

VENTNOR CITY BOARD OF EDUCATION
Organization Meeting – May 16, 2024 – 5:00 PM

In Compliance with the “Open Public Meetings Act” of the State of New Jersey, adequate notice of this meeting has been provided. On April 25, 2024 notice was given to all Board members and posted at the Ventnor Educational Community Complex, Ventnor City Hall and the Ventnor Public Library. It was also e-mailed to the Press of Atlantic City and the Downbeach Current on that same date.

I. ROLL CALL – Ms. Nowotny

Mr. Doug Biagi
Mrs. Kim Bassford
Mrs. Lori Abbott
Mr. Michael Advena
Dr. John C. Baker
Mr. Michael Hagelgans
Mr. James Quinlan

Dr. Carmela Somershoe, Superintendent
Ms. Terri Nowotny, Bus. Admin/Board Sec.
Ms. Sanu Dev, Esq., School Solicitor

II. PLEDGE OF ALLEGIANCE

III. ELECTION OF OFFICERS

- A. President – Ms. Nowotny presides**
- 1. Call for nominations**
 - 2. Motion to close nominations**
 - 3. Roll call vote**

- B. Vice-President – Board President presides**
- 1. Call for nominations**
 - 2. Motion to close nominations**
 - 3. Roll call vote**

IV. NEW BUSINESS – BOARD MEMBERS

A. SCHOOL BOARD CODE OF ETHICS – *Board members to sign and return* **Exhibit: A**

WHEREAS, the Ventnor City Board of Education must discuss and adopt the Code of Ethics for School Board Members, pursuant to N.J.S.A. 18A:12-21 et seq. and

WHEREAS, the Ventnor City Board of Education must adopt policies and procedures regarding the training of its members in understanding of that Code of Ethics

BE IT THEREFORE RESOLVED, that the Code of Ethics as attached in Exhibit A be adopted along with the policies and procedures for training.

B. RESOLUTION TO APPOINT NJSBA LEGISLATIVE AND ALTERNATE AND COUNTY REPRESENTATIVE TO THE EXECUTIVE COMMITTEE

WHEREAS, the Ventnor City Board of Education desires to appoint delegates to the New Jersey School Boards Association for the 2024-2025 school year,

BE IT THEREFORE RESOLVED that the following Board Members are appointed for the 2024-2025 school year.

Delegate	_____	(23/24 Lori Abbott)
Alternate Delegate	_____	(23/24 Kim Bassford)
County Representative	_____	(23/24 Lori Abbott)
Legislative Representative	_____	(23/24 Lori Abbott)

V. NEW BUSINESS – DISTRICT

A. APPOINTMENTS

1. RESOLUTION TO APPOINT BUSINESS ADMINISTRATOR/BOARD SECRETARY

Tabled

2. RESOLUTION TO APPOINT CERTAIN SCHOOL OFFICIALS

WHEREAS, the Ventnor City Board of Education must appoint certain school officials,

BE IT THEREFORE RESOLVED that the following officials are appointed for the school year July 1, 2024 through June 30, 2025:

The Superintendent as Affirmative Action Officer.

The Superintendent of Schools as custodian for all the personnel records and the Business Administrator for all records other than personnel.

The School Psychologist as Section 504 compliance officer.

The Supervisor of Special Services as ADA coordinator.

The Business Administrator as Title IX Coordinator.

The School Social Worker as Homeless Student Liaison.

The Business Administrator as Public Agency Compliance Officer.

The Supervisor of Facilities as Asbestos Management, Right-To-Know and PEOSA Officer/Coordinator.

The Supervisor of Facilities as Indoor Air Quality Designee.

The Business Clerk as School Treasurer.

3. RESOLUTION TO PURCHASE THROUGH STATE CONTRACT

WHEREAS, the Ventnor City Board of Education wishes to purchase through the New Jersey Division of Purchase and Property State Contracts,

BE IT THEREFORE RESOLVED that the Ventnor Board of Education purchase through the following vendors:

Office Supplies: Staples Business Advantage

Classroom Supplies: WB Mason
 School Specialty
 Custodial Supplies: Supply It All
 Minicomputer, microcomputer, workstation & associated products:
 CDW Government, Inc.
 Comtec Systems
 Dell Marketing LP
 Educate Me
 Global Computer
 MRA International
 Ocean Computer Group, Inc.
 PCM global
 Promedia Technology
 SHI Computers
 Turn-key Technologies/TTI Wireless
 Troxell Communications
 Facilities equipment, products and services:
 Becker's Equipment (playground and surfacing)
 CM3 Building Solutions (HVAC service)
 GovDeals (auction services)
 Heritage Business System (copiers)
 Laurel Mower (landscape equipment)
 Stewart/Xerox Business Solutions (copiers)
 KDI Office Technology (copiers)
 Municipal Capital Finance Lease (copier lease)
 Carpet: Frank Mazza & Son, Inc.

