



**HIGH BRIDGE BOARD OF EDUCATION  
WORK SESSION / REGULAR MONTHLY MEETING  
Monday, July 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, July 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 ITEMS**

**4.1. Superintendent's Report**

**4.1.1.** Staff Attendance for June 2025 (*Attachment: June 2025 Staff Attendance*)

**4.1.2.** Staff Attendance for 2024-2025 School Year (*Attachment: 2024-2025 Staff Attendance*)

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

Month	Drills				Suspensions				HIB			
	HBES		HBMS		HBES		HBMS		HBES		HBMS	
	Fire	Security	Fire	Security	In	Out	In	Out	Investigated	Affirmed	Investigated	Affirmed
June	06/04	06/09	06/02	06/03								
July			N/A	N/A								
August												
Sept												
Oct												
Nov												
Dec												
Jan												
Feb												
March												
April												
May												
June												
* Investigation is in progress												

**4.1.4. Superintendent Update**

**4.1.5. Public Hearing**

**4.1.5.1. The Board President requests a motion to open a Public Hearing**

In accordance with the Anti-Bullying Bill of Rights Act (ABR) (P.L. 2010, c.122), a public hearing is being held to report all incidents of violence, vandalism, harassment, intimidation, and bullying for the reporting period January 1 through June 30, 2024. This information is also being reported to the New Jersey Department of Education (NJDOE) through the Student Safety Data System (SSDS) and the Harassment, Intimidation and Bullying-Investigations, Training & Programs Report (HIB-ITP). *(Attachment: 2024-2025 SSDS EVVRS Report - Period 2)*

**4.1.5.2. Public Comments**

**4.1.5.3. The Board President requests a motion to close the Public Hearing and reconvene regular business.**

**5. REVIEW OF OFFICIAL CORRESPONDENCE**

**Name**                      **Date**                      **Subject**

Natalie Ferry                      6/13/25                      Invitation to Council Meeting

*(Attachment: Ferry Correspondence 6 13 25)*

Joseph Bracuti                      06/26/25                      Request to Be A Certified Substitute In High Bridge

*(Attachment: Bracuti Correspondence 6 25 25)*

## 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.** June 9, 2025 Work Session Meeting Minutes (*Attachment: 6 9 25 Work Session Meeting Minutes Signed*)

**8.2.** June 16, 2025 Regular Session Meeting Minutes (*Attachment: 6 16 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. ACTION ITEMS

**10.1. Student Achievement** - Curriculum, Instruction, Technology & Policy

**10.1.1. Motion to approve** Multidimensional Principal Performance Rubric (MPPR) as the district observation tool for Principals for the 2025-2026 school year.

**10.1.2. Motion to approve** Multidimensional Leader Performance Rubric (MLPR) as the district observation tool for the Director of Special Services. Facilities Manager and Business Administrator for the 2025-2026 school year.

**10.1.3. Motion to approve** Danielson 2013 as the district observation tool for teachers for the

2025-2026 school year.

- 10.1.4. Motion to approve** the High Bridge School District 2025-2026 Chapter 27 Emergency Virtual or Remote Instruction Plan. (*Attachment: 2025-26 Chapter 27 Emergency Virtual or Remote Instruction Programs*)

**10.2. Human Resources - Personnel, Management & Community Relations**

- 10.2.1. Motion to approve** Katherine Franks as 504 Committee Coordinator for the 2025 - 2026 school year.

- 10.2.2. Motion to approve** the following staff members as Teachers in Charge at the contracted rate of \$115.00 per day, on an as-needed basis.

- Melissa Betz
- Megan Gulevski
- Danielle Weber

- 10.2.3. Motion to approve** the following staff members as homebound instructors at the contracted rate of \$35.42 per hour.

- Jana Brown
- Nicole Locorotondo
- Amy Miller

- 10.2.4. Motion to approve** the following substitute custodians for the 2025 - 2026 school year at the hourly rate of \$18.00 per hour, pending receipt of paperwork and criminal background check.

