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The following items are contained in the May 14, 2025 Organization Meeting Minutes:

1. Call to Order
2. Notice of Reappointment
3. Notice of Reappointment
4. Swearing in of Board Members
5. Roll Call
6. Nominations for President
7. Nominations for Vice President
8. Public Comment
9. Appointments/Designations
10. Business Office Matters
11. Personnel Matters
12. Resolutions
13. New Business Matters
14. Board Matters
15. Adjournment

The Organization Meeting of the Margate City Board of Education was called to order at 6:00 P.M. on May 14, 2025 by Board Secretary, Melina Skwarek, at the Eugene A. Tighe School 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 April 1, 2025, a notice of this meeting was posted on the district website, the bulletin board in the Margate Board of Education Administration Office, the Eugene A. Tighe School, the William H Ross III School, and emailed to the City Clerk and advertised in *The Press*.

Notice of the Reappointment:

Notice of 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 given by Mayor Michael Collins.

Notice of the Reappointment:

Notice of Appointment of Mr. Nicholas Palmisano for a three-year term as Member of the Board of Education which will expire on May 16, 2028 was given by Mayor Michael Collins.

Swearing in of Board Members:

Mr. Jack Sorensen recited the Required Oath for School Board Members.

Mr. Nicholas Palmisano recited the Required Oath for School Board Members.

Roll Call - Members Present:

Mr. Joseph Pepe; Mr. Jack Sorensen; Mrs. Amy Brog; Mrs. Shannon Wray-Norris; Mr. Nicholas Palmisano; Mr. Stephen Swift

Members Absent:

Mrs. Danielle Gomes-Chapman

Others Present:

Mr. Ryan Gaskill, Superintendent of Schools; Mrs. Melina Skwarek, Board Secretary/School Business Administrator; Mrs. Bonnie Marino, Principal; Mrs. Samantha Dulude, Principal; Mr. Eric Goldstein, Solicitor

Nominations for President:

A motion to appoint the Board Secretary as Temporary Chair to conduct elections was made by Mr. Palmisano and seconded by Mr. Sorensen.

Motion passed by the following roll call vote:

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Organization Meeting

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Ayes: Mr. Swift, Mr. Palmisano, Mrs. Wray-Norris, Mrs. Brog, Mr. Sorensen, and Mr. Pepe.

Nays: None

A nomination to appoint Mr. Pepe for the position of Board President was made by Mrs. Brog and seconded by Mrs. Wray-Norris.

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

Motion passed by the following roll call vote:

Ayes: Mr. Swift, Mr. Palmisano, Mrs. Wray-Norris, Mrs. Brog, Mr. Sorensen, and Mr. Pepe.

Nays: None

The Board Members congratulated Mr. Pepe. Mr. Pepe assumed the role of Board Chair as the newly elected Board President.

Nominations for Vice President:

A nomination to appoint Mr. Sorensen for the position of Board Vice President was made by Mrs. Brog and seconded by Mrs. Wray-Norris.

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

Motion passed by the following roll call vote:

Ayes: Mr. Swift, Mr. Palmisano, Mrs. Wray-Norris, Mrs. Brog, Mr. Sorensen, and Mr. Pepe.

Nays: None

Public Comment:

No members of the community commented.

Appointments/Designations:

Motion by Mrs. Brog, seconded by Mr. Sorensen, to approve the following 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.

Appointments/Designations (Continued):

- 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.

Motion passed by the following roll call vote:

Ayes: Mr. Swift, Mr. Palmisano, Mrs. Wray-Norris, Mrs. Brog, Mr. Sorensen, and Mr. Pepe.

Nays: None

Business Office Matters:

Motion by Mrs. Brog, seconded by Mr. Swift, to approve the following 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

Business Office Matters (Continued):

- 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 Spiezle Architectural as the architect of record for one year commencing July 1, 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 #65MCESCCPS 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

Business Office Matters (Continued):

- \$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 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 attached as Exhibit 1, page O-29.
  - V. Approve Cooperative Agreements with the following agencies:  
Education Services Commission New Jersey

Business Office Matters (Continued):

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.

Motion passed by the following roll call vote:

Ayes: Mr. Swift, Mr. Palmisano, Mrs. Wray-Norris, Mrs. Brog, Mr. Sorensen, and Mr. Pepe.  
Nays: None

Personnel Matters:

Motion by Mrs. Brog, seconded by Mr. Sorensen, to approve the following personnel matters:

- A. Approve Substitute Pay Rates for the 2025-2026 school year:

|                         |                                      |
|-------------------------|--------------------------------------|
| Substitute Teacher/Aide | \$125.00 w/ teacher certificate      |
| Substitute Teacher/Aide | \$125.00 without teacher certificate |
| Substitute Nurse        | \$125.00                             |
| Substitute Bus Driver   | \$25/hour (minimum of 4 hours)       |
| 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. Swift, Mr. Palmisano, Mrs. Wray-Norris, Mrs. Brog, Mr. Sorensen, and Mr. Pepe.  
Nays: None

Resolutions:

Motion by Mrs. Brog, seconded by Mr. Sorensen, 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. Swift, Mr. Palmisano, Mrs. Wray-Norris, Mrs. Brog, Mr. Sorensen, and Mr. Pepe.

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. Swift, Mr. Palmisano, Mrs. Wray-Norris, Mrs. Brog, Mr. Sorensen, and Mr. Pepe.

Nays: None

Board Matters:

Motion by Mrs. Brog, seconded by Mr. Sorensen, to approve the following 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.

Motion passed by the following roll call vote:

Ayes: Mr. Swift, Mr. Palmisano, Mrs. Wray-Norris, Mrs. Brog, Mr. Sorensen, and Mr. Pepe.

Nays: None

Adjournment:

Upon motion by Mrs. Brog, seconded by Mr. Sorensen, the board unanimously agreed to adjourn at 6:12 P.M.

Respectfully submitted,

Melina Skwarek  
Board Secretary/School Business Administrator

**MARGATE CITY BOARD OF EDUCATION  
DUE LOCAL SCHOOLS  
PAYMENT SCHEDULE 2025**

SECOND HALF OF 2025

|                |               |                          |
|----------------|---------------|--------------------------|
| July           | 959,719.50    |                          |
| August         | 959,719.50    |                          |
| September      | 959,719.50    |                          |
| October        | 959,719.50    |                          |
| November       | 959,719.50    |                          |
| December       | 959,719.50    |                          |
| TOTAL          | 5,758,317.00  | 2025-2026 A4F Column (4) |
| TOTAL FOR 2025 | 11,181,119.00 | 2025-2026 A4F Column (5) |

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