

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR SESSION MEETING MINUTES  
Monday, January 8, 2024**

**1. OPENING OF MEETING - 6:30 PM - *The meeting began at 6:30 p.m.***

**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, January 8, 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 - *Absent*

Erin Delgado - *Present*

Karyn Gove - *Present*

Robert Imhoff - *Present*

Michael McCasland - *Present*

Colleen Poles - *Present*

Cynthia Sharkey - *Present*

Additional Members Present:

Dr. Gregory Hobaugh, Superintendent - *Present*

Karolina Cywa, SBA / Board Secretary - *Present*

**4. PRESENTATION AND RECOGNITION ITEMS**

**4.1. Superintendent's Report**

- 4.1.1.** State of NJ Executive Department Proclamation of January 2024 as School Board Recognition Month (*Attachment: State of New Jersey Executive Department Proclamation*)

*Dr. Gregory Hobaugh noted that January is the State School Board Recognition Month and he thanked the school board members for serving as volunteers to the community.*

**4.1.2. 2023-2024 Enrollment**

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	4	50	-	-	-	50
K	2	43	-	-	-	43
1	2	24	-	-	-	24
2	2	32	-	-	-	32
3	2	34	-	-	-	34
4	2	27	-	-	-	27
<b>Elementary School Total</b>						<b>210</b>
5	1	32	-	-	-	32
6	2	34	-	-	-	34
7	2	39	1	-	-	40
8	2	35	-	-	-	34
<b>Middle School Total</b>						<b>140</b>
<b>District Total</b>	<b>21</b>	<b>349</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>350</b>

**4.1.3.** Staff Attendance for December 2023 (*Attachment: December 2023 Staff Attendance*)

**4.1.4.** 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
July	07/06	07/31	07/05	07/11								
August	08/01	08/10	08/01	08/02								
Sept	09/06	09/14	09/06	09/14							1	
Oct	10/13	10/27	10/03	10/05				1				
Nov	11/21	11/06	11/14	11/06				1				
Dec	12/20	12/14	12/08	12/13				2				2
Jan												
Feb												
March												
April												
May												
June												

\* Investigation is in progress

**4.1.5.** Superintendent Update

**4.1.5.1.** Public Hearing

**4.1.5.1.1.** 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 September 1 through December 31, 2023. 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: SSDS 2023-24 Period 1 Report*)

**4.1.5.1.2.** Public Comments

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

**The Board President** calls for a motion and a second to approve the submission of Period 1 HIB-ITP:

<i>Motion: Erin Delgado</i>		<i>Second: Colleen Poles</i>		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger				<b>X</b>
Erin Delgado	<b>X</b>			
Karyn Gove	<b>X</b>			
Robert Imhoff	<b>X</b>			
Michael McCasland	<b>X</b>			
Colleen Poles	<b>X</b>			
Cynthia Sharkey	<b>X</b>			

*Motion passes 6-0-0-1*

**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 MEMBER’S COMMENTS**

**8. ADOPTION OF MINUTES FROM PREVIOUS MEETING**

- 8.1.** November 13, 2023 Work Session Minutes (*Attachment: 11 13 23 Work Session Meeting Minutes Signed*)
- 8.2.** November 20, 2023 Regular Meeting Minutes (*Attachment: 11 20 23 Regular Session Meeting Minutes Signed*)
- 8.3.** December 11, 2023 Work Session Minutes (*Attachment: 12 11 23 Work Session Meeting Minutes Signed*)

**The Board President** calls for a motion and a second to approve 8.1. & 8.3.:

<i>Motion: Michael McCasland</i>		<i>Second: Colleen Poles</i>		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger				<b>X</b>
Erin Delgado	<b>X</b>			
Karyn Gove	<b>X</b>			
Robert Imhoff	<b>X</b>			
Michael McCasland	<b>X</b>			
Colleen Poles	<b>X</b>			
Cynthia Sharkey	<b>X</b>			

