



**HIGH BRIDGE BOARD OF EDUCATION
REGULAR SESSION MEETING
Tuesday, October 15, 2024**

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: Tuesday, October 15, 2024

Time: 6:30 pm

Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

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

Benjamin Bolger

Erin Delgado

Robert Imhoff

Michael McCasland

Colleen Poles

Cynthia Sharkey

Karyn Gove

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

**4. PUBLIC HEARING ON CONTRACT AMENDMENT TO THE SUPERINTENDENT,
DR. GREGORY HOBAUGH**

The Board President calls for a motion _____ **and a second** _____ **to**
open a public session.

The statement read by the Board President:

WHEREAS, the High Bridge School District Board of Education (hereinafter the "Board") wishes to amend the contract of the Superintendent, Dr. Gregory Hobaugh for the effective period of July 1, 2024 to June 30, 2029: and

Pursuant to N.J.S.A. 18A:11-11, the Board is required to provide public notice, 30 days prior, of its intent to hold a public hearing and to take action to amend, extend, renegotiate and/or alter contract terms and conditions of the district Superintendent. Notice was provided to the public via publication in the district's official newspaper on September 12, 2024, publication on the district's public website every day for the period beginning on September 12, 2024, to October 15, 2024, and notice in the High Bridge Borough Hall and Middle and Elementary School building main offices.

The subject contract was reviewed and subsequently approved by the Interim Executive County Superintendent of the NJ Department of Education, Hunterdon County Office on September 6, 2024 for Dr. Gregory Hobaugh.

5. PUBLIC COMMENTS

Opportunity for public comment on the amended contract of the Superintendent. The Board, pursuant to N.J.S.A. 10:4-12 (b), the Open Public Meetings Act, shall not publicly discuss personnel matters and shall not respond to comments made by members of the public. Please be aware that the subject of this hearing retains the right of privacy and shall retain all rights regarding defamation and slander according to the laws of New Jersey. The Board shall not be held liable for comments made by members of the public.

6. BOARD OF EDUCATION DISCUSSION

7. RECONVENE REGULAR SESSION

The Board President calls for a motion _____ and a second _____ to close the Public Hearing and reconvene regular business.

- 7.1. Motion to approve** the amended contract between the High Bridge Board of Education and the Superintendent, Dr. Gregory Hobaugh for the effective period of July 1, 2024 to June 30, 2029, as approved by the interim County Executive Superintendent. (*Attachment: Dr. Hobaugh 24-29 Amended Contract, Dr. Hobaugh 24-29 Detailed Cost Statement, Dr. Hobaugh Approval Letter*)

The Board President calls for a motion and a second to approve 7.1.:

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

Karyn Gove				
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8. PRESENTATION & RECOGNITION ITEMS

8.1. Student Representative Report

8.2. Superintendent's Report

8.2.1. 2024-2025 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	5	50	-	-	-	50
K	2	30	-	-	-	30
1	3	44	-	-	-	44
2	1	25	-	-	-	25
3	2	31	-	-	-	31
4	2	33	-	-	-	33
Elementary School Total						213
5	2	27	-	-	-	27
6	2	29	-	-	-	29
7	2	38	-	-	-	38
8	2	37	1	-	-	38
Middle School Total						132
District Total	23	344	1	-	-	345

8.2.2. Staff Attendance for September 2024 (*Attachment: September 2024 Staff Attendance*)

8.2.3. 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			10/04									
Nov												
Dec												
Jan												
Feb												
March												
April												

May												
June												
* Investigation is in progress												

8.2.4. Superintendent Update

9. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Kristin Evans	09/09/24	COVID Procedures

(Attachment: Evans Correspondence 9 9 24)

10. 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.

