



**HIGH BRIDGE BOARD OF EDUCATION
REGULAR SESSION MEETING
Monday, April 14, 2025**

High Bridge School District Vision Statement
Creating an environment that fosters a love of learning and critical thinking.

1. OPENING OF MEETING - 6:30 PM

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, April 14, 2025

Time: 6:30 pm

Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

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

Caitlin Bowring
Gregory Hodges
Robert Imhoff
Michael McCasland
Colleen Poles
Cynthia Sharkey
Karyn Gove

Additional Members Present: Dr. Gregory Hobaugh, Superintendent
Karolina Cywa, SBA / Board Secretary

4. PRESENTATION & RECOGNITION ITEM

4.1. Motion to recognize the 2024-2025 American Legion Fourth Grade Coloring Contest Winners who could not attend the earlier meeting:

- Dublin Hart

4.2. Motion to recognize August Schaefer for placing second for Hunterdon County in the Conserve Wildlife Foundation of NJ's "Species on the Edge Art & Essay Contest".

The Board President calls for a motion and a second to approve 4.1. - 4.2:

Motion:		Second:		
Name:	Yes	No	Abstain	Absent
Caitlin Bowring				
Gregory Hodges				
Robert Imhoff				
Michael McCasland				
Colleen Poles				
Cynthia Sharkey				
Karyn Gove				

4.3. Erin Wert, School Social Worker, to present on the role of social workers in a school setting and provide a glimpse into their daily routine.

4.4. Student Representative Report

4.5. Superintendent's Report

4.5.1. 2024-2025 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	5	50	-	-	-	50
K	2	28	-	-	-	28
1	3	41	-	-	-	41
2	1	25	-	-	-	25
3	2	32	-	-	-	32
4	2	33	-	-	-	33
Elementary School Total						209
5	2	27	-	-	-	27
6	2	28	-	-	-	28
7	2	36	-	-	-	36
8	2	37	-	-	-	37
Middle School Total						128
District Total	23	337	-	-	-	337

4.5.2. Staff Attendance for March 2025 (*Attachment: March 2025 Staff Attendance*)

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

	Drills				Suspensions				HIB			
	HBES		HBMS		HBES		HBMS		HBES		HBMS	
Month	Fire	Security	Fire	Security	In	Out	In	Out	Investigated	Affirmed	Investigated	Affirmed
July	07/10	07/18	07/08	07/09								
August	08/29	08/30	08/29	08/30								

Sept	09/18	09/05	09/17	09/05					1	1		
Oct	10/23	10/16	10/04	10/23								1
Nov	11/06	11/26	11/06	11/18								
Dec	12/17	12/16	12/06	12/18			1					1
Jan	01/17	01/08	01/13	01/24						2	1	1
Feb	02/25	02/28	02/10	02/26				1			1	
March	3/28	03/26	03/11	03/27								
April		04/02	04/04					1	1			1
May												
June												
* Investigation is in progress												

4.5.4. Superintendent Update

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. March 10, 2025 Work Session Minutes (*Attachment: 3 10 25 Work Session Meeting Minutes Signed*)

8.2. March 17, 2025 Regular Session Minutes (*Attachment: 3 17 25 Regular Session Meeting Minutes Signed*)

The Board President calls for a motion and a second to approve 8.1. - 8.2:

Motion:		Second:		
Name:	Yes	No	Abstain	Absent
Caitlin Bowring				
Gregory Hodges				
Robert Imhoff				
Michael McCasland				
Colleen Poles				

Cynthia Sharkey				
Karyn Gove				

9. REPORTS TO THE BOARD

9.1. Board President's Report

9.1.1. Student Achievement

9.1.2. Sustainability Committee Update - Karyn Gove

9.1.3. Hunterdon County School Boards Association Meeting Update - Karyn Gove

9.1.4. NJ School Boards Association, Board of Directors - 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 2024-2025 ES05 (*Attachment: 24-25 ES05 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. 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 2024-2025 MS06 (*Attachment: 24-25 MS06 Redacted*).

11. ACTION ITEMS

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

- 11.1.1. Motion to amend** the 2024-2025 school calendar. (*Attachment: 2024-2025 High Bridge Calendar - REVISED*)

11.2. Human Resources - Personnel, Management & Community Relations

- 11.2.1. Motion to approve** Preschool Instructional Coach, Alyssa Oliver, for up to sixty (60) hours for preschool preparation at the hourly rate of \$32.00, for a total of \$1,920.00 to be funded through PEA Grant.
- 11.2.2. Motion to approve** maternity leave for Kayla Turner, commencing on or about May 16, 2025, with an anticipated return date of November 17, 2025, in accordance with FMLA regulations.
- 11.2.3. Motion to approve**, with best wishes, the retirement of High Bridge Elementary School Custodian, Timothy Tuttle, effective July 1, 2025. (*Attachment: Tuttle Retirement*)
- 11.2.4. Motion to approve** East Stroudsburg University student and ESS Preschool Paraprofessional, Erin Murphy, to be observed by East Stroudsburg University professor, Anu Sachdev, as part of her ECED 486 Internship in Early Childhood class.
- 11.2.5. Motion to approve** Katherine Franks as Elementary School Principal for the 2025-2026 school year, effective August 1, 2025, at a prorated annual salary of \$118,000.00.
- 11.2.6. Motion to approve** the following summer custodians, at the following pay rate, not to exceed 35 hours per week.