*Motion passes 6-0-0-1*

**9. REPORTS TO THE BOARD**

**9.1. Board President’s Report**

- 9.1.1. Student Achievement**
- 9.1.2. Shared Services Committee Update - Karyn Gove**
- 9.1.3. Negotiations Committee Update**
- 9.1.4. School Security Committee Update**
- 9.1.5. Hunterdon County School Boards Association Meeting Update - Robert Imhoff**

*Ms. Karyn Gove informed the board that there will be a meeting on shared service soon.  
Mr. Robert Imhoff noted that he will give an update about school security in February.*

**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. The Board President** calls for a motion *at 6:51 p.m. Robert Imhoff* and a second *Karyn Gove to affirm*, reject, or modify, by voice vote, the superintendent’s decision in HIB Report 2023-24 MS03 (*Attachment: 23-24 MS03 Redacted*).

**11. ACTION ITEMS**

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

- 11.1.1. Motion to approve** Memorandum of Understanding between the Town of High Bridge Police Department and High Bridge School District regarding Live Streaming Access to Surveillance Cameras. (*Attachment: HB livestreamMOU2024*)

- 11.1.2. **Motion to approve** the Uniform State Memorandum of Agreement Between Education & Law Enforcement Officials (2023 Revisions). (*Attachment: MOA 2023 Revisions*)
- 11.1.3. **Motion to approve** movement on the salary guide as of February 1, 2024 for Julia Monge from BA Step 4 +15 to BA Step 4 +30, at a prorated annual salary of \$65,835.00 based on the 2023-2024 Guide in accordance with the 2021-2024 Agreement between the HBBOE and HBEA, pending receipt of official transcripts.
- 11.1.4. **Motion to approve** movement on the salary guide as of February 1, 2024 for Maurica Hash from BA Step 2 +15 to BA Step 2 +30, at a prorated annual salary of \$64,835.00 based on the 2023-2024 Guide in accordance with the 2021-2024 Agreement between the HBBOE and HBEA, pending receipt of official transcripts.
- 11.1.5. **Motion to approve** Aimee Luster as Superintendent/Elementary School Principal and Assistant Principal Administrative Assistant for the 2023-2024 school year at a prorated annual salary of \$38,100.00, effective on or about December 1, 2023.
- 11.1.6. **Motion to approve** part-time employee, Krista Pachuta for hours above her contracted time necessary to attend scheduled in-service days on January 19, 2024 and February 29, 2024 at the contracted rate of \$32.00 per hour not to exceed 4 hours per in-service day.
- 11.1.7. **Motion to approve** course reimbursement for:

Staff	Course	College/University	Semester	Tuitionsd
Courtney Bursztyn	EDTC 33570 Researching and Analyzing Educational Technology	Rowan University	Mar - May, 2024	\$2,352.72
Courtney Bursztyn	EDTC 33531 Coding & Logical Thinking to Support Learning	Rowan University	Jan - Mar, 2024	\$2,352.72
Amy Miller	GED 605 Characteristics of Diverse Learners	Centenary University	Jan - April, 2024	\$2,110.95
Maurica Hash	GED 699 Special Topics in Special Education	Centenary University	Jan - April, 2024	\$2,068.95

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

**11.2.1. Payment of Bills**

**Audit of Invoices** (*Attachment: 1 8 24 bill list*)

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

Check Register	December 19, 2023 -January 8 2024	\$ 295,091.17
Payroll	December 22, 2023	\$ 243,017.00
<b>Total</b>		<b>\$ 538,108.17</b>

**11.2.2. Financial Reports** (*Attachments: November 2023 Board Secretary Reports Signed - Fund 10, 20, 40 and November 2023 Treasurer Report Signer*)

**Report of the Board Secretary and Treasurer’s Report for November 2023**

**Resolved**, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the month of November 2023 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 November 2023, 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.

