

MARGATE CITY BOARD OF EDUCATION
ORGANIZATION MEETING
MAY 16, 2023

1. **Call to Order**: by Board Secretary
2. **Pledge of Allegiance**
3. **Certification of Notice**
4. **Notice of the 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.
5. **Notice of the 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.
6. **Swearing in of Board Members**
7. **Roll Call**
8. **Motion to appoint Board Secretary as Temporary Chair**: to conduct elections.
9. **Nominations for President** - Cast the Ballot
10. **Motion to Close Nominations** - Roll Call Vote
 - A. 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

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raised during public comment periods. They may do so during the public comment period or after it has closed.

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**

A. Appointment of Melina Skwarek School Business Administrator/Board Secretary for one year commencing July 1, 2023.

B. Appointment of Ryan Gaskill 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.

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- 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.

15. **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.
- 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

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to the Board not less than monthly and in accordance with the statutes and regulations of the NJ State Department of Education.

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.

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.

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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.

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.

16. **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.

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17. **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.

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 Meeting for the 2023-2024 school year.
- B. Appoint Mr. Joseph Pepe 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.
- D. Signing of acknowledgement of receipt of the Code of Ethics for School Board Members.
- E. Approval of the Committee Schedules.

20. **Adjournment**