



**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
Monday, May 12, 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, May 12, 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 ITEMS

4.1. Alyssa Oliver to present on her roles as Preschool Instructional Coach, Intervention & Referral Specialist, and Community & Parent Involvement Specialist.

4.2. Student Representative Report

4.3. Superintendent's Report

4.3.1. 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

4.3.2. Staff Attendance for April 2025 (*Attachment: April 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	
	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	04/15	04/02	04/04	04/16				1	1			1
May			05/02									
June												
* Investigation is in progress												

4.3.4. Superintendent Update

5. REVIEW OF OFFICIAL CORRESPONDENCE

Name

Date

Subject

Kelly Matos 4/28/2025
(Attachment: Matos Correspondence 4 28 25)

High Bridge School District Letter

Katy Lido, PTO Secretary 4/28/2025
(Attachment: HB PTO Robert Bork Memorial Scholarship 4 28 25)

Robert Bork Memorial Scholarship

Kelly Matos 5/7/2025
(Attachment: Matos Correspondence 5 7 25)

Follow-up School Board questions

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. April 7, 2025 Work Session Minutes *(Attachment: 4 7 25 Work Session Meeting Minutes Signed)*

8.2. April 14, 2025 Regular Meeting Minutes *(Attachment: 4 14 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 Bowering				
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

None to report

11. ACTION ITEMS

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

11.1.1. Motion to approve the list of eighth-grade students eligible for promotion to ninth grade. *(Attachment: HBMS Class of 2025)*

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

Grade	Location	Cost/Student	Incurred By
1	Union Forge Park, High Bridge	N/A	N/A
K	Main Street, High Bridge & Union Forge Park, High Bridge	N/A	N/A

11.2. Human Resources - Personnel, Management & Community Relations

11.2.1. Motion to reappoint tenured certificated staff members for the 2025 - 2026 school year. *(Attachment: 2025 - 2026 All Staff Reappointments)*

11.2.2. Motion to reappoint non-tenured certificated staff members for the 2025 - 2026 school year. *(Attachment: 2025 - 2026 All Staff Reappointments)*

11.2.3. Motion to reappoint the certificated staff member(s) earning tenure during the 2025 - 2026 school year. *(Attachment: 2025 - 2026 All Staff Reappointments)*

11.2.4. Motion to reappoint support staff non-association members for the 2025 - 2026 school year. *(Attachment: 2025 - 2026 All Staff Reappointments)*

11.2.5. Motion to appoint cafeteria aides for the 2025 - 2026 school year. *(Attachment: 2025 - 2026 All Staff Reappointments)*

11.2.6. Motion to reappoint administrative staff members for the 2025 - 2026 school year. *(Attachment: 2025 - 2026 All Staff Reappointments)*

11.2.7. Motion to appoint custodial staff for the 2025 - 2026 school year. *(Attachment: 2025 - 2026 All Staff Reappointments)*

11.2.8. Motion to appoint Treasurer of School Monies for the 2025 - 2026 school year. *(Attachment: 2025 - 2026 All Staff Reappointments)*

11.2.9. Motion to approve the following staff members as chaperones for the elementary & middle school spring concert on May 15, 2025, at the contracted rate of \$72.53.

- Amy Miller
- Sharon Tryon
- Lynn Hughes

11.2.10. Motion to approve the employment contract for Karolina Cywa for the role of School Business Administrator, effective 7/1/2025 through 6/30/2025, as approved by the Interim Executive County Superintendent. *(Attachment: High Bridge BA 2025-2026 - Karolina Cywa, KC Approval Letter)*

11.2.11. Motion to approve Maryanne Laffert and Bhavna Sharma as paraprofessionals for the elementary & middle school spring concert on May 15, 2025, in accordance with students' IEP, to be compensated at the contracted rate of \$19.00 per hour, not to exceed three (3) hours for a total of \$57.00.

11.2.12. Motion to approve Bhavna Sharma as paraprofessional for the Spring session of the Elementary School Video Club in accordance with students' IEP, to be compensated at

the contracted rate of \$19.00 per hour, not to exceed fourteen (14) hours for a total of \$266.00.

11.2.13. Motion to approve Maryanne Laffert as substitute paraprofessional for the Spring session of the Elementary School Video Club in accordance with students' IEP, to be compensated at the contracted rate of \$19.00 per hour, on an as-needed basis.