Name	Start Date	Pay Rate
Michael Doerwang	06/12/25	\$18hr
Philip Apsley	06/12/25	\$18/hr

- 11.2.7. Motion to approve** staffing for the 2025-2026 Extended School Year. (*Attachment: ESY Staffing 2025-26*)

- 11.2.8. Motion to approve** the following staff members for Preschool Orientation to be funded through PEA Grant:

Name	Rate	Hours	Total
Alyssa Oliver	\$32.00	2	\$64.00
Julia Monge	\$32.00	2	\$64.00
Maurica Hash	\$32.00	2	\$64.00
Jacky Remaly	\$32.00	2	\$64.00
Daniela Balena	\$32.00	2	\$64.00
Shannon Parfitt	\$32.00	2	\$64.00

- 11.2.9. Motion to approve** the following staff members for Kindergarten Orientation.

Name	Rate	Hours	Total
Lisa Kerr	\$32.00	2	\$64.00
Sherry Kerr	\$32.00	2	\$64.00

- 11.2.10. Motion to approve** the following staff members as chaperones for the 8th-grade trip to Washington, DC.

Name	Date	Event	Rate
Gregory Hobaugh	May 21-23, 2025	Washington DC	\$135/night = \$405
Richard Kolton	May 21-23, 2025	Washington DC	\$135/night = \$405
Coleen Conroy	May 21-23, 2025	Washington DC	\$115/night = \$345
Carl Katzenberger	May 21-23, 2025	Washington DC	\$115/night = \$345
Michael Doerwang	May 21-23, 2025	Washington DC	\$115/night = \$345

Katy Morello - Nurse	May 21-23, 2025	Washington DC	\$150/day = \$450 \$150/night = \$450
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- 11.2.11. Motion to approve** the submission of the following courses for tuition reimbursement. Funds will be approved for release after the course is completed and once the Board Office receives all required paperwork.

Staff	Course	College/University	Semester	Tuition
Judy LaGreca	GED 699 - Special Topics in Special Education	Centenary University	May - June, 2025	\$2,068.95

11.3. Educational Resources - Finance and Facilities

- 11.3.1. Motion to approve** the following registration fees and travel expenditures for workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Other	Total
Gregory Hobough	NJASA Spring Leadership Conference	5/14-16, 2025	N/A	\$128.78	\$26.59 (Parking/Tolls) \$370.00 (Lodging/Meals/Incidentals)	\$525.37
Caryn Rinehart	NJPSA School Law for Administrative Assistants (Virtual)	04/16/25	\$150.00	NA	NA	\$150
Karolina Cywa	NJASBO 2025 Annual Conference	June 4 - 6, 2025	\$500.00	\$116.56*	\$13.76 * (Parking/Tolls) \$448 * (Lodging/Meals/Incidentals)	\$1,078.32*
* revised						

- 11.3.2. Motion to approve** the following use of facilities requests:

Organization	Dates	Day / Times	Location
High Bridge PTO PTO Meeting	April 15, 2025	Tuesday, 6:30-8:30 pm	ES–Library
Scouts - Pack 149	April 28, 2025	Monday, 6:00-8:00 pm	ES– Outside Pavilion

- 11.3.3. Motion to accept** a \$250.00 donation from Troop 81009 to be used towards the purchase of a tree in honor of Mr. Robert Bork

- 11.3.4. Motion to approve** the shared services agreement between the High Bridge Board of Education and the Borough of High Bridge for the provision of snow removal and deicing from designated school roads and parking lots for the fiscal year July 1, 2025,

through June 30, 2026. (*Attachment: HBBOE - Borough of High Bridge Shared Services Agreement 2025 - 2026*)

11.3.5. HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION TRANSPORTATION

WHEREAS, the High Bridge Board of Education desires to transport special education, non-public, public, and vocational school students to specific destinations; and

WHEREAS, the Hunterdon County Educational Services Commission, hereinafter referred to as HCESC, offers coordinated transportation services; and

WHEREAS, the HCESC will organize and schedule routes to achieve the maximum cost-effectiveness:

NOW THEREFORE, it is agreed that in consideration of prorated contract costs, plus an administration fee of 5.5% for member districts and 8.5% for non-member districts, as presented to the High Bridge Board of Education, as calculated by the billing formula adopted by the HCESC's Board of Education. Said formula shall be based on a route cost divided by the student mile allocated to each participating district. (*Attachment: 2025 - 2026 Hunterdon County Educational Services Commission Transportation*)

11.3.6. WARREN COUNTY SPECIAL SERVICES TRANSPORTATION

WHEREAS, the High Bridge Public Schools (Hunterdon County) Board of Education desires to transport students for the purpose of special education, non-public school education, or their own public school students to specific destinations; and

