

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

AGENDA

REGULAR MEETING: Tuesday September 17, 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. ROLL CALL
- V. CORRESPONDENCE
- VI. MINUTES

- 1. APPROVAL OF MINUTES

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

- 1. Minutes – August 20, 2024 Regular Meeting
- 2. Minutes – August 20, 2024 Executive Meeting

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

- VIII. PRESENTATION-

- 1. Link It Parent Portal Presentation
- 2. Student Of The Month
 - Kindergarten – Molly Brundage, First Grade – Dione Diaw,
 - Second Grade- Nicolina Slactchev
 - Third Grade- Lana Beck, Fourth Grade- Ian Kim
 - Fifth Grade-Ahmet Kaya, Sixth Grade- Lengyan Xiao,
 - Seventh Grade- Liliana Palmieri, Eighth Grade- Elara Knezevich
- 3. NJSLA Presentation
- 4. Dr. Sherri Glassman Retirement

- IX. 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 (SC1-011-06-19-24-LFD-023) 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 affected students' parents.

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

D. FINANCE & INSURANCE COMMITTEE – (Mr. 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 September 17, 2024, Warrant No.'s #30739 thru #30881 (Current Account) totaling \$1,889,366.97; Wire Transfer #9102024 (Health Insurance) totaling \$250,773.48 \$Warrant No. #1310 thru #1312 (Cafeteria Account) totaling \$4,080.00; Warrant #1059 (Before & After Care Account) totaling \$ 375.00 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. TRANSFERS – AUGUST 31, 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 August 31, 2024 Transfer Report.

(Exhibit B-1)

3. TREASURER AND SECRETARY'S REPORTS – AUGUST 31, 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 August 31, 2024.

(Exhibit C)

4. TEMPORARY PURCHASING AGENT 2024-2025 SY

WHEREAS, Melissa Sanzari- Stevens School Business Administrator/Board Secretary, at present does not possess a qualified purchasing agent (QPA) certificate;

The Little Fall Board of Education 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.

E. EDUCATION COMMITTEE – (Mrs. Nicole Smith)

1. DANIELSON RUBRIC MODEL EVALUATION FOR THE 24/25 SY

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve that all Teachers, other certified staff, and Paraprofessionals are being evaluated using the Danielson Rubric Evaluation Tool.

2. DANIELSON RUBRIC MODEL EVALUATION EVALUATOR TRAINING 24/25 SY

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve that all Administrators have been trained on evaluating staff using the Danielson Rubric Evaluation Tool.

3. NJ PRINCIPAL EVALUATION FOR PROFESSIONAL LEARNING OBSERVATION INSTRUMENT FOR THE 24/25 SY

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve that all Administrators are being evaluated using the NJ Principal Evaluation for Professional Learning Observation Instrument.

4. NJ PRINCIPAL EVALUATION FOR PROFESSIONAL LEARNING OBSERVATION INSTRUMENT TRAINING FOR THE 24/25 SY

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve that all Administrators have been trained on the NJ Principal Evaluation for Professional Learning Observation Instrument.

5. SUBMISSION OF THE STATEMENT OF ASSURANCE REGARDING THE PARAPROFESSIONAL STAFF FOR THE 24/25 SY

RECOMMENDED ACTION by the Superintendent that the Little Falls Board of Education approve the submission the district's Statement of Assurance Regarding the Paraprofessional Staff for the academic year 2024-2025 to the county office.

6. APPROVAL OF CAPSTONE RESEARCH

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education, approve Sarah Viterito to conduct Capstone Research Project September 18, 2024 through June 20, 2024.

7. APPROVAL OF SCHOOL TRIPS -24/25 SCHOOL YEAR

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve the following field trips:

(Exhibit D)

8. APPROVAL OF PVHS STUDENT INTERNSHIP 24-25 SY

MOVE that the Little Falls Board of Education approve the following Passaic Valley Regional High School Student to read twice a week at School #2 for the 2024-2025 School Year.

