



3rd Place: Emma Exley for her research on the High Bridge Train Station  
 Honorable Mention: June Delia for her research on the High Bridge Fire Department

**4.3. Superintendent’s Report**

**4.3.1. 2023-2024 Enrollment**

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	4	50	-	-	-	50
K	2	43	-	-	-	43
1	2	24	-	-	-	24
2	2	31	-	-	-	31
3	2	34	-	-	-	34
4	2	27	-	-	-	27
<b>Elementary School Total</b>						<b>209</b>
5	1	32	-	-	-	32
6	2	34	-	-	-	34
7	2	38	1	-	-	39
8	2	33	-	-	-	33
<b>Middle School Total</b>						<b>138</b>
<b>District Total</b>	<b>21</b>	<b>346</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>347</b>

**4.3.2. Staff Attendance for February 2024** (*Attachment: February 2024 Staff Attendance*)

**4.3.3. 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				1				
Nov	11/21	11/06	11/14	11/06				1				
Dec	12/20	12/14	12/08	12/13				2				2
Jan	01/12	01/26	01/11	01/25				1		1	2	2
Feb	02/08	02/28	02/08	02/23					2			
March			03/07								1	
April												
May												
June												

\* Investigation is in progress

- 4.3.4. Business Administrator Report
  - 4.3.4.1. 2024-2025 Tentative Budget Presentation

**5. REVIEW OF OFFICIAL CORRESPONDENCE**

**Name                                      Date                                      Subject**

*None at this time*

**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 DISCUSSION**

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

- 8.1. February 5, 2024 Work Session Meeting Minutes (*Attachment: 2 5 24 Work Session Meeting Minutes Signed*)

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

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

**9. REPORTS TO THE BOARD**

- 9.1. Board President’s Report
  - 9.1.1. Policy Audit
  - 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

## 10. HIB REPORTS

**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.)

- 10.1. 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 2023-2024 ES02 (*Attachment: 2023-24 ES02 Redacted*).

**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.)

- 10.2. 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 2023-2024 ES03 (*Attachment: 2023-24 ES03 Redacted*).

**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.)

- 10.3. 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 2023-2024 MS06 (*Attachment: 2023-24 MS06 Redacted*).

**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.)

**10.4. 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 2023-2024 MS08 (*Attachment: 2023-24 MS08 Redacted*).

**11. ACTION ITEMS**

**11.1. Student Achievement - Curriculum, Instruction, Technology & Policy**

- 11.1.1. Motion to approve** the 2024-2025 School Calendar (*Attachment: Proposed 2024-2025 School Calendar*)
- 11.1.2. Motion to approve** revised 2024 High Bridge BOE meeting calendar. (*Attachment: Revised 2024 HBBOE Meeting Calendar*)
- 11.1.3. Motion to approve** the disposal of outdated and/or damaged library books. (*Attachment: Damaged Books to be Removed & Recycled 3 11 24*)
- 11.1.4. Motion to approve** the following class trips and transportation:

<b>Grade</b>	<b>Location</b>	<b>Cost/Student</b>	<b>Incurred By</b>
2nd	Echo Hill - Hunterdon County Park System	\$21.00	Parents / Guardians