11.2.14. Motion to approve, with best wishes, the retirement of High Bridge Middle School Special Education Teacher, Sharon Tryon, effective July 1, 2025. (*Attachment: Tryon Retirement*)

11.2.15. Motion to approve the resignation of High Bridge Elementary School Special Education Teacher, Lisa Ribaud, effective July 1, 2025. (*Attachment: Ribaud Resignation*)

11.2.16. Motion to approve medical leave for Staff Member 619 effective April 10, 2025, utilizing sick and personal days with an estimated return date of July 8, 2025.

11.2.17. Motion to approve the creation of a \$50 annual scholarship in memory of Robert Bork, sponsored by the High Bridge PTO.

11.2.18. Motion to approve the release of the following tuition reimbursement funds.

Staff	Course	Tuition
Judy LaGreca	GED 659 Life Issues that Affect Young Lives	\$2,110.95
Kayla Turner	GED 618 Seminar in Research & Application in Special Education	\$2,110.95
Amy Miller	GED 659 Life Issues that Affect Young Lives	\$2,110.95

11.2.19. Motion to approve movement on the salary guide as of September 1, 2025, for Judy Lagreca from BA+15 to BA+30, pending receipt of official transcripts, at an annual salary of \$90,425.00 based on the 2025-2026 Guide in accordance with the 2024-2027 Agreement between the HBBOE and HBEA.

11.2.20. Motion to approve University of Phoenix student Alexis Morrison to complete 100 hours of observation as required for her Early Childhood Education program. These hours will be accrued during her work day and overseen by Preschool Director Emma Alparone in conjunction with the preschool teachers.

11.2.21. Motion to approve Kayla Turner compensation for science testing strategies at the contracted hourly rate of \$32.00, not to exceed fifty (50) hours for a total cost of \$1,600.00.

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
Melissa Betz	Brick by Brick: A Leader's Guide to Building SEL in Schools	5/7/25	N/A	N/A	N/A	N/A
Katherine Franks	Brick by Brick: A Leader's Guide to Building SEL in Schools	5/7/25	N/A	N/A	N/A	N/A
Karyn Gove	NJSBA's Leadership	6/23/25	\$119.00	\$19.65	N/A	\$138.65

	Summit for Board Presidents					
Alyssa Oliver	National Institute for Early Education Research Pre-K Observation Training (Virtual)	4/30/25 - 5/2/25	\$1500.00 (Funded by PEA Grant)	N/A	N/A	\$1500.00
	Reliability Training: Becoming a Reliable ECERS-3 Observer (In-Person)	5/5/25 - 5/9/25				
Robert Imhoff	NJSBA Delegate Assembly (Virtual)	05/10/25	N/A	N/A	N/A	N/A
Gregory Hodges	NJSBA Delegate Assembly	05/10/25	N/A	N/A	N/A	N/A

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

Organization	Dates	Day / Times	Location
High Bridge SoapBox Derby, Weigh-Ins, Derby Cars	June 6, 2025	Friday, 4:30-8:30 pm	ES–Parking Lot

11.3.3. Motion to authorize the filing of FCC Form 471, Schools and Libraries Universal Service Program Services Ordered and Certification Form for the services and/or products for the fiscal year 07/01/2025 - 06/30/2026 and accept the award of \$ 10,680.91 directly applied to the Service Provider. (*Attachment: E-Rate Requests, FY 2025*)

11.3.4. Motion to approve the Shared Services Agreement, for the period July 1, 2025 to June 30, 2026, for Subcontracted Business Administrator services with Hampton Board of Education in accordance with the Uniformed Shared Services and Consolidation Act, NJSA 40A:65-1 et. seq., and NJSA 18A:17-14.1, at an annual rate of \$65,000 as approved by the Interim Executive County Superintendent. *Attachment: 2025 - 2026 Business Services Subcontractor Agreement, High Bridge-Hampton Shared Services)*

11.3.5. Motion to authorize the Superintendent and Business Administrator to digitally submit the 2024 - 2025 Extraordinary Aid Application and accept the award upon the subsequent approval of the NJ State DOE.

11.3.6. It is recommended that the Board approve the following resolution:

BE IT RESOLVED THAT the High Bridge Board of Education approve the renewal of the FSMC contract with Maschio's Food Services, Inc. for the 2025 -2026 school year as follows:

- FSMC Fee: \$9,360 paid in monthly installments of \$936.00 per month commencing on September 1, 2025, and ending on June 30, 2026
- The total cost of the contract for the 2025 - 2026 school year is \$140,598.19.