Leah Guardaramma

9. APPROVAL OF 2024-2025 SCHOOL NURSING PLANS

As per the recommendation of the Superintendent moved that the Little Falls Board of Education approve the School Nursing Services Plans for School #1, #2 and #3 for the 2024-2025 School Year, as circulated.

10. APPROVAL OF BOARD GOALS

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve the Little Falls Board of Education Board Goals and Objectives.

11. APPROVAL OF LLD FIELD TRIPS – 2024-2025 SCHOOL YEAR

RECOMMENDED ACTION by the Superintendent, move that the Little Falls Board of Education approve weekly community field trips to local area merchants as part of the class and Life Skills curriculum for district LLD classes for the 2024-2025 academic year. Field trips will be scheduled to further develop and reinforce life skills; introduce and prepare for early prevocational goals. Field trips will be centered around the Tri-Boro area of Woodland Park, Totowa Borough and Little Falls, but may extend to neighboring towns.

Some locations may include but not limited to:

ShopRite of Little Falls
Little Falls Library
Little Falls Dunkin' Donuts
Little Falls Recycling Center
Rita's Ice
Applebee's
Petco
Walgreens
A Taco Affair
Carvel of Woodland Park
Little Falls Police Department
TD Bank
Valley Bank
Little Falls Post Office
Little Falls Quick Check

Hair Say Haircutters
Wilmore Road Memorial Park
Palace Laundromat of Woodland Park
Bagels Unlimited
Little Falls Fire Department
Fairfield Farms & Greenhouses
Passaic County Courthouse
Paterson Morris Canal Walkway
Lakeland Bank
The UPS Store
Little Falls Municipal Court
The Falls Kitchen
Ethan & The Bean
Hanover Lanes

Fairfield Target

The Dollar Store

- * Additional places of interest may be added with Superintendent approval.
- * Transportation, when needed, to be provided by district buses.
- * No anticipated per pupil cost for trips. Parents provide spending money as needed for service trips to salons etc.

12. AMEND APPROVAL OF SCHOOL IMPROVEMENT PANEL

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve the following staff members to the SciP Committee for the 2024-2025 school year.

School #2

Kathleen Rich
Kerianne Brown
Briana Nesheiwat
Shana Opdenberg
Jill Castaldo

School #3

Jessica Purn
Mary Healy
Leslie Della Pesca
Emily Young
Kristyn Toohey
Elba Castrovinci

School #1

Lynn Donovan
Beth Billig
Melissa Natale
Kristy Gregory
Ed Cronin
Lyndsey Enchelmaier
Jessica Prawetz

13. 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 2023-2024 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.

F. REPAIRS & MAINTENANCE/BUILDING & GROUNDS COMMITTEE –
(Mrs. 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
10/03/24	Fashion Show Interest Meeting	Cafeteria 7:00pm- 8:00pm	School #1 PTA	\$0.00
9/18,10/10,11/20/2024 1/15,2/19,3/19, 5/21,6/18/2025	Little Falls Education Foundation Meeting	Room 107 6:30-8:30pm	LFEF	\$0.00
12/19/2024 5/22/2025	TREP\$	APR/Café 5-10:30pm	School #1 Advisor	\$0.00
9/17-12/6/24	School #1 Fall Musical rehearsals/play	APR/Café/107 3-9:00pm	Play Advisors	\$0.00
1/13-5/2/25	Spring Musical Rehearsals/play	APR/Café/107 3-9:00pm	Play Advisors	\$0.00
10/2/24	LFEA Meeting	Room 211 4-6:00pm	LFEA	\$0.00