11. BOARD OF EDUCATION DISCUSSION

12. ADOPTION OF MINUTES FROM PREVIOUS MEETING

12.1. September 9, 2024 Work Session Meeting Minutes (*Attachment: 9 9 24 Work Session Meeting Minutes Signed*)

12.2. September 16, 2024, Regular Session Meeting Minutes (*Attachment: 9 16 24 Regular Session Meeting Minutes Signed*)

The Board President calls for a motion and a second to approve 12.1. - 12.2.:

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

13. REPORTS TO THE BOARD

13.1. Board President's Report

13.1.1. Board of Education Self-Evaluation

13.1.2. Board of Education Goals

- 13.1.3. Student Achievement
- 13.1.4. Sustainability Committee Update - Karyn Gove
- 13.1.5. Negotiations Committee Update
- 13.1.6. School Security Committee Update
- 13.1.7. Hunterdon County School Boards Association Meeting Update - Robert Imhoff

14. 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.)

- 14.1. **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 ES01 (*Attachment: 24-25 ES01 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.)

- 14.2. **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 2024-2025 ES02 (*Attachment: 24-25 ES02 Redacted*).

15. ACTION ITEMS

- 15.1. **Resolution to Approve HBBOE and HBEA Agreement July 1, 2024 - June 30, 2027**

BE IT RESOLVED that the High Bridge Board of Education, upon the recommendation of the Negotiations Committee, approves the Memorandum of Agreement dated February 28, 2024 between the High Bridge Board of Education and the High Bridge Education Association. (*Attachment: MOA - Grievance procedure 2.28.24, Final MOA agreed upon with Mediator*)

BE IT ALSO RESOLVED that the High Bridge Board of Education approves the agreed-upon salary guides Appendix A, B, and C incorporated in the Agreement for the period of July 1, 2024, to June 30, 2027.

BE IT ALSO RESOLVED that the High Bridge Board of Education approve the Agreement for the period of July 1, 2024, to June 30, 2027 and authorize the Board President to execute the agreement. (*Attachment: 2024 - 2027 Agreement and Salary Guides*)

The Board President calls for a motion and a second to approve 15.1.:

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

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

15.2.1. Motion to approve the 2024-2025 Nursing Services Plan (*Attachment: 24-25 Nursing Services Plan*).

15.2.2. Motion to approve the submission of the NJDOE School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for the 2024-2025 school year. (*Attachment: HIB Self Assessment ES - 2024, HIB Self Assessment MS - 2024*)

15.2.3. Motion to approve the 2024-2025 School Safety and Security Plan and the submission of the School Safety and Security Plan Annual Review Statement of Assurance. (*Attachments: SS&SP 2024-2025 and SS&SP 2024-2025 SOA*)

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

Location	Grade	Cost	Cost Incurred By
Turtle Back Zoo West Orange, NJ	1	\$39.00 per student	Parents/Guardians Donation from HB PTO
Solitude House, High Bridge, NJ	7	N/A	N/A
Melicks Farm, Oldwick, NJ	PK	\$12.00 per student	PEA Grant Funds

15.3. Human Resources - Personnel, Management & Community Relations

15.3.1. Motion to approve Joseph Capone as volunteer middle school boys basketball coach for the 2023-24 school year, pending background check.

15.3.2. Motion to approve the movement of Andrew Ziray from part-time to full-time Special Education Teacher at a level of BA Step 2 and a prorated annual salary of \$61,985.00 for

the 2024-2025 school year based on the 2021-2024 negotiated agreement, salary to be redetermined once a new agreement is signed between the HBBOE and the HBEA, effective October 16, 2024.

15.3.3. Motion to approve the employment of Joann Whiteley as part-time (50%) Preschool Teacher for the High Bridge School District at a level of MA Step 15 at an annual salary of \$43,245.00 for the 2024-2025 school year based on the 2021-2024 negotiated agreement, salary to be redetermined once a new agreement is signed between the HBBOE and the HBEA, effective October 16, 2024 and pending receipt of employment paperwork and required background check.