11.3.7. It is recommended that the Board approve the following breakfast/lunch prices for the 2024 - 2025 school year:

Student Breakfast \$2.00 (\$0.25 increase)

Student Reduced Breakfast \$0.00
 Student Lunch \$3.70 (\$0.40 increase)
 Student Reduced Lunch \$0.00
 Adult Lunch \$4.70 (\$0.50 increase)
 Adult Breakfast \$2.75 (\$0.50 increase)
 Milk \$0.60 (no increase)

11.3.8. Payment of Bills

Audit of Invoices (*Attachment: 05 12 2025 bill list*)

Approve invoices for Current Expenses in the following amounts:

Check Register	April 15, 2025 - May 12, 2025	\$394,786.63
Payroll	April 15, 2025	\$266,092.26
Payroll	April 30, 2025	\$267,710.50
Total		<u>\$928,589.39</u>

Payment of Bills Cafeteria Account:

Maschio's	April 30, 2025	ch#1647	\$14,040.03
Total			<u>\$14,040.03</u>

11.3.9. Line Item Transfers for April 2025 (*Attachment: April 2025 Transfer Report Signed*)

Resolved, that the Board of Education approve the budget transfers as listed in the Attachment.

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

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

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

May 12, 2025

Karolina Cywa

Karolina Cywa
 Business Administrator

11.3.11. HIGH BRIDGE BOARD OF EDUCATION: HIGH BRIDGE MIDDLE SCHOOL STAIR REPLACEMENT PROJECT

11.3.11.1. Motion to approve that, upon the recommendation of the Superintendent, the Board approve the submission of the Project Application to the New Jersey Department of Education for the High Bridge Middle School Stair Replacement Project for the High Bridge Board of Education, per application and drawings as prepared by FKA Architects. This project is an “Other Capital” Project, and the Board is not seeking State funding.

11.3.11.2. Motion to approve that, upon the recommendation of the Superintendent, the board authorize the amendment of the current Long Range Facilities Plan to include the High Bridge Middle School Stair Replacement Project.

11.3.12. WITHDRAWAL FROM MAINTENANCE RESERVE FOR THE ELEMENTARY AND MIDDLE SCHOOLS LEAD REDUCTION PROJECT

NOW THEREFORE BE IT RESOLVED, that the High Bridge Board of Education, in the County of Hunterdon, New Jersey, approves the following maintenance project and the withdrawal of \$30,000 from the Maintenance Reserve account, in accordance with 6A:23A 14.1 (h) 3, to provide partial funding for the Lead Reduction Project.

11.3.13. Motion to approve Magic Touch Construction CO., Inc., Keyport, New Jersey, to help remediate lead issues in the drinking water throughout both buildings at a cost of \$30,125.46 - Elementary School and \$26,494.95 - Middle School. (*Attachment: Proposal: 9820 & 9821*) - ESCNJ T&M 24/25-16

11.3.14. WITHDRAWAL FROM CAPITAL RESERVE FOR THE MIDDLE AND ELEMENTARY SCHOOLS UNIT VENTILATOR REPLACEMENT PROJECT
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 \$517,000 from the Capital Reserve account, in accordance with 6A:23A 14.1 (h) 3, to be transferred to the Capital Projects Fund to provide funding for the Middle and Elementary Schools Unit Ventilator Replacement Project.

11.3.15. WITHDRAWAL FROM CAPITAL RESERVE FOR THE MIDDLE SCHOOL EXTERIOR STAIR REPLACEMENT PROJECT ARCHITECTURAL SERVICES
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 \$19,500 from the Capital Reserve account, in accordance with 6A:23A 14.1 (h) 3, to be transferred to the Capital Projects Fund to provide funding for the Middle School Exterior Stair Replacement Project Architectural Services.

11.3.16. Motion to approve FKA Architects, Oakland, New Jersey, for professional architectural and engineering services for the Middle School Exterior Stair Replacement Project at a cost of \$19,500. (*Attachment: FKA Proposal*)

The Board President calls for a motion and a second to approve 11.1-11.3.16.:

Motion:		Second:		
Name:	Yes	No	Abstain	Absent

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

12. NEW BUSINESS

13. 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.

14. BOARD OF EDUCATION DISCUSSION

15. 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:

- Executive Session Minutes
- Superintendent Evaluation
- 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.

16. RECONVENE PUBLIC SESSION

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

17. ADOPTION OF MINUTES FROM PREVIOUS EXECUTIVE SESSION

- 17.1.1. April 7, 2025 Executive Session Minutes (*Attachment: 4 7 25 Executive Work Session Meeting Minutes Signed*)
- 17.1.2. April 14, 2025 Executive Session Minutes (*Attachment: 4 14 25 Executive Regular Session Meeting Minutes Signed*)

The **Board President** calls for a motion and a second to approve 17.1.1.-17.1.2:

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

18. ADJOURNMENT

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