

**HIGH BRIDGE BOARD OF EDUCATION  
WORK SESSION MEETING MINUTES  
Monday, December 11, 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, December 11, 2023

**Time:** 6:30 pm

**No 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 - *Absent*

Cynthia Sharkey - *Present*

Additional Members Present:

Dr. Gregory Hobaugh, Superintendent - *Present*

Karolina Cywa, SBA / Board Secretary - *Present*

**4. PRESENTATION AND RECOGNITION ITEMS**

**4.1. Superintendent's Report**

*Dr. Gregory Hobaugh informed the board about the passing away of a former worker. He also introduced teachers of the year that will be recognized at the county level.*

*The superintendent gave an update to the board which included:*

- *the kindergarten Thanksgiving balloon parade*
- *TREPS marked on Friday*
- *Christmas tree lighting by students from the leadership program*
- *the winter concert is canceled due to the lack of staff*

- *sports and issues with bussing.*

## 5. REVIEW OF OFFICIAL CORRESPONDENCE

## 6. REPORTS TO THE BOARD

### 6.1. Board President's Report

#### 6.1.1. Policy Audit (*Policy Audit 1000 Administration*)

##### 6.1.1.1. Policy 1540 - Administrators' Code of Ethics

#### 6.1.2. Student Achievement

#### 6.1.3. Shared Services Committee Update - Karyn Gove

#### 6.1.4. Negotiations Committee Update

#### 6.1.5. School Security Committee Update

#### 6.1.6. Hunterdon County School Boards Association Meeting Update - Robert Imhoff

*The board president expressed sadness about passing the former teacher. Ms. Cindy Sharkey congratulated the teachers of the year and said that both nominations are great choices. She noted that the TREPS market and tree lightning are great things.*

*Ms. Cindy Sharkey thanked Mr. Alan Schawartz for being a great counselor.*

*Ms. Karyn Gove gave an update on the county meeting and the resolutions that were passed.*

*The Board reviewed policy changes, and there was no student achievement update.*

## 7. HIB REPORTS

### 7.1. WHEREAS, N.J.S.A. 18A:37-15(e) requires that at the next board of education meeting following its receipt of a HIB report, the board shall issue a decision, in writing, to affirm, reject, or modify the superintendent's decision.

The Superintendent shall inform the parties of the Board's determination in writing, as well as their right to appeal the determination to the Commissioner of Education, in accordance with the procedures set forth in law and regulation, no later than 90 days after the issuance of the board's decision; or to file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

**The Board President** calls for a motion and a second to affirm, reject, or modify, by voice vote, the superintendent's decision in HIB Investigation Report 2023-24 MS02 (*Attachment: 2022-23 MS02 Redacted*).

## 8. ACTION ITEMS

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

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

#### 8.2.1. Krista Pachuta as part-time Special Education Teacher for the High Bridge School District at a level of MA Step 2 at a prorated annual salary of \$46,382.00 for the 2023-24

school year based on the 2021-2024 negotiated agreement, effective on or about January 2, 2024.

**8.2.2.** Course reimbursement for:

Staff	Course	College/University	Semester	Tuition
Judy LaGreca	GED 620 Inclusive Practices	Centenary University	Jan - Apr, 2023	\$2,110.95

**8.3. Educational Resources - Finance and Facilities**

- 8.3.1. Anonymous donation of gift cards in the amount of \$500 to be used towards district families in need during the holiday season.
- 8.3.2. 2024 High Bridge Board of Education Meeting schedule. (*Attachment: Proposed 2024 BOE Meetings*)
- 8.3.3. Withdrawal from Capital Reserve for the Elementary School HVAC Replacement **NOW THEREFORE BE IT RESOLVED**, that the High Bridge Board of Education, in the County of Hunterdon, New Jersey, approves the following capital project and the withdrawal of \$ 104,049.00 from the Capital Reserve account, in accordance with 6A:23A 14.1 (h) 3, to provide funding for the 3 rooftop units replacement:  
\$ 104,049.00 - McCloskey Mechanical Contractors, Inc. (HCESC-SER-21A- 2 Years)
- 8.3.4. Ocean Construction, LLC, Williamstown, New Jersey to install a foundation slab for an outdoor pavilion at the cost of \$ 60,700 funded by an ESSER grant. (ESCNJ Bid#22/23-33, Co-op# 65MCESCCPS)
- 8.3.5. **TUITION STUDENTS RECEIVED** (*Attachment: Somerville Tuition Contract Agreement*)

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

**8.3.6. RESCIND TUITION STUDENTS RECEIVED**

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

- 8.3.7. Payment of Bills
- 8.3.8. Financial Reports
- 8.3.9. Line Item Transfers

*Dr. Gregory Hobbaugh noted that staff resignations in the middle of the school year are challenging. Mr. Robert Imhoff asked for the governor's budget date release. The board president asked for the letter to officials and suggested approving the resolution before the State Aid cut. Mr. Robert Imhoff said that it is good to reach out to the government and talk about the problems. Dr. Gregory Hobbaugh informed the board about the mid-year budget review with the county. Ms. Cindy Sharkey noted that it is hard to understand the state budget, formula, and cuts.*

**9. 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.

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

**11. EXECUTIVE/CLOSED SESSION**

**The Board President calls for a motion at 7:12 p.m. Benjamin Bolger** and a second **Robert Imhoff** *unanimously approved*, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- Personnel

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.

**12. RECONVENE PUBLIC SESSION**

**The Board President calls for a motion at 7:44 p.m. Erin Delgado** and a second **Benjamin Bolger** *unanimously approved* to reconvene the public session.

**13. ADJOURNMENT**

**The Board President calls for a motion at 7:45 p.m. Karyn Gove** and a second **Erin Delgado** *unanimously approved* to adjourn the meeting.

Respectfully submitted



Karolina Cywa  
School Business Administrator/Board Secretary