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

MINUTES
REGULAR MEETING: Tuesday, February 7, 2023 Agenda 7:00 PM
Dr. Capizzi 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. ROLL CALL

Board Members present: Dr. Capizzi, Mr. Cowen, Mr. Jandoli, Mrs. Smith and Mrs. Zurbruegg

Board Members Absent: Mr. DeMarco, Mr. Miraglia, Mr. Russo, and Mrs. Verdi

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

V. CORRESPONDENCE- Mrs. Marinelli read a Thank you letter from Oasis

VI. MINUTES

On motion of Mrs. Zurbruegg and seconded by Mr. Jandoli 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 – January 3, 2023
2. Reorganization Meeting Minutes- January 3, 2023
3. Executive Meeting January 3, 2023

AYES: 5
NAYES:0
ABSENT: 4

VII. OPEN MEETING TO THE PUBLIC – (**Limited to Agenda Items Only**)
On motion of Mr. Jandoli and seconded by Mrs. Zurbruegg, the meeting was opened for public comment.

Since no, one wished to be heard,

On motion of Mr. Jandoli and seconded by Mrs. Zurbruegg moved that the Little Falls Board of Education close the meeting to the public.
AYES: 5
NAYES:0
ABSENT: 4

VIII. PRESENTATION- Little Falls Education Foundation Grant Presentation

1. Mrs. Marinelli presented certificates to the following students for becoming Hornet of the Month
   School #1-Alfredo Nese, Ronnie Abdallah, Julia Zanca,
   and Wyatt Ermolowich
   School #2- Gabriella Garcia and Isabel Crespo
   School #3-Matias Jamie and Anthony Cruz
2. Start Strong Test Strong Presentation was distributed to all Board Members and is also available on our Website

IX. REPORTS

A. PRESIDENT'S REPORT – (Lauren Verdi) -None
B. SUPERINTENDENT OF SCHOOLS (Mrs. Tracey L. Marinelli)

1. Superintendent's Report.

Mrs. Marinelli advised the Board of the following:

- There were three HIBs which were found to be unconfirmed
- There were zero suspensions
- Enrollment School #1-391, School #2-355, School #3-171
- All mandatory drills have been performed in all three schools
- Thank you to the members of the Senior Association for the donations of greeting cards
- The Submission of the of the New Jersey Department Of Education's Equivalency Application for QSAC is on for approval

(Exhibit A)

On Motion of Dr. Capizzi and seconded by Mr. Jandoli the following motion was offered for approval:

2. BE IT RESOLVED, that the Little Falls Board of Education affirms the Superintendent's decision in HIB investigation Sc3-002-12-12-22-LFD-005for 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 affect students' parents.

AYES: 5
NAYES:0
ABSENT: 4

C. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT-(Melissa Sanzari-Stevens)
Mrs. Stevens advised the Board of the following:

- The School #3 Boiler project has been completed and paid for
- All Ethics have been completed
- Budget planning is in process and there will be a finance meeting on Wednesday February 8, 2023
- Safe Return Plan has been submitted, there were not any changes

D. FINANCE & INSURANCE COMMITTEE (Mr. Fred DeMarco)
On motion of Mr. Jandoli and seconded by Mrs. Zurbruegg 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 February 7, 2023, Warrant No.'s # 29087 thru #29255(voided and replaced checks #28746,#29131,#29168,#29172,#29175, and #29182 (Current Account) totaling $;3,166,607.48 Wire Transfer #12122022 and 1112023(Health Insurance) totaling $436,059.49:Wire Transfer #01262023 (Debt Service) totaling $23,805.00 Warrant No. #1256 thru #1259 (Cafeteria Account) totaling $102,576.57 ; Warrant # 1025 thru 1026 (Before & After Care Account) totaling $405.86 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 – December 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 December 31, 2022 Transfer Report.

(Exhibit B-1)

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

(Exhibit C)

4. COUNTY TRANSFER REPORT – DECEMBER 2022

RECOMMENDED ACTION by the Superintendent, in consultation with the School Business Administrator/Board Secretary, move that the Little Falls Board of Education approves the Monthly Report of County Transfers for December 31, 2022.

(Exhibit D)

5. AMEND TREASURER AND SECRETARY'S REPORTS – JUNE 30, 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 June 30, 2022.

(Exhibit E)

6. APPROVAL OF ESEA CARRYOVER FUNDS

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve to approve the receipt of ESEA 2022-2023 to include 2021-2022 carryover funds:

Title I	$ 194,030.00
Title II	$ 37,993.00
Title III Immigrant	$ 3,016.00
Title IV	$ 10,000.00

Be it further resolved to submit an amendment of the 2022-2023 ESEA application for the 2021-2022 carryover funds.

