

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR SESSION MEETING MINUTES  
Monday, December 18, 2023**

**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, December 18, 2023

**Time:** 6:30 pm

**Formal action will be taken.**

**2. PLEDGE OF ALLEGIANCE**

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

Benjamin Bolger - *Present*

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. 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>

4.1.2. Staff Attendance for November 2023 (*Attachment: November 2023 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
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		12/14	12/08	12/13				1				1
Jan												
Feb												
March												
April												
May												
June												
* Investigation is in progress												

4.1.4. Superintendent Update

4.1.4.1. Election Results (*Attachment: Election Results 2023*)

*The superintendent introduced and welcomed a new special education teacher, Ms. Krista Pachuta. Dr. Gregory Hobaugh informed the board that there is a projected change in the cost of health benefits, he and the administrative team will be meeting to talk about the budget soon.*

**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. REPORTS TO THE BOARD

### 8.1. Board President's Report

#### 8.1.1. Policy Audit

#### 8.1.2. Student Achievement

#### 8.1.3. Shared Services Committee Update - Karyn Gove

#### 8.1.4. Negotiations Committee Update

#### 8.1.5. School Security Committee Update

#### 8.1.6. Hunterdon County School Boards Association Meeting Update - Robert Imhoff

## 9. HIB REPORTS

9.1. **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.).

**The Board President** calls for a motion *at 6:38 p.m. Robert Imhoff* and a second *Erin Delgado* **unanimously approved to affirm**, reject, or modify, by voice vote, the superintendent's decision in HIB Investigation Report 2023-24 MS02 (*Attachment: 2022-23 MS02 Redacted*).

## 10. ACTION ITEMS

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

#### 10.1.1. Motion to approve the following policy updates: (*Attachment: Policy 1540 Administrators' Code of Ethics*)

##### 10.1.1.1. Policy 1540 - Administrators' Code of Ethics

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

**10.2.1. Motion to approve** the employment of Krista Pachuta as part-time Special Education Teacher for the High Bridge School District at a level of MA Step 2 at a prorated annual salary of \$49,032.40 for the 2023-24 school year based on the 2021-2024 negotiated agreement, effective on or about January 2, 2024.

**10.2.2. Motion to approve** Krista Pachuta compensation for transition training for not more than ten (10) hours at the hourly rate of \$36.56 during the week of December 19 through December 22, 2023.

**10.2.3. Motion to approve** course reimbursement for:

Staff	Course	College/University	Semester	Tuition
Judy LaGreca	GED 620 Inclusive Practices	Centenary University	Jan - Apr, 2023	\$2,110.95

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

**10.3.1. Motion to accept** an anonymous donation of gift cards in the amount of \$500 to be used towards district families in need during the holiday season.

**10.3.2. Motion to approve** the 2024 High Bridge Board of Education Meeting schedule.  
*(Attachment: Proposed 2024 BOE Meetings)*

**10.3.3. Motion to approve** withdrawal from Capital Reserve for the Elementary School HVAC Replacements

**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 \$ 104,049 from the Capital Reserve account, in accordance with 6A:23A 14.1 (h) 3, to provide funding for the three rooftop units replacement:

\$ 104,049 - McCloskey Mechanical Contractors, Inc. (HCESC-SER-21A- 2 Years)

**10.3.4. Motion to approve** Ocean Construction, LLC, Williamstown, New Jersey to install foundation slab for outdoor pavilion at the cost of \$ 60,700 funded by ESSER grant.  
*(ESCNJ Bid#22/23-33, Co-op# 65MCECCPS)*

**10.3.5. Motion to approve** Travel Expenditures for Workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Other	Total
Elizabeth Kouriatis	Young Artist Showcase, Clinton Art Museum	March, 2024	\$170.00 (\$85.00 for each school)	N/A	N/A	\$170.00

**10.3.6. TUITION STUDENTS RECEIVED**

*(Attachment: Somerville Tuition Contract Agreement)*

ID#	GRADE PreK-8	Sending District	Annual Tuition	Start Date
97132828871	5th Grade	Somerville School District	\$ 21,499.00 (prorated)	9/11/2023

**10.3.7. RESCIND TUITION STUDENTS RECEIVED**

ID#	GRADE PreK-8	Sending District	Annual Tuition	Start Date
9713282871	5th Grade	Bridgewater - Raritan School District	\$ 21,499.00 (prorated)	9/11/2023