4. RESOLUTION TO APPOINT PROFESSIONAL SERVICES 2024-2025

WHEREAS, the Ventnor City Board of Education desires to appoint its professional services staff for the 2024-2025 school year,

BE IT THEREFORE RESOLVED that services are contracted with the following professionals for the 2024-2025 school year:

Engineer of Record: Tabled

School Physician/Medical Inspector: Dr. Gong at \$7,000.00 annual fee.

BE IT THEREFORE ALSO RESOLVED that continued services are contracted with the following professionals for the 2024-2025 school year. Where appropriate the annual contract amount is listed:

Board Solicitor and Labor Relations Attorney/Negotiator Services: Capehart Scatchard with Sanmathi Dev as primary contract. Retainer \$6,000.00 to cover meeting preparation and attendance, additional hourly services by shareholder at \$180; associates \$170 and paralegals \$75 per hour, no travel fees.

Public School Accountant: Nightlinger, Colavita & Volpa - \$24,765.00 annual fee.

Insurance Agent: Siracusa-Kaufmann Insurance Agency

This is a three-year term to align with our insurance coverage 7/1/2022 to 6/30/2025.

Health Benefit Insurance Broker – Brown and Brown Benefit Advisors – no fee paid directly to broker; Commissions at 3.5% for medical; 3.5% for prescription; 10% of first \$5,000 in premium, 4% of next \$95,000 in premium and 3% thereafter for dental. Commissions are less than the current rates. 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).

BE IT FURTHER RESOLVED that the Business Administrator is directed to advertise these appointments for the 2024-2025 school year in the official newspaper.

B. RESOLUTION DESIGNATING DEPOSITORIES OF SCHOOL MONIES

WHEREAS, the Ventnor City Board of Education must designate financial institutions as depositories of Board funds, and

WHEREAS, the Ventnor City Board of Education advertised Requests for Proposals for 2020/2021, with OceanFirst as the only proposal received, terms were reviewed and deemed advantageous to the district, with interest rates increased in February 2023,

BE IT THEREFORE RESOLVED that the following financial institutions be designated as official depositories of Board funds:

Checking and Savings Accounts: OceanFirst

Investment Depositories: New Jersey Cash Management Fund, New Jersey Asset & Rebate Management Program (NJ/ ARM) and OceanFirst.

C. GENERAL ACCOUNTS RESOLUTION

WHEREAS, The Ventnor City Board of Education wishes to confirm the signatories authorized to withdraw funds from the Board of Education bank accounts,

BE IT THEREFORE RESOLVED that the President, Vice President, Business Administrator, and Superintendent are hereby authorized to withdraw and transfer funds of the Ventnor City Board of Education in the following accounts:

1. OceanFirst: Current Account

BE IT FURTHER RESOLVED that the Ventnor City Board of Education authorizes the use of one facsimile signature, with penned signatures required by the second and third signatories on the above account.

2. OceanFirst: Payroll Account *, Payroll Agency *, Lunch and Milk

BE IT FURTHER RESOLVED that the Ventnor City Board of Education authorizes the use of one facsimile signature, with penned signatures required by the second signatory on all the above accounts. * Facsimile signatures may be used for both signatures when checks are generated by the district payroll contractor.

BE IT FURTHER RESOLVED that the Business Administrator be instructed to furnish the

depositories with a certified copy of this resolution.

D. INVESTMENT OF BOARD FUNDS

WHEREAS, the Ventnor City Board of Education must confirm the continuation of the authority for the President and Business Administrator to invest Board Funds,

BE IT THEREFORE RESOLVED that the above named are hereby authorized to invest Board of Education funds in any legal investments approved and provided by state statutes.

