

**DEMAREST BOARD OF EDUCATION**  
**COW and REGULAR SESSION MEETING MINUTES**  
**County Road School – Media Center**  
**October 15, 2024**  
**7:00 P.M.**

I. OPENING

- A. The meeting was called to order by President Holzberg at 5:45 pm.
- B. Present: Brillhart, Cantatore, Choi, Fein, Governale, Lee, Holzberg.  
Absent: None  
Also present: Mr. Fox/ 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. Student discipline
  - 2. Legal matters
- B. It was moved by Choi seconded by Governale 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 Choi, seconded by Governale and approved by unanimous voice vote of those present to convene executive session at 7:00 P.M.

III. REOPEN PUBLIC MEETING

- A. It was moved by Choi , seconded by Governale to reopen the Regular Meeting to the public at 7:05 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, Choi, Fein, Governale, Lee, Holzberg.

Absent: None

Also present: Mr. Fox, Superintendent and Ms. Kelly Business Administrator/ Board Secretary

VI. APPROVAL OF MINUTES OF THE MEETINGS

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

- September 24, 2024 COW and Regular Meeting Minutes
- September 24, 2024 Executive Session Meeting Minutes

VII. CORRESPONDENCE

None at this time.

VIII. BOARD PRESIDENT'S REPORT

None at this time.

IX. SUPERINTENDENT'S REPORT

Superintendent Fox reported on the following:

- Tonight the SSDS report for the second half of the 2023/2024 school year (January - June 2024) is up for approval. There were 8 incidents at DMS, 5 of which were confirmed HIB cases, two incidences at LLE, and none at CRS.
- The steel is going up on the DMS addition and should be completed by Thursday of this week. There were some delays due to paperwork at the DCA. The project has been going seamlessly with the contractor.
- Students will compete on Wednesday, October 23rd at the STEAM competition at the NJSBA conference.

X. COMMITTEE REPORTS

None at this time.

XI. OTHER REPORTS AND PRESENTATIONS

A. Principal Regan and Principal Mazzini reviewed the numerous week of respect activities at all three schools.

B. Kelly Stevens, Supervisor of Curriculum, Instruction and Assessment reviewed the results of the 2023/2024 spring NJSLA assessments in English Language Arts, Math, and Science.

Additionally, notable achievements in the testing were reviewed, as well as areas of focus for the upcoming year.

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 Lee and approved by unanimous roll call vote of those present to approve the following resolution, as recommended by the Chief School Administrator:

**Whereas**, the Superintendent has recommended withholding the employment and adjustment increments for Employee# 10312803 and

**Whereas**, the Employee was provided notice of this proposed action; and

**Whereas**, the Superintendent has advised the Board of the reasons for the withholding and the Board concurs with the recommendation of the Superintendent.

**Now, Therefore, Be It Resolved** that the Demarest Board of Education, upon the recommendation of the Superintendent and pursuant to N.J.S.A. 18A:29-14, does hereby withhold the employment and adjustment of increments for Employee #10312803 for the 2025-2026 school year;

**Be It Further Resolved** that the Superintendent shall notify Employee #10312803 the adoption of this resolution and the reasons therefore, in writing, within ten (10) calendar days.

2. It was moved by Fein, seconded by Lee and approved by unanimous roll call vote of those present to accept the retirement of Cynthia Paspalas, Luther Lee Emerson School Nurse, effective April 1, 2025, as recommended by the Chief School Administrator.
3. It was moved by Fein, seconded by Lee and approved by unanimous roll call vote of those present to approve the request of Luther Lee Emerson employee # 10313012 for paid sick leave from November 14, 2024, to December 23, 2024, unpaid FMLA/NJFLA, and extended leave from January 1, 2025, to April 4, 2025, returning to work April 7, 2025, as recommended by Chief School Administrator.

