Dumont Board of Education

Annual Reorganization Meeting

Agenda

January 5, 2017

7:00 PM
Dumont Board of Education

Reorganization Meeting Agenda

January 5, 2017

Board Secretary convenes the Annual Reorganization Meeting with the flag salute and reading of the Open Public Meetings Act.

“Adequate notice of this meeting was provided as specified in the Open Public Meeting Act. Notice of this meeting was contained in the public meeting notice, which was sent to the record on December 19, 2016. A notice was also posted outside the office of the Dumont Board of Education in a place reserved for such announcement.”

Flag salute took place.

In attendance were:

Robert DeWald  Jeffrey Pollack
Richard Healy  Theresa Riva
Theresa Kelly  Karen Valido
John Kohlberger  Kevin Dunne
Scott Miller  Kevin Cartotto
Emanuele Triggiano

Absent:

Sandra Fernandez

1. Mr. Cartotto administered the Oath of Office to the board members elected via the November 2016 Annual School Election: John Kohlberger Jr., Karen Valido and Dr. Jeffrey Pollack.

2. Theresa Kelly made a motion to elect Karen Valido as Board President, seconded by Robert DeWald. There were no further nominations. Nomination approved 8-0.

3. Dr. Richard Healy made a motion to elect Theresa Riva as Board Vice President, seconded by Theresa Kelly. There were no further nominations. Motion carried 8-0.

The newly elected Board President presides over the following:

4. Reorganization Motions:

   a. Item # 5: President-Karen Valido inquired if the board felt the need for an additional July 2017 board meeting. The board unanimously felt an additional board meeting was not necessary.
The board provided the public an opportunity to comment on the agenda items. It was moved by Mrs. Valido, seconded by Mrs. Riva that the Dumont Board of Education open the meeting to public comment.

Motion was unanimously approved.

President Valido opened the meeting to the public at 7:40 p.m.

- Lynn Vietri stated her opinion that the district should offer more half year courses to provide students with additional education opportunities.

There being no further comments from the public it was moved by Mrs. Kelly, seconded by Mrs. Riva that the Dumont Board of Education close the meeting to public comment.

Motion was unanimously approved.

President Valido closed the meeting to the public at 7:41 p.m.

It was moved by Mrs. Valido, seconded by Mrs. Riva that the Dumont Board of Education approve Motions 1-18.

Motion was unanimously approved.

1. 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 and the Dumont Board of Education
      July 1, 2012 – June 30, 2015
   b) Dumont Association of School Administrators and Supervisors and the Dumont Board of Education
      July 1, 2014 – June 30, 2017
   c) Dumont Secretarial Association and the Dumont Board of Education
      July 1, 2015 – June 30, 2018
   d) Dumont Custodial and Maintenance Association and the Dumont Board of Education
      July 1, 2012 – June 30, 2015

2. 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 2017–2018 school year for the following bank accounts:
   Current Account          Net Payroll Account
   Payroll–Agency Account   Unemployment Account
   Cafeteria Account        Scholarship Fund
   Student Organization DHS  Athletic Account
   Student Activities:      Honiss School, Selzer School, Grant School, Lincoln School
   Petty Cash (Checking)    Capital Projects Fund
3. Upon the recommendation of the superintendent of schools, the Dumont Board of Education adopt, for the 2017–2018 school year, the Board Policy and Job Description Manuals as revised and reviewed by the Superintendent of Schools.

4. 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*

5. 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 7:00 p.m., and its regular monthly public meetings at the David Dervitz Education Center at 7:00 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**
   
   January 12, 2017 (Workshop and Meeting)
   February 9, 2017
   March 9, 2017
   April 20, 2017
   May 11, 2017
   June 8, 2017 (Workshop and Meeting)**
   July 20, 2017 (Workshop and Meeting)
   August 24, 2017 (Workshop and Meeting)
   September 14, 2017
   October 12, 2017
   November 8, 2017 (Wednesday)
   December 14, 2017 (Workshop and Meeting)
   January 4, 2018 Reorganization Meeting

   **Monthly Meetings**
   
   February 16, 2017
   March 16, 2017
   April 27, 2017
   May 18, 2017
   September 28, 2017
   October 19, 2017
   November 16, 2017

6. 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:

   A school board member shall abide by the following Code of Ethics for School Board Members:

   1. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
   2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that 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 policy making, 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 that may compromise the board.

6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.

7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. 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 school.

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 the complaints at public meetings only after failure of an administrative solution.

7. Whereas, the Dumont Board of Education requires professional services for the 2017-18 school year in the following areas, which are being awarded without competitive bidding, as a “Professional Service” in accordance with the Public School Contracts Law, NJSA 18A:18A(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession:

   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, including completion of the June 30, 2017 Annual Audit Report.
   b. Employ Debra Ginetto of the firm of Burton Agency, Westwood, New Jersey, for risk management.
   c. Employ James Plosia, of the firm of Plosia Cohen Law Firm jLLC as board attorney.
   d. Employ Charles Koch, of the firm of Environetics as board architect.
   e. Employ Steve Rogut, of the firm Rogut, McCarthy & Troy as bond counsel.
   f. Employ Brian Rizor of Brown and Brown Benefit Advisors as employee health benefits consultant.
8. Upon recommendation of the Superintendent of Schools that the Dumont Board of Education approve the following appointments for the 2017-18 school year:
   a) Board Secretary                          Kevin Cartotto
   b) Affirmative Action Officer               Luis Lopez
   c) Integrated Pest Management Coordinator   Glenn Byrd
   d) Americans with Disabilities Act Officer Kevin Cartotto
   e) 504 Officer                              Kevin Cartotto
   f) Custodian of School Records              Kevin Cartotto
   g) Public Agency Compliance Officer         Kevin Cartotto
   h) Qualified Purchasing Agent               Kevin Cartotto
   i) Right to Know Contact Person             Kevin Dunne
   j) Indoor Air Quality Officer               Kevin Dunne
   k) Asbestos Officer                         Kevin Dunne
   l) English As A Second Language Plan        Carla Perez
   m) Title 9 Officer                          Michael Oppido
   n) Homeless Liaisons                        Paul Barbato

