

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

AGENDA

REGULAR MEETING: Tuesday, September 19, 2023 Agenda 7:00 PM

- 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. Regular Meeting – August 22, 2023
 - 2. Executive Meeting – August 22, 2023

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

- VIII. PRESENTATION- 2023 Spring NJSLA and DLM Test Score Report- Tracey Marinelli and Elba Castrovinci

- IX. NEW BUSINESS-New Board Member Interviews

- X. REPORTS

- A. PRESIDENT'S REPORT
- B. SUPERINTENDENT OF SCHOOLS (Mrs. Tracey L. Marinelli)
 - 1. Superintendent's Report.

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

D. FINANCE & INSURANCE COMMITTEE (Shannon Zurbruegg)

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 19, 2023, Warrant No.'s #29630 thru #29807(voided #29643)(Current Account) totaling \$;1,608,549.66:Wire Transfer #8102023 & #9122023(Health Insurance) totaling \$460,870.17 \$Warrant No. #1272 through #1279 replaced voided #29643 with 1272 (Cafeteria Account) totaling \$11,757.53 Wire Transfer #08282023 (Pitney Bowes) Totaling \$2,000.00 ; Warrant #1041 (Before & After Care Account) totaling \$366.33 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 2023

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, 2023 Transfer Report.

(Exhibit B-1)

3. TREASURER AND SECRETARY'S REPORTS – AUGUST 31, 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 August 31, 2023.

(Exhibit C)

4. 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
1872	School #1 PTSA for 8 th grade Student Activities	\$210.00

E. EDUCATION COMMITTEE (Dr. Rachel Capizzi)

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 D)

2. 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 2023-2024 school year.

Kathleen Rich	Tiffany Sellitto	Lynn Donovan
Kerianne Brown	Mary Healy	Beth Billig
Briana Nesheiwat	Leslie Della Pesca	Melissa Natale
Shana Opdenberg	Kelly Davis	Sue Eckrote
Leamarie Pronesti	Kristyn Toohey	Sara Friedland
Jill Castaldo	Elba Castrovinci	Ed Cronin

3. APPROVAL OF SCHOOL DISTRICT EVALUATION ADVISORY COMMITTEE

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

Keriane Brown	Beth Billig	Dana Sprague
Tiffany Sellitto	Lynn Donovan	
Mary Healy	Jill Castaldo	

4. SUBMISSION OF THE STATEMENT OF ASSURANCE REGARDING THE PARAPROFESSIONAL STAFF FOR THE 23/24 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 2023-2024 to the county office.

5. DANIELSON RUBRIC MODEL EVALUATION FOR THE 23/24 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.

6. DANIELSON RUBRIC MODEL EVALUATION EVALUATOR TRAINING 23/24 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.

7. DANIELSON RUBRIC MODEL EVALUATION TRAINING 23/24 SY
RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve that all Teachers, other certified staff, Paraprofessionals, and Administrators have been trained on the Danielson Rubric Evaluation Tool.
8. NJ PRINCIPAL EVALUATION FOR PROFESSIONAL LEARNING OBSERVATION INSTRUMENT FOR THE 23/24 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.
9. NJ PRINCIPAL EVALUATION FOR PROFESSIONAL LEARNING OBSERVATION INSTRUMENT TRAINING FOR THE 23/24 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.
10. APPROVAL 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
	Stephanie Bush	Jim Schoeneich
	Elba Castrovinci	Jessica Prawetz
		Gina Testa

11. APPROVAL OF WELLNESS COMMITTEE
RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve the following staff /members to the Wellness Committee for the 2023-2024 school year.

School #2	School #3	School #1
Julie Abboud	Michael Russo	Dana Sprague
Steven Cowen	Elba Castrovinci	Lisa Perotta
Jon Buset	Joe Schmidt	Monica Heaney
Jill Castaldo	Celeste Bonilla	Sue Galione
April Hill	Jessica Nucum	Michael Russo
	Audrey O’Jeda	

12. APPROVAL OF INTERVENTION AND REFERRAL SERVICE COMMITTEE

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

School #2

Felicia Hartman
Kelly Davis
Lori Douma
Linda Teese
Jessica Purn
Jill Castaldo

School #3

Elba Castrovinci
Shirley Cutruzzula
Marissa McCluskey
Heather Schaechinger
Kelly Davis
Lauren Restaino

School #1

Dana Sprague
Lindsey Enchelmaier
Jessica Prawetz
Lisa Perotta
Christine Fiorendino

13. GRANT SUBMISSION

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve the New Jersey High Impact Tutoring Grant submission to the Department of Education.

