

**Dumont Board of Education
Reorganization Meeting
May 12, 2011**

The Annual Reorganization Meeting of the Dumont Board of Education was held on the above date at the David Dervitz Education Center.

Board secretary, Kevin Cartotto convened the meeting at 7:00 p.m., reading the Open Public Meeting Act:

“Adequate notice of this meeting was provided as specified in the Open Public Meeting Act. Notice of this meeting was contained in the notice mailed to *The Record* and the Dumont Borough Clerk March 25, 2011. A notice was also posted outside the office of the Dumont Board of Education in a place reserved for such announcements.”

Flag salute took place.

Oath of Office

Kevin Cartotto administered the Oath of Office to the board members via the April 27, 2011 Annual School election: Theresa Kelly, Robert DeWald, and Theresa Riva. The board congratulated those individuals on their election to the board of education.

Roll Call

Barbara Correa	Theresa Kelly
Robert DeWald	John Kohlberger
Sandra Fernandez	Theresa Riva
Michael Gluckman	Karen Valido
Richard Healy	Emanuel Triggiano
	Kevin Cartotto

Elect President and Vice President

Mr. Cartotto called for nominations for president.

A nomination was made by Mrs. Fernandez to elect John Kohlberger as Board President, seconded by Mrs. Kelly. The board elected John Kohlberger 8—0, with Mr. Kohlberger abstaining.

A nomination was made by Theresa Kelly to elect Robert DeWald as Board Vice President, seconded by Mrs. Fernandez. The board elected Robert DeWald, 8—0, with Mr. DeWald abstaining.

Reaffirm Negotiations

It was moved by Mrs. Fernandez, seconded by Mr. Gluckman, that upon the recommendation of the superintendent of schools, the Dumont Board of Education have read, are familiar with, and reaffirm the following Collective Negotiation Agreements:

- a) Dumont Education Association, Inc. and the Dumont Board of Education July 1, 2009 – June 30, 2012
- b) Dumont Administrators Association and the Dumont Board of Education July 1, 2008 – June 30, 2011
- c) Dumont Educational Secretaries Association and the Dumont Board of Education July 1, 2009 – June 30, 2012
- d) Dumont Custodial Association and the Dumont Board of Education July 1, 2009 – June 30, 2012

Vote was as follows:

Yes: Correa, DeWald, Fernandez, Gluckman, Healy, Kelly, Riva, Valido, Kohlberger

Designate Official Depositories

It was moved by Mrs. Fernandez, seconded by Mr. Gluckman, that upon the recommendation of the superintendent of schools, Capital One be designated as official depository for school funds of the Dumont Board of Education for the 2011–12 school year for the following bank accounts:

Current Account

Payroll–Agency Account

Cafeteria Account

Student Organization DHS Signatories: Director + Administrative Secretary

Student Activities: Honiss Signatories: Principal + Administrative Secretary

Selzer Signatories: Principal + Administrative Secretary

Grant Signatories: Principal + Administrative Secretary

Lincoln Signatories: Principal + Administrative Secretary

Net Payroll Account

Unemployment Account

Scholarship Fund

Athletic Account

Petty Cash (Checking)

Capital Projects Fund

Vote was as follows:

Yes: Correa, DeWald, Fernandez, Gluckman, Healy, Kelly, Riva, Valido, Kohlberger

Adopt Board Policy and Job Description Manuals

It was moved by Mrs. Fernandez, seconded by Mrs. Kelly, that upon the recommendation of the superintendent of schools, the Dumont Board of Education adopt, for the 2011–2012 school year, the Board Policy and Job Description Manuals as revised and reviewed by the superintendent of schools.

Vote was as follows:

Yes: Correa, DeWald, Fernandez, Gluckman, Healy, Kelly, Riva, Valido, Kohlberger

Designate Advertising Media

It was moved by Mrs. Fernandez, seconded by Mrs. Valido, that upon the recommendation of the superintendent of schools, the Dumont Board of Education designate the following newspapers and other media for advertisements and public meeting notices:

The Record, The Star Ledger, NJHire.com, The Twin-Boro News

Vote was as follows:

Yes: Correa, DeWald, Fernandez, Gluckman, Healy, Kelly, Riva, Valido, Kohlberger

Annual Meeting Notice

It was moved by Mrs. Fernandez, seconded by Mrs. Riva, that upon the recommendation of the superintendent of schools, the Dumont Board of Education hold its workshop sessions at the David Dervitz Education Center, 25 Depew Street at 7:30 p.m., and its regular monthly public meetings at the David Dervitz Education Center at 7:30 p.m., as noted in the following schedule. This is the annual notice of the year's regular meeting schedule according to the Open Public Meeting Act.

