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

AGENDA

REGULAR MEETING: Tuesday, February 15, 2022 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. January 18, 2022

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

VIII. PRESENTATION
1. SUPERINTENDENT'S DESIGN CONTEST WINNERS
2. COMPREHENSIVE ANNUAL FINANCIAL REPORT 2020-2021 SY AUDITING FIRM OF LERCH VINCI & HIGGINS

IX. REPORTS

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

(Exhibit A)

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

D. FINANCE & INSURANCE COMMITTEE (Mrs. Diana Kribs)

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 February 15, 2022, Warrant No.'s #28191 thru #28268(voided/recut # 28116) (Current Account) totaling $;1,581,336.07 $Warrant No. #1235 (Cafeteria Account) totaling $43,337.79 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 – JANUARY 31, 2022

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 January 31, 2022 Transfer Report.

(Exhibit B-1)

3. TREASURER AND SECRETARY'S REPORTS – JANUARY 31, 2022

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 January 31, 2022.

(Exhibit C)

4. ISSUE REQUEST FOR PROPOSAL– FOOD SERVICE MANAGEMENT COMPANY

As per the recommendation of the Superintendent, in consultation with the School Business Administrator/Board Secretary, moved that the Little Falls Board of Education authorize the School Business Administrator to issue Request for Proposal for a Food Service Management Company to provide for the operation of the Little Falls School's food service program for the 2022-2023 school year.

5. AMEND/APPROVAL OF REINBURSMENT

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve transportation reimbursement of $379.00 per diem to Marian E. McKeown School, Newton, NJ, for student # 2002817, starting January 14, 2022 through **March 15, 2022.**

6. COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) 2020-2021 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 Comprehensive Annual Financial Report of the Little Falls Board of Education for the fiscal year ended June 30, 2021, with one finding, as submitted by the Board Office in conjunction with the auditing firm of Lerch, Vinci & Higgins, CPA.

7. AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS
RECOMMENDED ACTION by the Superintendent, in consultation with the School Business Administrator/Board Secretary move that the Little Falls Board of Education accept the Auditors' Management Report on Administrative Findings and approve Corrective Action Plan as prepared by the Business Administrator/Board Secretary as follows:

(Exhibit D)

Finding - Our audit revealed that the district did not maintain a detail fixed asset reporting system. However, the district did provide excel worksheets for additions and deletions. In addition, our review of transactions reveled unrecorded fixed assets that were charged to non-capital outlay lines and contain capital outlay charges that were less than $2,000 for supplies.

Recommendation - It is recommended that the district maintain a current fixed asset reporting that includes detail asset values and the district properly records all additions on an annual basis.

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 E)

2. APPROVAL OF ENGLISH LANGUAGE SERVICE THREE YEAR PROGRAM PLAN 2021--2024 SY
RECOMMENDED BY ACTION by the Superintendent, move that the Little Falls Board of Education approve the English Language Three Year Program Plan for school years 2021 through 2024. (Exhibit F)

3. APPROVAL OF THE 2022-2023 DISTRICT SCHOOL CALENDAR
RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve 2022-2023 District School Calendar as circulated.

(Exhibit G)

4. APPROVAL OF THE 2022-2023 CUSTODIAL OFFICE CALENDAR
RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve 2022-2023 Custodial Office Calendar as circulated.

(Exhibit H)

5. APPROVAL OF THE 2022-2023 CENTRAL OFFICE CALENDAR
RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve 2022-2023 Central Office Calendar as circulated.

(Exhibit I)

6. APPROVE/RATIFY ACCEPTANCE OF NEW SUBSTITUTES
RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve the following new substitute applicants 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

Luisa La Spisa

7. APPROVE/RATIFY CALDWELL UNIVERSITY STUDENT TEACHER INTERNSHIP SPRING 2021/2022 SEMESTER
As per the recommendation of the Superintendent moved that the Little Falls Board of Education approve student teacher internship for the following Caldwell University student effective January 18, 2022 through May 6, 2022.

Sarah Morris

8. APPROVAL OF CST EVALUATOR AND RELATED SERVICES FOR THE 21/22 SY
RECOMMENDED ACTION by the Superintendent, move that the Little Falls Board of Education approve Bergen County Special Services School District Educational Enterprise Division to provide audiology services for student 2002582 in the amount of $1,316.00.