- Francis Alparone

- 10.2.5. Motion to approve** movement on the salary guide as of September 1, 2025, for Kayla Turner from BA+30 to MA, Step 7 pending receipt of official transcripts and confirmation of degree earned, at an annual salary of \$74,175.00 based on the 2025-2026 Guide in accordance with the 2024-2027 Agreement between the HBBOE and HBEA.

- 10.2.6. Motion to approve** Kickstart Literacy Program training for the following staff members at the contracted rate of \$32.00 per hour for four and a half hours (4.5), not to exceed a total of \$144.00 per person, funded by PEA grant.

- Daniela Balena
- Julia Monge
- Shannon Parfitt
- Jacqueline Remaly

- 10.2.7. Motion to approve** Caryn Rinehart as Acting Board Secretary to serve on an emergency basis only for the 2025-2026 school year at an hourly rate of \$29.49.

- 10.2.8. Motion to approve** the substitute nurse hourly rate of \$32.00 for the 2025 - 2026 school year.

- 10.2.9. Motion to approve** Lisa Waseleski as a substitute nurse for the 2025 - 2026 school year.

- 10.2.10. Motion to approve** Melissa Betz to receive Middle School Disciplinary stipend, not to exceed \$7,000.00 for the 2025 - 2026 school year, funded by Title IV grant.

- 10.2.11. Motion to approve** Caryn Rinehart to receive a \$5,000.00 stipend to oversee and maintain the timely submissions of the NJ Statewide Longitudinal Education Data System for the 2025 - 2026 school year.

- 10.2.12. Motion to approve** the following class trips and transportation:

<b>Location</b>	<b>Grade</b>	<b>Cost</b>	<b>Cost Incurred By</b>
NJ Transit Station, High Bridge, NJ - Quarterly Clean Up	Student Leadership	N/A	N/A
NJ Transit Station, High Bridge, NJ - Holiday Decorations	Student Leadership	N/A	N/A
Grow-A-Row, Pittstown, NJ	Student Leadership	\$255.00 (Transportation)	Student Leadership
TISCO Complex, Solitude House, Main Street, High Bridge	4th	N/A	N/A
Trident Corporation, High Bridge	4th	N/A	N/A
Veterans' Memorial Park, High Bridge	4th	N/A	N/A
Raritan River, High Bridge	ES Environmental Club	\$350.00	Student Activity Funds

**10.2.13. Motion to approve** the release of the following tuition reimbursement funds.

<b>Staff</b>	<b>Course</b>	<b>Tuition</b>
Judy Lagreca	GED 699 OL Special Topics in Special Education	\$2,068.95
Kayla Turner	GED 699 OL Special Topics in Special Education	\$2,100.95

**10.2.14. USE OF FACILITIES**

**Motion to approve** the following use of facilities request:

<b>Organization</b>	<b>Dates</b>	<b>Time</b>	<b>Location</b>
Borough of High Bridge	7/21/2025	6:30pm-10:30pm	ES - All Purpose Rm
HB PTO–SEPAG Mtg	9/18, 11/20/25, 1/15, 3/19, 5/14/26	6:00pm - 7:30pm	ES - Library
HB Hunterdon Huskies Cheer Practice	7/28/25–8/22/25 8/04/25–8/14/25	5pm-8pm Mon-Thurs 9am-4pm Mon-Thurs	ES - Gym
HB Hunterdon Huskies Cheer Practice	9/01/25–11/29/25	6pm-8pm Mon-Fri 9am-5pm Sat-Sun	ES - Gym
HB Hunterdon Huskies Cheer Practice	9/01/25–11/29/25	6pm-8pm Mon, Tues & Thurs	MS - Gym

**10.2.15. STUDENT RECORDS**

BE IT RESOLVED that the Board of Education authorizes certified school personnel to collect and maintain pupil records as required by N.J.A.C. 6A:32-7.1 – 6A:32-8.3 and Board of Education Policy 8330 “Student Records”.