Workshop Meetings

May 12, 2011
June 14, 2011
August 18, 2011
September 15, 2011
October 13, 2011
November 9, 2011
December 15, 2011
January 12, 2012
February 9, 2012
March 8, 2012
April 19, 2012
April 26, 2012 (Regular Mtg. 7:30 p.m.)

Monthly Meetings

(7:30 p.m.) (Workshop and Meeting)
(Tuesday) (7:00 p.m.) (Workshop and Meeting)**
(7:00 p.m.) (Workshop and Meeting)
September 22, 2011
October 20, 2011
November 17, 2011
(7:00 p.m.) (Workshop and Meeting)
January 19, 2012
February 16, 2012
March 29, 2012
April 26, 2012 (Reorg. Mtg. 7:00 p.m.)

** Meeting Held in Dumont High School

Vote was as follows:

Yes: Correa, DeWald, Fernandez, Gluckman, Healy, Kelly, Riva, Valido, Kohlberger

Discussion

Mrs. Fernandez opened discussion of starting all board meetings at 7:00 p.m. Board Discussion followed regarding board members' schedules and the public's ability to attend earlier meetings. Based on the discussion, the board opted to keep the meeting schedule as presented.

Adopt NJ School Boards Code of Ethics

It was moved by Mrs. Fernandez, seconded by Mrs. Kelly, that upon the recommendation of the superintendent of schools, the Dumont Board of Education adopt the Code of Ethics as recommended by the New Jersey School Boards Association:

Code of Ethics

1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.

2. I will make decisions in terms of educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
3. I will confine my board action to policymaking, planning and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the schools, but together with my fellow board members, to see that they are well run.
5. I will recognize that authority rests with the board of education and will make no personal promises, nor take any private action which may compromise the board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the school for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools that, if disclosed, would needlessly injure individuals or the schools. But, in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
8. I will vote to appoint the best-qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

Dumont Board of Education

Revised: May 10, 1975

Vote was as follows:

Yes: Correa, DeWald, Fernandez, Gluckman, Healy, Kelly, Riva, Valido, Kohlberger

Appoint for Professional Services

The Dumont Board of Education requires professional services in the following areas, which are being awarded without competitive bidding, as per contract law P.L. 1999 c. 440:

It was moved by Mr. Gluckman, seconded by Mrs. Correa, that upon the recommendation of the superintendent of schools, the Dumont Board of Education:

- a. Employ Timothy Vrabel, of the firm of T.M. Vrabel & Associates, LLC, as accountant for the Dumont Public Schools for the school year 2010-11

- b. Employ Debra Ginetto of the firm of Burton Agency, Westwood, New Jersey, for risk management
- c. Employ James Plosia, of the firm of Apruzzese, McDermott, Mastro & Murphy as board attorney
- d. Employ Charles Koch, of the firm of Environetics as board architect.

Vote was as follows:

Yes: Correa, DeWald, Fernandez, Gluckman, Healy, Kelly, Riva, Valido, Kohlberger

Appoint Delegates

It was moved by Mr. Gluckman, seconded by Mrs. Riva, that upon the recommendation of the superintendent of schools, the Dumont Board of Education appoint regular and alternate delegates to the following associations:

R. DeWald	Delegate to the New Jersey School Boards Association
T. Riva	Alternate delegate to the New Jersey School Boards Assoc
R. Healy	Legislative chairperson
M. Gluckman	Delegate to the Bergen County School Boards Association
R. DeWald	Alt. delegate to the Bergen County School Boards Assoc

Negotiations chairpersons:

T. Kelly	Administrative Association Negotiations (R. Healy serving on committee)
S. Fernandez	Teachers' Association T. Kelly & K. Valido serving on committee)
B. Correa	Secretaries' Association (R. DeWald serving on committee)
B. Correa	Custodial/Maintenance Association (S. Fernandez serving on committee)

Vote was as follows:

Yes: Correa, DeWald, Fernandez, Gluckman, Healy, Kelly, Riva, Valido, Kohlberger

Appoint Affirmative Action Officer

It was moved by Mrs. Fernandez, seconded by Mrs. Kelly, that upon the recommendation of the superintendent of schools, the Dumont Board of Education appoint Luis Lopez as Affirmative Action Officer for the 2011–2012 School Year.

Vote was as follows:

Yes: Correa, DeWald, Fernandez, Gluckman, Healy, Kelly, Riva, Valido, Kohlberger

Appoint Board Secretary Secretary

It was moved by Mrs. Fernandez, seconded by Mrs. Kelly, that upon the recommendation of the superintendent of schools, the Dumont board of Education appoint Kevin Cartotto as Board Secretary for the 2011–2012 School Year.

