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The following items are contained in the December 13, 2023 Regular Meeting Minutes:

1. Call to Order
2. Roll Call
3. Moment of Silence
4. Presentation of the June 30, 2023 Audit - Ms. Nancy Sbrolla
5. Public Comment
6. Activity Calendar
7. Fire Drill & Security Drill Report
8. Superintendent's Report & Principals' Updates
9. MEF Report
10. Personnel Matters
11. Field Trips
12. Workshops
13. Approval of Minutes: November 15, 2023 Regular Session
14. Board Secretary's Financial Reports for October 2023
15. Board of Education Certification as of October 2023
16. Bills and Payrolls
17. Transfer of Funds
18. Report of Receipts and Disbursements for October 2023
19. Cash Report for October 2023
20. Unfinished Business

21. New Business

22. Other Matters

23. Public Comment

24. Adjournment

The Regular Meeting of the Margate City Board of Education was called to order at 6:00 P.M. on December 13, 2023 by Board President, Mr. Joseph Pepe, 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 20, 2023, 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 and Downbeach.com, and advertised in “The Press.”

<u>Roll Call</u> - Members Present:	Mr. Joseph Pepe; Mr. Jack Sorensen; Mr. Jim Swift (via teleconference - exited the meeting at 6:21 P.M.); Mrs. Danielle Gomes-Chapman; Mr. Nicholas Palmisano
Members Absent:	Mrs. Amy Brog; Mrs. Shannon Wray-Norris; Mr. Clete Schwegman
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

Moment of Silence:

Mr. Pepe asked the Board of Education members and the public representatives present to join him in a moment of silence for the Smallwood Family.

Presentation of the June 30, 2023 Audit:

Ms. Nancy Sbrolla from Ford, Scott, and Associates, LLC. was in attendance to present the Margate City School District's June 30, 2023 Annual Fiscal Audit. She commented that the auditor’s report issued an unmodified opinion with no findings or recommendations. She added that the District remained fairly consistent and that the General Fund Balance dropped by approximately \$825. There was an increase in excess tuition revenue and miscellaneous revenue. She commented that the maximum unreserved balance dropped back to 2%, after being at 4% for a few consecutive years. This led the free fund balance to drop approximately \$250,000. The difference would then be applied to the 2024-2025 budget and help to provide tax relief to the residents of Margate.

Public Comment:

No Members of the community commented.

Mrs. Becker distributed the Activity Calendar for December 2023.

Fire Drill & Security Drill Report:

Mrs. Becker distributed the Fire and Security Drill Reports for Eugene A. Tighe School & William H. Ross School for the month of November 2023 attached as Exhibit # 1, pages 28,985-28,986.

Superintendent's Report & Principals' Updates:

Mrs. Audrey Becker shared the following:

- On tonight's agenda is the Safe Return Plan/Emergency Remote Instruction Plan v. #2 for 2023-2024. The District collectively has been working on building a preliminary budget for the 2024-2025 FY. Last month we hosted a security visit with the Office of School Emergency Preparedness. We were joined by the Margate Police Department and State Troopers. The teams have provided great feedback and a few items to address. We continue to view security as a high priority.
- Our teams have continued to review the ELA curriculum in preparation for next year.
- She added that Margate continues to place an emphasis on fostering a safe school environment. She added that this is a global concern and our Administration works diligently to prevent discrimination in the Margate Schools. She commented on recent training regarding Title VI and sharing this information with relevant staff.
- She mentioned that the School Musical will be held in January and that there will be a Bocca fundraiser on December 20, 2023. Bocca will donate 20% of the proceeds for orders that day, accompanied by a fundraiser pamphlet, to Mrs. Roland for the school play.
- Mrs. Bonnie Marino shared information on current activities at Ross School.
- Mr. Ryan Gaskill shared information on current activities at Tighe School.