15.3.4. Motion to approve Katrina Mendicino for PEAK training at the contracted rate of \$32.00 per hour for up to fifteen (15) hours, not to exceed \$480.00 to be funded through the IDEA Grant.

15.3.5. Motion to approve Katrina Mendicino for SBT/FCT training at the contracted rate of \$32.00 per hour for up to a total of 12 hours not to exceed \$384.00 to be funded through the IDEA Grant.

15.3.6. Motion to recognize Carmine DeSapio, Venus Tile & Marble, Frenchtown, NJ for donating his work valued at \$500.00 to build shelves for a preschool outdoor shed.
(Attachment: Shed)

15.3.7. Motion to recognize Carmine DeSapio, Venus Tile & Marble, Frenchtown, NJ for donating his work valued at \$1,590 to install playground equipment for a preschool.
(Attachment: Playground)

15.3.8. Motion to approve of Amendment of Salary, Non-Affiliated Administrators and Non-Affiliated Staff, 2024 - 2025 School Year

Resolved: That the High Bridge Board of Education approve the amended salaries for the non-affiliated administrators and non-affiliated staff for the 2024 - 2025 school year as per the attachment. (Attachment: 2024 - 2025 Amended Non-Affiliated Administrators and Non-Affiliated Staff Renewals)

15.3.9. USE OF FACILITIES

Motion to approve the following use of facilities request:

None at this time.

15.4. Educational Resources - Finance and Facilities

15.4.1. Motion to approve the following travel expenditure for workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Other	Total
Robert Imhoff	2024 NJSBA Workshop	October 21 - 23, 2024	\$550.00	Mileage - \$129.72	Hotel - \$222.00 Tolls - \$13.80 Parking - \$40.00 Meal Allowance - \$200.00	\$1,185.52

					Transportation Allowance - \$30.00	
Anna Dieterly	Mental Health Toolbox for CST Professionals	October 29, 2024	N/A	\$29.14	N/A	\$29.14
Anna Dieterly	Order & Law - New Assessments for Legally Defensible IEPs	October 24 & 25, 2024	\$270.00	\$94.00	N/A	\$364.00
Gregory Hobaugh	NJOHSP Pediatric Disaster Response & Emergency Preparedness Training	November 13 & 14, 2024	N/A	\$99.83	Parking - \$20 Tolls - \$7.10 Meal Allowance - \$70.00	\$196.93
Emma Alparone	Order & Law - New Assessments for Legally Defensible IEPs	October 24, 2024	\$65.00	\$48.88	Tolls - \$3.06	\$116.94
Carol Przewozny	International Dyslexia Association Conference - Putting the Puzzle Pieces in Place	October 18, 2024	\$225.00	\$29.99	N/A	\$254.99
Kimberly Rieg	International Dyslexia Association Conference - Putting the Puzzle Pieces in Place	October 18, 2024	N/A	N/A	N/A	N/A
Amy Miller	Wilson Reading System Introduction Course (Online)	October 7-9, 2024	\$725.00	N/A	N/A	\$725.00
Marie Hoffman	Mental Health Toolbox for CST Professionals	October 29, 2024	N/A	\$28.67	N/A	\$28.67

15.4.2. Motion to approve the following referee's and umpire's rates for the 2024 - 2025 school year.

Game	A Game	A and B Games
Soccer/Volleyball/Basketball/ Softball/Baseball	\$67.50	\$101.25

15.4.3. Motion to approve the offering of a 457(b) Governmental Plan to all district staff. This plan will provide employees the opportunity to defer compensation into a tax-sheltered retirement plan. There will be no cost to the board in the offering of this plan to employees.

