



**HIGH BRIDGE BOARD OF EDUCATION
REGULAR SESSION MEETING
Monday, March 17, 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, March 17, 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 High Bridge Youth Historians:

1st Place: Luke Boutillier for his research on the Dutch Reformed Church

2nd Place: Sariah Dechert for her research on the Cregar Road Lime Kiln

4.2. Motion to recognize the 2024-2025 American Legion Fourth Grade Coloring Contest Winners:

- Sophia Cocco

- Nayeli Germelus
- Dublin Hart

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. Superintendent's Report

4.3.1. 2024-2025 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	5	51	-	-	-	51
K	2	28	-	-	-	28
1	3	41	-	-	-	41
2	1	25	-	-	-	25
3	2	32	-	-	-	32
4	2	33	-	-	-	33
Elementary School Total						210
5	2	27	-	-	-	27
6	2	29	-	-	-	29
7	2	37	-	-	-	37
8	2	37	-	-	-	37
Middle School Total						130
District Total	23	340	-	-	-	340

4.3.2. Staff Attendance for February 2025 (*Attachment: February 2025 Staff Attendance*)

4.3.3. 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			03/11									
April												
May												
June												
* Investigation is in progress												

5. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Redacted	02/26/2025	Google Classroom
<i>(Attachment: Redacted Correspondence 2 26 25)</i>		
Redacted	02/27/2025	Redacted
<i>(Attachment: Redacted Correspondence 2 27 25)</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 DISCUSSION

8. ADOPTION OF MINUTES FROM PREVIOUS MEETING

8.1. February 10, 2025 Work Session Meeting Minutes *(Attachment: 2 10 25 Work Session Meeting Minutes Signed)*

8.2. February 18, 2025 Regular Session Meeting Minutes *(Attachment: 2 18 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 Board-Board to 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 MS05 (*Attachment: 2024-25 MS05 Redacted*).

11. ACTION ITEMS

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

11.1.1. Motion to approve the following class trips and transportation:

Grade	Location	Cost/Student	Incurred By
5-8 Student Leadership	High Bridge NJ Transit Train Station	N/A	N/A

11.2. Human Resources - Personnel, Management & Community Relations

- 11.2.1. Motion to approve** the substitute nurse hourly rate of \$32.00 for the 2024 - 2025 school year.
- 11.2.2. Motion to approve** Robert Alparone as a substitute custodian for the 2024 - 2025 school year at a rate of \$17.00 per hour, pending receipt of paperwork and background check.
- 11.2.3. Motion to approve** Jeff Capone as High Bridge Middle School Boys' Baseball Coach at the rate of \$1,516. 80 for the 2024 - 2025 season.
- 11.2.4. Motion to approve** Coleen Conroy and Aimee Luster for up to six (6) hours each for office coverage for evening conferences on March 5 and March 6, 2025, at their respective hourly rates.

11.2.5. Motion to approve the placement of the following Hunterdon County Polytech students to observe the following elementary school teachers two (2) days per week, for two (2) hours per day for the months of March, April, and May.

- Darla Rudnicki - Lisa Kerr, Kindergarten
- Hannah Rosenthal - Daniela Balena, Preschool
- Olivia O'Neill - Lynn Hughes, 4th Grade
- Mia Lione - Regina Perron, 2nd Grade
- Catherine Brennan - Sherry Kerr, Kindergarten

11.2.6. Motion to approve the following staff members for a Preschool Open House on March 26, 2025, to be funded through a PEA Grant.

Name	Rate	Hours	Total
Alyssa Oliver	\$32.00	.75	\$24.00
Julia Monge	\$32.00	.75	\$24.00
Maurica Hash	\$32.00	.75	\$24.00
Jacky Remaly	\$32.00	.75	\$24.00
Daniela Balena	\$32.00	.75	\$24.00
Shannon Parfitt	\$32.00	.75	\$24.00
Erin Wert	\$32.00	.75	\$24.00
Emma Alparone	\$32.00	.75	\$24.00

11.2.7. 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
Kimberly Sandorff	GED 626 Educational Technology Integration Strategies	Centenary University	Jan 13 - Mar 9, 2025	\$2,110.95

11.3. Educational Resources - Finance and Facilities

11.3.1. Motion to accept a \$300.00 US Games gift card donation from the American Heart Association to purchase equipment for the Physical Education class.

11.3.2. Motion to accept a \$525.00 donation from Dispenza Financial, LLC to help cover the cost of a student's trip to Washington, D.C.

11.3.3. Motion to approve the purchase of two refrigerators, one for the Elementary School and one for the Middle School faculty rooms, in the amount of \$1,403.70, fully paid by High Bridge PTO.

