



**HIGH BRIDGE BOARD OF EDUCATION
REGULAR SESSION MEETING
Monday, September 15, 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, September 15, 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. Student Representative Report

4.2. Superintendent's Report

4.2.1. 2025-2026 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	4	45	-	1	-	46
K	2	35	-	-	-	35
1	2	26	-	-	-	26
2	2	40	-	-	-	40
3	2	26	-	-	-	26
4	2	33	-	-	-	33
Elementary School Total						206
5	2	36	-	-	-	36
6	2	24	-	-	-	24
7	2	28	-	-	-	28
8	2	37	-	-	-	37
Middle School Total						125
District Total	22	330	-	1	-	331

4.2.2. Staff Attendance for August 2025 (*Attachment: August 2025 Staff Attendance*)

4.2.3. Monthly Report on Harassment, Intimidation, & Bullying Incidents/Suspensions & 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	07/15	07/30	N/A	N/A								
August	08/28	08/29	08/28	08/29								
Sept		09/03		09/03							2*	
Oct												
Nov												
Dec												
Jan												
Feb												
March												
April												
May												
June												
* Investigation is in progress												

4.2.4. Superintendent Update

5. REVIEW OF OFFICIAL CORRESPONDENCE

Name Date Subject

None at this time

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. August 18, 2025 Work Session Meeting Minutes (*Attachment: 8 18 25 Work Session Meeting Minutes Signed*)

8.2. August 25, 2025 Regular Session Meeting Minutes (*Attachment: 8 25 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. Board of Education Self-Evaluation

9.1.2. Board of Education Goals

9.1.3. Student Achievement

9.1.4. Sustainability Committee Update - Karyn Gove

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

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

10. HIB REPORTS

None at this time.

11. ACTION ITEMS**11.1. Student Achievement - Curriculum, Instruction, Technology & Policy**

11.1.1. Motion to approve High Bridge School Board of Education goals for 2025-2026.

(Attachment: High Bridge BOE Goals 25-26)

11.1.2. Motion to approve the 2025-2026 Nursing Services Plan *(Attachment: 25-26 Nursing Services Plan)*.

11.1.3. Motion to approve the 2025-2026 School Safety and Security Plan and the submission of the School Safety and Security Plan Annual Review Statement of Assurance.

(Attachments: SS&SP 2025-2026 and SS&SP 2025-2026 SOA)

11.1.4. Motion to approve the following regulation update: *(Attachment: Regulation 5111 Update)*

11.1.4.1. R 5111 - Eligibility of Resident / Nonresident Students

11.1.5. Motion to approve updated job description for Elementary School Principal in accordance with NJAC 6A 9B-12.5. *(Attachment: Elementary School Principal Job Description)*

11.1.6. Motion to approve the following field trips:

Location	Grade	Cost	Cost Incurred By
Duke Farms, Hillsborough, NJ	4	\$14.00	Parents / Guardians
Michael Fowlin Presentation, Clinton, NJ	8	\$191.25 for transportation	High Bridge BOE
Ground for Art, Union Forge Park, High Bridge, NJ	5-8 Student Leadership	N/A	N/A
Commons Park, High Bridge, NJ	5-8 Student Leadership	N/A	N/A
West Portal Pumpkin Patch, Asbury, NJ	Kindergarten	\$23.00	Parents / Guardians

11.2. Human Resources - Personnel, Management & Community Relations

11.2.1. Motion to accept the resignation of full-time middle school Emotional Regulatory Impairment (ERI) special education teacher Katrina Mendicino, effective October 31, 2025. *(Attachment: Mendicino Resignation 8 29 25)*

11.2.2. Motion to rescind movement on the salary guide as of September 1, 2025, for Kimberly Sandorff from BA+15 to MA+15, Step 16, pending receipt of official transcripts, at an annual salary of \$93,275.00 based on the 2025-2026 Guide in accordance with the 2024-2027 Agreement between the HBBOE and HBEA.

11.2.3. Motion to approve movement on the salary guide as of September 1, 2025, for Kimberly Sandorff from BA+15 to MA+15, Step L1, pending receipt of official transcripts, at an annual salary of \$94,575.00 based on the 2025-2026 Guide in accordance with the 2024-2027 Agreement between the HBBOE and HBEA.