7. APPROVAL OF BOOKTIX

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve the use of BOOKTIX for the sale of the School #1 musical ticket sale at no cost to the district.

AYES: 5
NAYES:0
ABSENT: 4

E. EDUCATION COMMITTEE (Dr. Rachel Capizzi)

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

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 F)

2. APPROVAL OF THE 2023-2024 DISTRICT SCHOOL CALENDAR

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve 2023-2024 District School Calendar as circulated. (Exhibit G)

3. APPROVAL OF THE 2023-2024 CUSTODIAL OFFICE CALENDAR

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve 2023-2024 Custodial Office Calendar as circulated. (Exhibit H)

4. APPROVAL OF THE 2023-2024 CENTRAL OFFICE CALENDAR

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve 2023-2024 Central Office Calendar as circulated. (Exhibit I)

5. APPROVAL OF SCHOOL TRIPS -22/23 SY

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

6. APPROVAL OF JOB DESCRIPTION

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve the following Reading Interventionist (Elementary) job description. (Exhibit K)

7. AMEND APPROVAL MIDWESTERN UNIVERSITY SPEECH LANGUAGE PATHOLOGIST INTERNSHIP FALL 2022/2023 SEMESTER

As per the recommendation of the Superintendent moved that the Little Falls Board of Education approve student internship, with Elana Schechter, for the following Midwestern University student for the 2022-2023 school year, March 6, 2023 through May 26, 2023.

Cassidy Mazzone

8. APPROVAL OF NEW JERSEY DEPARTMENT OF EDUCATION'S EQUIVALENCY APPLICATION

As per the recommendation of the Superintendent moved that the Little Falls Board of Education, approve The Little Falls Township Public Schools District's New Jersey Department of Education Equivalency Application for QSAC DPR instruction and Program indicators 4 and 5.

9. APPROVE/RATIFY CALDWELL UNIVERSITY STUDENT TEACHER OBSERVATION

As per the recommendation of the Superintendent moved that the Little Falls Board of Education approve student teacher observations for the following Caldwell University Student from January 23, 2023 through May 12, 2023:

Natalie Garofalo
AYES: 5
NAYES:0
ABSENT: 4

F. REPAIRS & MAINTENANCE/BUILDING & GROUNDS COMMITTEE
(Mr. Michael Russo)
On motion of Mrs. Smith and seconded by Mrs. Zurbruegg 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:
2/8/2023	Cookies and Canvas	Café - 3:30-5:30pm	School #1 Advisor
*1/18/2023	6th Grade Movie Night	APR 6:30-10:00pm	School #1 Advisor
*1/18/2023,2/15/2023 3/15/2023,4/19/2023 5/17/2023.6/21/2023 7/21/2023	Little Falls Education Foundation Meeting	Room 107, 6:30pm	LFEF
5/23/2023	TREP$	APR/Café 6:00-10:00pm	School #1 Advisor
*2/6/2023 2/10/2023	Fashion Show Meeting Fashion Show Meeting	Café/6:00pm Café/3:00pm	Fashion Show Committee
Date	Event	Location and Time	Requested By:
2/13/2023 and 2/23/2023	Fashion Show Ticket sales	Café - 6:30-8:00pm	Fashion Show Committee

School #1 2023-2024 SY

Date	Event	Location and Time	Requested By:
9/20/2023, 10/18/2023 11/15/2023,12/20/2023	Little Falls Education Foundation Meeting	Room 107, 6:30pm	LFEF

School #2 *approve/ratify

Date	Event	Location and Time	Requested By:
2/10/2023, 4/21/2023 5/12/2023, 6/9/2023	Girl Scouts	Café - 6:30-8:00pm	Girl Scouts
3/06/2023	PVHS college fair shuttle	Parking Lot 6:00-8:00pm	PVHS

AYES: 5
NAYES:0
ABSENT: 4

G. PERSONNEL/NEGOTIATIONS COMMITTEE (Mr. Vincent Miraglia)
On motion of Mr. Jandoli and seconded by Mrs. Zurbruegg 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 following district employees/board members: (Exhibit L)

2. ACCEPTANCE OF RESIGNATION-PARAPROFESSIONAL
RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education accept the resignation of Alyssa Keating, paraprofessional, effective January 20, 2023.

3. 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, 2023.