11.3.4. Motion to approve the disposal of an old Middle School refrigerator from the faculty room (#100102).

11.3.5. Motion to approve the allocation of 2023 - 2024 Extraordinary Aid as listed in the attachment (*Attachment: 2023 - 2024 EX Aid Allocations*)

11.3.6. Motion to approve the transfer of funds within the approved 2024 -2025 Preschool Education Aid (PEA) planning budgets. (*Attachment: PEA Transfer Form*)

11.3.7. Payment of Bills

Audit of Invoices (*Attachment: Bill List 3 17 25*)

Approve invoices for Current Expenses in the following amounts:

Check Register

	February 19, 2025 - March 17, 2025	\$359,659.28
Payroll	February 28, 2025	\$264,226.59
Payroll	March 14, 2025	\$265,834.76
Total		\$889,720.63

Payment of Bills Cafeteria Account:

Maschio's	February 27th, 2025 ch#1645	\$15,375.33
Total		\$15,375.33

- 11.3.8. Line Item Transfers for February 2025** (*Attachment: February 2025 Transfers Signed*)
Resolved, that the Board of Education approve the budget transfers as listed in the Attachment.
- 11.3.9. Motion to approve** Advantage Security, Inc. of Hamilton, New Jersey, for the upgrade from 35 TB to 80 TB and the installation of a Wave recording server, in the amount of \$12,816.62 (State Vendor # V00057260).
- 11.3.10. Motion to approve** New Jersey Door Works, of Hillside, New Jersey, for the installation of new Hollow metal double doors for a cinder block shed outside of the library, in the amount of \$6,915.00 (State Vendor # V00010855; P#513713).
- 11.3.11. Acknowledgment of No Bids Received - Unit Ventilator Replacement Project at High Bridge Elementary School and High Bridge Middle School; Bid 2339**
The Board of Education advertised for Unit Ventilator Replacement Project at High Bridge Elementary School and High Bridge Middle School; Bid 2339, to be received on Wednesday, March 12, 2025, at 2:00 p.m. On that date and time, the Board received no bid responses to its advertisement. The School Business Administrator/Board Secretary will re-advertise the bid.
- 11.3.12. Financial Reports** (*Attachment: February 2025 Board Secretary - Funds 10, 20, 40, February 2025 Board Secretary and Treasurers Reports - Signed*)
Report of the Board Secretary and Treasurer's Report for February 2025
Resolved, that the Board of Education accepts the Board Secretary's and Treasurer's Financial Reports for the month of February 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 February 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.

March 14, 2025

Karolina Cywa

Karolina Cywa
Business Administrator

11.3.13. Motion to approve Travel Expenditures for Workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Other	Total
Marisa Monaco	Handle With Care Instructor Recertification	4/11/2025	\$525.00	\$47.00	\$32.00** For time above contracted day	\$604.00
Heidi Johnston	Handle With Care Instructor Recertification	4/11/2025	\$525.00		\$32.00** For time above contracted day	\$557.00
Kimberly Sandorff	Centenary University Literacy Conference, Centenary University	3/28/2025	\$99.00	\$5.08	N/A	\$104.08
Melissa Betz	IXL Live Workshop, Montclair, NJ	4/02/2025	\$179.00	\$42.77 *(\$17.50 + \$25.27)	\$18.00 (Parking)	\$240.57
Danielle Weber	IXL Live Workshop, Montclair, NJ	4/02/2025	\$179.00	\$41.55 *(\$17.50+\$24.05)	\$18.00 (Parking)	\$238.55
Danielle Weber	Centenary University Literacy Conference, Centenary University	3/28/2025	\$99.00	\$6.20 *(\$3.76 + \$2.44)	N/A	\$105.20
Amy Miller	Centenary University Literacy Conference, Centenary University	3/28/2025	\$99.00	\$15.42 *(\$9.40 + \$6.02)	N/A	\$114.42
Gregory Hobaugh	Strauss Esmay Annual Educational Law and Policy Seminar	06/06/2025	N/A	\$52.83	\$3.69 (Tolls)	\$56.52
Caryn Rinehart	Strauss Esmay Annual Educational Law and Policy Seminar	06/06/2025	N/A	\$52.83	\$3.69 (Tolls)	\$56.52
Karolina Cywa	NJASBO 2025 Annual Conference	June 4-6, 2025	\$500.00	\$127.84	\$350.50	\$978.34

Caryn Rinehart	CDK Systems Annual Year-End Meeting	05/14/2025	N/A	N/A	N/A	N/A
Diane Charneski	CDK Systems Annual Year-End Meeting	05/14/2025	N/A	N/A	N/A	N/A

* amended to reflect actual mileage

11.3.14. Use of Facilities

Motion to approve the following use of facilities request:

Organization	Dates	Day / Times	Location
High Bridge Pickleball Club	5/01/25 thru 4/30/26	M-F 5 pm-7 pm & Weekends 9 am-12 pm	MS - Playground

- 11.3.15. RESOLVED**, that the Board of Education submit the Preschool Expansion Budget Workbook for the 2025 - 2026 school year and subsequent years upon submission of a yearly update, allowing the District to operate according to their Preschool Expansion Plan. The Preschool Expansion Plan describes 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 the Preschool Program Implementation Guidelines. The District plans to operate 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 to submit the Preschool Expansion Budget Workbook for the 2025 - 2026 school year.