Vote was as follows:

Yes: Correa, DeWald, Fernandez, Gluckman, Healy, Kelly, Riva, Valido, Kohlberger

Appoint Integrated Pest Management Coordinator

It was moved by Mrs. Fernandez, seconded by Kelly, that upon the recommendation of the superintendent of schools, the Dumont Board of Education appoint Glenn Byrd as the Integrated Pest Management Coordinator for the 2011–2012 School Year.

Vote was as follows:

Yes: Correa, DeWald, Fernandez, Gluckman, Healy, Kelly, Riva, Valido, Kohlberger

Approve 403b Plans

It was moved by Mrs. Fernandez, seconded by Mrs. Kelly, that, upon the recommendation of the superintendent of schools, the Dumont Board of Education approve the following Tax Shelter Annuity (403b Plans) for the 2011–2012 School Year:

**AXA Equitable Life Insurance Company
Faculty Services Corporation
Great West Annuity
Met Life
VALIC–AIG Retirement
Lincoln Financial Group
Lincoln Investment Planning**

**Michael Hughes
Martin Fox
Jeffrey Faller
Iris Bernstein
Peter Serra
Anthony Cigire, Jr.
Patrick Bergin**

Vote was as follows:

Yes: Correa, DeWald, Fernandez, Gluckman, Healy, Kelly, Riva, Valido, Kohlberger

Approve Resolution for Bid Quote Thresholds

It was moved by Mrs. Fernandez, seconded by Mrs. Kelly, that upon the recommendation of the superintendent of schools, the Dumont Board of Education approve the following resolution:

Whereas, Kevin Cartotto has been approved as a Qualified Purchasing Agent in accordance with NJAC 5:34–5.1 and as the Dumont Board of Education Purchasing Agent;

Whereas, in the bid and quote threshold for school districts with a Qualified Purchasing Agents is \$36,000 and \$5,400, respectively;

Be it Resolved, based on the recommendation of the superintendent of schools, that the Dumont Board of Education hereby sets the bid and quote thresholds to \$36,000 and \$5,400, respectively.

Vote was as follows:

Yes: Correa, DeWald, Fernandez, Gluckman, Healy, Kelly, Riva, Valido, Kohlberger

Approve Petty Cash Accounts

It was moved by Mrs. Fernandez, seconded by Mrs. Kelly, that upon the recommendation of the superintendent of schools, the Dumont Board of Education approve the following petty cash accounts and signatories (principal + administrative secretary or director + administrative secretary) for the 2011–2012 school year at the locations and in the amounts listed:

Dumont High School	\$100	Honiss School	\$50
Lincoln School	\$100	Superintendent's Office	\$50
Grant School	\$50	Business Office	\$550
Selzer School	\$50	Curriculum Office	\$150
Athletic Department	\$100	Building & Grounds	\$250

Vote was as follows:

Yes: Correa, DeWald, Fernandez, Gluckman, Healy, Kelly, Riva, Valido, Kohlberger

Approve Elementary Curriculum

It was moved by Mrs. Fernandez, seconded by Mrs. Valido, that upon the recommendation of the superintendent of schools, the Dumont Board of Education approve the following curriculum as listed and on file in the office of the Director of Curriculum and Instruction:

Kindergarten Program	Basic Skills Program
Reading 1–5	ESL Program K–12
Mathematics 1–5	Academic Enrichment Program 3–12
Language Arts 1–5	Study Skills 6, 7 & 8
Science 1–8	English 6, 7 & 8
Health 1–8*	Mathematics 6, 7 & 8
Social Studies 1–8	Algebra 8
Art 1–8	Spanish K – 12
Music 1–8	Physical Education 1–8
Recess 1–5	Special Education Program K–12
Instrumental Music 6–8	Speech Program K–12
Information & Career Technology 6,7,8	Guidance Program
Pre–School Program	Character Education 6 – 8
	Library Skills 1–5

* Health/Family Life/Drugs & Alcohol/Fire & Safety 1–8

Vote was as follows:

Yes: Correa, DeWald, Fernandez, Gluckman, Healy, Kelly, Riva, Valido, Kohlberger

Approve Five–Year Curriculum Revision, Evaluation Plan

It was moved by Mrs. Fernandez, seconded by Mrs. Valido, that upon the recommendation of the superintendent of schools, the Dumont Board of Education approve the Five–Year Curriculum and Procedures for Development Revision and Evaluation Plan on Schedule (A), attached.

Vote was as follows:

Yes: Correa, DeWald, Fernandez, Gluckman, Healy, Kelly, Riva, Valido, Kohlberger

Approve Grades 9–12 Curriculum

It was moved by Mrs. Fernandez, seconded by Mrs. Valido, that upon the recommendation of the superintendent of schools, the Dumont Board of Education approve the curriculum 9–12 as listed in the Dumont High School course offerings on Schedule (B), attached.

