

The following items are contained in the May 16, 2023 Organization Meeting Minutes:

1. Call to Order
2. Notice of Reappointment
3. Notice of Appointment
4. Swearing in of Board Members
5. Roll Call
6. Appoint Board Secretary as Temporary Chair
7. Nominations for President
8. Nominations for Vice President
9. Public Comment
10. Appointments
11. Business Office Matters
12. Personnel Matters
13. Resolutions
14. New Business Matters
15. Board Matters
16. Executive Session
17. Public Comment
18. Adjournment

The Organization Meeting of the Margate City Board of Education was called to order at 6:00 P.M. on May 16, 2023 by Board Secretary, Melina Skwarek, at the Eugene A. Tighe Media Center.

Certification of Notice:

Melina Skwarek, Board Secretary, announced that adequate notice of this meeting had been provided and read the following Certification Notice:

On May 23, 2022, a notice of this meeting was posted on the district website, the bulletin board in the Board of Education Administration Office, the Eugene A. Tighe School, and the William H Ross III School and emailed to the City Clerk, "The Current" and advertised in "The Press."

Notice of the Reappointment:

Notice of Reappointment of Mrs. Shannon Wray-Norris for a three-year term as Member of the Board of Education which will expire on May 16, 2026 was given by Mayor Michael Becker.

Notice of the Appointment:

Notice of Appointment of Mr. Clete Schwegman for a one-year term as Sending Representative of the Board of Education which will expire on May 16, 2024 was given by the Longport Board of Education

Swearing in of Board Members:

Mrs. Wray Norris recited the Required Oath for School Board Members.

Mr. Schwegman recited the Required Oath for School Board Members.

<u>Roll Call</u> - Members Present:	Dr. Joel Frankel; Mr. Joseph Pepe; Mr. Jim Swift (via teleconference); Mr. Jack Sorensen; Mrs. Amy Brog; Mrs. Shannon Wray-Norris; Mr. Clete Schwegman
Members Absent:	N/A
Others Present:	Mrs. Audrey Becker, Superintendent of Schools; Mrs. Melina Skwarek, Board Secretary/School Business Administrator; Mrs. Bonnie Marino, Principal; Mr. Ryan Gaskill, Principal; Mr. Eric Goldstein, Solicitor

Appoint Board Secretary as Temporary Chair:

Motion by Mrs. Brog, seconded by Mr. Sorensen, to appoint the Board Secretary as the Temporary Chair to conduct election.

Motion passed by the following roll call vote:

May 16, 2023

Organization Meeting

Page O-3

Ayes: Mr. Schwegman, Mrs. Wray-Norris, Mrs. Brog, Mr. Pepe, Mr. Sorensen, Mr. Swift, and Dr. Frankel.

Nays: None

Nominations for President:

A motion to nominate Dr. Frankel for the position of Board President was made by Mrs. Wray-Norris and seconded by Mr. Sorensen.

A motion to close nominations and vote to elect Dr. Frankel as the new Board President was made by Mrs. Wray-Norris and seconded by Mr. Sorensen.

Motion passed by the following roll call vote:

Ayes: Mr. Schwegman, Mrs. Wray-Norris, Mrs. Brog, Mr. Pepe, Mr. Sorensen, Mr. Swift, and Dr. Frankel.

Nays: None

The Board Members congratulated Dr. Frankel. Mr. Goldstein recognized Mrs. Horn and thanked her for her years of service and commitment to the Board. Mr. Goldstein also recognized and congratulated Dr. Frankel in his new position. Dr. Frankel assumes the role of Board Chair as the newly elected Board President.

Nominations for Vice President:

A motion to nominate Mr. Pepe for the position of Board Vice President was made by Mrs. Brog and seconded by Mr. Sorensen.

A motion to close nominations and vote to elect Mr. Pepe as the new Board Vice President was made by Mrs. Brog and seconded by Mr. Sorensen.

