

**MARGATE CITY BOARD OF EDUCATION  
ORGANIZATION MEETING  
MAY 14, 2025**

1. **Call to Order**: by Board Secretary at 6:00 PM
2. **Pledge of Allegiance**
3. **Certification of Notice**
4. **Notice of the Reappointment**: of Mr. Jack Sorensen for a three-year term as Member of the Board of Education which will expire on May 16, 2028 was provided by Mayor Michael Collins.
5. **Notice of the Reappointment**: of Mr. Nicholas Palmisano for a three-year term as Member of the Board of Education which will expire on May 16, 2028 was provided by Mayor Michael Collins.
6. **Swearing in of Board Members**
7. **Roll Call**
8. **Motion to appoint Board Secretary as Temporary Chair**: to conduct elections.
9. **Nominations for Board President** - Cast the Ballot
10. **Motion to Close Nominations** - Roll Call Vote  
Newly elected President assumes chair
11. **Nominations for Vice-President** - Cast the Ballot
12. **Motion to Close Nominations** - Roll Call Vote
13. **Public Comment**:

The Board of Education welcomes public comment and views this as an important aspect of community relations. The Board will set aside a portion of every board meeting for public comment on school district issues. Usually, there will be a public comment period devoted exclusively to comment on agenda items and a public comment period dedicated to general school district issues, however, this format may be altered in light of the business of the Board, provided that at least one period is set aside at each meeting for public comment. The maximum length of each public comment period is thirty (30) minutes unless stated otherwise on the meeting agenda.

The public comment period is a time for members of the public to express their comments and/or concerns. It is not a question and answer session. Notwithstanding, members of the administration and/or board members may choose to answer questions raised during public comment periods. They may do so during the public comment period or after it has closed.

**MARGATE CITY BOARD OF EDUCATION  
ORGANIZATION MEETING  
MAY 14, 2025**

The public should understand that there are reasons why questions will not be answered, including reasons related to litigation, privacy, confidentiality, employment rights, student rights and the absence of information from which answers can be formulated. Each speaker making a public comment shall state his name and address before speaking. As stated above, the total amount of time allocated to each comment period is limited. The following additional time limitations also apply. The total amount of time allotted to each speaker is limited to three (3) minutes. A speaker may not extend his or her time by seeking to utilize the unused time of a person who has spoken or who has yet to speak. The total length of time allotted to all speakers making public comments on a particular agenda item or on a particular subject will be limited to ten (10) minutes. The Board President, or the person presiding in the Board President's absence, has flexibility to alter these time limitations. Absent his/her expressly doing so, the time limitations stated here apply.

**14. Appointments/Designations:**

- A. Appointment of Melina Skwarek as the School Business Administrator/Board Secretary for one year commencing July 1, 2025.
- B. Appointment of Melina Skwarek and Ryan Gaskill as the School School Safety Specialists for one year commencing July 1, 2025.
- C. Appointment of Melina Skwarek as the Public Agency Compliance Officer (P.A.C.O.) for one year commencing July 1, 2025.
- D. Appointment of Melina Skwarek, or her designee, as the Custodian of Government Records for one year commencing July 1, 2025.
- E. Appointment of Bonnie Marino as the Affirmative Action Officer for one year commencing July 1, 2025.
- F. Appointment of Melina Skwarek as the designee for the Conscientious Employee Protection Act (CEPA) for one year commencing July 1, 2025.
- G. Appointment of Matthew Burton as the Indoor Air Quality Designee for one year commencing July 1, 2025.
- H. Appointment of Matthew Burton as the Integrated Pest Management Coordinator for one year commencing July 1, 2025.
- I. Appointment of Matthew Burton as the Right to Know Officer for one year commencing July 1, 2025.
- J. Appointment of Matthew Burton as the Safety & Health Designee for one year commencing July 1, 2025.
- K. Appointment of Matthew Burton as the Asbestos Management and OSHA/PEOSH Officer and Coordinator for one year commencing July 1, 2025.
- L. Appointment of Ryan Gaskill as the Section 504 Committee Coordinator for one year commencing July 1, 2025.
- M. Appointment of Ryan Gaskill as the ADA Officer for one year commencing July 1, 2025.
- N. Appointment of Ryan Gaskill as the McKinney-Vento Homeless Liaison for one year commencing July 1, 2025.

**MARGATE CITY BOARD OF EDUCATION  
ORGANIZATION MEETING  
MAY 14, 2025**

**15. Business Office Matters**

- A. Designation of Ocean First Bank as the approved depository for the Margate City School District funds for the 2025-2026 school year and that the financial institutions be required to be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes.

AND BE IT FURTHER RESOLVED that the following warrant signatures be approved and include the use of computer generated or facsimile signatures:

General Fund Operating Account (three signatures required):

Board President or Board Vice President  
Board Secretary  
Superintendent of Schools

Payroll Agency Account (three signatures required):

Board President or Board Vice President  
Board Secretary  
Superintendent of Schools

Food Service Account (three signatures required):

Board President or Board Vice President  
Board Secretary  
Superintendent of Schools

Net Payroll Account (two signatures required):

Board Secretary  
Superintendent of Schools

School Student Activities Account (two signatures required):

Board Secretary  
Superintendent of Schools

Joan Schwenk Memorial Scholarship Trust Fund (two signatures required):

Board Secretary  
Superintendent of Schools

Tracy Santoro Memorial Scholarship Trust Fund (two signatures required):

Board Secretary  
Superintendent of Schools

Section 125 Plan Account (two signatures required):

Board Secretary  
Superintendent of Schools

Unemployment Compensation Trust Fund (one signature required):

Board Secretary  
Superintendent of Schools

- B. Approve 2025-2026 Bus Driver & Bus Aide Employee Handbook.  
C. Approve the appointment of Eric Goldstein, of Nehmad, Davis & Goldstein, PA as General Legal Board Solicitor for one year commencing July 1, 2025 at a fee of \$140.00 per hour plus expenses.  
D. Approve the appointment of Spiezele Architectural as the architect of record for one year commencing July 1, 2025.

