

DEMAREST BOARD OF EDUCATION
COW and REGULAR SESSION MEETING MINUTES
County Road School – Media Center
December 16, 2025
7:00 P.M.

I. OPENING

- A. The meeting was called to order by President Holzberg at 6:45 PM
- B. Present: Brillhart, Cantatore, Fein, Governale, Holzberg.
Absent: Choi, Lee
Also present: Dr. Cirillo Superintendent and Ms. Kelly Business Administrator/ Board Secretary

II. ADJOURN TO EXECUTIVE SESSION

- A. The Board determined it will enter into executive session for the following reasons:
 - 1. Personnel
- B. It was moved by Governale seconded by Brillhart and approved by unanimous voice vote of those present to approve the following resolution to enter the executive session:

WHEREAS, in order to protect the personal privacy and to avoid situations wherein the public interest might be disserved, the Open Public Meetings Act permits public bodies to exclude the public from that portion of a meeting at which certain matters are discussed;

WHEREAS, the length of the closed executive session is estimated to be thirty minutes, after which the Regular Public Meeting will reconvene and proceed with business where formal action may or may not be taken;

NOW THEREFORE BE IT RESOLVED, that consistent with the provision of N.J.S.A. 10:4-12(b), the Board of Education will now adjourn to executive session to discuss items stated above; and

BE IT FURTHER RESOLVED, that the Board hereby declares that its discussion of the aforementioned subjects will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

- C. It was moved by Cantatore, seconded by Governale and approved by unanimous voice vote of those present to convene executive session at 6:55 P.M.

III. REOPEN PUBLIC MEETING

- A. It was moved by Cantatore, seconded by Governale, to reopen the Regular Meeting to the public at 7:00 P.M.
- B. President Holzberg read the following announcement:
The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon.

In accordance with the provisions of this Act, the Demarest Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted at the Borough Hall and at the Middle School and by notifying in writing two newspapers: The Record and The Suburbanite.

IV. FLAG SALUTE

A. President Holzberg led the flag salute.

V. ROLL CALL

Present: Brillhart, Cantatore, Fein, Governale, Holzberg.

Absent: Choi, Lee

Also present: Dr. Cirillo, Superintendent and Ms. Kelly Business Administrator/ Board Secretary

VI. APPROVAL OF MINUTES OF THE MEETINGS

A. It was moved by Brillhart, seconded by Governale and approved by unanimous voice vote of those present to approve:

- November 11, 2025 COW and Regular Meeting Minutes
- November 11, 2025 Executive Meeting Minutes

VII. CORRESPONDENCE

None at this time.

VIII. BOARD PRESIDENT'S REPORT

A. Board President Holzberg thanked Christen Governale for her service to the board and wished everyone a Merry Christmas, Happy Hanukkah and Kwanzaa. Ms. Holzberg also noted that she enjoyed the Middle School holiday concert.

IX. SUPERINTENDENT'S REPORT

Dr. Cirillo thanked Ms. Governale for her service and wished everyone happy holidays and a happy new year.

Dr. Cirillo attended a Northern Valley Demarest High School event with principal Regan to discuss the Bergen Academy on that campus. They reviewed options for NVD HS students.

X. COMMITTEE REPORTS

None at this time.

XI. OTHER REPORTS AND PRESENTATIONS

A. Principal Regan provided an overview of public high school options available to students of the Demarest School District. This included programs offered through Northern Valley and those through Bergen County that fall under the umbrella of Career and Technical Education.

XII. REVIEW OF AGENDA

A. Board members reviewed the items.

XIII. PUBLIC COMMENT (AGENDA ITEMS ONLY)

There was no motion for public comment being no one from the public was present.