E. RESOLUTION ESTABLISHING PETTY CASH FUND

WHEREAS, the Ventnor City Board of Education wishes to establish a petty cash fund,

BE IT THEREFORE RESOLVED that a Business Office petty cash fund of \$250.00 for the 2024-2025 school year will be established.

BE IT FURTHER RESOLVED that the Business Administrator/Board Secretary under the supervision of the Superintendent shall be responsible for the disposition of funds. The maximum expenditure shall be \$50.

F. RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS

WHEREAS, the Ventnor City Board of Education must designate a publication in which the Board will advertise,

BE IT THEREFORE RESOLVED that The Press of Atlantic City and Sunday Press of Atlantic City and/or The Downbeach Current are designated as the official Board of Education newspapers, which will advertise any and all legal notices and documents as required by law.

G. RESOLUTION DESIGNATING OFFICIAL BARGAINING UNITS

WHEREAS, the Ventnor City Board of wishes to designate its official bargaining units,

BE IT THEREFORE RESOLVED that Ventnor City Education Association, the Ventnor Support Staff Association, and the Ventnor Administrator's Association be designated as the official bargaining units for the 2024-2025 school year.

H. RESOLUTION ON RULES, REGULATIONS, RESOLUTIONS, POLICIES, EDUCATIONAL GOALS, JOB DESCRIPTIONS AND CURRICULUM

WHEREAS, the Ventnor City Board of Education must adopt all rules, regulations, resolutions, policies, educational goals, job descriptions, and curriculum,

BE IT THEREFORE RESOLVED, that all rules, regulations, resolutions, policies, educational goals,

job descriptions and curriculum and other actions passed, adopted, promulgated, or otherwise approved by the preceding Board of Education of Ventnor City, New Jersey, except those which expired by their own terms, are adopted by this reference thereunto by the present VENTNOR CITY BOARD OF EDUCATION organized on May 16, 2024.

I. RESOLUTION ON TRANSFER OF FUNDS BETWEEN BOARD MEETINGS

WHEREAS, the Ventnor City Board of Education has occasion to require transfers between board meetings,

BE IT THEREFORE RESOLVED that the Ventnor Board of Education hereby authorizes the Superintendent to approve the necessary 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

BE IT FURTHER RESOLVED that any and all transfers shall be in accordance with the statutes and regulations of the NJ State Department of Education.

J. RESOLUTION ON PERMITTED PUPIL RECORDS

WHEREAS, the Ventnor City Board of Education is required to regulate access, disclosure and communication of information from educational records in a manner that assures the security of such records in accordance with N.J.A. C. 6:3-6:3(a)2,

BE IT THEREFORE RESOLVED that the Ventnor City Board of Education has established guidelines as Policy 5125 – Student Records.

K. ADOPTION OF TEXTBOOK LIST

Exhibit: K

WHEREAS, the Ventnor City Board of Education must adopt the textbook list,

BE IT THEREFORE RESOLVED, that the textbook list, as attached in Exhibit K, be approved for the 2024-2025 school year.

L. REQUISITION FOR TAXES

WHEREAS, the Ventnor City Board of Education must designate the Requisition for Taxes for the 2024-2025 School year,

BE IT THEREFORE RESOLVED that the amount of district taxes, exclusive of debt service requirements, needed to meet the obligations of the Board for the next school year is \$16,530,371 to be paid in twelve monthly installments of \$1,377,530.91.

M. APPROVAL OF TAX SHELTER ANNUITY COMPANIES AND BROKERS

Exhibit: M

WHEREAS, the Ventnor City Board of Education wishes to provide a limited number of Tax Shelter Annuity Companies and Brokers,

BE IT THEREFORE RESOLVED, that the Tax Shelter Annuity Companies and Brokers list, as attached in Exhibit M, be approved for the 2024-2025 school year.

N. TRAVEL AND RELATED EXPENSE REIMBURSEMENT

WHEREAS, the Ventnor City Board of Education recognizes school staff and board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, NJAC 6A:23A-7.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$500.00 per administrator/\$150.00 other staff members where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with NJAC 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE BE IT RESOLVED, the Board of Education approval all travel not in compliance with NJAC 6A:23-7.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approved travel and related expense reimbursements in accordance with NJAC 6A:23A-7.3, to a maximum expenditure of \$500.00 per administration/\$150.00 other staff members.

VI. ADJOURNMENT