School #2 *approve/ratify

Date	Event	Location and Time	Requested By:	Cost
9/21/24	Clothing Drive	Parking Lot 9:00am-3:00pm	PTA 2/3	\$0.00
10/15,11/19, 12/17/2024 1/21,2/18,3/18,4/15,5/20, 6/10/2025	Girl Scout Meeting	Cafeteria 6:30-7:30pm	Girl Scouts	\$0.00
10/16,11/20,12/18/24 1/15,2/19,3/19,4/16,5/21/25	Girl Scouts	APR 3:40-4:15pm	Girl Scouts	\$0.00

3. APPROVAL OF DISPOSAL

RESOLVED, to approve the disposal of the attached equipment found to be obsolete.
(Exhibit E)

G. PERSONNEL/NEGOTIATIONS COMMITTEE – (Mrs. 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 F)

2. SALARY GUIDE ADVANCEMENT

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve, pursuant to Article XVII of the contract between the Little Falls Board of Education and the Little Falls Education Association, the following salary guide advancement effective September 1, 2024.

Kristy Gregory

From: MA 30 Step 15

To: MA 45 Step 15

3. APPROVE/RATIFY OF APPOINTMENT OF PARAPROFESSIONAL 24-25 SY

RECOMMENDED ACTION by the Superintendent, move that the Little Falls Board of Education approve the appointment of Courtney Palmieri as a paraprofessional, effective September 1, 2024 through June 30, 2025. The rate of pay will be Step 1 as per the 2022-2025 LFEA collective negotiation agreement, paraprofessional salary guidelines, pending all background checks.

4. APPROVE/RATIFY OF PAYMENT FOR THE 2024-2025 SY

RECOMMENDED ACTION by the Superintendent move that 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 \$35.00 per hour.

5. APPROVAL OF BUS AIDE COVERAGE

RECOMMENDED ACTION by the Superintendent moved that the Little Falls Board of Education approve all paraprofessionals as substitute bus aides for the 2024-2025 school year, at a rate of \$15.50 per hour.

6. APPROVAL OF NURSE SUBSTITUTE PAY

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

7. REIMBURSEMENT OF TRAVEL EXPENSES-NJSBA CONFERENCE-
OCTOBER 21-24, 2024

RECOMMENDED ACTION by the Superintendent move that 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 21-24, 2024:

<u>NAME</u>	<u>WORKSHOP/LOCATION</u>	<u>DATE</u>	<u>ESTIMATED COST</u> <u>(Mileage/Meal Conference)</u>
Melissa Sanzari-Stevens	NJSBA Workshop	10/21-10/24/2024	\$14.14 Tolls \$123.14 mileage
Tracey Marinelli			\$ 1,650.00 Group Registration
Charles Smith			Atlantic City, NJ
		10/21-10/24/2024	\$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	10/21-10/24/2024	\$99.00 Hotel Accommodations
Tracey Marinelli			per night, each Attendee
Charles Smith		10/21-10/24/2024	+ applicable taxes & fees

8. ACCEPTANCE OF RESIGNATION- LUNCH AIDE SCHOOL #3

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education accept the resignation of Enisa Yilmaz, lunch aide School 3, effective September 13, 2024.

9. APPROVE/RATIFY ACCEPTANCE OF RESIGNATION- SCHOOL 2 TEACHER

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education accept the resignation of Mariel Enright, teacher School 2, effective August 19, 2024.

10. RESCIND MATERNITY LEAVE OF ABSENCE 24/25 SCHOOL YEAR

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve the following maternity leave of absence:
24/25 SY

Name	Position/ Location	Leave Start Date	Accumulated Sick days Applied	FMLA Start date	NJFLA Date	EXTENDEND LEAVE (Unpaid without benefits)	Date of Return (Anticipated)
5084	Sch. 2	09/02/2024		9/2/2024 thru 11/24/2024 (12 weeks)			11/25/2024

11. ACCEPTANCE OF RESIGNATION- MUSIC/BAND TEACHER

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education accept the resignation of Owen Davitt, music/band teacher, effective November 27, 2024.