Motion passed by the following roll call vote:

Ayes: Mr. Schwegman, Mrs. Wray-Norris, Mrs. Brog, Mr. Pepe, Mr. Sorensen, Mr. Swift, and Dr. Frankel.

Nays: None

Mr. Swift exited the meeting at 6:08 PM.

Public Comment:

No members of the community commented.

Appointments:

Motion by Mrs. Brog, seconded by Mrs. Wray-Norris, to approve the following Appointments:

- A. Appointment of Melina Skwarek School Business Administrator/Board Secretary for one year commencing July 1, 2023.
- B. Appointment of Bonnie Marino as Affirmative Action Officer for one year commencing July 1, 2023.
- C. Appointment of Eric Goldstein, of Nehmad, Davis & Goldstein, PA as Board Solicitor for one year commencing July 1, 2023 at a fee of \$140.00 per hour plus expenses.
- D. Appointment of Spiezle Architectural as the architect of record for one year commencing July 1, 2023.
- E. Appointment of the firm of Ford Scott and Associates, CPA's as School Auditors for one year at an annual audit fee not to exceed \$19,000.00 including the Child Nutrition Audit, assuming that there are no major variations in the condition of the district's records.
- F. Appointment of the Facilities Director as Indoor Air Quality Designee.
- G. Appointment of the Facilities Director as Integrated Pest Management Coordinator.
- H. Appointment of Middle School Principal and their designees as Issuing Officer for Working Papers.
- I. Appointment of the Facilities Director as the Right to Know Officer.
- J. Appointment of Facilities Director as Safety & Health Designee.
- K. Appointment of the Facilities Director as Asbestos Management and PEOSA Officer/Coordinator.
- L. Appointment of Ryan Gaskill as 504 Committee Coordinator.
- M. Appointment of Ryan Gaskill as ADA Officer.
- N. Appointment of Ryan Gaskill as Homeless Liaison.
- O. Appointment of Melina Skwarek, or her designee, as Custodian of a Government Record for one year commencing July 1, 2023.

Motion passed by the following roll call vote:

Ayes: Mr. Schwegman, Mrs. Wray-Norris, Mrs. Brog, Mr. Sorensen, Mr. Pepe, and Dr. Frankel.

Nays: None

Business Office Matters:

Motion by Mrs. Brog, seconded by Mrs. Wray-Norris, to approve the following Business Office Matters:

- A. Designation of Depositories for District Funds for the 2023-2024 school year:
  - 1) Ocean First Bank
- B. Approve 2023-2024 Bus Driver & Bus Aide Employee Handbook.
- C. Approve Siracusa-Kaufman Insurance Agency as the School Insurance agent for one year commencing July 1, 2023.

Business Office Matters (Continued):

- D. Approve Brown & Brown Metro, LLC as the School Health Benefit Insurance Broker - no fee paid directly to broker; Commissions at 4.5% for medical and prescription; Commission for Dental is 10% for the first \$5,000 in premiums, 4% for the next \$95,000 in premiums and 3% thereafter. This service is awarded as an Extraordinary Unspecifiable Service as allowed under NJSA 40A:11-5(1)(a)(ii) and NJAC 5:34-2.3(b).
- E. Approve the payment of bills between board meetings on a limited basis. All payments must be approved by the Superintendent and Business Administrator. All checks issued must include all required signatures, and the payment must be included in the bills list at the board meeting immediately following any such transactions.
- F. Approve the Superintendent or designee to approve budget transfers as needed between meetings of the Board of Education and report those transfers for ratification to the Board not less than monthly and in accordance with the statutes and regulations of the NJ State Department of Education.

Motion passed by the following roll call vote:

Ayes: Mr. Schwegman, Mrs. Wray-Norris, Mrs. Brog, Mr. Sorensen, Mr. Pepe, and Dr. Frankel.