MEF Report:

Mrs. Gomes-Chapman commented in the absence of Mrs. Navlen. She mentioned that the MEF has raised \$17,783 to date. She shared that the MEF would be providing a luncheon for the staff on December 20, 2023. She added that the MEF's biggest fundraiser of the year, the Winter Social, would be held on March 1, 2024, and would have a Mardi Gras Casino Night theme.

Personnel Matters:

Motion by Mr. Palmisano, seconded by Mrs. Gomes-Chapman, to approve the following personnel matters:

1. Approve a medical leave for Katie DeSalle from approximately January 10, 2024 to anticipated return date of April 9, 2024.
2. Approve to extend Holly Ferry's return from a medical leave from November 28, 2023 to December 5, 2023.

Personnel Matters (Continued):

3. Approve Andrew Miles as the Girls Basketball Assistant Coach.
4. Approve John Gecewicz as a Substitute Teacher, pending completion of paperwork.
5. Approve Chelsi Crompton for enrollment and reimbursement upon successful completion of the graduate course EDUC 5431 School Law at Stockton University during the Spring 2024 semester. Costs: 75% of 3 credits = \$1,829.25.
6. Approve Richard McQueen as a Substitute Teacher and Substitute Maintenance, pending completion of paperwork.
7. Approve an unpaid medical leave for Michael McGrath effective December 14, 2023 until he obtains medical clearance to return to work and a satisfactory FCE on or before June 30, 2024.

Motion passed by the following roll call vote:

Ayes: Mr. Palmisano, Mrs. Gomes-Chapman, Mr. Swift, Mr. Sorensen, and Mr. Pepe  
Nays: None

Field Trips:

Motion by Mr. Palmisano, seconded by Mrs. Gomes-Chapman, to approve the following field trips:

1. Approve the Mathcounts team to travel to Kingsway Regional Middle School in Woolrich, NJ on February 3, 2024. Staff: Sherry Scott Costs: Bus driver \$37.42 per hr x 8.5 hrs =318.07.
2. Approve instrumental students to attend an Educational Band Concert on May 7, 2024 at Stockton University. Staff: Deb Roland and additional staff as needed. Costs: Substitutes \$125 each and substitute school bus driver. 4 hrs x \$20 = \$80.

Motion passed by the following roll call vote:

Ayes: Mr. Palmisano, Mrs. Gomes-Chapman, Mr. Swift, Mr. Sorensen, and Mr. Pepe  
Nays: None

Workshops:

Motion by Mr. Palmisano, seconded by Mrs. Gomes-Chapman, to approve the following workshop matters:

1. Approve Bonnie Marino to attend the Gifted and Talented Professional Development Update - Legal One Express Interactive Webinar Series. Costs: workshop \$190.
2. Approve Ryan Gaskill and Melina Skwarek to attend "FMLA in 90 Minutes," an

Workshops (Continued):

on-demand webinar. Costs: \$328.

3. Approve Kaitlin Roselli and Kelsey Schall to attend “From the Iceberg to the Volcano: Stress Related Behaviors in Autism” webinar on February 27, 2024. Costs: Webinar \$179 each x 2=\$358.

Motion passed by the following roll call vote:

Ayes: Mr. Palmisano, Mrs. Gomes-Chapman, Mr. Swift, Mr. Sorensen, and Mr. Pepe

Nays: None

Approval of Minutes:

Upon motion by Mrs. Gomes-Chapman, seconded by Mr. Palmisano, the board unanimously agreed to accept the November 15, 2023 Regular Meeting Minutes.

Motion passed by the following roll call vote:

Ayes: Mr. Palmisano, Mrs. Gomes-Chapman, Mr. Swift, Mr. Sorensen, and Mr. Pepe

Nays: None

Financial Reports:

Motion by Mrs. Gomes-Chapman, seconded by Mr. Palmisano, to accept the Secretary’s Financial Reports for the month of October 2023 as attached to these minutes and certifying that no budgetary account has been over expended in violation of N.J.A.C. 6:20-2.12(a). See Exhibit # 2, pages 28,987 - 29,010. The Secretary’s Report agrees with the Report of Receipts and Disbursements.

