

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR SESSION MEETING MINUTES  
Monday, November 20, 2023**

**1. OPENING OF MEETING - 6:30 PM** - *The meeting began at 6:30 p.m.*

**Required Notice of Open Public Meeting**

Being duly posted at the following locations: High Bridge Middle School and Elementary School main offices, High Bridge Borough Hall Office; and advertised, in accordance with the Open Public Meeting Act, in the following newspaper: Hunterdon County Democrat, this meeting will convene in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829, alternatively the meeting will be available for listening purposes only on Google Meet. The Board will only accept public participation from those who are physically in attendance, as per Policy 0168. Please notify the board if you intend to record this meeting.

**Date:** Monday, November 20, 2023

**Time:** 6:30 pm

**Formal action will be taken.**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL** by Karolina Cywa, SBA / Board Secretary

Benjamin Bolger - *Present*

Erin Delgado - *Present*

Karyn Gove - *Present*

Robert Imhoff - *Present*

Michael McCasland - *Present*

Colleen Poles - *Present*

Cynthia Sharkey - *Present*

Additional Members Present:

Dr. Gregory Hobaugh, Superintendent - *Present*

Karolina Cywa, SBA / Board Secretary - *Present*

**4. PRESENTATION AND RECOGNITION ITEMS**

**4.1. Presentation** on 2022 - 2023 Audit by Andrew Kucinski and Amanda Garris of Nisivoccia

*Andrew Kucinski and Amanda Garris presented the 2022 - 2023 audit results.*

**4.2. Superintendent's Report**

**4.2.1. 2023-2024 Enrollment**

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	4	51	-	-	-	51
K	2	43	-	-	-	43

1	2	24	-	-	-	24
2	2	32	-	-	-	32
3	2	33	-	-	-	33
4	2	27	-	-	-	27
<b>Elementary School Total</b>						<b>210</b>
5	1	32	-	-	-	32
6	2	34	-	-	-	34
7	2	39	1	-	-	40
8	2	35	-	-	-	35
<b>Middle School Total</b>						<b>141</b>
<b>District Total</b>	<b>21</b>	<b>350</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>351</b>

4.2.2. Staff Attendance for October 2023 (*Attachment: October 2023 Staff Attendance*)

4.2.3. Monthly Report on Harassment, Intimidation, and Bullying Incidents/Suspensions and Security Drills

Month	Drills				Suspensions				HIB			
	HBES		HBMS		HBES		HBMS		HBES		HBMS	
	Fire	Security	Fire	Security	In	Out	In	Out	Investigated	Affirmed	Investigated	Affirmed
July	07/06	07/31	07/05	07/11								
August	08/01	08/10	08/01	08/02								
Sept	09/06	09/14	09/06	09/14							1	
Oct	10/13	10/27	10/03	10/05								
Nov		11/06	11/14	11/06								
Dec												
Jan												
Feb												
March												
April												
May												
June												
* Investigation is in progress												

4.2.4. Superintendent Update

4.2.4.1. Introduction of new staff members

*Dr. Gregory Hobaugh introduced new staff members: Daniela Cleveland, and Jacqueline Remaly, both preschool teachers. Kristin Weiland, PE teacher for Middle School, and Brett Leister PE teacher for Elementary School.*

**5. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Coleen Conroy	October 18, 2023	Invitation for BOE
<i>(Attachment: Student Leadership Invite for BOE 10 18 23)</i>		

**6. PUBLIC COMMENTS**

This period of time provides an opportunity for the public to comment on agenda topics only. It is the policy of the Board of Education (Policy #0164) that all public comments on an issue shall be limited to three (3) minutes per person and no person may make more than one (1) comment per subject. While all comments will be considered and a response will be forthcoming if and when appropriate, School Board members will not respond to the speakers during the public comment portion of the meeting. Speakers with questions are encouraged to contact the Superintendent directly before or after the meeting.