9. APPROVAL OF MONTCLAIR STATE UNIVERSITY STUDENT TEACHER INTERNSHIP SPRING 2021/2022 SEMESTER
As per the recommendation of the Superintendent moved that the Little Falls Board of Education approve student teacher internship for the following Montclair State University student effective February 16, 2022 through May 6, 2022.

Jessica Hughes

F. REPAIRS & MAINTENANCE/BUILDING & GROUNDS COMMITTEE
(Mr. Michael Russo)

1. 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:
*02/10/2022 & 02/17/2022	Ticket Sales	Gym 6:00-8:00pm	School #1 PTA
03/07/2022	Book Fair set-up	Room 107 3:30- 5:00pm	School #1 PTA
03/07/2022-03/09/2022	Book Fair	Room 107 5:30-8:00pm	School #1 PTA
04/02/2022	Clothing Drive	Parking Lot 9:00am-3:00pm	School #1 PTA

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 J)

2. REIMBURSEMENT OF TRAVEL EXPENSES-NJSBA CONFERENCE-FEBRUARY 17-19, 2022
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 AASA National Conference on Education being held February 17- 19, 2022.

NAME	WORKSHOP/LOCATION	DATE	ESTIMATED COST (flight/Meals Conference)
Tracey Marinelli Dana Sprague	AASA National Conference	2/17 – 2/19/2022	*$412.10 flight *$805.00 Member Reg. Nashville, TN *$1,130.00 Non Member *per individual *$79.00 Meals Overnight Stay *$59.25 Meals 1st & Last day of travel for each

NAME	WORKSHOP/LOCATION	DATE	ESTIMATED COST Accommodations
Tracey Marinelli Dana Sprague	AASA National Conference	2/17/-2/19/2022	$230.00 as per GSA rate Hotel Accommodations per night, each Attendee

3. APPOINTMENT OF ART TEACHER
RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve Jamie Wandel, art education teacher, effective March 22, 2022 through June 30, 2022. Rate of pay will be BA Step 1 pro-rated, pending all background checks.

4. APPROVE/RATIFY 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 February 1, 2022.

Kelly Sutherland
BA 15 STEP 5
MA STEP 5

5. ACCEPTANCE OF RESIGNATION- BUS AIDE
RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education accept the resignation of Karen Casler, bus aide, effective February 18, 2022.

6. ACCEPTANCE OF RESIGNATION- LUNCH/PLAYGROUND AIDE
RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education accept the resignation of Karen Casler, lunch/playground aide, effective February 18, 2022.

7. ACCEPTANCE OF RESIGNATION- EARLY MORNING DROP OFF SUPERVISION
RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education accept the resignation of Karen Casler, early morning drop-off supervision, effective February 18, 2022.

8. APPROVE/RATIFY APPOINTMENT OF ABA PARAPROFESSIONAL 21-22 SY
RECOMMENDED ACTION by the Superintendent, move that the Little Falls Board of Education approve the appointment of Abir Kourish as an ABA paraprofessional, effective February 7, 2022 through June 30, 2022.The rate of pay will be Step 1 prorated, as per the 2019- 2022 LFEA collective negotiation agreement, paraprofessional salary guidelines. Pending all background checks.

9. APPROVE/RATIFY APPOINTMENT OF ABA PARAPROFESSIONAL
RECOMMENDED ACTION by the Superintendent, move that the Little Falls Board of Education approve the appointment of Brielle Johnson to ABA paraprofessional from paraprofessional, effective January 31, 2022.

10. APPROVE/RATIFY BUS AIDE COVERAGE
RECOMMENDED ACTION by the Superintendent moved that the Little Falls Board of Education approve Andrea Marchesani as a substitute bus aide for the 2021-2022 school year, at a rate of $14.00 per hour.

H. HEALTH & SAFETY COMMITTEE (Mr. Vincent Miraglia)

I. POLICY COMMITTEE (Mr. Doug Jandoli)

1. SUBMISSION OF SAFE RETURN PLAN
RECOMMENDED ACTION by the Superintendent moved that the Little Falls Board of Education approve submission the district's Safe Return Plan for the academic year 2022-2023 to the county office.

J. REFERENDUM COMMITTEE (Mr. Fred DeMarco)

K. COMMITTEE REPORTS

X. UNFINISHED BUSINESS

XI. OPEN MEETING TO THE PUBLIC

XII. NEW BUSINESS

XIII. EXECUTIVE SESSION

XIV. ADJOURNMENT