Motion passed by the following roll call vote:

Ayes: Mr. Palmisano, Mrs. Gomes-Chapman, Mr. Swift, Mr. Sorensen, and Mr. Pepe

Nays: None

Board of Education Certification:

Motion by Mrs. Gomes-Chapman, seconded by Mr. Palmisano, pursuant to N.J.A.C. 6A:23-2.11, the Margate City Board of Education certifies that as of October 31, 2023 after review of the Secretary's Monthly Financial Reports (Revenue and Appropriation Sections) and upon consultation with the appropriate district officials that to the best of our knowledge there have been no changes in anticipated revenue sources and/or amounts and no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(c)2-3 so that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Motion passed by the following roll call vote:

Ayes: Mr. Palmisano, Mrs. Gomes-Chapman, Mr. Swift, Mr. Sorensen, and Mr. Pepe

Nays: None

Bills and Payrolls:

Motion by Mrs. Gomes-Chapman, seconded by Mr. Palmisano, to approve the payment of bills and payrolls, as listed on Exhibit # 3, pages 29,011 - 29,026.

Motion passed by the following roll call:

Ayes: Mr. Palmisano, Mrs. Gomes-Chapman, Mr. Swift, Mr. Sorensen, and Mr. Pepe

Nays: None

Transfer of Funds:

Motion by Mrs. Gomes-Chapman, seconded by Mr. Palmisano, to approve the following Transfer of Funds:

Transfer of Funds within the General Current Expense Account

**Ratified Budget Transfers for 2023-2024**

To:	11-000-221-500-00-00	INSTRUCTIONAL STAFF	\$200.00
	11-000-230-530-00-00	POSTAGE	\$1,000.00
	12-000-220-730-00-00	FIBER LINE REPAIRS	\$430.35
	20-231-100-600-00-00-010	ELA SPECIAL EDUCATION	\$1,500.00
	20-250-100-300-00-00-025	RELATED SERVICES	\$3,000.00
	20-490-100-100-00-00-010	AFTER SCHOOL SALARIES	\$1,485.00
	20-490-200-200-00-00-010	AFTER SCHOOL BENEFITS	\$113.59
	11-000-222-500-00-01	WEBSITE DOMAIN RENEWAL	\$350.00
	11-000-223-800-00-00-010	NJMEA MEMBERSHIP	\$150.00
	11-000-261-420-00-04	PULL STATION RELOCATION	\$15,000.00
	20-490-100-100-00-00-010	ARP BEYOND SD STIPEND	\$742.50
		TOTAL	\$23,971.44

Transfer of Funds (Continued):

FROM:	11-000-222-100-00-00-010	INSTRUCTIONAL STAFF	\$200.00
	11-000-230-590-00-00	POSTAGE	\$1,000.00
	12-000-261-730-00-00-010	FIBER LINE REPAIRS	\$430.35
	20-231-100-600-00-00-025	ELA SPECIAL EDUCATION	\$1,500.00
	20-250-100-300-00-00-010	RELATED SERVICES	\$3,000.00
	20-490-100-100-00-00-025	AFTER SCHOOL SALARIES	\$1,485.00
	20-490-200-200-00-00-025	AFTER SCHOOL BENEFITS	\$113.59
	11-000-222-600-00-00-025	WEBSITE DOMAIN RENEWAL	\$350.00
	11-000-223-320-00-00-010	NJMEA MEMBERSHIP	\$150.00
	11-000-261-420-00-01	PULL STATION RELOCATION	\$15,000.00
	20-490-100-100-00-00-025	ARP BEYOND SD STIPEND	\$742.50
		TOTAL	\$23,971.44

Motion passed by the following roll call:

Ayes: Mr. Palmisano, Mrs. Gomes-Chapman, Mr. Swift, Mr. Sorensen, and Mr. Pepe

Nays: None

Report of Receipts and Disbursements:

Motion by Mrs. Gomes-Chapman, seconded by Mr. Palmisano, to accept the Report of Receipts and Disbursements for the month of October 2023, attached as Exhibit # 4, pages 29,027 – 29,037.