XIV. ACTIONS

A. Instruction – Staffing

1. It was moved by Fein, seconded by Governale and approved by unanimous roll call vote of those present to approve the provisional employment of Hannah Jung, BA, Step 1, Basic Skills teacher (.67 FTE) at County Road School/Luther Lee Emerson School from December 17, 2025 through the 2025/2026 school year, as recommended by the Chief School Administrator. Employment status would become effective upon candidate's compliance with P.L. 1986, c. 116 (revised 6/30/98) and N.J.S.A.
2. It was moved by Fein, seconded by Governale and approved by unanimous roll call vote of those present to accept the resignation for the purpose of retirement for Carl Quillen, Science Teacher at the Demarest Middle School, effective June 30, 2026, as recommended by the Chief School Administrator.
3. It was moved by Fein, seconded by Governale and approved by unanimous roll call vote of those present to approve the following mentees/mentors, for the remainder of the 2025/2026 school year, as recommended by the Chief School Administrator.

Mentee	Mentor
Jessica Strassberg	Kristen Kerber
Hannah Jung	Alexandra Avillo

B. Instruction – Pupils/Programs

1. It was moved by Brillhart, seconded by Cantatore and approved by unanimous roll call vote of those present to approve the following field trip(s), as recommended by the Chief School Administrator:

Location	Month/Year	Grade/Group
Garden State Mall Paramus	December 2025	DMS LLD class
Closter Plaza Closter	December 2025	DMS LLD class
NJ Science Olympiad Regional Tournament Newark	January 2026	Science & Engineering Team
Palisades Mall Ice Skating Rink Nyack NY or American Dream Mall Ice Skating Rink East Rutherford	January 2026 evening	Student council and PTO collaboration for a schoolwide field trip for the families of the Demarest School District

C. Support Services – Staffing

1. It was moved by Cantatore, seconded by Governale and approved by unanimous roll call vote of those present to accept the resignation of Filanza Mehmeti, paraprofessional aide at Demarest Middle School, effective December 31, 2025, as recommended by the Chief

School Administrator.

2. It was moved by Cantatore, seconded by Governale and approved by unanimous roll call vote of those present to approve the provisional employment of Tansee Lou, paraprofessional aide at Demarest Middle School, step 16 paraprofessional aide guide, from January 5, 2026, to the end of the 2025/26 school year, as recommended by the Chief School Administrator. Employment status would become effective upon candidate's compliance with P.L. 1086, c. 116 (revised 6/30/98) and N.J.S.A.

D. Support Services – Board of Education

1. It was moved by Governale, seconded by Cantatore and approved by unanimous roll call vote of those present to approve the attendance of the following workshops, with all hotel, meals and travel reimbursed at the statutory rates per NJ OMB guidelines, as recommended by the Chief School Administrator:

Name/Title	Event	Registration Fee
Abigail Thibodeau School Social Worker	AEP Connections Introduction to Pathological Demand Avoidance Virtual	\$159.00
Anna Nardone CST Supervisor	Woodcock-Johnson Training Lodi January 15, 2026	\$157.00
Reena Patel School Psychologist	Woodcock-Johnson Training Lodi January 15, 2026	\$157.00
Wendy Glaser School Psychologist	Woodcock-Johnson Training Lodi January 15, 2026	\$157.00

2. It was moved by Governale, seconded by Cantatore and approved by unanimous roll call vote of those present to acknowledge that the board accepts the results of the following HIB cases as reported at the November 11, 2025 meeting, as recommended by the Chief School Administrator:

25/26-06

25/26-07

25/26-08

3. It was moved by Governale, seconded by Cantatore and approved by unanimous roll call vote of those present to approve the second reading and adoption of the following policies and regulations, as recommended by the Chief School Administrator:

0173 Duties of Public School Accountant – Bylaw

0174 Legal Services – Bylaw (M)

0177 Professional Services – Bylaw (M)

1570 Internal Controls – Policy & Regulation (M)

1620 Administrative Employment Contracts – Policy (M)

6111 Special Education Medicaid Initiative (SEMI) Program – Policy & Regulation (M)

6220 Budget Preparation – Policy (M)
6220 Budget Preparation – Regulation
1636.01 Notification of Promotion, New Job, and Transfer Opportunities – Policy (NEW)
2422 Statutory Curricular Requirements – Policy (M)
5339.01 Student Sun Protection – Policy (M) (NEW)