Nays: None

Business Office Matters:

Motion by Mrs. Brog, seconded by Mr. Sorensen, to approve the following Business Office Matters:

- G. Designation of Official Newspapers: The Press and The Current.
- H. Designation of the School Business Administrator as the Public Agency Compliance Officer (P.A.C.O.) for one year commencing July 1, 2023.
- I. The Board of Education, pursuant to N.J.S.A. 18A:18A-2(b), designates Melina Skwarek, School Business Administrator, Board Secretary, as the Temporary Purchasing Agent for the Board of Education, as approved by the NJ Division of Local Government Services and effective July 1, 2023, and authorizes her to award contracts, in full accordance with the law, for purchases that do not exceed in the aggregate in a contract year the total sum of \$44,000.00 (bid threshold) without public advertising for bids and the threshold for quotations is \$6,600. Furthermore, Melina Skwarek is authorized to solicit competitive quotations pursuant to N.J.S.A. 18A:18A-37(a) and to award contracts pursuant to N.J.S.A. 18A:18A-37(c). Upon completion of Mrs. Skwarek's residency with NJASBO, she will apply for her QPA license. In the absence or unavailability of the Purchasing Agent, the board hereby authorizes Mrs. Audrey Becker, Superintendent, to award contracts pursuant to N.J.S.A. 18A:18A-3(a).
- J. Approve the 2023-2024 Purchasing Manual.
- K. Authorization to Sign Checks:
  - 1) Board authorization for President and/or Vice President, Board Secretary and Superintendent of Schools to sign all Current Operating Fund, Agency Account and Food Service Account checks for the 2023-2024 school year.

Business Office Matters (Continued):

- 2) Board authorization for the Superintendent of Schools to sign all Net Payroll Account and Section 125 Plan checks for the 2023-2024 school year.
- 3) Board authorization for Superintendent and Board Secretary to sign all Student Activity Account, Joan Schwenk Account, and Tracy Santoro Account checks for the 2023-2024 school year.
- 4) Board authorization for Superintendent and/or Board Secretary to sign withdrawals for the Unemployment Compensation Insurance Trust Fund Account for the 2023-2024 school year.
- L. Adoption of the Margate Board of Education Organizational Chart.
- M. Approve adoption of updated Safety and Security Plan.
- N. Approval of Petty Cash Funds for the 2023-2024 school year as follows:
  - 1) Food Services \$400.00
  - 2) E. A. Tighe School \$100.00
  - 3) W. H. Ross, III School \$100.00
  - 4) Facilities Director \$500.00
- O. Acceptance and approval of the School District Payment Schedule by the City of Margate to the Margate City School District for the period of July 1, 2023 to December 31, 2023. See Exhibit #1 page 28,570.
- P. Approve Cooperative Agreements with the following agencies:
  - 1) Education Services Commission New Jersey
  - 2) Hunterdon County Educational Services Commission
  - 3) Camden County Educational Services Commission
  - 4) Atlantic County Special Services School District
  - 5) Camden County Special Services School District
  - 6) Source well Cooperative
  - 7) Ed-Data
- Q. Approve a contract in the amount of \$7,000 for School Physician services for one-year commencing July 1, 2023 with Dr. Glenn Budnick.
- R. Approve the renewal of health insurance for one year from 7/1/2023-6/30/2024 with the Amerihealth Brown & Brown Public Employers Trust.

Motion passed by the following roll call vote:

Ayes: Mr. Schwegman, Mrs. Wray-Norris, Mrs. Brog, Mr. Sorensen, Mr. Pepe, and Dr. Frankel.

Nays: None

Personnel Matters:

Motion by Mrs. Brog, seconded by Mrs. Wray-Norris, to approve the following personnel matters:

- A. Approve Substitute Pay Rates for the 2023-2024 school year:
  - 1) Substitute Teacher/Aide \$125.00 w/ teacher certificate
  - 2) Substitute Teacher/Aide \$125.00 without teacher certificate

- 3) Substitute Nurse \$125.00
- 4) Substitute Bus Driver \$20/hour (minimum of 4 hours)
- 5) Substitute Maintenance \$18/hour (minimum of 4 hours)

- B. Approve the recognition of the district's bargaining units as the Margate Education Association and the Margate Principal and Supervisor Association.