**7. BOARD OF EDUCATION MEMBER’S COMMENTS**

**8. ADOPTION OF MINUTES FROM PREVIOUS MEETING**

- 8.1. September 18, 2023 Regular Session Meeting Minutes *(Attachment: 9 18 23 Regular Session Meeting Minutes Signed)*
- 8.2. October 10, 2023 Work Session Meeting Minutes *(Attachment: 10 10 23 Work Session Meeting Minutes Signed)*
- 8.3. October 16, 2023 Regular Session Meeting Minutes *(Attachment: 10 16 23 Regular Session Meeting Minutes Signed)*

**The Board President** calls for a motion and a second to approve 8.1.-8.3.:

<b>Motion: Erin Delgado</b>		<b>Second: Benjamin Bolger</b>		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger	<b>X</b>			
Erin Delgado	<b>X</b>			
Karyn Gove	<b>X</b>			
Robert Imhoff	<b>X</b>			
Michael McCasland	<b>X</b>			
Colleen Poles	<b>X</b>			
Cynthia Sharkey	<b>X</b>			

*Motion passes 7-0-0-0*

**9. REPORTS TO THE BOARD**

- 9.1. Board President’s Report
  - 9.1.1. High Bridge Tree Lighting
  - 9.1.2. Student Achievement
  - 9.1.3. Shared Services Committee Update - Karyn Gove
  - 9.1.4. Negotiations Committee Update
  - 9.1.5. School Security Committee Update
  - 9.1.6. Hunterdon County School Boards Association Meeting Update - Robert Imhoff

*Ms. Cindy Sharkey noted that all board members are invited to the High Bridge tree lighting.  
Mr. Robert Imhoff informed the board that the Delegate Assembly meeting is on December 2nd,  
and the County meeting is on December 6th in the JP Case School in person or virtual.*

## 10. ACTION ITEMS

### 10.1. Student Achievement - Curriculum, Instruction, Technology & Policy

**10.1.1. Motion to approve** the following policy updates: (*Attachments: P 5112 Entrance Age, 0164.6 Remote Public Board Meetings During a Declared Emergency (M), 0165 Voting, 0167 Public Participation in Board Meetings, 0169 Board Member Use of Electronic Mail Internet* )

**10.1.1.1.** P 5112 – Entrance Age

**10.1.1.2.** Policy 143.1 - Board Member Appointment (Abolish)

**10.1.1.3.** Policy 0164.6 - Remote Public Board Meetings During a Declared Emergency

**10.1.1.4.** Policy 0165 - Voting

**10.1.1.5.** Policy 0167 - Public Participation in Board Meetings

**10.1.1.6.** Policy 0169 - Board Members Use of Electronic Mail/Internet

**10.1.2. Motion to approve** the following class trips and transportation:

Location	Grade	Cost	Cost Incurred By
Turtle Back Zoo, West Orange, NJ	1st	\$30.00	Parents / Guardians
Mayo Performing Arts Center, Morristown, NJ	3rd	\$24.00	Parents / Guardians
Washington DC	8th	\$450.00 per Student Transportation \$2,700.00	Parents / Guardians responsible for the Student portion. BOE to pay for transportation costs.
Voorhees High School	8th	\$144.00 for transportation	BOE

### 10.2. Human Resources - Personnel, Management & Community Relations

**10.2.1. Motion to approve** Maryanne Laffert as paraprofessional aide to chaperone the Middle School Student Leadership Dance on October 6, 2023 at the contracted rate of \$19.00 per hour for a total of 2 hours, not to exceed \$38.00.

**10.2.2. Motion to approve** paraprofessional aide, Maryanne Laffert, for RBT training through the Autism Foundation at the contracted rate of \$19.00 per hour for up to forty (40) hours, not to exceed \$760.00, to be funded through the IDEA Grant.

**10.2.3. Motion to approve** the resignation of preschool teacher, Melissa Valente, effective December 18, 2023.

**10.2.4. Motion to approve** the employment of Daniela Cleveland as Preschool Teacher for the 2023-2024 school year at a level of MA Step 4 at a prorated annual salary of \$67,260.00, pending receipt of employment paperwork and required background check, effective on or about January 3, 2024.