12. PAYMENT FOR UNUSED SICK DAYS

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education authorize the payment for unused sick days pursuant to the contractual agreement between the Little Falls Board of Education employee #4088, in the amount of \$15,000.00.

13. APPROVAL OF APPOINTMENT – SOCIAL WORKER SCHOOL #2

RECOMMENDED ACTION by the Superintendent, move that the Little Falls Board of Education approve the appointment of Martha Kochanowski, Social Worker School #2, effective September 23, 2024 through June 30, 2025. Rate of pay will be MA step 1, prorated, pending all background checks.

14. AMEND JOB DESCRIPTION- BOOKEEPER/PAYROLL

RECOMMENDED ACTION by the Superintendent, move that the Little Falls Board of Education amend the job descriptions for bookkeeper/payroll.

(Exhibit H)

15. GRANTING OF TENURE

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education grant tenure to the following employee, effective October 7, 2024.

Melissa Sanzari-Stevens – Business Administrator/Board Secretary

16. RESCIND APPROVAL OF EXTRA CURRICULAR ACTIVITIES FOR THE 24/25 SY

RECOMMENDED ACTION of the Superintendent move that the Little Falls Board of Education rescind the following Extra Curricular Activities Stipends for the 2024-2025 School Year.

School #1

Employee	Extra-curricular Activity	Amount
Natalie Vendola	Culinary	\$871.00

17. APPROVAL OF EXTRA CURRICULAR ACTIVITIES FOR THE 24/25 SY

RECOMMENDED ACTION of the Superintendent move that the Little Falls Board of Education rescind the following Extra Curricular Activities Stipends for the 2024-2025 School Year.

School #1

Employee	Extra-curricular Activity	Amount
Melissa Natale	Culinary	\$871.00

18. REAPPOINTMENT OF STAFF 2024-2025 SCHOOL YEAR

RECOMMENDED ACTION by the Superintendent, move that the Little Falls Board of Education approve the reappointment of staff as per the attached exhibit for the 2024/2025 School year. (Exhibit G)

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

1. APPROVE/RATIFY MEDICAL/PRESCRIPTION HEALTH BENEFITS – 07/1/2024-12/31/2024

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

AETNA PLAN

Freedom 10 PPO w/ \$10 primary care copayment

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

Freedom 15 PPO Plan w/ \$15 Primary Copayment

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

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

***SEHBP GARDEN STATE HEALTH PLAN**

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

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 July 1, 2024.

I. POLICY COMMITTEE – (Mrs. Desiree DiBuono)

1. FIRST READING OF POLICY-ALERT 233

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

- P 0141 Board Member Number and Term (Revised)
- P 0164.6 Remote Public Board Meeting During a Declared Emergency (M)(Abolished)
- P 2200 Curriculum Content (M)(Revised)
- P&R 3160 Physical Examination (M)(Revised)
- P&R 4160 Physical Examination (M)(Revised)
- R 5200 Attendance (M)(Revised)
- P 5337 Service Animals (Revised)
- P 5350 Student Suicide Prevention (M)(Revised)
- P 7231 Gifts From Vendors (M)(Abolished)
- P 8420 Emergency and Crisis Situations (M)(Revised)
- P&R 8467 Firearms and Weapons (M)(Revised)
- P 9181 Volunteer Athletic Coaches and Co-Curricular Activity Advisor/Assistants (Revised) (Exhibit I)

1. WAIVER OF TRANSPORTATION

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

Student ID # 2002430

J. STRATEGIC PLANNING COMMITTEE (Mrs. Shannon Zurbruegg)

K. COMMITTEE REPORTS

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

M. LITTLE FALLS EDUCATION LIASON -(Desiree DiBuono)

X. UNFINISHED BUSINESS

XI. OPEN MEETING TO THE PUBLIC

XII. NEW BUSINESS

XIII. EXECUTIVE SESSION

XIV. ADJOURNMENT