15.4.4. Motion to approve Security Benefits as the district’s 457(b) Governmental Plan provider for the 2024 - 2025 school year. (*Attachment: The High Bridge School District 457(b) Agreement*)

15.4.5. Motion to approve carryover of the 2023 - 2024 funds for ESEA and IDEA grants to 2024 - 2025 for the following amounts:

Title IA - \$7,013

Title IIA - \$4,177

Title IV Part A- \$4,886

IDEA Basic - \$ 8582

IDEA Preschool - \$3,597

15.4.6. Motion to approve the submission of Comprehensive Maintenance Plan and M-1 Form for 2023-2026 (*Attachments: High Bridge CMP 24-25 and M-1 Form 24-25*)

WHEREAS, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of High Bridge Board of Education are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED, that the High Bridge Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan and M1 for the High Bridge Board of Education in compliance with the Department of Education requirements.

15.4.7. Payment of Bills

Audit of Invoices

Approve October 15, 2024 bill list: (*Attachment: 10 15 24 Bill List*)

Check Register	September 17 - October 15	\$484,253.84
Payroll	September 30, 2024	\$250,512.59
Payroll	October 15, 2024	<u>\$251,745.67</u>
Total:		\$986,512.10

Payment of Bills Cafeteria account:

Jester, Julie	ch#1635	09/17/2024	\$ 23.40
L.A. Tent Rentals, INC.	ch#1635	09/18/2024	\$ 5,210.00
MAP International Import & Export Corp.	ch#1637	09/18/2024	\$10,115.31
<u>Acoustical Surfaces, Inc.</u>	<u>ch#1638</u>	<u>09/18/2024</u>	<u>\$ 162.87</u>
Total:			\$15,511.58

Payment of Bills Unemployment account:

NJ Department of Labor	ch#2403	9/30/2024	\$ 129.00
Total:			\$ 129.00

15.4.8. Line Item Transfers September 2024 (*Attachment: September 2024 Transfer Report Signed*)

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

15.4.9. Financial Reports (*Attachments: September 2024 Board Secretary Signed - Fund 10, 20, 40 and September 2024 Treasurer's Report Signed*)

Report of the Board Secretary for September 2024

Resolved, that the Board of Education accept the Board Secretary's Reports for the months of September 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 months of September 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.

October 10, 2024

Karolina Cywa

Karolina Cywa
Business Administrator

- 15.5. TRANSPORTATION - Motion to approve** joint transportation agreement between the Lebanon Township School District and the High Bridge School District for the provision of Choice Student Transportation to Lebanon Township Schools for the 2024 - 2025 school year, at a rate of \$1,000 per student.

<u>Provider</u>	<u>Student ID#</u>	<u>Cost</u>	<u>Dates</u>
Lebanon Twp	9687819701	\$1,000	24/25 School Year
Lebanon Twp	1288025972	\$1,000	24/25 School Year
Lebanon Twp	3290014665	\$1,000	24/25 School Year

15.6. APPROVAL OF PROFESSIONAL SERVICES

Motion to approve the following appointments:

WHEREAS, there exists a need for auditing services, architectural services, legal services, occupational services, physical therapy services, speech services, and,

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. requires that the resolution authorizing the award of contracts for “Professional Services” without competitive bids must be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED by the High Bridge Board of Education as follows:

- 15.6.1.** Brookfield Schools, Cherry Hill, New Jersey, for the KEEPS Partial Day Treatment Program at St Peter’s University Hospital at a contracted rate of \$35.42 per hour, up to \$11,476 for the 2024 - 2025 school year, paid from the IDEA grant.

The Board President calls for a motion and a second to approve 15.2-15.6.1.:

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

16. 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.

17. BOARD OF EDUCATION DISCUSSION

18. 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

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.

19. RECONVENE PUBLIC SESSION

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

20. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETING

- 20.1.** September 9, 2024, Executive Work Session Meeting Minutes (*Attachment: 9 9 24 Executive Work Session Meeting Minutes Signed*)
- 20.2.** September 16, 2024, Executive Regular Session Meeting Minutes (*Attachment: 9 16 24 Executive Session Meeting Minutes Signed*)

The Board President calls for a motion and a second to approve 20.1.-20.2.:

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

21. ADJOURNMENT

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