- 11.1.5. Motion to approve** revised and/or new policies and regulations (*Attachments: Alert 232 Summary, Alert 232 Policy Recommendations, Alert 232 Regulation Recommendations, Policy 2423 Update, Regulation 2423 Update, Policy 2431.4 Update, Regulation 2431.4 Update.*)
  - 11.1.5.1.** P 1140 Educational Equity Policies/Affirmative Action (M) (Revised)
  - 11.1.5.2.** P 1523 Comprehensive Equity Plan (M) (Revised)
  - 11.1.5.3.** P 1530 Equal Employment Opportunities (M) (Revised)
  - 11.1.5.4.** R 1530 Equal Employment Opportunity Complaint Procedure (M) (Revised)
  - 11.1.5.5.** P 1550 Equal Employment/Anti-Discrimination Practices (M) (Revised)
  - 11.1.5.6.** R 2200 Curriculum Content (M) (Revised)
  - 11.1.5.7.** P 2260 Equity in School and Classroom Practices (M) (Revised)
  - 11.1.5.8.** R 2260 Equity in School and Classroom Practices Complaint Procedure (M) (Revised)
  - 11.1.5.9.** P 2411 Guidance Counseling (M) (Revised)
  - 11.1.5.10.** P 3211 Code of Ethics (Revised)
  - 11.1.5.11.** R 5440 Honoring Student Achievement (Revised)
  - 11.1.5.12.** P 5570 Sportsmanship (Revised)
  - 11.1.5.13.** P 5750 Equitable Educational Opportunity (M) (Revised)
  - 11.1.5.14.** P 5755 Equity in Educational Programs and Services (M) (Abolished)

- 11.1.5.15. P 5841 Secret Societies (Revised)
- 11.1.5.16. P 5842 Equal Access of Student Organizations (Revised)
- 11.1.5.17. P & R 7610 Vandalism (Revised)
- 11.1.5.18. P 9323 Notification of Juvenile Offender Case Disposition (Revised)
- 11.1.5.19. P & R 2423 Bilingual Education (M) (Revised)
- 11.1.5.20. P & R 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) (Revised)

**11.2. Human Resources - Personnel, Management & Community Relations**

- 11.2.1. **Motion to approve** the following staff members as tutors for thirteen (13) weeks beyond the school day program funded by ESSR funds, at the contracted rate of \$32.00 per hour, not to exceed 78 hours, for a total of \$2,496.00 each.
  - Nicole Locorotondo (MS)
  - Melissa Betz (MS)
  - Judy LaGreca (MS)
  - Lisa Kerr (ES)
  - Kim Sandorff (ES)
  - TBD (ES)
- 11.2.2. **Motion to approve** Jana Brown, Amy Miller, Heidi Johnston, and Sharon Tryon as substitute tutors for a thirteen (13) week beyond the school day program funded by ESSR funds, at the contracted rate of \$32.00 per hour, on an as-needed basis.
- 11.2.3. **Motion to approve** Coleen Conroy as a chaperone for the Drama Club performances March 21-23, 2024, at the contracted rate of \$72.53 per performance for a total not to exceed \$217.59
- 11.2.4. **Motion to approve** Coleen Conroy as a chaperone for the Drama Club rehearsals on March 16 and March 18 - March 20, 2024, at the contracted rate of \$72.53 per performance for a total not to exceed \$290.12.
- 11.2.5. **Motion to approve** the placement of the following Hunterdon County Polytech students to observe elementary school teachers for a total of thirty (30) hours on March 14, 15, 21, 22, 28, April 11, 12, 18, 19, 25, 26 and May 2, 3, 9 and 10.
  - Hailey Murray - Lynn Hughes
  - Nevaeh McKenney-Zacarias - Regina Perron
- 11.2.6. **Motion to approve** Coleen Conroy and Aimee Luster for up to six (6) hours each for office coverage for evening conferences on March 6 and March 7, 2024, at their respective hourly rates.
- 11.2.7. **Motion to approve** Robert Borkowski for maintenance support at a rate of \$500.00 per month from January 15, 2024 (prorated payment) until the return of Employee 57705600.
- 11.2.8. **Motion to rescind** course reimbursement for:

Staff	Course	College/University	Semester	Tuition
Courtney Bursztyn	EDTC 33570 Researching & Analyzing Education & Technology	Rowan University	Mar - May, 2024	\$2,352.72

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

**11.3.1. Motion to approve** a donation of \$23.00 from Nicole Hoodak to supply the Student Activity Account.

**11.3.2. Motion to approve** the following resolution:

**WHEREAS**, the Administration desires to cancel outstanding Student Activity checks totaling \$414.20 as of June 30th, 2023.