**10.3.8. Resolved**, that the Board hereby authorizes the services of Peter Fallon, Esq. as special counsel/investigator in accordance with the terms and conditions set for in his proposal

which the Board President is authorized to sign on behalf of the Board. Mr. Fallon's services shall commence immediately until completed unless terminated sooner by the Board. (*Attachment: Proposal High Bridge*)

**10.3.9. Financial Reports** (*Attachments: October 2023 Board Secretary Reports Signed - Fund 10, 20, 40 and October 2023 Treasurer Reports*)

**Report of the Board Secretary and Treasurer's Report for October 2023**

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

December 14, 2023

*Karolina Cywa*

Business Administrator

**10.3.10. Payment of Bills**

**Audit of Invoices** (*Attachment: 12 18 23 Bill List*)

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

Check Register	Nov 21 - Dec 18	\$ 313,928.15
Payroll	November 30, 2023	\$ 241,158.26
Payroll	December 15, 2023	<u>\$ 246,537.59</u>
	<b>Total</b>	<b>\$ 801,624.00</b>

**10.3.11. Payment of Bills Cafeteria account**

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

BFA Foodservice Equipment	November 20, 2023	\$ 1,506.63
Wire's Electrical Shop	November 20, 2023	\$ 564.03
Maschio's	November 20, 2023	\$ 15,437.63
Maschio's	December 14, 2023	<u>\$ 11,645.03</u>
	<b>Total:</b>	<b>\$ 29,153.32</b>

**10.3.12. Payment of Bills Unemployment account**

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

State of NJ	December 8, 2023	<u>\$ 247.63</u>
	<b>Total</b>	<b>\$ 247.63</b>

- 10.3.13. ACCEPTANCE OF THE ANNUAL COMPREHENSIVE FINANCIAL REPORT AND AUDITOR’S MANAGEMENT REPORT (ACFR AND AMR)**  
**Motion to approve**, upon recommendation of the Superintendent, in concert with the Business Administrator/Board Secretary, the Board accepts and approves the 2022-2023 Audit, the ACFR and the AMR for the fiscal year ended June 30, 2023 (*Attachments: (High Bridge 2023 ACFR and High Bridge 2023 AMR)*)
- 10.3.14. ACCEPTANCE AND APPROVAL OF THE CORRECTIVE ACTION PLAN**  
**Motion to approve** acceptance of the Corrective Action Plan for FY ended June 30, 2023 as recommended by the Superintendent, in consultation with the Business Administrator/Board Secretary, and to submit to the County Department of Education Office. (*Attachment: 2023 Corrective Action Plan and 2023 Certification of Implementation*)
- 10.3.15. Motion to approve** Tewksbury Board of Education on an as-needed basis due to bussing shortage, for 2023-2024 field trips and athletic events at \$92.00 an hour from the beginning of pre-trip to end of post-trip.
- 10.3.16. Motion to approve** that upon the recommendation of the Superintendent, the Board approves the submission of the Project Application to the New Jersey Department of Education for the High Bridge Elementary School Pavilion 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.
- 10.3.17. Motion to approve** that upon the recommendation of the Superintendent, the board authorizes the amendment of the current Long Range Facilities Plan to include the High Bridge Elementary School Pavilion Project.
- 10.3.18. Motion to approve** the submission (certification and project listing) and acceptance of the Emergent and Capital Maintenance Needs Grant Program for FY 2023 in the amount of \$8,293.
- 10.3.19. Motion to approve** Line Item Transfers for November 2023 (*Attachment: November 2023 Transfer Report Signed*)  
**Resolved**, that the Board of Education approve the budget transfers as listed in the Attachment.

**The Board President** calls for a motion and a second to approve 10.1-10.3.19.:

<b>Motion: Robert Imhoff</b>		<b>Second: Karyn Gove</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 7-0-0-0*

**11. 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.

**12. BOARD OF EDUCATION MEMBER'S COMMENTS**

**13. EXECUTIVE/CLOSED SESSION**

**Board President calls for a motion at 6:42 p.m. Rober Imhoff** and a second **Michael McCasland unanimously approved**, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- 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.

**14. RECONVENE PUBLIC SESSION**

**The Board President calls for a motion at 6:47 p.m. Erin Delgado** and a second **Michael McCasland unanimously approved** to reconvene the public session.

*The board president wished Merry Christmas to all board members and all board meeting attendees.*

**15. ADJOURNMENT**

**The Board President calls for a motion at 6:49 p.m. Benjamin Bolger** and a second **Erin Delgado unanimously approved** to adjourn the meeting.

Respectfully submitted



Karolina Cywa

School Business Administrator/Board Secretary