- 10.2.5. Motion to approve** the employment of Jacqueline Remaly as Preschool Teacher for the 2023-2024 school year at a level of MA+15 Step 5 at a prorated annual salary of \$69,255.00, pending receipt of employment paperwork and required background check, effective on or about November 21, 2023.
- 10.2.6. Motion to approve** Kristin Weiland as part-time middle school physical education teacher for the 2023-2024 school year at a level of BA Step 1 at a prorated annual salary of \$49,188.00, pending receipt of employment paperwork and required background check, effective on or about November 21, 2023.
- 10.2.7. Motion to approve the** employment of Brett Leister as elementary school physical education teacher for the 2023-2024 school year at a level of MA Step 8 at a prorated annual salary of \$73,030.00, pending receipt of employment paperwork and required background check, effective on or about January 22, 2024.
- 10.2.8. Motion to approve** Nicole Locorotondo as middle school cheerleading coach for the 2023-24 school year at the stipend rate of \$1,264.00.
- 10.2.9. Motion to approve** maternity leave for Carley Marookian, commencing on or about January 2, 2024 with a tentative return date of May 31, 2024, in accordance with FMLA and NJFLA regulations.
- 10.2.10. Motion to approve** maternity leave for Kayla Turner, commencing on or about February 20, 2024 with an anticipated return date for the start of the 2024-25 school year, in accordance with FMLA and NJFLA regulations.
- 10.2.11. Motion to approve** Katie Franks as Spring Environmental Club Advisor at the contracted rate of \$32.00 per hour for 11 hours, for a total not to exceed \$352.00.
- 10.2.12. Motion to approve** the resignation of Elementary School Principal Administrative Assistant, Valerie Palmer, effective December 22, 2023.
- 10.2.13. Motion to approve** Bhavna Sharma as paraprofessional aide for TREP\$ Marketplace meetings at the contracted rate of \$19.00 per hour for four (4) hours, not to exceed \$76.00, to be funded from IDEA grant funds.
- 10.2.14. Motion to approve** Rosemarie Perna as a paraprofessional aide for basketball at the contracted rate of \$19.00 per hour for up to thirty-eight hours (38), not to exceed \$722.00, to be funded from IDEA grant funds.
- 10.2.15. Motion to approve** Temple University student, Emma Waseleski, to observe speech pathologist, Joan Murray or Kristina Kroll, for up to fifteen (15) hours between December 11, 2023 and January 15, 2024.
- 10.2.16. Motion to approve** Jessica Katzenberger as volunteer middle school girls basketball coach for the 2023-24 school year.
- 10.2.17. Motion to approve** the resignation of preschool teacher, Tanya Cavallo, effective January 13, 2024.
- 10.2.18. Motion to approve** Jeffrey Capone as middle school basketball coach for the 2023-24 school year, pending certification and background check.
- 10.2.19. Motion to approve** Joseph Capone as volunteer middle school boys basketball coach for the 2023-24 school year.

**10.2.20. Motion to approve** Three Bridges Elementary School teacher, Caroline Crobb, to observe the preschool program on or about December 19, 2023.

**10.2.21. Motion to approve** course reimbursement for:

Staff	Course	College/University	Semester	Tuition
Kimberly Sandorff	GED 624 - Teachers as Change Agents & Educational Researchers	Centenary University	March 4 - April 28, 2024	\$2,110.95
Kimberly Sandorff	GED 625 - Curriculum Design & Development	Centenary University	January 8 - March 3, 2024	\$2,110.095
Julia Monge	GED 618 Seminar in Research & Application in Special Education	Centenary University	January 8 - April 24, 2024	\$2,151.45

**10.2.22. Motion to rescind** course reimbursement for:

Staff	Course	College/University	Semester	Tuition
Tanya Cavallo	ECE 624-Introduction to Early Childhood Special Education:Establishing a Positive Urban Educational Environments	New Jersey City University	Sept - Dec 2023	\$2,402.10
Tanya Cavallo	ECE 656-Building Meaningful Curriculum/Developmentally Appropriate Practice in Mathematics and Science	New Jersey City University	Sept - Dec 2023	\$2,402.10

### 10.3. Educational Resources - Finance and Facilities

**10.3.1. Motion to approve** the following referee's and umpire's rates for the 2023 - 2024 school year.

Game	A Game	A and B Games
Soccer/Volleyball/Basketball/ Softball/Baseball	\$67.50	\$101.25

**10.3.2. Motion to approve** Krapf School Bus - NJN, Inc. for 2023 - 2024 field trips and athletic events at the of \$89.75 (until January 2024) and \$90.00 (after January 2024) per hour from Lot to Lot with a 3-hour minimum.