**WHEREAS**, the High Bridge School District has made multiple attempts to contact payees of requested checks to be canceled;

**WHEREAS**, the payees contacted on multiple occasions have not responded;

**THEREFORE BE IT RESOLVED**, the High Bridge Board of Education authorizes the Administration to cancel the attached list of outstanding Student Activity checks and keep the funds in the Student Activity Account.

Check #	Amount
2675	\$27.00
2676	\$27.00
2691	\$32.00
2738	\$25.00
2761	\$195.20
2501	\$85.00
2621	\$23.00

**11.3.3. Motion to approve** the submission and acceptance of the School Security Grant for the SY 2024 in the amount of \$63,207.

**11.3.4. Motion to approve** service agreement between Excellence in Education, LLC, Annandale, NJ, and High Bridge School District for K-8 Reading and Math Tutoring services paid from an ESSER grant.

**11.3.5. Motion to approve** enrichment class performance agreement between Rockness Music, Metuchen, NJ, and the High Bridge School District in the amount of \$3,000 paid out of pre-school funds.  $\frac{2}{3}$  of the cost will be shared with Hampton School District.

**11.3.6. Motion to approve** performance agreement between Rockness Music, Metuchen, NJ, and the High Bridge School District in the amount of \$550 paid out of pre-school funds.

**11.3.7. Motion to approve** recycling of damaged books from the library. (*Attachment: List of Damaged Books*)

**11.3.8. Payment of Bills**

**Audit of Invoices** (*Attachment: Bill List 3 11 24*)

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

**Check Register**

	February 13th, 2024 - March 11th, 2024	\$474,985.36
Payroll	February 15th, 2024	\$250,308.66
Payroll	February 29th, 2024	\$243,953.65
	<b>Total</b>	<b>\$969,247.67</b>

**Payment of Bills Cafeteria account:**

Maschio's	February 14th, 2024 ch#1619	\$14,954.20
Service Plus	February 22nd, 2024 ch#1620	\$ 662.68
<b>Total</b>		<b>\$15,616.88</b>

**11.3.9. Line Item Transfers for February 2024** (*Attachment: February 2024 Transfers Signed*)  
**Resolved**, that the Board of Education approve the budget transfers as listed in the Attachment.

**11.3.10. Financial Reports** (*Attachment: January 2024 Board Secretary - Funds 10, 20, 40, January 2024 Board Secretary and Treasurers Reports - Signed*)

**Report of the Board Secretary and Treasurer's Report for January 2024**

**Resolved**, that the Board of Education accepts the Board Secretary's and Treasurer's Financial Reports for the month of January 2024 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 month of January 2024, 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.

March 8th, 2024

*Karolina Cywa*

Karolina Cywa

Business Administrator

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

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Other	Total
Caryn Rinehart	CDK 2024 End of Year Meeting	5/01/24	N/A	N/A	N/A	N/A
Diane Charneski	CDK 2024 End of Year Meeting	5/01/24	N/A	N/A	N/A	N/A
Caryn Rinehart	Strauss Esmay2024 Annual School Law & Policy Seminar	5/31/24	N/A	\$52.83	\$2.72 (Tolls)	\$55.55
Gregory Hobaugh	Strauss Esmay2024 Annual School Law & Policy Seminar	5/31/24	N/A	\$52.83	\$2.72 (Tolls)	\$55.55

**11.3.12. Use of Facilities**

**Motion to approve the following use of facilities request:**

<b>Organization</b>	<b>Dates</b>	<b>Day / Times</b>	<b>Location</b>
High Bridge PTO, Family Bingo	April 12, 2024	Friday, 6pm-9pm	MS - Cafe
High Bridge PTO, Library Clean Up	March 9, 2024	Saturday, 9am-12pm	ES - Library

**11.3.13. RESOLVED**, that the Board of Education submit the Preschool Expansion Budget Workbook for the 2024-2025 school year and subsequent years upon submission of a yearly update, which will allow the District to operate according to their Preschool Expansion Plan. 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 for the submission of the Preschool Expansion Budget Workbook for the 2024/2025 school year.

