

**Dumont Board of Education
Reorganization Meeting
January 3, 2013**

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

“Adequate notice of this meeting was contained in the notice sent to *The Record* and the Dumont Borough Clerk on April 27, 2012 and December 21, 2012. 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.

Roll Call

In attendance were:

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

Oaths of Office

Kevin Cartotto administered the Oath of Office to the board members elected via the November 2012 Annual School Election: Barbara Correa, Sandra Fernandez and Richard Healy.

Elect Board President

John Kohlberger made a motion to elect Robert DeWald as Board President, seconded by Sandra Fernandez. The motion was carried 9–0.

**Elect Board
Vice President**

Sandra Fernandez made a motion to elect Michael Gluckman as Board Vice President, seconded by John Kohlberger. Motion carried 9–0

Mr. Cartotto reviewed the Reorganization Agenda:

a. Item #6 was amended to read February 14, 2013 and February 21, 2013 as the dates for the February 2013 work session and regular monthly meetings respectively.

b. Item #18:

- i. NJSBA Delegate: Robert DeWald
- ii. NJSBQ Alt. Delegate: Barbara Correa
- iii. Legislative Chair: Michael Gluckman
- iv. BCSBA Delegate: Richard Healy
- v. BCSBA Alt. Delegate: Theresa Riva
- vi. Negotiation Chairs:
 1. Administrative Association Negotiations: Theresa Kelly.
Richard Healy will serve on the committee.
 2. Teachers Association Negotiations: Sandra Fernandez.

- Theresa Kelly and Karen Valido will serve on the committee.
3. Secretaries Association Negotiations: Barbara Correa.
Karen Valido will serve on the committee.
 4. Custodial Maintenance Association: Barbara Correa.
Sandra Fernandez will serve on the committee.

**Move to Vote
Motions 2—20**

It was moved by Mrs. Fernandez, seconded by Mrs. Valido, that the Dumont Board of Education approve Motions 2—20.

Motion was unanimously approved.

Reaffirm Negotiations

2. Upon the recommendation of the superintendent of schools, the Dumont Board of Education 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

**Designate Official
Depositories**

3. 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 2012–13 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

**Adopt Board Policy and
Job Description Manuals**

4. Upon the recommendation of the superintendent of schools, the Dumont Board of Education adopt, for the 2013 school year, the Board Policy and Job Description Manuals as revised and reviewed by the superintendent of schools.

Designate Advertising

5. Upon the recommendation of the superintendent of schools, the

Media

Dumont Board of Education designate the following newspaper for advertisements and public meeting notices:

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

Annual Meeting Notice

6. 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

Monthly Meetings

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| January 3, 2013 Organization Meeting (7:00 p.m.) | |
| January 3, 2013 (Following Organization Meeting) | January 17, 2013 |
| February 14, 2013 | February 21, 2013 |
| March 7, 2013 | March 28, 2013 |
| April 18, 2013 | April 25, 2013 |
| May 16, 2013 (7:00 p.m.) (Workshop and Meeting) | |
| June 13, 2013 (7:00 p.m.) (Workshop and Meeting)** | |
| August 22, 2013 (7:00 p.m.)(Workshop and Meeting) | |
| September 12, 2013 | September 19, 2013 |
| October 10, 2013 | October 17, 2013 |
| November 6, 2013 | November 14, 2013 |
| December 12, 2013 (7:00 p.m.)(Workshop and Meeting) | |
| January 7, 2014 (Tuesday)(7:00 p.m.) | |

** Meeting Held in Dumont High School

Appoint for Professional Services

7. 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:

MOVE 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 2012–13
- 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.

Appoint Affirmative Action Officer 8. Upon the recommendation of the superintendent of schools, the Dumont Board of Education appoint Luis Lopez as Affirmative Action Officer for the 2012–2013 School Year.

Appoint Board Secretary 9. Upon the recommendation of the superintendent of schools, the Dumont Board of Education appoint Kevin Cartotto as Board Secretary for the 2012–2013 School Year.

Appoint Integrated Pest Management Coordinator 10. Upon the recommendation of the superintendent of schools, the Dumont Board of Education appoint Glenn Byrd as the Integrated Pest Management Coordinator for the 2012–2013 School Year.

Approve 403b Plans 11. Upon the recommendation of the superintendent of schools, the Dumont Board of Education approve the following Tax Shelter Annuity (403b Plans) for the 2012–2013 School Year:

AXA Equitable Life Insurance Company Michael Hughes
Faculty Services Corporation Martin Fox
Great West Annuity Jeffrey Faller
Met Life Iris Bernstein
VALIC–AIG Retirement Peter Serra
Lincoln Financial Group Anthony Cigire, Jr.
Lincoln Investment Planning Patrick Bergin

Approve Resolution For Bid Quote Thresholds 12. 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.

Approve Petty Cash Accounts 13. 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 2012–2013 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

Approve Elementary Curriculum

14. 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:

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| <p>Kindergarten Program
 Reading 1-5
 Mathematics 1-5
 Language Arts 1-5
 Science 1-8
 Health 1-8*
 Social Studies 1-8
 Art 1-8
 Music 1-8
 Recess 1-5
 Instrumental Music 4-8
 Information & Career Technology 6,7,8
 Pre-School Program
 Character Education 6 – 8</p> | <p>Basic Skills Program
 ESL Program K-12
 Academic Enrichment Program 3-12
 Study Skills 6, 7 & 8
 English 6, 7 & 8
 Mathematics 6
 Pre-Algebra 7
 Algebra I 8
 Algebra Readiness 8
 Spanish K – 12
 Physical Education 1-8
 Special Education Program K-12
 Speech Program K-12
 Guidance Program
 Library Skills 1-5</p> |
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* Health/Family Life/Drugs & Alcohol/Fire & Safety 1-8

15. 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.

16. 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.

17. Upon the recommendation of the superintendent of schools, the Dumont Board of Education appoint the following individual for the 2012-2013 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.).

18. 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.

**Approve Participation In
NJSBA Conference**

19. 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 dates to be determined by the NJSBA, 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.

**Approve Maximum
Travel**

20. 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 2012–2013 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, 2012 in the amount of \$20,303 for the 2012–2013 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 2013–2014 school year.

Now, Therefore, be it Resolved, that the Dumont Board of Education hereby establishes the school district travel maximum for the 2012–2013 school year at the sum of \$32,500.

Vote Motions 2—20

Vote was as follows:

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

Open Meeting to Public Comment

It was moved by Mrs. Fernandez, seconded by Mrs. Valido, that the Dumont Board of Education open the meeting to public comment.

Motion was unanimously approved.

There were no comments from the audience.

Close Meeting to Public Comment

It was moved by Mrs. Fernandez, seconded by Mrs. Valido, that the Dumont Board of Education close the meeting to public comment.

Motion was unanimously approved.

Move to Regular Meeting

It was moved by Mrs. Fernandez, seconded by Mrs. Riva, that the Dumont Board of Education adjourn the Reorganization Meeting and move to the regular meeting.

Motion was unanimously approved.

President Robert DeWald adjourned the meeting at 7:28 p.m.

Respectfully submitted,

Kevin Cartotto
Board Secretary