**10.3.3. Motion to approve** Travel Expenditures for Workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Other	Total
Joan Murray	Practical Therapy Techniques for Persistent/Resistant Speech Sound Errors	10/31/23	\$279.00	N/A	N/A	\$279.00
Carol Przewozny	Beyond Decoding:	12/1-2,	\$295.00	\$28.86	\$21.63	\$345.49

	Confronting Comprehension Head On!	2023 (Friday in person, Saturday, virtual)				
Danielle Weber	Webinar - Overviews of New ELA Standards	12/5/23 (Virtual Live)	N/A	N/A	N/A	N/A
Christina Harding	Overview of the 2023 NJSLS for ELA	12/14/23 (Online Webinar)	N/A	N/A	N/A	N/A

#### 10.3.4. Payment of Bills

##### **Audit of Invoices** (*Attachment: 11 20 23 Bill List*)

**Approve** invoices for Current Expenses in the following amounts:

Check Register	Oct 17 - Nov 20	\$ 630,497.62
Payroll	October 31, 2023	\$ 241,179.21
Payroll	November 15, 2023	\$ 231,447.65
		<u>\$ 1,103,124.48</u>

##### **Approve of Bills Cafeteria account:**

BFA	September 30, 2023	ch#1611	\$ 690.72
Maschio's	October 23, 2023	ch#1610	\$ 10,125.36
	<b>Total</b>		<b>\$ 10,816.08</b>

#### 10.3.5. Financial Reports (*Attachments: July 2023, August 2023, September 2023 Board Secretary Reports Signed - Fund 10, 20, 40 and July 2023, August 2023, September 2023 Treasurer Reports*)

##### **Report of the Board Secretary and Treasurer's Report for July 2023, August 2023, and September 2023**

**Resolved**, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the months of July 2023, August 2023 and September 2023 as per the procedure instituted by the State Department of Education, wherein the required certification by the Board Secretary is adhered to in the attachment.

##### **Certification of Fund Balances**

**Resolved**, that pursuant to N.J.A.C. 6A:23A-16.10(b), the Board of Education certify for the months of July 2023, August 2023 and September 2023, after review of the Secretary's monthly financial reports (appropriations section), and upon consultation with the appropriate district officials, shall certify in the minutes of the Board each month that no major account or fund has been over expended in violation of N.J.A.C.6A:23A-16:10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

November 20, 2023

*Karolina Cywa*

Business Administrator

**10.3.6. Motion to approve** Line Item Transfers for October 2023 (*Attachment: October 2023 Transfer Report - Signed*)

**10.3.7. TUITION STUDENTS RECEIVED**

(*Attachment: Bridgewater-Raritan Tuition Contract Agreement*)

<b>ID#</b>	<b>GRADE PreK-8</b>	<b>Sending District</b>	<b>Annual Tuition</b>	<b>Start Date</b>
9713282871	5th Grade	Bridgewater - Raritan School District	\$ 21,499.00 (prorated)	9/11/2023

**10.3.8. ELEMENTARY SCHOOL OUTDOOR PAVILION PROJECT**

Sealed Bid responses were opened Thursday, October 12, 2023, at 2:00 PM at the Business Office. Karolina Cywa and Michael Bieri (School Architect from FKA Architects) were present. The following are the results: (*Attachment: Bid Recommendation - FKA Architect*)

<b><u>Company</u></b>	<b><u>Bid Amount</u></b>
Cypreco Industries Inc	\$302,000.00
A-Tech Concrete Co. Inc	\$309,000.00

**Motion to reject** the bid due to excess of projected budget.

**10.3.9. Motion to approve** the acceptance of the donation of the cardiac science power-heart G5 AED from the Janet Fund grant (*Attachment: The Janet Zilinski Memorial Fund AED Transfer of Ownership and Receipt Acknowledgment*).