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

**10.3.1. Motion to authorize** the Superintendent, in conjunction with the Business

Administrator/Board Secretary, to approve line item transfers as necessary between board meetings, and such transfers shall be reported to the Board of Education, ratified, and duly recorded in the minutes of the next regular meeting, pursuant to N.J.S.A. 18A:22-8.1

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

Staff/Bd Member	Workshop	Date	Registration Fee	Other	Mileage	Total
Danielle Weber	Restorative Justice: Tier 1 and 2 Training	09/11/2025 and 09/29/2025	N/A	\$15.00 (Parking)	\$58.84	\$73.84
Melissa Betz	Restorative Justice: Tier 1 and 2 Training	09/11/2025 and 09/29/2025	N/A	N/A	\$48.88	\$48.88
Emma Alparone	I&RS to MTSS - Implementing MTSS to Meet NJ Intervention and Referral Services	7/29/25 (Virtual)	\$100.00	N/A	N/A	\$100.00
Jerry Morrison	Low Pressure Black Seal Certification	TBD	\$600.00	N/A	N/A	\$600.00
Gregory Hobaugh	HCASA North Regional Superintendent's Annual Conference	9/25-26, 2025	N/A	\$281.00 (Lodging) \$1.50 (Tolls)	\$26.88	\$309.38

**10.3.3. APPROVAL OF GRANT AND SUBMISSION MOTION TO APPROVE THE SUBMISSION OF THE 2025 - 2026 IDEA AND ESEA GRANT APPLICATIONS**

**10.3.3.1. Motion to approve** the submission of the 2025 - 2026 IDEA Grants application to the NJ Department of Education and to accept the grant award in the following amount:

IDEA Basic	\$101,140.00
IDEA Preschool	\$4,354.00

**10.3.3.2. Motion to approve** the digital submission of the 2025 - 2026 ESEA Grants application to the NJ Department of Education and to accept the grant award in the following amounts:

Title IA	\$XXX.XX
Title IIA	\$XXX.XX
Title III	\$XXX.XX
Title IVA	\$XXX.XX

**10.3.4. APPROVE HIGH BRIDGE SCHOOL DISTRICT PLANS & PROCEDURES**

**BE IT RESOLVED** that the High Bridge Board of Education approves the following plans and procedures for the 2025 - 2026 school year.

**10.3.4.1. High Bridge School District Mentoring Plan** (*Attachment: 2025 - 2026 District Mentoring Plan*)

**10.3.5. RESOLUTION TO INCREASE THE BID THRESHOLD**

**WHEREAS**, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7 and N.J.S.A. 18A:18A-3 (b) has increased the bid threshold amount for school districts whose School Business Administrator/Board Secretary does not possess a Qualified Purchasing Agent Certificate, from \$32,000, to \$39,000, effective July 1, 2025; **WHEREAS**, the (Name of Board of Education) would like to take advantage of the maximum statutory bid threshold amount of \$39,000;

**NOW, THEREFORE BE IT RESOLVED** that the High Bridge Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a), establishes and sets the bid threshold amount of \$39,000 for the school district, and further authorizes the School Business Administrator/Board Secretary, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed the aggregate of the newly established bid threshold amount.

Furthermore, for contracts in the aggregate that are less than the bid threshold but fifteen (15%) or more of the amount, the School Business Administrator/Board Secretary shall award contracts after soliciting at least two competitive quotations.

The School Business Administrator/Board Secretary, pursuant to N.J.S.A. 18A:18A-37 (c), is authorized to award contracts that are in the aggregate less than fifteen (15%) percent of the bid threshold without soliciting competitive quotations.

**10.3.6. Motion to approve** Snyder Bus Services, Inc. for field trips and athletic events at \$375 1st 4 hours and \$100/hour after.