11.2.4. Motion to approve the following staff members for co-curricular funded activities:

Co-Curricular Position	Rate	Total Hours	Total Compensation	Staff Member(s)
Drama Club	\$32.00	45	\$1,440.00	Jeff Thompson
ES Band	\$32.00	6	\$192.00	Jeff Thompson
Environmental Club - MS Fall	\$32.00	11	\$352.00	Amy Miller
Environmental Club - MS Spring	\$32.00	11	\$352.00	Amy Miller
Jazz Band - MS	\$32.00	30	\$960.00	Jeff Thompson

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

Staff	Course	Tuition
Amy Miller	GED 620 - Inclusive Practices	\$2,068.95

11.3. Educational Resources - Finance and Facilities

11.3.1. Payment of Bills

Audit of Invoices

Approve September 15, 2025 bill list: *(Attachment: 9 15 25 bill list)*

Check Register

	August 26, 2025 - September 15, 2025	\$111,418.49
Payroll	August 29, 2025	\$53,995.95
Payroll	September 15, 2025	<u>\$266,517.82</u>
	Total:	\$431,932.26

Payment of Bills - Food Service Account:

Parent Refund	ch#1653	9/5/2025	\$32.80
Parent Refund	ch#1654	9/5/2025	<u>\$74.55</u>
	Total:		\$107.35

Payment of Bills - Unemployment Account:

NJ Department of Labor	ch# 2405	8/29/2025	<u>\$138.00</u>
	Total:		\$138.00

11.3.2. Financial Reports *(Attachment: August 2025 Board Secretary Signed - Fund 10, 20, 40, and August 2025 Treasurer's Report Signed)*

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

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

September 10, 2025

Karolina Cywa

Business Administrator

11.3.3. Line Item Transfers for August 2025 (*Attachment: August 2025 Transfer Report - Signed*)

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

11.3.4. Motion to approve the disposal of outdated and/or damaged library books. (*Attachment: Damaged Books to be Removed & Recycled 9 15 2025*)

11.3.5. Motion to approve disposal/recycle of out-of-service kitchen equipment. (*Attachment: Kitchen Equipment*)

Item 1. Ice Cream Deep Freezer 100180

Item 2. Skillet/Kettle warmer 100197

Item 3. Pastry Warmer 100180

11.3.6. Motion to approve R.D. Sales Door and Hardware, LLC., of Pompton Plains, NJ, to perform door work in the Middle School building at the cost of \$41,441.44. (EdData Locksmith Package#23 Bid#12206).

11.3.7. Motion to authorize the submission of the FY26 Funding for Optimal Comprehensive Universal Screening (FOCUS) grant application and accept the award in the amount of \$1,320.

11.3.8. Transportation

Motion to approve shared services agreements between the High Bridge School District (joiner) and the Lebanon Township School District (host) for the provision of Choice Student Transportation to Lebanon Township Schools for the 2025 - 2026 school year, at a rate of \$1,050 per student (*Attachment: 2025 - 2026 Joint Agreement*)

Provider	Route #	Cost	Dates
Lebanon Twp	L12	\$3,150	08/28/2025 - 06/30/2026

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

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage Tolls, Etc.	Total
Kimberly Rieg	NJ IDA Fall Conference	10/17/2025	N/A	N/A	N/A
Megan Wheeler	Understanding HIB Characteristics	11/18/2025	N/A	\$8.65	\$8.65
Alisa White	Restorative Justice: Tier 2	10/28/2025	N/A	N/A	N/A
Alisa White	The Role of the School Climate Team	11/19/2025	N/A	N/A	N/A
Melissa Betz	Restorative Justice: Tier 3	11/13/2025	N/A	\$24.44	\$24.44
Gregory Hobaugh	2025 NJSBA Annual Conference, Atlantic City, NJ	10/20 - 10/23/2025	\$550.00	Hotel: \$366.00 M&IE: \$238.00 Parking/Tolls: \$27.20	\$1288.36
Robert Imhoff	2025 NJSBA Annual Conference, Atlantic City, NJ	10/20 - 10/23/2025	\$550.00	Hotel: \$345.00 M&IE: \$238.00 Parking/Tolls: \$27.20	\$1267.36
Carol Przewozny	NJIDA Creating Literate Literature, Somerset, NJ	10/17/2025	\$250.00	\$29.05	\$279.05
Jenna Pudimott	Science of Reading: Bridging the Gap, Hunterdon ESC	10/14/2025	N/A	N/A	N/A
Tricia Morris	Science of Reading: Bridging the Gap, Hunterdon ESC	10/14/2025	N/A	N/A	N/A

The Board President calls for a motion and a second to approve 11.1-11.3.9.:

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:

- 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.

15. RECONVENE PUBLIC SESSION

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

16. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETING

16.1. August 18, 2025 Executive Session Meeting Minutes (*Attachment: 8 18 25 Executive Work Session Meeting Minutes Signed*)

16.2. August 25, 2025 Executive Session Meeting Minutes (*Attachment: 8 25 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.