WHEREAS, the Warren County Special Services School District, hereinafter referred to as WCSSSD, offers coordinated transportation services; and

WHEREAS, the WCSSSD will organize and schedule routes to achieve the maximum cost-effectiveness:

NOW THEREFORE, it is agreed that in consideration of prorated contract costs, plus a 4.5% administration fee as presented to the High Bridge Public School (Hunterdon County) Board of Education, as calculated by the billing formula adopted by the WCSSSD's Board of Education. (*Attachment: 2025 - 2026 Warren County Special Services School District Transportation*)

11.3.7. Mailing System Buy-Out Agreement:

12.3.5.1. BE IT RESOLVED that the Board acknowledge receipt of Ck. No. 4578 in the amount of \$3,880.10 from Jersey Mail Systems, LLC, Freehold, NJ, for payment to buy out the existing lease agreement with Pitney Bowes.

12.3.5.2. BE IT RESOLVED that the Board authorize the Business Administrator to issue a check for the amount of \$4,426.55 to Pitney Bowes Global Financial Services LLC as settlement for the remainder of the lease agreement.

11.3.8. Motion to approve Medical and Prescription Benefit plans for the 2025 - 2026 school year with Horizon Blue Cross Blue Shield of New Jersey, which reflect a 9.5% increase over 2024 -2025 rates (*Attachment: 2025 - 2026 Horizon Renewal Rates*).

11.3.9. Motion to approve Dental, Vision, Long-Term Disability, and Life voluntary Benefit plans for the 2025 - 2026 school year with Guardian. (*Attachment: 2025 - 2026 Guardian Rates*).

11.3.10. Motion to submit an amendment to the following grant applications for the year 2024 - 2025:

- **IDEA Transfer \$730.00** from 100-300 (Instruction Purchased Services) to 200-300 (Prof & Tech Services) for BCBA Services.
- **IDEA Transfer \$3,380.00** from 100-600 (Instructional Supplies) to 200-300 (Prof & Tech Services) for BCBA Services.

11.3.11. ELEMENTARY AND MIDDLE SCHOOLS UNIT VENTILATOR REPLACEMENT PROJECT

Sealed Bid responses were opened Thursday, April 10, 2025, at 2:00 p.m. at the Elementary School Business Office. Karolina Cywa, SBA, Dr. Gregory Hobaugh, the superintendent, and Michael Bieri (School Architect from FKA Architects) were present. The following are the results: (*Attachment: Bid Recommendation - FKA Architect*)

<u>Company</u>	<u>Bid Amount</u>
AMCO ENTERPRISES, INC.	\$517,000
TMB SERVICE	\$523,750
K&D CONTRACTORS, LLC	\$611,000
ENVIRONMENTAL CLIMATE CONTROL	\$667,000

Motion to award to Amco Enterprises, Inc. for the Bid amount of \$517,000

11.3.12. Payment of Bills

Audit of Invoices (*Attachment: 4 14 25 bill list*)

Approve invoices for Current Expenses in the following amounts:

Check Register	March 18, 2025 - April 14, 2025	\$360,336.23
Payroll	March 31, 2025	\$266,011.35
Total:		\$626,347.58

Payment of Bills Cafeteria Account:

Maschio's	ch#1646	April 2, 2025	\$13,458.53
Total:			\$13,458.53

11.3.13. Line Item Transfers for March 2025 (*Attachment: March 2025 Transfer Report Signed*)
Resolved, that the Board of Education approve the budget transfers as listed in the attachment.

11.3.14. Financial Reports (*Attachments: March 2025 Board Secretary Signed - Fund 10, 20, 40 and March 2025 Treasurer's Report Signed*)

Report of the Board Secretary and Treasurer's Report for March 2025

Resolved, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the month of March 2025 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 March 2025, 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.

April 10, 2025

Karolina Cywa

Karolina Cywa
Business Administrator

The Board President calls for a motion and a second to approve 11.1-11.3.14:

Motion:		Second:		
Name:	Yes	No	Abstain	Absent
Caitlin Bowring				
Gregory Hodges				
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

The Board President calls for a motion _____ **and a second** _____, 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.

15. RECONVENE PUBLIC SESSION

The Board President calls for a motion _____ and a second _____ to reconvene the public session.

16. ADOPTION OF MINUTES FROM PREVIOUS EXECUTIVE SESSION

16.1.1. March 10, 2025 Executive Work Session Minutes (*Attachment: 3 10 25 Executive Work Session Meeting Minutes Signed*)

16.1.2. March 17, 2025 Executive Regular Session Minutes (*Attachment: 3 17 25 Executive Regular Session Meeting Minutes Signed*)

The Board President calls for a motion and a second to approve 16.1.1-16.1.2:

Motion:		Second:		
Name:	Yes	No	Abstain	Absent
Caitlin Bowring				
Gregory Hodges				
Robert Imhoff				
Michael McCasland				
Colleen Poles				
Cynthia Sharkey				
Karyn Gove				

17. ADJOURNMENT

The Board President calls for a motion _____ and a second _____ to adjourn the meeting.