14. APPROVAL OF SCHOOL TRIPS -23/24 SCHOOL YEAR

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

(Exhibit E)

F. REPAIRS & MAINTENANCE/BUILDING & GROUNDS COMMITTEE

(Mr. Michael Russo)

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
10/30/2023	7 th &8 th Grade Halloween Dance	APR/Café 5:30-10:15pm	Class Advisors	
12/20/2023	Winter Concert	APR/Café 107/115 2:30-10:30pm	Class Advisors	\$0
5/22/2024	Spring Concert	APR/Café 107/115 1:45-10:30pm	Class Advisors	\$0
5/15/2024	NJHS Induction	APR/6:00-9:30pm	Class Advisors	\$0

10/19, 11/16, 12/14/23 1/18, 2/22, 3/7, 4/25, 5/9, 6/6/2024	NJHS Meetings	Room 205 3:00-3:34pm	Class Advisor	\$0
10/2,10/3,10/4,10/5,10/11,10/12, 10/16,10/17,10/18,10/19,10/23, 10/24,10/27,10/30,2023 11/1,11/2,11/6,11/8,11/13,11/15, 11/16,11/20,11/21,11/27,11/28, 11/29,11/30,12/4,12/5,12/6,12/7, 12/11,12/13,12/14,12/19,12/21/2023 1/4, 1/5,1/8,1/9,1/10,1/11,1/16,1/17 1/18,1/19,1/22,1/23,1/24,1/25/2024	Cheering	APR 3:13-5:30pm	Amber Barraco	\$0

School #2 *approve/ratify

Date	Event	Location and Time	Requested By:	Cost
*9/12/2023 10/16,11/20,12/18/2023 1/22,2/26,3/18,4/15,5/20, 6/17/2024	Girl Scouts	Art Room 3:45-4:45pm	Girl Scouts	\$0

School #3 *approve/ratify

Date	Event	Location and Time	Requested By:	Cost
*9/15/2023 10/20, 11/17, 12/15/2023 1/19, 2/23, 3/15, 4/19, 5/17, 6/14/2024	Girl Scouts	Room 112 3:05-4:05pm	Girl Scouts	\$0
9/29/23 10/2 & 10/3/2023	Book Fair set-up Book Fair	APR 3:05-5:30 7:00-8:30pm	PTA 2/3	\$
10/5,12/14/2023 2/8,4/18,6/6/2023	SEPAC Meeting	6:30-7:30 Art Room	Special Services Dept.	\$0

2. APPROVE/RATIFY DISPOSAL OF TECHNOLOGY EQUIPMENT

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

Asset Tag Number

000067

002816

Serial Number

B32W3CMPB00850J

School #3 Laminator

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

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. APPROVE/RATIFY OF PAYMENT FOR THE 2023-2024 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.

3. AMEND APPROVAL MATERNITY LEAVE OF ABSENCE 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 (Unpaid without benefits)	Date of Return (Anticipated)
4717	Sch. 3	09/05/2023		9/5/2023 thru 11/24/2023 (12 weeks)		11/25/2023 Through 02/01/2024	02/01/2024

4. APPROVE/RATIFY OF APPOINTMENT OF ABA PARAPROFESSIONAL 23-24 SY

RECOMMENDED ACTION by the Superintendent, move that the Little Falls Board of Education approve the appointment of Nagham Habib Thalab as an ABA paraprofessional, effective September 1, 2023 through June 30, 2024. The rate of pay will be Step 1 as per the 2022- 2025 LFEA collective negotiation agreement, paraprofessional salary guidelines. pending all background checks.

5. AMEND APPROVAL OF APPOINTMENT –LONG TERM MATERNITY LEAVE
REPLACEMENT TEACHER 23-24 SY

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve Daniella Ricci, maternity leave replacement teacher School #3, effective September 1, 2023 through **January 31, 2024** or the return of the teacher. Rate of pay will be BA Step 1, pending all background checks.