**11.3.14. APPROVAL OF TENTATIVE BUDGET**

**High Bridge School District**

**Adoption of the Tentative Budget for School Year 2024-2025**

**BE IT RESOLVED** that the tentative budget be approved for the 2024-2025 school year using the 2024-2025 state aid figures and the Secretary to the Board of Education be authorized to submit to the Executive County Superintendent for approval in accordance with N.J.S.A.18A:7F-5 and 18A:7F-6:

	<b>General Fund</b>	<b>Special revenues</b>	<b>Debt Service</b>	<b>Total</b>
<b>2024-2025 Total Expenditures</b>	<b>\$8,636,967</b>	<b>\$1,388,280</b>	<b>\$545,750</b>	<b>\$10,570,997</b>
<b>Less: Anticipated Revenues</b>	<b>\$1,527,931</b>	<b>\$1,388,280</b>	<b>\$80,000</b>	<b>\$2,996,211</b>
<b>Taxes to be Raised</b>	<b>\$7,109,036</b>	<b>\$0.00</b>	<b>\$465,402.00</b>	<b>\$7,574,438</b>

And, to advertise said tentative budget in the Hunterdon County Democrat in accordance with the form suggested by the New Jersey Department of Education and according to law;

**AND** a public hearing on the budget for the 2024-2025 school year will be held at the Library of the High Bridge Elementary School on Monday, April 29, 2024.

### **Maximum Travel**

Pursuant to N.J.A.C. 6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditure, as defined in N.J.A.C. 6A:23A-7.1 et seq.,

**BE IT RESOLVED** that the Board of Education includes in the tentative budget a maximum travel expenditure in the amount of \$6,000 for the 2024-2025 school year. The maximum travel expenditure amount for 2023-2024 is \$5,420, of which, \$1,086 has been spent and \$4,334.00 is encumbered to date.

### **Travel and Related Expense Reimbursement**

The 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**, N.J.A.C. 6A:23A Subchapter 7 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**, a board of education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member 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**, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7 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;

**BE IT RESOLVED**, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A Subchapter 7 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 includes in the tentative budget travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$6,000 for all staff and board members for the 2024-2025 school year.

The School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

### **Maintenance Reserve:**

Maintenance Reserve Account Withdrawal: \$90,000

**BE IT RESOLVED** that the Board of Education includes in the budget a maintenance reserve withdrawal in the amount of \$90,000 for the purpose of repair and maintenance as needed.

**11.3.15. Motion to approve** the withdrawal of \$90,000 from Maintenance Reserve as an offset of Required Maintenance in the 2024-2025 school year (Accounts 11-000-261-xxx).

**The Board President** calls for a motion and a second to approve 11.1-11.3.15:

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

**12. 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.

**13. BOARD OF EDUCATION DISCUSSION**

**14. EXECUTIVE/CLOSED SESSION**

**Board President calls for a motion** \_\_\_\_\_ and a second \_\_\_\_\_, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Personnel
- Executive Session Minutes
- Negotiations

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.

**15. RECONVENE PUBLIC SESSION**

**The Board President calls for a motion** \_\_\_\_\_ and a second \_\_\_\_\_ to reconvene the public session.

**16. ACTION ITEM**

**16.1. The Board President calls for a motion to approve:**

**16.1.1.** February 5, 2024 Executive Work Session Minutes (*Attachment: 2 5 24 Executive Work Session Minutes Signed*)

**The Board President** calls for a motion and a second to approve 16.1.1.:

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

**17. ADJOURNMENT**

**Board President** calls for a motion \_\_\_\_\_ and a second \_\_\_\_\_ to adjourn the meeting.