Kelly Davis
From: MA Step 6
To: MA 15 Step 6

David Farrell
From: MA 30 Step 7
To: MA 45 Step 7

Monica Heaney
From: MA 30 Step 9/10
To: MA 45 Step 9/10

Jamie Wandel
From: MA Step ½
To: MA 15 Step ½

Owen Davitt
From: BA 15 Step 7
To: MA Step 7

4. ACCEPTANCE OF RESIGNATION-BEFORE AND AFTERCARE LEADS
RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education accept the resignation of Alyssa Keating, Before Care Lead, effective January 20, 2023.

5. APPROVE/RATIFY APPOINTMENT- BEFORE CARE AND AFTER CARE CLASSROOM LEADS FOR THE 2022-2023 SY
RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve the following Leads for the Before and After Care- The Hive at a rate of $ 40.00 per day for Before Care and a rate of $30.00 per hour for After care.

BEFORE CARE	SCHEDULED DAYS	
Asia Alexander	5 days per week	7:10am-8:40am

6. PAYMENT TO STAFF
RECOMMENDED ACTION by the Superintendent moved that the Little Falls Board of Education approve payment to employee #4189 for compensation of lost prep time on December 15, 2022, in the amount of $20.75.

7. REIMBURSEMENT OF TRAVEL EXPENSES-NJSB&G CONFERENCE-MARCH 19-22, 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 NJSB&G Conference being held MARCH 19-22, 2023:

NAME	WORKSHOP/LOCATION	DATE	ESTIMATED COST (Mileage/Meals Conference)
Charles Smith	NJSB&G Workshop	3/19/23-3/22/23	$15.00 Tolls $124.98 mileage $325.00 Registration Atlantic City, NJ
		3/19/23-3/22/23	$59.00 Meals Overnight Stay $44.25 Meals 1st & last day of travel for each

NAME	WORKSHOP/LOCATION	DATE	ESTIMATED COST Hotel Conference
Charles Smith	NJSB&G Workshop	3/19/23-3/22/23	$97.00 as per GSA rate Hotel Accommodations per night, each Attendee + applicable taxes

8. APPROVE/RATIFY OF PAYMENT FOR THE 2022-2023 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.

9. PAYMENT TO STAFF –5th AND 6TH GRADE MOVIE NIGHT

RECOMMENDED ACTION by the Superintendent moved that the Little Falls Board of Education approve payment to Emily Mercedes for extracurricular supervision for the 5th and 6th grade movie night to be held on January 18, 2023 at the contractual chaperone rate of $25.00 hr. for 2 hours.

10. APPROVE/RATIFY APPOINTMENT OF LUNCH AIDES/PLAYGROUND AIDES 22/23

As per the recommendation of the Superintendent move that the Little Falls Board of Education employ Lunchroom/ Playground Aides for the 2022-2023 school year at hourly salaries as indicated:

Staff Member	School	Hrs. Per Day	Rate of pay
Catherine Cameratta	School #2	Per 22/23 contract	$15.00 per hour

11. AMEND APPROVAL OF EXTRA CURRICULAR ACTIVITIES FOR THE 22/23 SY

RECOMMENDED ACTION of the Superintendent move that the Little Falls Board of Education approve the following Extra Curricular Activities Stipends for the 2022-2023 School Year.

School #1

Employee	Extra-curricular Activity	Amount
Natalie Vendola	Culinary	**$1,742.00**

12. PAYMENT TO STAFF-5th and 6th GRADE MOVIE NIGHT- 22/23 SY

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve payment to the following individuals for chaperoning the 5th and 6th grade movie night at School #1 held on January 18, 2023, at the contractual chaperone rate of $35.00 per hour, for two hours.

Employees	Date	Amount
James Simmons	1/18/2023	$70.00
Melissa Natale	1/18/2023	$70.00

13. APPROVAL OF MATERNITY LEAVE OF ABSENCE 23/24 SY

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education, approve the following leave of absence without pay.

23/24 School Year

Name	**Position/Location**	**Leave Start Date**	**Accumulated Sick days Applied**	**FMLA Start date**	NJFLA **Date**	**EXTENDEND LEAVE** (Unpaid without benefits	**Date of Return**(Anticipated)
4642	Sch 2	09/01/2023				09/01/2023- 06/30/2024	09/01/2024

14. APPROVE/RATIFY APPOINTMENT OF ABA PARAPROFESSIONAL 22-23 SY

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

15. AMEND APPROVAL OF UNPAID LEAVE OF ABSENCE 22-23 SY

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve the following unpaid leave of absence:

22/23 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	**02/08/23**	03/02/23			NA	**03/27/23**

16. PAYMENT TO STAFF- COOKIES AND CANVAS- 22/23 SY

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education approve payment to the following individuals for chaperoning Cookies and Canvas at School #1 to be held on February 8, 2023, at the contractual chaperone rate of $35.00 per hour, for two hours.