B. Instruction – Pupils/Programs

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

<b>Location</b>	<b>Month/Year</b>	<b>Grade/Group</b>
Washington, DC	5/20/25-5/22/25	Eight-grade class
NJSBA STEAM trip NJSBA conference Atlantic City	10/23/24	2024 eighth grade STEAM team
Bergen Brickfest Pascack Hills High School Montvale	Saturday 11/23/24 7:30 AM - 5:00 PM	Science & Engineering Team (grades 7-8)

- It was moved by Brillhart, seconded by Lee and approved by unanimous roll call vote of those present to approve a non-domiciled tuition agreement with the Alpine Board of Education for the 2024/2025 school year, plus the cost of related services, as recommended by the Chief School Administrator:

Student ID	School/Program	Tuition	1: 1 Aide	Transportation	Term
6108139882	LLD at DMS	\$44,105.00*	No	No	10/7/24-6/30/25

\*pro-rated

C. Support Services – Staffing

- It was moved by Choi, seconded by Brillhart and approved by unanimous roll call vote of those present to approve the resignation of Tanya Daouphars, Paraprofessional at, Luther Lee Emerson School effective November 1, 2024, as recommended by the Chief School Administrator.

D. Support Services – Board of Education

- It was moved by Lee, seconded by Brillhart and approved by unanimous roll call vote of those present to approve the following request for facilities use on the following dates, in accordance with policy 7510, as recommended by the Chief School Administrator:

Event	Date(s) and time	Location
Alphabest	10/3/24-10/4/24, 11/5/24, 11/7/24-11/8/24, 1/20/25, 2/18/25-2/21/25, 4/14/25-4/17/25	Luther Lee Emerson School gymnasium and music room
PTO CRS holiday boutique	12/4/24 8:00AM - 4:45PM 12/3/24 (set up) 3:15PM-8:00PM	CRS gymnasium
PTO LLE holiday boutique	12/11/24 8:00AM - 4:45 PM 12/10/24 (set up) 6:30PM-10:30PM	LLE gymnasium and APR
PTO DMS holiday boutique	12/5/24 8:00 AM - 4:45 PM 12/4/24 (set up) 3:15PM-8:00PM	DMS cafeteria (right side)
PTO Musical information session	11/20/24 3:15PM-4:15PM	DMS cafeteria

- It was moved by Lee, seconded by Brillhart and approved by unanimous roll call vote of those present to approve the first of two annual drill for bus riders for the 2024/2025 school year that was conducted as noted below, as per Administrative Code (NJAC 6A:27-11.2), as recommended by the Chief School Administrator:

School	Location	Date/time	Person conducting drill:
Luther Lee Emerson School 15 Columbus Rd.	in front of building	September 3, 2024 9:55 AM - 11:00 AM	Mr. Mazzini, Principal

- It was moved by Lee, seconded by Brillhart and approved by unanimous roll call vote of those present to acknowledge and accept the SSDS report for the period January 1, 2024 to June 30, 2024, as recommended by the Chief School Administrator.

4. It was moved by Lee, seconded by Brillhart and approved by unanimous roll call vote of those present to rescind the September 24, 2024 D.17. resolution approval for a Joint Transportation Agreement between the Demarest Board of Education and the Alpine Board of Education for the 2024/2025 School Year, as recommended by the Chief School Administrator.
5. It was moved by Lee, seconded by Brillhart and approved by unanimous roll call vote of those present to approve 2025/2026 budget development calendar, as recommended by the Chief School Administrator.
6. It was moved by Lee, seconded by Brillhart and approved by unanimous roll call vote of those present to approve the Safety and Security Plan (Emergency Operations Plan) for the 2024/2025 school year, as recommended by the Chief School Administrator.
7. It was moved by Lee, seconded by Brillhart and approved by unanimous roll call vote of those present to approve the following District Goals for the 2024/2025 school year, as recommended by the Chief School Administrator:
  1. Create an appropriately sized middle school gymnasium to support the health, wellness, and athleticism of our student population.
  2. District staff will continue to participate in the implementation of the Ruler program. The 2024-2025 school year is year 2 of a three-year plan that includes continued staff training and implementation with students.
8. It was moved by Lee, seconded by Brillhart and approved by unanimous roll call vote of those present to approve the following Board Goals for the 2024/2025 school year, as recommended by the Chief School Administrator:
  1. To continue to support the Administration in the implementation of the Ruler program. Strategies:  
The Administration will update the Board throughout the year.
  2. To investigate what is needed to become a Certified Board

**E. Support Services—Fiscal Management**

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

September 6	\$ 521,674.12
September 30	\$ 521,832.58
2. It was moved by Cantatore, seconded by Governale and approved by unanimous roll call vote of those present to approve October 15, 2024 bill list as follows, as recommended by the Chief School Administrator:

<u>Subtotal Per Fund</u>	<u>Amount</u>
11 General Current Expense	\$ 472,487.17
12 Capital Outlay	\$ 295,000.01
20 Special Revenue Fund	\$ 175,825.56

21 Student Activity Fund	\$	151.98
22 Athletic Fund	\$	519.00
30 Capital Projects Fund	\$	19,616.29
60 Cafeteria Fund	\$	<u>41,031.43</u>
Total Bills:		\$1,004,631.44

3. It was moved by Cantatore, seconded by Governale 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 September 30, 2024, 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 Cantatore, seconded by Governale 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 September 30, 2024 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 Cantatore, seconded by Governale and approved by unanimous roll call vote of those present to acknowledge receipt of the September 2024 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 Cantatore, seconded by Governale and approved by unanimous roll call vote of those present to confirm the following budget transfer for September 2024, as recommended by the Chief School Administrator:

**To:**

<u>Account</u>	<u>Description</u>	<u>Amount</u>
11-190-100-640	Regular Programs-Textbooks	131.58
11-204-100-101	Learning and/or Lang. Disabilities-Salaries of Teachers	30,902.00
11-213-100-106	Resource Room-Other Salaries for Instruction	5,642.00
11-240-100-101	Bilingual Education-Salaries of Teachers	10,480.50
11-000-219-600	Child Study Team-Supplies and Materials	1,476.40
11-000-221-104	Improvement of Instruction-Salaries of Other Prof.	150.00
11-000-222-177	Educ Media Services/School Library-Salary of Tech Coordinator	3,802.80
11-800-330-105	Community Service Programs-Salaries	11,304.56
11-000-211-105	Attendance and Social Work-Salaries	3,905.90
11-000-240-105	School Administration-Salaries	18,435.07
11-000-251-890	Central Services-Misc Expenditures	126.00
11-000-262-520	Custodial Services-Insurance	720.00
11-000-266-300	Security-Crossing Guard Fees	5,000.00
<b>Total Transfers In</b>		<b>92,076.81</b>

**From:**

<u>Account</u>	<u>Description</u>	<u>Amount</u>
11-190-100-610	Regular Programs-General Supplies	131.58
11-213-100-101	Resource Room-Salaries of Teachers	36,544.00
11-230-100-101	Basic Skills/Remedial-Salaries of Teachers	10,480.50
11-000-219-800	Child Study Team-Other Objects	1,476.40
11-000-221-102	Improvement of Instruction-Salaries of Supervisors	150.00
11-000-252-600	Administrative Information Technology-General Supplies	3,802.80
11-190-100-106	Regular Programs-Other Salaries for Instruction	25,156.00
11-000-221-102	Improvement of Instruction-Salaries of Supervisors	8,489.53
11-000-251-600	Central Services-General Supplies	126.00
11-000-262-610	Custodial Services-General Supplies	720.00
11-000-266-610	Security-General Supplies	5,000.00
<b>Total Transfers Out</b>		<b>92,076.81</b>

7. It was moved by Cantatore, seconded by Governale and approved by unanimous roll call vote of those present to approve payment application #1 to In-Line for the DMS UV/Boiler Room Pump Replacement Project, in the amount of \$187,092.29, as recommended by the Chief School Administrator.
8. It was moved by Cantatore, seconded by Governale and approved by unanimous roll call vote of those present to approve the voiding of checks #501 and #503 in the amount of \$38.00 each, from the 2023/2024 school year student activity account, as recommended by the Chief School Administrator.

XV. PUBLIC COMMENT

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

XVI. NEW BUSINESS

None at this time.

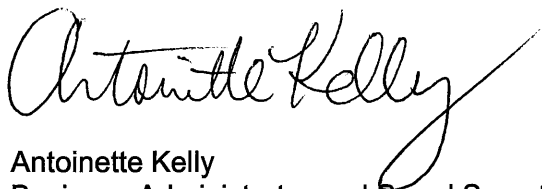
XVII. EXECUTIVE SESSION

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

XVIII. ADJOURNMENT

A. It was moved by Choi, seconded by Governale and approved by unanimous voice vote to adjourn the meeting at 7:45 P.M.

Sincerely,



Antoinette Kelly  
Business Administrator and Board Secretary