**10.3.7. Payment of Bills**

**Audit of Invoices** (*Attachment: 6 30 25 bill list & 7 14 25 bill list*)

**Approve** invoices for Current Expenses in the following amounts:

Check Register	June 17, 2025 - June 30, 2025	\$247,897.42
Check Register	July 1, 2025 - July 14, 2025	\$262,855.61
Payroll	June 30, 2025	<u>\$ 63,389.47</u>
	Total	\$574,082.50

**Payment of Bills Cafeteria account:**

<u>Vendor</u>	<u>Date</u>	<u>Check #</u>	<u>Amount</u>
Robin Hood			
Cleaning, LLC	June 17, 2025	1649	\$500.00
Maschio's	June 17, 2025	1650	\$16,552.06
Northwest			
Refrigeration, LLC	July 9, 2025	1651	\$910.00
Maschio's	July 9, 2025	1652	<u>\$5,844.51</u>
	<b>Total:</b>		<b>\$23,806.57</b>

**10.3.8. Line Item Transfers for June 2025** (*Attachment: June 2025 Transfer Report Signed*)

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

**10.3.9. Motion to approve** special revenue transfer for Preschool General Supplies  
(Attachment: 6 23 25 Preschool Transfer Form)

Account Number	Account Description	Increase (Decrease)
20-218-200-200-801-100	EXP PEA Personal Services	(\$40,790.79)
20-218-100-321-801-100	EXP PEA Puch Prof - Edu Svcs	\$40,790.79

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

**Report of the Board Secretary and Treasurer's Report for June 2025**

**Resolved**, that the Board of Education accepts the Board Secretary's and Treasurer's Financial Reports for the months of June 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 months of June 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.

July 10, 2025

*Karolina Cywa*

Karolina Cywa  
Business Administrator

**10.3.11. LEAD TESTING IN WATER STATEMENT OF ASSURANCE**

**Motion to approve** the Annual Statement of Assurance for the testing for lead in the District's water supply (Attachment: 2024-2025 Lead In School Drinking Water SOA).

**10.3.12. INSTRUCTIONAL PROGRAMS AND WEB-BASED SERVICES**

**Motion to approve** renewal of the following proprietary instructional programs and web-based services:

- GoGuardian - \$6,021.40
- Sweetwater - \$4,600.13
- Wilson Language Learning - \$1,667.52
- Media Flex - \$450.00
- Learning without Tears - \$1,144.08
- Capstone - \$839.40
- Wevideo - \$1,908.55



- Westmusic - \$200.00
- Register.com - \$126.51

**10.3.13. RENEWAL OF PROPERTY, LIABILITY & WORKERS' COMPENSATION INSURANCE**

**BE IT RESOLVED** that the record be noted that the quotation submitted by the Board's Insurance Agent of Record, Brown & Brown Metro Inc. ("B&BM") on behalf of the assessment levied by the School Alliance Insurance Fund (SAIF), be hereby approved in the amount of \$206,671.00. This represents a 1.6% increase for the 2025 - 2026 school year.

**10.3.14. BEFORE & AFTERCARE PROGRAMS**

**Motion to approve** Work-Family Connections, Inc., to operate Before and After School Programs at High Bridge Elementary School for the 2025 - 2026 school year in accordance with the Use and Occupancy Agreement as presented. (*Attachment: 2025 - 2026 Use and Occupancy Agreement*)

**10.3.15. 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:

**10.3.15.1.** Chaudry Law LLC Iselin, New Jersey, as Negotiations Counsel from July 1, 2025 - June 30, 2026 with all services billed at the hourly rate of \$165 per hour and conducted by the Partner.

**10.3.15.2.** The Firm of Busch Law Group, LLC, Metuchen, New Jersey, is appointed as Board Attorneys from July 1, 2025 to June 30, 2026 at the following rate:

Attorneys	\$176 Per Hour
Paralegals	\$100 Per Hour

**The Board President** calls for a motion and a second to approve 10.1-10.3.15.2.:

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

**11. NEW BUSINESS**

**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:

- Executive Session Minutes
- Legal Update

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.** June 9, 2025 Executive Work Session Meeting Minutes (*Attachment: 6 9 25 Executive Work Session Meeting Minutes Signed*)

**16.2.** June 16, 2025 Executive Regular Session Meeting Minutes (*Attachment: 6 16 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 Bowering				
Gregory Hodges				
Robert Imhoff				
Michael McCasland				
Colleen Poles				
Cynthia Sharkey				

Karyn Gove				
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**17. ADJOURNMENT**

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