4. It was moved by Governale, seconded by Cantatore and approved by unanimous roll call vote of those present to approve a non-domicile tuition agreement with Mr. & Ms. Damski for their child to attend first grade for the 2025/2026 school year, at an annual rate of \$20,531.00, as non-residents with domicile pending, as recommended by the Chief School Administrator.
5. It was moved by Governale, seconded by Cantatore and approved by unanimous roll call vote of those present to adopt the following resolution, as recommended by the Chief School Administrator:

WHEREAS, Christen Governale dedicated her time and services to the children of Demarest and the Demarest Board of Education, and
 WHEREAS, her dedication served as a model of service to the community,
 NOW THEREFORE, BE IT RESOLVED, that the Demarest Board of Education does hereby extend its appreciation and gratitude to Christen Governale in recognition of her nine (9) years of dedicated service as a member of the Demarest Board of Education.
6. It was moved by Governale, seconded by Cantatore and approved by unanimous roll call vote of those present to approve Interstate Waste Management, as the district's solid waste and recycling management company, at a rate of \$12,468.00 for January 1, 2026, through December 31, 2026, with a 5-year renewable option, as recommended by the Chief School Administrator.
7. It was moved by Governale, seconded by Cantatore and approved by unanimous roll call vote of those present to approve shared services agreement with the Borough of Demarest for snow plowing/salting, vegetative and solid waste collection and recycling, and small equipment mechanical repair services, through December 31, 2025 and shared services agreement for snow plowing/salting and small equipment repair services from December 1, 2025 through June 30, 2026, as recommended by the Chief School Administrator.
8. It was moved by Governale, seconded by Cantatore and approved by unanimous roll call vote of those present to approve contract with InLine Heating and Air Conditioning, install new communication wire into the existing Honeywell System at Demarest Middle School for the boilers, at a cost of \$16,750.00, through cooperative MRESC Bid # ESCNJ 23/24-23. Bid Term 3/18/2024 – 3/17/2026, as recommended by the Chief School Administrator.
9. It was moved by Governale, seconded by Cantatore and approved by unanimous roll call vote of those present to approve lease with Atlantic for district-wide color copiers, with a 60-month lease at \$593.00 per month, starting January 1, 2026, as recommended by the Chief School Administrator.

E. Support Services—Fiscal Management

1. It was moved by Fein, seconded by Cantatore and approved by unanimous roll call vote of those present to confirm the November payrolls as follows, as recommended by the Chief School Administrator:

November 14, 2025	\$ 547,870.19
November 26, 2025	\$ 530,646.13

2. It was moved by Fein, seconded by Cantatore and approved by unanimous roll call vote of those present to approve December 15, 2025 bill list as follows, as recommended by the Chief School Administrator:

<u>Subtotal Per Fund</u>	<u>Amount</u>
11 General Current Expense	\$404,343.46
20 Special Revenue Fund	\$ 47,918.92
21 Student Activity Fund	\$ 2,493.00
22 Athletic Fund	\$ 678.00
30 Capital Projects Fund	\$ 66,876.19
60 Cafeteria Fund	<u>\$ 65,602.96</u>
Total Bills:	\$587,912.53

3. It was moved by Fein, seconded by Cantatore and approved by unanimous roll call vote of those present to approve the following resolution, as recommended by the Chief School Administrator:

Receipt of Certification from Board Secretary

Pursuant to N.J.A.C. 6:20-2.13 (d), I, Antoinette Kelly, certify that as of November 30, 2025, no budgetary line item account has obligations or payments (contractual orders) that, in total, exceed the amount appropriated by the district Board of Education pursuant to N.J.S.A. 18A:22-8 and 18A:22-8.1.

