martha Kochanowski
Brienne Stewart

School #3

Joseph Schmidt
Emily Conti
Jessica Nucum
Elba Castrovinci
Frank Conti

School #1

Dana Sprague
Frank Conti
Patti Lijoi
Lauren Noack
Jim Schoeneich
Jessica Prawetz

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

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7. The Little Falls Board of Education approve that all Teachers, other certified staff, and Paraprofessionals are being evaluated using the Danielson Rubric Evaluation Tool, for the 2025-2026 school year and have been trained on the rubric.
8. The Little Falls Board of Education approve that all Administrators have been trained on evaluating staff using the Danielson Rubric Evaluation Tool, for the 2025-2026 school year.
9. The Little Falls Board of Education approve that all Administrators are being evaluated using the NJ Principal Evaluation for Professional Learning Observation Instrument, for the 2025-2026 school year.
10. The Little Falls Board of Education approve that all Administrators have been trained on the NJ Principal Evaluation for Professional Learning Observation Instrument, for the 2025-2026 school year.
11. The Little Falls Board of Education approve the submission the district's Statement of Assurance Regarding the Paraprofessional Staff for the academic year 2025-2026 to the county office, for the 2025-2026 school year.
12. The Little Falls Board of Education approve the School Nursing Services Plans for School #1, #2 and #3 for the 2025-2026 School Year, as circulated.
13. The Little Falls Board of Education approve all Little Falls School District Certified Personnel to provide home instruction services to district students at a rate of \$52.00 per hour, to be paid out of account number 11-150-100-101-00-00.
14. The Little Falls Board of Education 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	11/15/2025

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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
*9/3/25, 10/15,11/19,12/17,1/21, 2/18,3/18,4/15,5/20	LFEEF Meeting	Room 107 6:30-8:00pm	LFEEF	\$0.00

School #3 *approve/ratify

Date	Event	Location and Time	Requested By:	Cost
10/21,11/18,12/16/25 1/20,2/17,3/17,4/21,5/19,6/9/25	Girl Scouts	Art Room 5:30-7:00pm	Girl Scouts	\$0.00

D. HEALTH, SAFETY AND POLICY COMMITTEE

1. The Little Falls Board of Education approve the following transportation waivers in accordance with N.J.S.A18A:391c and District Policy number 8613.

Student ID # 2003140	Student ID # 2003052
Student ID # 2002927	Student ID # 2003053
Student ID # 2002968	
Student ID # 2003618	
Student ID # 2003623	
Student ID # 2003471	
Student ID # 2003140	
Student ID # 2002742	

2. The Little Falls Board of Education hold a first reading of the following policy alert 235:

P	0173	Duties of Public School Accountant (Revised)
P	0174	Legal Services (M)(Revised)
P	0177	Professional Services (M)(Revised)
P&R	1570	Internal Controls (M)(Revised)
P	1620	Administrative Employment Contracts (M)(Revised)
P&R	6111	Special Education Medicaid Initiative (Semi Program (M)(Revised)
P	6220	Budget Preparation (M)(Revised)
R	6220	Budget Preparation (Revised)

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- P 0143 Board Member Election and Appointment (Revised)
- P 01636.15 Recordkeeping for Healthcare Settings In School Buildings Covid-19(M)(Abolished)
- P 2422 Statutory Curricular Requirements (M)(Revised)
- P&R5177 Interdistrict Public School Choice (Revised)
- P 5339.01 Student Sun Protection (M)(New)