

**DEMAREST BOARD OF EDUCATION**  
**COW and REGULAR SESSION MEETING MINUTES**  
**Luther Lee Emerson School – Media Center**  
**October 14, 2025**  
**6:30 P.M.**

**I. OPENING**

- A. The meeting was called to order by President Holzberg at 6:15 pm.
- B. Present: Brillhart, Cantatore, Choi, Fein, Governale, Lee, Holzberg.  
Absent: None  
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. Student discipline
- B. It was moved by Governale seconded by Lee 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 Lee, seconded by Governale and approved by unanimous voice vote of those present to convene executive session at 6:30 P.M.

**III. REOPEN PUBLIC MEETING**

- A. It was moved by Lee , seconded by Governale to reopen the Regular Meeting to the public at 6:30 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: Dr. Cirillo, Superintendent and Ms. Kelly Business Administrator/ Board Secretary

VI. OTHER REPORTS AND PRESENTATIONS

A. Nancy Stern of Sousa and Stern worked with the board on their 2025/2026 goals and objectives. She also discussed the outcome of last year's goals and objectives.

B. The architectural firms of DiCara Rubino and DMR presented to the board. They are finalists in the architectural RFP.

VII. APPROVAL OF MINUTES OF THE MEETINGS

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

- September 16, 2025 COW and Regular Meeting Minutes
- September 16, 2025 Executive Meeting Minutes

VIII. CORRESPONDENCE

A. Ms. Kelly reviewed correspondence from a parent regarding accepted payment methods.

IX. BOARD PRESIDENT'S REPORT

A. Board President Holzberg thanked Dr. Cirillo for improving the website.

X. SUPERINTENDENT'S REPORT

A. Superintendent Cirillo stated that he was honored to meet everyone at the ribbon-cutting ceremony and that he very much enjoyed the event.

XI. COMMITTEE REPORTS

A. The building and grounds committee reviewed the architectural proposals.

XII. REVIEW OF AGENDA

A. Board members reviewed the items.

XIII. PUBLIC COMMENT (AGENDA ITEMS ONLY)

A. 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 Brillhart and approved by unanimous roll call vote of those present to approve the provisional employment of the following substitute teacher(s) for the remainder of 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. 19A:6-7.7.

- Dylan Dratch
- Heywood Frankel
- Merve Karakan Koc
- Joseph Pinksaw
- Isabella Taglieri

2. It was moved by Fein, seconded by Brillhart and approved by unanimous roll call vote of those present to approve the employment of the following substitute teacher(s) for the remainder of the 2025/2026 school year, as recommended by the Chief School Administrator.

- Alessia Pansini

3. It was moved by Fein, seconded by Brillhart and approved by unanimous roll call vote of those present to approve the request of Staff ID NO.: 10312885 for paid sick leave from December 18, 2025 through January 30, 2026, FMLA leave from February 2, 2026 through March 27, 2026, returning to work March 30, 2026.

**B. Instruction – Pupils/Programs**

1. It was moved by Brillhart, seconded by Choi 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
Regional schools	October through March	Bergen Brain Busters
Stokes Farm Old Tappan	October 2025	LLE and DMS ERI and LLD classes
Washington DC	May 2026	8th grade
Fairview Lake YMCA Newton NJ	April 2026	6th grade
Rising Above Bakery Nyack NY	November 2025	DMS LLD class
Stop & Shop Closter	November 2025	DMS LLD class

2. It was moved by Brillhart, seconded by Choi and approved by unanimous roll call vote of those present to approve home instruction for student #4657660955, by staff listed below, not to exceed 10 hours per week beginning on or about October 16, 2025, as recommended by the Chief School Administrator:

- Toby Murphy
- Nancy Mliczek
- Rocio Martinez
- Gary Rodriguez

**C. Support Services – Staffing**

1. It was moved by Choi seconded by Cantatore and approved by unanimous roll call vote of those present to approve the provisional employment of the following paraprofessional not to exceed 29 hours per week, according to the paraprofessional hourly guide, for 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. 19A:6-7.7