6. APPROVE/RATIFY MENTORING ASSIGNMENTS

RECOMMENDED ACTION of the Superintendent move that the Little Falls Board of Education approve the following staff member and rate effective, September 1, 2023 through June 30, 2024 for the 2023-2024 school year.

Mentor	Provisional Teacher	School	Certificate	Rate	Weeks
Tiffany Sellitto	Daniella Ricci	School #1	CEAS	\$366.70	20 weeks
Lisa Spero	Stephanie Bush	School #3	CEAS	\$550.00	30 weeks

7. AMEND APPROVAL OF MATERNITY LEAVE OF ABSENCE 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)
5035	Sch. 3	12/04/2023	22 sick days & 1 Personal day	01/16/2024 thru 04/12/2024 (12 weeks)		04/13-2024 through 05/27/2024	05/28/2024

8. APPROVE/RATIFY 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			08/21/2023-09/30/2023			10/02/2023

9. 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.

Meg Castaneda	Combined 5 days per week	3:20pm-5:20pm@ a rate of \$60.00 per day
Cindy Intile	Combined 5 days per week	3:20pm-5:20pm@ a rate of \$60.00 per day
Erin Keating	Combined 5 days per week	3:05pm-5:05pm@ a rate of \$60.00 per day
Amy Kobelka	Combined 5 days per week	4:30-6:00pm @ a rate of \$50.00 per day
Catheryn Cammarata	Combined 5 days per week	3:20pm-5:20pm@ a rate of \$60.00 per day

10. ABOLISH POSITION OF .75 SECRETARY

RECOMMENDED ACTION by the Superintendent, move that the Little Falls Board of Education abolish the .75 secretary position, UPC code SECPRIN04.

11. 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, 2023.

Elizabeth Anzevino

From: MA 15 Step 8

To: MA 30 Step 8

Maribel Bayo

From: MA 30 Step 13

To: MA 45 Step 13

Kristy Gregory

From: MA 15 Step 15

To: MA 30 Step 15

Joseph Keating

From: MA Step 10-11

To: MA 15 Step 10-11

Briana Nesheiwat

From: MA 15 Step 7

To: MA 30 Step 7

Cathy Truono

From: MA 30 Step 15

To: MA 45 Step 15

12. APPROVE/RATIFY SCHOOL PHYSICIAN FOR THE 23/24 SY

MOVE that Dr. Anthony Pastena be appointed as School Physician for the 2023/2024 school year at an annual rate of \$7,000.00.

13. 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 2023-2024 school year, at a rate of \$15.00 per hour.

14. AMEND/APPROVE 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.

15. REIMBURSEMENT OF TRAVEL EXPENSES-NJSBA CONFERENCE-OCTOBER 23-26, 2023

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 23-26, 2023:

<u>NAME</u>	<u>WORKSHOP/LOCATION</u>	<u>DATE</u>	<u>ESTIMATED COST</u> <u>(Mileage/Meal Conference)</u>
Melissa Sanzari-Stevens	NJSBA Workshop	10/23-10/26/2023	\$14.14 Tolls \$123.14 mileage
Tracey Marinelli			\$ 1,650.00 Group Registration
Charles Smith			Atlantic City, NJ
		10/23-10/26/2023	\$59.00 Meals Overnight Stay
			\$44.25 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	10/23-10/26/2023	\$150.00 Hotel Accommodations
Tracey Marinelli			per night, each Attendee
Charles Smith			+ applicable taxes & fees
		10/23-10/26/2023	

16. APPROVAL OF MATERNITY LEAVE OF ABSENCE 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	Child Care LEAVE	Date of Return (Anticipated)
4490	Sch. 1	12/18/2023	36 sick days & 1 Personal day	02/19/2024 thru 05/17/2024 (12 weeks)		05/20-2024 through 05/31/2024	06/03/2024

17. REAPPOINTMENT OF STAFF 2023-2024 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 2023/2024 School year.
(Exhibit G)

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

I. POLICY COMMITTEE (Mr. Michael Russo)

J. 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 # 2002966

Student ID # 2002601

Student ID # 2002558

Student ID # 2002426

J. STRATEGIC PLANNING COMMITTEE (Shannon Zurbruegg)

K. COMMITTEE REPORTS

XI. UNFINISHED BUSINESS

XII. OPEN MEETING TO THE PUBLIC

XIII. EXECUTIVE SESSION

XIV. ADJOURNMENT