11.3.16. APPROVAL OF TENTATIVE BUDGET

High Bridge School District

Adoption of the Tentative Budget for School Year 2025 - 2026

BE IT RESOLVED that the tentative budget be approved for the 2025 - 2026 school year using the 2025 - 2026 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:

	General Fund	Special revenues	Debt Service	Total
2025 - 2026 Total Expenditures	\$8,938,539	\$1,781,441	\$546,000	\$11,265,980
Less: Anticipated Revenues	\$1,641,609	\$1,781,441	\$80,385	\$3,503,435
Taxes to be Raised	\$7,296,930	\$0.00	\$465,615	\$7,762,545

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 2025 - 2026 school year budget will be held at the Library of the High Bridge Elementary School on May 5th, 2025.

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 \$2,200 for the 2025 - 2026 school year. The maximum travel expenditure amount for 2024 - 2025 is \$2,000, of which \$389.92 has been spent and \$0.00 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 2025-2026 school year.

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

11.3.17. Maintenance Reserve - Maintenance Reserve Account Withdrawal: \$150,000

BE IT RESOLVED that the High Bridge Board of Education includes in the budget a maintenance reserve withdrawal in the amount of \$150,000 for the purpose of repair and maintenance as needed.

11.3.18. Adjustment for Enrollment - \$98,056

BE IT RESOLVED that the High Bridge Board of Education approves an Enrollment Adjustment for the 2025 - 2026 School Year;

WHEREAS, the Board of Education qualifies for an enrollment adjustment, and **WHEREAS**, the district realized an increase in enrollment, which generated an enrollment of 3.1% adjustment in the amount of \$98,056, and

WHEREAS, the High Bridge Board of Education has determined that there is a need to use a portion of the enrollment adjustment in the amount of \$45,713 for the purpose of supporting a thorough and efficient education, which has become more difficult as a result of increased expenses and exceeding the 2% tax levy cap in the amount of \$45,713, and

WHEREAS, the unused portion of the enrollment adjustment of \$52,343 will become a banked cap, and

NOW THEREFORE BE IT RESOLVED, that the High Bridge Board of Education requests approval to use the enrollment adjustment in the 2025 - 2026 budget, which will exceed the 2% tax levy cap in the amount of \$45,713.

BE IT FURTHER RESOLVED, that the purpose for needing the enrollment adjustment will be satisfied during the 2025 - 2026 budget cycle.

11.3.19. Adjustment for Health Care Cost - \$168,401

WHEREAS, the High Bridge Board of Education qualifies for a Health Care cost adjustment due to the significant health benefits increase of the State Health Benefit Plan run by the State of New Jersey,

NOW THEREFORE BE IT RESOLVED, based on budgeted health care cost increases, the High Bridge Board of Education qualifies for an amount of \$168,401 for the potential use on the 2025 - 2026 budget.

BE IT FURTHER RESOLVED, the unused portion of the health care adjustment will become a banked cap.

11.3.20. Use of Banked CAP - \$268,418

WHEREAS, N.J.A.C. 6A:23A-10.1(b) allows a district to request the use of a banked cap after it has fully exhausted all eligible statutory spending authority in the budget year;

WHEREAS, the High Bridge Board of Education has not exhausted all eligible statutory spending in the 2025 - 2026 budget year;

THEREFORE, BE IT RESOLVED, that the High Bridge Board of Education hereby requests not to use Banked CAP in 2025 - 2026 and carryover to 2026 -2027.

11.3.21. Motion to approve the withdrawal of \$150,000 from Maintenance Reserve as an offset of Required Maintenance in the 2025 -2026 school year (Accounts 11-000-261-xxx).

The Board President calls for a motion and a second to approve 11.1-11.3.21:

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

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

- Personnel (Proposed Budget)
- 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.

15. RECONVENE PUBLIC SESSION

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

16. ADOPTION OF EXECUTIVE SESSION MINUTES

16.1. February 10, 2025 Executive Work Session Meeting Minutes (*Attachment: 2 10 25 Executive Work Session Meeting Minutes Signed*)

16.2. February 18, 2025 Executive Regular Session Meeting Minutes (*Attachment: 2 18 25 Executive Regular Session Meeting Minutes Signed*)

The Board President calls for a motion and a second to approve 16.1.-16.2.:

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