9. Upon the recommendation of the superintendent of schools, the Dumont Board of Education appoint regular and alternate delegates to the following associations:

   Delegate to the New Jersey School Boards Association: Robert DeWald
   Alternate delegate to the New Jersey School Boards Association: Theresa Riva
   Legislative chairperson: Jeffrey Pollack
   Delegate to the Bergen County School Boards Association: Robert DeWald
   Alt. delegate to the Bergen County School Boards Association: Karen Valido

   Negotiations Chairpersons:

   Administrative Association Negotiations: John Kohlberger was appointed Chairperson of the committee and Theresa Kelly will serve on the committee.

   Teachers Association Negotiations: Sandra Fernandez was appointed Chairperson and Theresa Kelly and Karen Valido will serve on the committee. Dr. Jeffrey Pollack will also serve on the committee if it is determined he is not conflicted due to a family member being a member of another school district education association. (During the January 12th Board Meeting –NJSBA Training it was determined Dr. Pollack is conflicted and cannot serve)
Secretaries Association Negotiations: Robert DeWald was appointed Chairperson and Theresa Riva will serve on the committee if it is determined that she is not conflicted with due to a relative being a member of another school district education association. If Mrs. Riva is conflicted Karen Valido will serve on the committee. (During the January 12th Board Meeting – NJSBA Training it was determined that Mrs. Riva is not conflicted and can serve)

Custodial Maintenance Association: Dr. Richard Healy was appointed Chairperson and John Kohlberger will serve on the committee. Dr. Jeffrey Pollack will also serve on the committee if it is determined he is not conflicted due to a family member being a member of another school district education association. (During the January 12th Board Meeting–NJSBA Training it was determined that Dr. Pollack is conflicted and cannot serve)

Maintenance Committee: John Kohlberger was appointed Chairperson and Scott Miller, Jeffrey Pollack and Sandra Fernandez will serve on the committee.

10. Upon the recommendation of the superintendent of schools, the Dumont Board of Education approve the following Tax Shelter Annuity (403b Plans) for the 2017–2018 School Year:

- AXA Equitable Life Insurance Company
- Faculty Services Corporation
- Met Life
- VALIC–AIG Retirement
- Lincoln Financial Group
- Lincoln Investment Planning

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

11. 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 $40,000 and $6,000, 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 $40,000 and $6,000, respectively.

12. 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 2017–2018 school year at the locations and in the amounts listed:

- Dumont High School $100
- Lincoln School $100
- Grant School $50
- Selzer School $50
- Athletic Department $100
- Honiss School $50
- Superintendent’s Office $50
- Business Office $550
- Curriculum Office $150
- Building & Grounds $250
13. 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:

<table>
<thead>
<tr>
<th>Basic Skills Program</th>
<th>ESL Program K–12</th>
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</thead>
<tbody>
<tr>
<td>Mathematics K-8</td>
<td>Academic Enrichment Program K–12</td>
</tr>
<tr>
<td>English Language Arts K-8</td>
<td>College and Career Readiness 6 - 8</td>
</tr>
<tr>
<td>Science K–8</td>
<td>World Language K – 8</td>
</tr>
<tr>
<td>Health K–8*</td>
<td>Physical Education K–8</td>
</tr>
<tr>
<td>Social Studies K–8</td>
<td>Special Education Program K–12</td>
</tr>
<tr>
<td>Art K–8</td>
<td>Speech Program K–12</td>
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<tr>
<td>Music K–8</td>
<td>Guidance Program K-12</td>
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<tr>
<td>Recess K–5</td>
<td>Media/Library Skills K–5</td>
</tr>
<tr>
<td>Instrumental Music 4–8</td>
<td>Pre–School Program</td>
</tr>
<tr>
<td>Stem Explorations 6 - 8</td>
<td>Elementary Technology K-5</td>
</tr>
</tbody>
</table>

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

14. 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 (A), attached.

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 (B), attached.

16. 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;
3. promoting the delivery of instruction or the efficient operation of the Dumont School District.

17. 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 6471 School District Travel, N.J.A.C. 6A:23A-7 provided that the board of education established in the 2016–2017 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 December 31, 2016 in the amount of $14,325.40 for the 2016–2017 school year; and

Whereas, school district policy 6471 School District Travel and N.J.A.C. 6A:23A-7 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 2017–2018 school year.

Now Therefore be it Resolved, that the Dumont Board of Education hereby establishes the school district travel maximum for the 2017–2018 school year at the sum of $32,500.

18. 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 in October of 2017, 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 Valido, Riva, Kohlberger, Healy, DeWald, Pollack, Kelly, Gluckman
Absent:
Fernandez

**New Business:**

Mr. Triggiano informed the board that the district is hosting a parent night to showcase the districts STEM offering and new Chrome Book Initiative on January 17, 2017.

Mrs. Valido thanked the board for the support for being elected Board President.

There being no further Old or New Business, it was moved by Mrs. Valido, seconded by Mrs. Riva that the Dumont Board of Education adjourn the meeting.

**Motion was unanimously approved.**

President Valido adjourned the meeting at 7:45 p.m.

Respectfully submitted,

Kevin Cartotto
Board Secretary