Employees	Date	Amount
Owen Davitt	2/8/2023	$70.00
Lisa Spero	2/8/2023	$70.00

17. APPROVAL OF MATERNITY LEAVE OF ABSENCE 22/23 SY

RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education, approve the following leave of absence.

22/23 School Year *pending the birth of the baby

Name	Position/ Location	Leave Start Date	Accumulated Sick days Applied	FMLA Start date	NJFLA Date	EXTENDEND LEAVE (Unpaid without benefits)	Date of Return (Anticipated)
4884	Sch 3	*05/12/23 Through 6/16/23	25 sick days				09/01/23

18. APPROVAL OF MATERNITY LEAVE OF ABSENCE 23/24 SY
RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education, approve the following leave of absence.

23/24 School Year

Name	Position/ Location	Leave Start Date	Accumulated Sick days Applied	FMLA Start date	NJFLA Date	EXTENDEND LEAVE (Unpaid without benefits)	Date of Return (Anticipated)
4884	Sch 3				*09/12/23 Through 12/03/23		12/04/23

19. NOTICE OF INTENT TO RETIRE– SCHOOL #1 NURSE
As per the recommendation of the Superintendent moved that the Little Falls Board of Education accept, the notice of intent to retire of Mrs. Donna Hamilton, nurse School #1, effective July 1, 2023. Last day of work will be June 30, 2023.

20. APPROVAL OF SUBSTITUTE CUSTODIAL STAFF
RECOMMENDED ACTION by the Superintendent move that the Little Falls Board of Education, approve the following new substitute custodian at a rate of $20.00 per hour, pending all background checks.

Franco Lovaglio

AYES: 5
NAYES:0
ABSENT: 4

H. HEALTH & SAFETY COMMITTEE **(**Mr. Doug Jandoli)- None

I. POLICY COMMITTEE (Mr. Michael Russo)
On motion of Mr. Cowen and seconded by Mr. Jandoli the following motions were offered for approval.

1. FIRST READING OF POLICY-ALERT 229
As per the recommendation of the Superintendent moved that the Little Falls Board of Education hold a first reading of the following policy: (Exhibit M)

P 1648.11 The Road Forward COVID-19- Health and Safety (M)(Abolished)
P 1648.13 School Employee Vaccination Requirements (M)(Abolished)
P 0152 Board Officers (Revised)
P 0161 Call, Adjournment, and Cancellation (Revised)
P 0162 Notice of Board Meetings (Revised)
P & R 2423 Bilingual and ESL Education (M)(Revised)
P 2425 Emergency Virtual or Remote Instruction Program (M)(Revised)
R 2425 Emergency Virtual or Remote Instruction Program (M)(New)
P & R 5200 Attendance (M)(Revised)
P 5512 Harassment, Intimidation, or Bullying (M)(Revised)

P	8140	Student enrollments (M)(Revised)
R	8140	Enrollment Accounting (M)(Revised)
P & R	8330	Student Records (M)(Revised)
R	8420.2	Bomb Threats (M)(Revised)
R	8420.7	Lockdown Procedures (M)(Revised)
R	8420.10	Active Shooter (M)(Revised)

AYES: 5
NAYES:0
ABSENT: 4

J. STRATEGIC PLANNING COMMITTEE (Mr. Fred DeMarco)- None

K. COMMITTEE REPORTS
Dr. Capizzi stated that an email went out with details on the Education and Curriculum meeting.

X. UNFINISHED BUSINESS - None

XI. OPEN MEETING TO THE PUBLIC
On motion of Mr. Jandoli and seconded by Mr. Cowen, the meeting was opened for public comment.

Since no, one wished to be heard,

On motion of Mr. Cowen and seconded by Mr. Jandoli moved that the Little Falls Board of Education close the meeting to the public.

AYES: 5
NAYES:
ABSENT: 4

XI. NEW BUSINESS-None

XII. EXECUTIVE SESSION-None

XIII. ADJOURNMENT

On motion of Mr. Jandoli and seconded by Mrs. Zurbruegg the meeting was adjourned 7:20 pm.

AYES: 5
ABSENT: 4
NAYES: 0

Respectfully Submitted,

Melissa Sanzari-Stevens

Melissa Sanzari- Stevens
Business Administrator/Board Secretary