**MARGATE CITY BOARD OF EDUCATION  
ORGANIZATION MEETING  
MAY 14, 2025**

- 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 \$22,500.00 including the Child Nutrition Audit, plus \$1,000 ASSA assistance and auditing fee, assuming that there are no major variations in the condition of the district's records. Total anticipated contract cost: \$23,500.00.
- F. Approve a professional services contract with Tri-State Light and Energy for electrical services, as needed, not to exceed \$25,000.00 for one year commencing July 1, 2025 (Educational Services Commission Cooperative pricing system #65MCECCPS BID #ESCNJ 23/24-27).
- G. Approve Siracusa-Kaufman Insurance Agency as the School Insurance Agent/Risk Management Consultant (RMC) for the District for the period beginning July 1, 2025 to June 30, 2026, as a service contract awarded as an Extraordinary Unspecifiable Service as permitted under N.J.S.A. 18A:18A-5(a)10, N.J.S.A. 40A:11-5(1)(a)(ii), and NJAC 5:34-2.3(b).
- H. Approve Brown & Brown Metro, LLC as the School Health Benefit Insurance Broker for the period beginning July 1, 2025 to June 30, 2026 - no fee paid directly to broker; Commissions at 4.0% of the premium for medical and prescription; Commission for Dental is 10% for the first \$10,000 in premiums, 4% for the next \$95,000 in premiums and 3% thereafter. This service contract is awarded as an Extraordinary Unspecifiable Service as permitted under N.J.S.A. 18A:18A-5(a)10, N.J.S.A. 40A:11-5(1)(a)(ii), and NJAC 5:34-2.3(b).
- I. Approve the renewal of health insurance for one year from 7/1/2025 - 6/30/2026 with the Amerihealth Brown & Brown Public Employers Trust.
- J. Approve the renewal of dental insurance for one year from 7/1/2025 - 6/30/2026 with Delta Dental.
- K. Approve the appointment of Dr. Jeffrey Gong, DO as school physician for the contract period beginning July 1, 2025 through June 30, 2026, at a rate of \$7,500 annually, plus in office visits at a rate of \$40.00 per visit as needed.
- L. Approve the appointment of Strauss Esmay Associates, LLP as Margate City School District's Policy Consultant for the period beginning July 1, 2025 through June 30, 2026.
- M. Approve the payment of bills and payrolls between board meetings on a limited basis in accordance with NJSA 18A:19-4.1. All payments must be approved by the Superintendent and School 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.
- N. Approve the School Business Administrator and Superintendent to approve line item budget transfers as necessary 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.
- O. Designation of Official Newspapers: *The Press of Atlantic City* and the *Star Ledger*.
- P. The Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a), designates Melina Skwarek, School Business Administrator/Board Secretary, as the Qualified

**MARGATE CITY BOARD OF EDUCATION  
ORGANIZATION MEETING  
MAY 14, 2025**

Purchasing Agent for the Board of Education 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.

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).

In absence or unavailability of the Qualified Purchasing Agent, the Board of Education hereby authorizes the District Superintendent, to award contracts pursuant to N.J.S.A. 18A:18A-3 (a).

- Q. Approve the adoption of the 2025-2026 Purchasing Manual.
- R. Approve the adoption of the Margate Board of Education Organizational Chart.
- S. Approve the adoption of the updated Safety and Security Plan.
- T. Approval of Petty Cash Funds for the 2025-2026 school year as follows:

Food Services Director	\$300.00
E. A. Tighe School	\$100.00
W. H. Ross, III School	\$100.00
Facilities Director	\$200.00
- U. 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, 2025 through December 31, 2025.
- V. Approve Cooperative Agreements with the following agencies:
  - Education Services Commission New Jersey
  - Hunterdon County Educational Services Commission
  - Camden County Educational Services Commission
  - Atlantic County Special Services School District
  - Camden County Special Services School District
  - Sourcewell Cooperative
  - Ed-Data
  - BuyBoard
- W. The Margate City Board of Education adopts all existing Board bylaws, policies, and regulations.
- X. The Margate City Board of Education adopts the Uniform Minimum Chart of Accounts for New Jersey Schools.
- Y. The Margate City Board of Education authorizes the Board President, or designee, to act as Board Secretary when necessary, and appropriate, in the absence of the Board Secretary.

**16. Personnel Matters**

- A. Approve Substitute Pay Rates for the 2025-2026 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 \$25/hour (minimum of 4 hours)

**MARGATE CITY BOARD OF EDUCATION  
ORGANIZATION MEETING  
MAY 14, 2025**

- 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.

**17. Resolutions**

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

**18. New Business Matters**

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

**19. Board Matters**

- A. Motion to organize under Article 10-3, New Jersey Statutes, and adoption of the Schedule of Meetings for the 2025-2026 school year.
- B. Appoint Danielle Gomes-Chapman as the NJSBA Delegate.
- 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. Signing of acknowledgement of receipt of the Code of Ethics for School Board Members.
- D. Approval of the Board of Education Committee Schedules.

**20. Executive Session**

**21. Adjournment**