



**HIGH BRIDGE BOARD OF EDUCATION  
WORK SESSION MEETING  
Monday, April 7, 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 physically in attendance, as per Policy 0168. Please notify the board if you intend to record this meeting.

**Date:** Monday, April 7, 2025

**Time:** 6:30 pm

**Formal action may 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. NJSBA Training Session** - Ethics, NJSBA Representative, Patti Rees
- 4.2. Superintendent's Report**

**5. REVIEW OF OFFICIAL CORRESPONDENCE**

Name                                      Date                                      Subject

*None at this time*

## 6. REPORTS TO THE BOARD

### 6.1. Board President's Report

6.1.1. Student Achievement

6.1.2. Sustainability Committee Update - Karyn Gove

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

6.1.4. NJ School Boards Association, Board of Directors - Robert Imhoff

## 7. 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.)

7.1. HIB Investigation Report 2024-2025 ES05 (*Attachment: 24-25 ES05 Redacted*).

## 8. ACTION ITEMS

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

8.1.1. 2024-2025 school calendar. (*Attachment: 2024-2025 High Bridge Calendar - REVISED*)

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

8.2.1. 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.

8.2.2. 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.

8.2.3. Retirement of High Bridge Elementary School Custodian Timothy Tuttle, effective July 1, 2025. (*Attachment: Tuttle Retirement*)

8.2.4. 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.

8.2.5. Summer custodians, at the following pay rate, are not to exceed 30 hours per week.

Name	Start Date	Pay Rate
Michael Doerwang	06/12/25	\$18/hr
Philip Apsley	6/12/25*	\$18/hr

8.2.6. Staffing for the 2025-2026 Extended School Year. (*Attachment: ESY Staffing 2025-26*)

8.2.7. Preschool Orientation to be funded through PEA Grant:

<b>Name</b>	<b>Rate</b>	<b>Hours</b>	<b>Total</b>
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

**8.2.8. Kindergarten Orientation.**

<b>Name</b>	<b>Rate</b>	<b>Hours</b>	<b>Total</b>
Lisa Kerr	\$32.00	2	\$64.00
Sherry Kerr	\$32.00	2	\$64.00

**8.2.9. Chaperones for the 8th-grade trip to Washington, DC.**

<b>Name</b>	<b>Date</b>	<b>Event</b>	<b>Rate</b>
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

**8.2.10. 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.**

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

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

**8.3.1. Registration fees and travel expenditure for workshops:**

<b>Staff/Bd Member</b>	<b>Workshop</b>	<b>Date</b>	<b>Registration Fee</b>	<b>Mileage</b>	<b>Other</b>	<b>Total</b>
Gregory Hobaugh	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

**8.3.2. Facilities requests:**

<b>Organization</b>	<b>Dates</b>	<b>Day / Times</b>	<b>Location</b>
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
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**8.3.3.** Accept a \$250.00 donation from Troop 81009 to be used towards the purchase of a tree in honor of Mr. Robert Bork.

**8.3.4.** 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*)

**8.3.5. 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*)

**8.3.6. 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*)

**8.3.7. 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.

- 8.3.8.** 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*).
- 8.3.9.** Approve Dental, Vision, Long-Term Disability, and Life voluntary Benefit plans for the 2025 - 2026 school year with Guardian. (*Attachment: 2025 - 2026 Guardian Rates*).
- 8.3.10.** 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.
- 8.3.11.** Payment of Bills
- 8.3.12.** Line Item Transfers
- 8.3.13.** Financial Reports

## 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 DISCUSSION

## 11. 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.

## 12. RECONVENE PUBLIC SESSION

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

## 13. ADJOURNMENT

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