Vote was as follows:

Yes: Correa, DeWald, Fernandez, Gluckman, Healy, Kelly, Riva, Valido, Kohlberger

Appoint Purchasing Agent, P.A.C.O. and Custodian of School Records

It was moved by Mrs. Fernandez, seconded by Mrs. Valido, that upon the recommendation of the superintendent of schools, the Dumont Board of Education appoint the following individual for the 2011–2012 school year:

Kevin Cartotto, ADA/504 Officer, Custodian of School Records, Purchasing Agent, as per State Law PL 1999 C. 440, and Public Agency Compliance Officer (P.A.C.O.).

Vote was as follows:

Yes: Correa, DeWald, Fernandez, Gluckman, Healy, Kelly, Riva, Valido, Kohlberger

Approve Travel Related Expense Policy

It was moved by Mrs. Fernandez, seconded by Mrs. Valido, that upon the recommendation of the superintendent of schools, the Dumont Board of Education hereby approves any travel and related expenses incurred by any Dumont School District employee for travel within the State of New Jersey, as well as allowable reimbursement for same, where such travel and related expenses have been previously approved in writing by the Superintendent of Schools, and where the Superintendent of Schools determines such travel and related expenses to be: (1) educationally necessary and fiscally prudent; (2) directly related to and within the scope of the employee’s current responsibilities; and (3) promoting the delivery of instruction or the efficient operation of the Dumont School District.

Vote was as follows:

Yes: Correa, DeWald, Fernandez, Gluckman, Healy, Kelly, Riva, Valido, Kohlberger

Approve Participation In NJSBA Conference

It was moved by Mrs. Fernandez, seconded by Mr. Gluckman, that upon the recommendation of the superintendent of schools, the Dumont Board of Education approve the following resolution:

Board Member Participation – New Jersey School Boards Association Conference

Whereas, the New Jersey School Boards Association Conference (hereinafter referred to as “NJSBAC”) will be held on dates to be determined by the NJSBA; and

Whereas, the Dumont Board of Education (hereinafter referred to as the “Board”) has determined that Board member participation in the NJSBAC is both educationally necessary and fiscally prudent; and

Whereas, the Board has determined that Board member participation in the NJSBAC is directly related to and within the scope of the Board members current responsibilities; and

Whereas, the travel and related expenses particular to the NJSBAC is expected to exceed the state travel guidelines established by the

Department of Treasury in NJOMB (New Jersey Office of Management and Budget) circular letter 06-02.

Now Therefore, be it Resolved, that the Board hereby approves all travel related expenses related to Board member attendance at the NJSBAC on October 28 through 30, 2009, as well as reimbursement for same; and

Be it Further Resolved, that the Board finds any travel and related expenses particular to the NJSBAC which exceed the state travel guidelines established by the Department of Treasury in NJOMB circular letter 06-02 to be necessary and unavoidable; and

Be it Further Resolved, that the Board finds any such necessary and unavoidable expenses related to attendance at the NJSBAC to be justified and therefore reimbursable.

Vote was as follows:

Yes: Correa, DeWald, Fernandez, Gluckman, Healy, Kelly, Riva, Valido, Kohlberger

**Approve Maximum
Travel Reimbursement**

It was moved by Mrs. Fernandez, seconded by Mr. Gluckman, that upon the recommendation of the superintendent of schools, the Dumont Board of Education approve the following resolution:

Approval to Establish Maximum Amount for Travel Reimbursement

Be it Resolved by the Dumont Board of Education, that the Board, upon recommendation of the Superintendent, approves the following resolution regarding Employee Travel and Related Expenses:

Whereas, school district policy 562 Employee Travel and Related Expenses and N.J.A.C. 6A:23B-1.2(b) provided that the board of education established in the 2011–2012 school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement in the amount not to exceed \$32,500; and

Whereas, the board of education has incurred travel and related expenses as of April 30, 2011 in the amount of \$20,303 for the 2010–2011 school year; and

Whereas, school district policy 562 Employee Travel and Related Expenses and N.J.A.C. 6A:23B-1.2(b) provides that the board of education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2011–2012 school year.

Now Therefore be it Resolved, that the Dumont Board of Education hereby establishes the school district travel maximum for the 2011–2012 school year at the sum of \$32,500.

Vote was as follows:

Yes: Correa, DeWald, Fernandez, Gluckman, Healy, Kelly, Riva, Valido, Kohlberger

Adjourn Reorganization Meeting

It was moved by Mrs. Fernandez, seconded by Mrs. Kelly, that upon the recommendation of the superintendent of schools, the Dumont Board of Education adjourn the Reorganization Meeting and convene the regular May business meeting.

Motion was unanimously approved.

President adjourned the Reorganization Meeting at 7:38 p.m.

Respectfully submitted,

Kevin Cartotto
Board Secretary