January 05, 2024

*Karolina Cywa*

Business Administrator

**11.2.3. Motion to approve** Line Item Transfers for December 2023 (*Attachment: December 2023 Transfer Report Signed*)

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

**11.2.4. USE OF FACILITIES**

Motion to approve the following use of facilities request:

Organization	Dates	Times	Location
HBAA Hunterdon Huskies Cheer Practice	1/12/24 - 2/23/24 Fridays	6:00 - 8:00 pm	MS Cafeteria or ES Music Room

**The Board President** calls for a motion and a second to approve 11.1.-11.2.4.

<i>Motion: Robert Imhoff</i>		<i>Second: Cindy Sharkey</i>		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger				<b>X</b>
Erin Delgado	<b>X</b>			
Karyn Gove	<b>X</b>			
Robert Imhoff	<b>X</b>			
Michael McCasland	<b>X</b>			
Colleen Poles	<b>X</b>			
Cynthia Sharkey	<b>X</b>			

*Motion passes 6-0-0-1*

**11.2.5. Motion to amend** 11.1.7. as discussed.

<i>Motion: Erin Delgado</i>		<i>Second: Colleen Poles</i>		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger				<b>X</b>
Erin Delgado	<b>X</b>			
Karyn Gove	<b>X</b>			
Robert Imhoff	<b>X</b>			
Michael McCasland	<b>X</b>			
Colleen Poles	<b>X</b>			
Cynthia Sharkey	<b>X</b>			

*Motion passes 6-0-0-1*

**11.2.6. Motion to approve 11.1.7. amended to include Kayla Turner for the course reimbursement.**

<b><i>Motion: Colleen Polea</i></b>		<b><i>Second: Michael McCasland</i></b>		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger				<b>X</b>
Erin Delgado	<b>X</b>			
Karyn Gove	<b>X</b>			
Robert Imhoff	<b>X</b>			
Michael McCasland	<b>X</b>			
Colleen Poles	<b>X</b>			
Cynthia Sharkey	<b>X</b>			

*Motion passes 6-0-0-1*

**12. PUBLIC COMMENTS**

This period of time provides an opportunity for the public to comment 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 MEMBER’S COMMENTS**

**14. EXECUTIVE/CLOSED SESSION**

**The Board President calls for a motion at 5:55 p.m. Robert Imhoff** and a second **Cindy Sharkey** *unanimously approved*, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- Grievance Level 4 (Grievance Chair & Uniserv Representative will be in attendance.)
- PERC Case Update
- Personnel - Projected Budget (2024-2025)

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 at 9:25 p.m. Colleen Poles** and a second **Erin Delgado** *unanimously approved* to reconvene the public session.

**16. ACTION ITEM**

**Motion to approve** the Executive Minutes

- 16.1.1.** November 13, 2023 Work Session Executive Minutes (*Attachment: 11 13 23 Work Session Executive Minutes Signed*)

**16.1.2.** November 20, 2023 Regular Meeting Executive Minutes (*Attachment: 11 20 23 Regular Meeting Executive Minutes*)

**16.1.3.** December 11, 2023 Work Session Executive Minutes (*Attachment: 12 11 23 Work Session Executive Minutes*)

**The Board President** calls for a motion and a second to approve 16.1.1. & 16.1.3:

<b>Motion: Robert Imhoff</b>		<b>Second: Cindy Sharkey</b>		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger				<b>X</b>
Erin Delgado	<b>X</b>		<b>X (16.1.1)</b>	
Karyn Gove	<b>X</b>			
Robert Imhoff	<b>X</b>			
Michael McCasland	<b>X</b>		<b>X (16.1.1)</b>	
Colleen Poles	<b>X</b>			<b>X (16.1.1)</b>
Cynthia Sharkey	<b>X</b>			

*Motion passes (16.1.1.) 3-0-2-2, Motion passes (16.1.2. - 16.1.3.) 6-0-0-1*

**17. ADJOURNMENT**

**The Board President** calls for a motion *at 9:29 p.m. Erin Delgado* and a second *Michael McCasland* **unanimously approved** to adjourn the meeting.

Respectfully submitted



Karolina Cywa  
 School Business Administrator/Board Secretary