**10.3.10. Motion to approve** the submission of Comprehensive Maintenance Plan and M-1 Form for 2022-2025 (*Attachments: High Bridge CMP 23-24 and M-1 Form 23-24*)

**WHEREAS**, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public facilities, and

**WHEREAS**, the required maintenance activities as listed in the attached document for the various school facilities of High Bridge Board of Education are consistent with these requirements, and

**WHEREAS**, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

**NOW THEREFORE BE IT RESOLVED**, that the High Bridge Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan and M1 for the High Bridge Board of Education in compliance with the Department of Education requirements.



**10.3.11. Motion to approve** the contract between Mountain Lakes Board of Education and High Bridge Board of Education for Itinerant Services paid from IDEA grant. (*Attachment: Mountain Lakes Board of Education Mainstream Support Program Agreement*).

**10.3.12. Motion to approve** the 2023 - 2024 Budget Calendar for the 2024 - 2025 budget year. (*Attachment: 2023 - 2024 Budget Calendar*)

**10.3.13. Motion to approve** the carryover of the 2022 - 2023 funds for ESEA and IDEA Grants to 2023 - 2024 for the following amounts:

- Title IA: \$7,011
- Title IIA: \$7,385
- Title IV Part A: \$8,609
- IDEA Basic: \$ 35,194

**10.3.14. RESOLVED**, that the Board of Education apply for Preschool Expansion Aid for the 2024-25 school year and subsequent years upon submission of a yearly update, which will allow the District to expand its existing preschool. The Preschool Expansion Plan provides a description of how the school district will implement each component of a high-quality preschool program, as detailed in the New Jersey Administrative Code 6A:13A and in the Preschool Program Implementation Guidelines. The District's plan is for the operation of a "targeted preschool program" for "at-risk" three and four-year-olds as defined in the N.J.A.C. 6A:13A.

**BE IT FURTHER RESOLVED**, that the Board of Education authorizes the administration to execute the necessary documents.

**The Board President** calls for a motion and a second to approve 10.1-10.3.14.:

<b>Motion: Erin Delgado</b>		<b>Second: Benjamin Bolger</b>		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger	<b>X</b>			
Erin Delgado	<b>X</b>			
Karyn Gove	<b>X</b>			
Robert Imhoff	<b>X</b>			
Michael McCasland	<b>X</b>			
Colleen Poles	<b>X</b>			
Cynthia Sharkey	<b>X</b>			

*Motion passes 7-0-0-0*

**11. PUBLIC COMMENTS**

This period of time provides an opportunity for the public to speak on any topic related to the High Bridge Public Schools. It is the policy of the Board of Education (Policy #0164) that all public comments on an issue shall be limited to three (3) minutes per person and no person may make more than one (1) comment per subject. While all comments will be considered and a response will be forthcoming if and when appropriate, School Board members will not respond to the speakers during the public comment portion of the meeting. Speakers with questions are encouraged to contact the Superintendent directly before or after the meeting.

**12. BOARD OF EDUCATION MEMBER’S COMMENTS**

**13. EXECUTIVE/CLOSED SESSION**

The Board President calls for a motion at 7:14 p.m. Robert Imhoff and a second Erin Delgado unanimously approved, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes

The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

**14. RECONVENE PUBLIC SESSION**

The Board President calls for a motion at 7:20 p.m. Colleen Poles and a second Karyn Gove unanimously approved to reconvene the public session.

**15. ACTION ITEM**

**15.1.1. Motion to approve** October 10, 2023 Work Session Executive Minutes (*Attachment: 10 10 23 Executive Session Minutes Signed*)

**15.1.2. Motion to approve** October 16, 2023 Regular Meeting Executive Minutes (*Attachment: 10 16 23 Executive Session Minutes Signed*)

The Board President calls for a motion and a second to approve 15.1.1-15.1.2,(as amended):

Motion: Karyn Gove		Second: Erin Delgado		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger	<b>X</b>			
Erin Delgado	<b>X</b>			
Karyn Gove	<b>X</b>			
Robert Imhoff	<b>X</b>			
Michael McCasland	<b>X</b>			
Colleen Poles	<b>X</b>			
Cynthia Sharkey	<b>X</b>			

*Motion passes 7-0-0-0*

**16. ADJOURNMENT**

The Board President calls for a motion at 7:29 p.m. Karyn Gove and a second Erin Delgado unanimously approved to adjourn the meeting.

Respectfully submitted



Karolina Cywa  
School Business Administrator/Board Secretary