- Roberta Allen - Special Ed Aide, CRS, Step 1

D. Support Services – Board of Education

1. It was moved by Lee, seconded by Governale 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
PTO - iCamp Winter enrichment	12/2/25 - 3/6/26 Monday - Friday 3:00 PM - 4:30 PM	LLE playground, gymnasium, media center, other classrooms as requested and available
PTO - iCamp Winter enrichment	12/1/25 - 3/6/26 Monday - Friday 3:00 PM - 4:30 PM	CRS playground, gymnasium, media center, other classrooms as requested and available
PTO Golf clinic with Mr. Romeo	12/5/25 - 2/6/26 3:15 PM - 4:30 PM Friday's when school is in session	DMS new gymnasium
PTO LEGO club with Mrs. Werner	12/4/25-1/29/26 3:15 PM - 4:30 PM Thursday's when school is in session	DMS cafeteria
PTO Volleyball clinic	11/11/25-11/13/25 4:30 PM - 6:00 PM	DMS new gymnasium
AlphaBEST School's out day camp	10/2/25, 11/6/25, 11/4/25, 11/7/25, 2/16/2-2/20/26, 4/13/26-4/17/26 7:30 AM - 6:00 PM *2/16/26 is a holiday	LLE - gymnasium, classroom, playground
NVCC Workshop	10/23/25 8:45 AM - 3:00 PM	LLE media center
NVCC Workshop	3/4/26 8:00 AM - 3:00 PM	DMS old gymnasium
PTO Musical rehearsals	1/7/26, 1/14/26, 1/21/26, 1/28/26, 2/4/26, 2/11/26, 2/24/26, 2/25/26,3/4/26, 3/9/26*(6:00 PM) 3:15 PM - 5:15 PM	DMS old gymnasium, cafeteria, stage
PTO Musical stage crew	1/9/26 - 3/6/26 Friday's when school is in session 3:15 PM - 6:00 PM	DMS old gymnasium, stage
PTO Musical auditions	12/10/25 2:45 PM - 5:15 PM	DMS old gymnasium, cafeteria, stage
PTO CRS/ LLE book fair	11/18/25 - 11/21/25 8:30 AM - 10:00 PM	LLE gymnasium

Demarest Library Author talk	1/15/26 6:00 PM - 7:30 PM	CRS APR
PTO Lunar New Year practice	2/3/26, 2/5/26, 2/9/26, 2/11/26 4:15 PM - 5:00 PM	LLE media center
PTO Trivial Pursuit with Mr. Cole	12/3/25 - 3/4/26 Wednesday's when school is in session 3:15 PM - 4:30 PM	DMS cafeteria

2. It was moved by Lee, seconded by Governale 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
Nicole D'Alessandro Special Education Teacher	SPACE March 1-2, 2025 Virtually	\$500.00

3. It was moved by Lee, seconded by Governale 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 September 16, 2025 meeting, as recommended by the Chief School Administrator:  
25/26-01
4. It was moved by Lee, seconded by Governale and approved by unanimous roll call vote of those present to approve the in-district tuition rate for Demarest Early Learners preschool at \$13,000.00 for the 2026/2027 school year, as recommended by the Chief School Administrator.
5. It was moved by Lee, seconded by Governale and approved by unanimous roll call vote of those present to approve the in-district rate for the Demarest Early Learners preschool aftercare at \$75.00 for the 2026/2027 school year, as recommended by the Chief School Administrator.
6. It was moved by Lee, seconded by Governale and approved by unanimous roll call vote of those present to accept the donation from the Demarest PTO for a playground at Luther Lee Emerson School in the amount of \$132,691.45, as recommended by the Chief School Administrator.
7. It was moved by Lee, seconded by Governale and approved by unanimous roll call vote of those present to approve the 2026/2027 budget development calendar, [as attached](#), as recommended by the Chief School Administrator.
8. It was moved by Lee, seconded by Governale and approved by unanimous roll call vote of those present to approve the first of two annual drills for bus riders for the 2025/2026 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:
County Road School 130 County Rd.	in front of building	September 22, 2025 9:00 AM - 9:30 AM	Mr. Mazzini, Principal

Luther Lee Emerson School 15 Columbus Ave.	in front of building	September 22, 2025 9:45 AM - 10:15 AM	Mr. Mazzini, Principal
Demarest Middle School 568 Piermont Rd.	parking lot	September 18-19, 2025 8:45 AM - 2:45 PM	Mr. Bolt, custodian and Mr. Romeo physical education teacher

9. It was moved by Lee, seconded by Governale and approved by unanimous roll call vote of those present to acknowledge and accept the SSDS report for the period ending January 1, 2025, to June 30, 2025, as recommended by the Chief School Administrator.
10. It was moved by Lee, seconded by Governale and approved by unanimous roll call vote of those present to accept the special project donation from the Demarest PTO in the amount of \$6,630.00, as recommended by the Chief School Administrator.
11. It was moved by Lee, seconded by Governale and approved by unanimous roll call vote of those present to approve the Safety and Security Plan (Emergency Operations Plan) for the 2025/2026 school year, as recommended by the Chief School Administrator.
12. It was moved by Lee, seconded by Governale and approved by unanimous roll call vote of those present to approve the following resolution, as approved by the Chief School Administrator:  
**WHEREAS**, in accordance with N.J.A.C. 6A:15-1.4(d), each school district that enrolls 20 or more students of limited English proficiency (LEP) in any one language classification across the district must establish a full-time bilingual education program; and  
**WHEREAS**, the Demarest Board of Education does not meet the required enrollment threshold of 20 students in a single language group at any grade level; and  
**WHEREAS**, the district has developed an Alternative Language Program Plan to meet the needs of its English Language Learners (ELLs) through appropriate ESL and/or bilingual resource support in accordance with N.J.A.C. 6A:15-1.4(f); and  
**WHEREAS**, the district is required to submit a Bilingual Program Waiver Request to the New Jersey Department of Education, Office of Supplemental Educational Programs, for approval to operate the alternative program;  
**NOW, THEREFORE, BE IT RESOLVED**, that the Demarest Board of Education approves the submission of the Bilingual Program Waiver Request to the NJDOE for the 2025/2026 school year.
13. It was moved by Lee, seconded by Governale and approved by unanimous roll call vote of those present to approve the SOA for the Uniform State Memorandum of Agreement with the Demarest Police Department for the 2025/2026 school year, as recommended by the Chief School Administrator.