Motion passed by the following roll call vote:

Ayes: Mr. Schwegman, Mrs. Wray-Norris, Mrs. Brog, Mr. Sorensen, Mr. Pepe, and Dr. Frankel.

Nays: None

Resolutions:

Motion by Mrs. Brog, seconded by Mrs. Wray-Norris, to approve the following resolutions:

- A. Adoption of Resolution in accordance with the Public School Contracts Law as outlined.
- B. Adoption of Resolution authorizing the procurement of goods and services through State Agency Contracts.
- C. Resolution on Rules, Regulations, Policies, and Curriculum.

Motion passed by the following roll call vote:

Ayes: Mr. Schwegman, Mrs. Wray-Norris, Mrs. Brog, Mr. Sorensen, Mr. Pepe, and Dr. Frankel.

Nays: None

New Business Matters:

Motion by Mrs. Brog, seconded by Mrs. Wray-Norris, to approve the following new business matters:

- A. Adoption of the School Curriculum as outlined.
- B. Approval of the IPM (Integrated Pest Management) Plan.

Motion passed by the following roll call vote:

Ayes: Mr. Schwegman, Mrs. Wray-Norris, Mrs. Brog, Mr. Sorensen, Mr. Pepe, and Dr. Frankel.

Nays: None

Board Matters:

Motion by Mrs. Brog, seconded by Dr. Frankel, to approve the following Board matters:

- A. Motion to organize under Article 10-3, New Jersey Statutes, and adoption of the Schedule of Meeting for the 2023-2024 school year.
- B. Appoint Mr. Joseph Pepe as the NJSBA Delegate.

Board Matters (Continued):

- C. Discussion of the School Ethics Act and the Code of Ethics for School Board Members, pursuant to N.J.S.A. 18A:12-24 et seq.
- D. Signing of acknowledgement of receipt of the Code of Ethics for School Board Members.
- E. Approval of the Committee Schedules.

Motion passed by the following roll call vote:

Ayes: Mr. Schwegman, Mrs. Wray-Norris, Mrs. Brog, Mr. Sorensen, Mr. Pepe, and Dr. Frankel.

Nays: None

Executive Session:

Upon motion by Mrs. Brog, seconded by Dr. Frankel, the board unanimously approved the following resolution at 6:12 P.M.:

WHEREAS, N.J.S.A. 10:4-13 requires adoption of a resolution of the Board to go into Executive Session;

BE IT RESOLVED, that the Board, pursuant to the Open Public Meetings Act, New Jersey Title 18A and the Margate City Board of Education Bylaw No. 9322 hereby enters Executive Session to discuss the following matters:

- Personnel
- Potential Litigation

BE IT FURTHER RESOLVED, that the minutes of this Executive Session shall be made public following formal action by the Board and/or at the conclusion of any investigation(s), due process proceeding, or litigation, so long as not prohibited by law and so long as the need for maintaining confidentiality no longer exists.

Upon motion by Dr. Frankel, seconded by Mr. Sorensen, the board unanimously agreed to reconvene the regular meeting at 6:55 P.M.

Public Comment:

No members of the community commented.



May 16, 2023

Organization Meeting

Page O-9

Adjournment:

Upon motion by Dr. Frankel, seconded by Mrs. Brog, the board unanimously agreed to adjourn at 6:57 P.M.

Respectfully submitted,

Melina Skwarek  
Board Secretary/School Business Administrator

MARGATE CITY BOARD OF EDUCATION  
DUE LOCAL SCHOOLS  
PAYMENT SCHEDULE 2023

SECOND HALF OF 2023

July	874,839.84	
August	874,839.84	
September	874,839.84	
October	874,839.84	
November	874,839.84	
December	874,839.80	
TOTAL	5,249,039.00	2023-2024 A4F Column (4)
TOTAL FOR 2023	10,498,077.00	2023-2024 A4F Column (5)