Motion passed by the following roll call:

Ayes: Mr. Palmisano, Mrs. Gomes-Chapman, Mr. Swift, Mr. Sorensen, and Mr. Pepe

Nays: None

Cash Report:

Motion by Mrs. Gomes-Chapman, seconded by Mr. Palmisano, to accept the Cash Report for the month of October 2023, attached as Exhibit # 5, page 29,038.

Motion passed by the following roll call:

Ayes: Mr. Palmisano, Mrs. Gomes-Chapman, Mr. Swift, Mr. Sorensen, and Mr. Pepe

Nays: None

Motion by Mrs. Gomes-Chapman, seconded by Mr. Sorensen, to approve the following unfinished business:

1. Approval and adoption the following policies:
  - 2415 - Every Student Succeeds Act
  - 2415.02 - Title 1 Fiscal Responsibilities
  - 2415.04 - Title 1 District-wide Parental Involvement
  - 2415.50 - Title 1 School Parent and Family Engagement
  - 2415.05 - Student Surveys, Analysis, Evaluations, Examinations, Testing or Treatment

Motion passed by the following roll call:

Ayes: Mr. Palmisano, Mrs. Gomes-Chapman, Mr. Swift, Mr. Sorensen, and Mr. Pepe  
Nays: None

New Business:

Motion by Mrs. Gomes-Chapman, seconded by Mr. Sorensen, to approve the following new business:

1. Approve the donation of a \$1,500 credit to Music & Arts from Donna Laveson to be used for a musical instrument for the Tighe School performing arts program.
2. Accept and approve the School District Payment schedule by the City of Margate to the Margate City School District for the period of January 1, 2024 through June 30, 2024.
3. Approve to review and accept the 2022-2023 Annual Comprehensive Financial Report (ACFR) – Synopsis of Audit Recommendation prepared by Ford, Scott & Associates, LLC. The approval supports an unmodified opinion by the auditor and no audit findings or recommendations.
4. Approve the contract with Window Repair Systems, Inc. to replace window hinge systems, install new hinge shims where necessary, and install new bulb seal on a minimum of ninety-nine (99) windows at the Tighe School, at an approximate cost of \$32,000 (Ed-Data Bid #12221 - Window Repair- Package #63).
5. Approve a tuition contract with Atlantic County Special Services School District in the amount of \$42,840 plus services as needed, prorated for the 2023-2024 school year, effective December 5, 2023.
6. Approve to change the Administrators and Secretary to the Superintendent Retirement Resolution from April 2008 to give the retiree the choice of his/her sick and vacation payout to be either a one time payment directly to the employee or a lump payment into the employee's 403B plan.

Motion passed by the following roll call vote:

Ayes: Mr. Palmisano, Mrs. Gomes-Chapman, Mr. Swift, Mr. Sorensen, and Mr. Pepe

Nays: None

Other Matters:

Motion by Mr. Palmisano, seconded by Mr. Sorensen, to approve the following other matters:

- A. Approve the rental of the PAC and small gym to JAFCO Family Matters on August 1, 2024 for a fundraising event for approx. \$2,480, pending receipt of insurance waiver.
- B. Approve Jacque Jones to attend a virtual conference “State of the Art of SDL Identification: Innovation in Theory, Research, and Practice” on January 25-26. Costs: \$295 (Attached).
- C. Approve Matt Burton to attend NJSBGA Atlantic Chapter Meeting on December 20, 2023 at 1:00 P.M.

Motion passed by the following roll call vote:

Ayes: Mr. Palmisano, Mrs. Gomes-Chapman, Mr. Swift, Mr. Sorensen, and Mr. Pepe

Nays: None

Public Comment:

No members of the community commented.

Adjournment:

Upon motion by Mr. Palmisano, seconded by Mrs. Gomes-Chapman, the board unanimously agreed to adjourn at 6:22 P.M.

Respectfully submitted,

Melina Skwarek  
Board Secretary/School Business Administrator