4. It was moved by Fein, seconded by Cantatore and approved by unanimous roll call vote of those present to approve the following resolution, as recommended by the Chief School Administrator:

Certification of Board of Education

Pursuant to N.J.A.C. 6:20-2.13 (e), we certify that as of November 30, 2025 after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district official, to the best of our knowledge, no major account or fund has been over-extended in violation of NJAC 6:20-2.13 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

5. It was moved by Fein, seconded by Cantatore and approved by unanimous roll call vote of those present to acknowledge receipt of the November 2025 Report of the Board Secretary, A148 and the Report of the Treasurer, A-149, as recommended by the Chief School Administrator.
6. It was moved by Fein, seconded by Cantatore and approved by unanimous roll call vote of those present to confirm the following budget transfer for November 2025, as recommended by the Chief School Administrator:

To:

Account Number	Description	Amount
11-000-252-580	Administrative Information Technology-Travel	610.00
11-105-100-101	Regular Programs-Pre-k Instruction-Salaries of Teachers	1,451.25
11-120-100-101	Regular Programs-Grades 1 to 5 -Salaries of Teachers	37,451.49
11-190-100-106	Regular Programs-Other Salaries for Instruction	16,472.91
11-190-100-340	Regular Programs-Instruction-Purchased Technical Services	6,560.00
11-204-100-110	LLD Program Substitute Salaries	135.00
11-213-100-110	Resource Room Program-Substitute Salaries	1,215.00
11-230-100-110	Basic Skills Program-Substitute Salaries	1,430.00
11-240-101-110	Bilingual Education Program-Substitute Salaries	135.00
12-000-230-730	General Administration-Office Equipment	8,926.02
Total Transfers In		74,386.67

From:

Account Number	Description	Amount
11-000-252-610	Administrative Information Technology-General Supplies	610.00
11-110-100-101	Regular Programs-Kindergarten Instruction-Salaries of Teachers	1,451.25
11-130-100-101	Regular Programs-Grades 6 to 8-Salaries of Teachers	37,451.49
11-190-100-610	Regular Programs-Instruction-General Supplies	23,032.91
11-130-100-110	Regular Programs-Substitute Salaries Grades 6 to 8	2,915.00
11-000-230-334	General Administration-Architectural/Engineering Services	8,926.02
Total Transfers Out		74,386.67

7. It was moved by Fein, seconded by Cantatore and approved by unanimous roll call vote of those present to approve change order #11 with Daskal, LLC., for the Demarest Middle School Gymnasium, NJDOE Project # 1070-040-23-1000, as recommended by the Chief School Administrator:

This change order is a credit as a result of the remaining unused Geotechnical Allowance

Original contract sum was	\$7,161,000.00
Net change by previously authorized change orders	33,668.98
Contract sum prior to this change order	\$7,194,668.98
contract sum will be decreased by this change order in the amount of	(15,000.00)
New contract sum including this change order will be	\$7,179,668.98

8. It was moved by Fein, seconded by Cantatore and approved by unanimous roll call vote of those present to approve change order #3 with In-Line Heating & AC Company, for the Demarest Middle School UV/Boiler project, NJDOE Project # 1070-040-23-R501, as recommended by the Chief School Administrator:

This change order is documented as a result of materials and work required for the replacement of 3 control valves not part of the original scope.

In-Line quote P01039: Proposal to Change Out (3) Control Valves	\$50,000.00
The original contract contingency sum was:	\$50,000.00
The net change of previously authorized change orders:	\$0.00
The contract contingency sum will be decreased by this change order in the amount of:	\$50,000.00
The new remaining contingency sum including this change order will be:	\$0.00

Original contract sum was	\$1,166,720.00
Net change by previously authorized change orders	(2,597.47)

Contract sum prior to this change order	\$1,164,122.53
contract sum will be decreased by this change order in the amount of	\$0.00
New contract sum including this change order will be	\$1,164,122.53

9. It was moved by Fein, seconded by Cantatore and approved by unanimous roll call vote of those present to approve the final payment application #3 for VMG Group, in the amount of \$16,973.50, for the partial roof replacement of Demarest Middle School, as recommended by the Chief School Administrator.

XV. PUBLIC COMMENT

Ms. Kelly discussed dates for NJSBA to come onsite for training.

XVI. NEW BUSINESS

None at this time.

XVII. EXECUTIVE SESSION

A. There was no motion to enter the executive session.

XVIII. ADJOURNMENT

A. It was moved by Governale, seconded by Brillhart and approved by unanimous voice vote to adjourn the meeting at 7:55 P.M.

Sincerely,


Antoinette Kelly
Business Administrator and Board Secretary