**E. Support Services—Fiscal Management**

1. It was moved by Cantatore, seconded by Lee 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 15, 2025	\$ 533,834.85
September 30, 2025	\$ 526,203.07
September 30, 2025 (add'l)	\$ 56,724.72

2. It was moved by Cantatore, seconded by Lee and approved by unanimous roll call vote of those present to approve October 14, 2025 bill list as follows, as recommended by the Chief School Administrator:

<u>Subtotal Per Fund</u>	<u>Amount</u>
11 General Current Expense	\$ 620,625.80
12 Capital Outlay	\$ 300,000.00
20 Special Revenue Fund	\$ 4,474.14
21 Student Activity Fund	\$ 15,000.00
22 Athletic Fund	\$ 1,130.00
30 Capital Projects Fund	\$ 545,962.48
60 Cafeteria Fund	\$ 47,220.63
61 Laptop Account	\$ 2,386.80
Total Bills:	\$1,536,799.85

3. It was moved by Cantatore, 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:

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, 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 Cantatore, 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:

Certification of Board of Education

Pursuant to N.J.A.C. 6:20-2.13 (e), we certify that as of September 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 Cantatore, seconded by Lee and approved by unanimous roll call vote of those present to acknowledge receipt of the September 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 Cantatore, seconded by Lee and approved by unanimous roll call vote of those present to confirm the following budget transfer for September 2025, as recommended by the Chief School Administrator:

To:

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
11-000-100-566	Tuition-Private School for the Disabled-In State	9,105.40
11-000-211-100	Attendance and Social Work-Salaries	178.66
11-000-213-100	Health Services-Salaries	5,565.00
11-000-219-104	Child Study Team-Salaries of Other Professional Staff	8,353.22
11-000-230-339	General Administration-Other Professional Services	4,148.45
11-000-252-340	Administrative Information Technology-Purch Tech Serv.	8,284.80
11-190-100-106	Regular Programs-Other Salaries for Instruction	18,963.20



11-190-100-340	Regular Programs-Purchased Technical Services	2,906.30
11-240-100-101	Bilingual Education-Salaries of Teachers	7,199.00
<b>Total Transfers In</b>		<b>64,704.03</b>

**From:**

<b>Account Number</b>	<b>Description</b>	<b>Amount</b>
11-000-100-562	Tuition to Other LEAs	9,105.40
11-000-221-102	Improvement of Instruction Services	5,743.66
11-000-219-110	Child Study Team-Other Salaries	8,353.22
11-000-230-334	General Administration-Architectural Services	4,148.45
11-000-216-320	OT/PT, Speech, Related Services-Purchased Prof Services	8,284.80
11-000-217-106	Extraordinary Services-Aides Salaries	21,869.50
11-213-100-106	Special Education-Resource Room-Salaries Aides	7,199.00
<b>Total Transfers Out</b>		<b>64,704.03</b>

7. It was moved by Cantatore, seconded by Lee and approved by unanimous roll call vote of those present to approve payment application #20, in the amount of \$52,768.10 to Daskal LLC for the Demarest Middle School Gymnasium addition, NJDOE Project # 1070-040-23-1000, as recommended by the Chief School Administrator.
8. It was moved by Cantatore, seconded by Lee and approved by unanimous roll call vote of those present to approve payment application #4, in the amount of \$266,381.08 to In-Line Air Conditioning Co., Inc. for the Demarest Middle School UV's and boiler pump replacement, as recommended by the Chief School Administrator.
9. It was moved by Cantatore, seconded by Lee and approved by unanimous roll call vote of those present to approve payment application # 2, in the amount of \$26,539.48 to In-Line Air Conditioning Co., Inc. for the Luther Lee Emerson School UV's replacement, as recommended by the Chief School Administrator.
10. It was moved by Cantatore, seconded by Lee and approved by unanimous roll call vote of those present to approve payment application #2 for VMG Group, in the amount of \$145,825.00, for the partial roof replacement of Demarest Middle School, as recommended by the Chief School Administrator.

**XV. PUBLIC COMMENT**

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

**XVI. NEW BUSINESS**

- A. Initial discussion of next year's calendar.

**XVII. EXECUTIVE SESSION**

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

**XVIII. ADJOURNMENT**

- A. It was moved by Lee, seconded by Cantatore and approved by unanimous voice vote to adjourn the meeting at 8:45 P.M.

Sincerely,

  
Antoinette Kelly  
Business Administrator and Board Secretary