

**HIGH BRIDGE BOARD OF EDUCATION  
WORK SESSION MEETING MINUTES  
Monday, March 4, 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, March 4, 2024

**Time:** 6:30 pm

**No formal action will be taken.**

**2. PLEDGE OF ALLEGIANCE**

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

Benjamin Bolger - *Present*

Erin Delgado - *Present*

Robert Imhoff - *Present*

Michael McCasland - *Present*

Colleen Poles - *Present*

Cynthia Sharkey - *Present*

Karyn Gove - *Present*

Additional Members Present:

Dr. Gregory Hobaugh, Superintendent - *Present*

Karolina Cywa, SBA / Board Secretary - *Present*

**4. PRESENTATION & RECOGNITION ITEM**

**4.1. Superintendent's Update**

**4.1.1. State Monitoring Update**

*Dr. Gregory Hobaugh reviewed the following with the board:*

- *the state aid loss of 11% which equals \$89,000;*
- *the upcoming budget;*
- *the professional development that was held last week;*
- *the ESSER funds that need to be spent by September 30, 2024;*
- *parent-teacher conferences that are coming soon;*

- *the new snow plowing contract with the township;*
- *the HIB cases.*

*The superintendent noted that the board will be approving the new 2024 - 2025 school calendar at next month's meeting.*

*While adjusting days according to used days.*

*The superintendent proposed to move the public hearing meeting from April 15th to April 29th due to state budget guidelines.*

**5. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
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*None at this time*

**6. REPORTS TO THE BOARD**

**6.1. Board President’s Report**

- 6.1.1. Policy Audit**
- 6.1.2. Student Achievement**
- 6.1.3. Shared Services Committee Update - Karyn Gove**
- 6.1.4. Negotiations Committee Update**
- 6.1.5. School Security Committee Update**
- 6.1.6. Hunterdon County School Boards Association Meeting Update - Robert Imhoff**

*Ms. Karyn Gove updated the board on the leadership meeting that she had attended recently and noted that the topics were teacher shortages, the superintendent’s evaluation, and student achievement.*

*Ms. Karyn Gove informed the board that the shared services meeting is scheduled for the next week.*

*Mr. Robert Imhoff informed the board that the next county meeting will be held at JP Case Middle School and all chosen students will be recognized.*

*Mr. Robert Imhoff questioned a scheduled half-day days before the holidays. The superintendent noted that he is mirroring the high school district calendar.*

*The board discussed the use of half-day days in the school calendar.*

**7. 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.)

**7.1.** HIB Investigation Report 2023-2024 ES02 (*Attachment: 2023-24 ES02 Redacted*).

**7.2.** HIB Investigation Report 2023-2024 ES03 (*Attachment: 2023-24 ES03 Redacted*).

**7.3.** HIB Investigation Report 2023-2024 MS06 (*Attachment: 2023-24 MS06 Redacted*).

**8. ACTION ITEMS**

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

**8.1.1.** 2024-2025 School Calendar (*Attachment: Proposed 2024-2025 School Calendar*)

**8.1.2.** The following class trips and transportation:

Grade	Location	Cost/Student	Incurred By
2nd	Echo Hill - Hunterdon County Park System	\$21.00	Parents / Guardians

**8.1.3.** Revised and/or new policies and regulations (*Attachments: Alert 232 Summary, Alert 232 Policy Recommendations, Alert 232 Regulation Recommendations, Policy 2423 Update, Regulation 2423 Update, Policy 2431.4 Update, Regulation 2431.4 Update.*)

- 8.1.3.1.** P 1140 Educational Equity Policies/Affirmative Action (M) (Revised)
- 8.1.3.2.** P 1523 Comprehensive Equity Plan (M) (Revised)
- 8.1.3.3.** P 1530 Equal Employment Opportunities (M) (Revised)
- 8.1.3.4.** R 1530 Equal Employment Opportunity Complaint Procedure (M) (Revised)
- 8.1.3.5.** P 1550 Equal Employment/Anti-Discrimination Practices (M) (Revised)
- 8.1.3.6.** R 2200 Curriculum Content (M) (Revised)
- 8.1.3.7.** P 2260 Equity in School and Classroom Practices (M) (Revised)
- 8.1.3.8.** R 2260 Equity in School and Classroom Practices Complaint Procedure (M) (Revised)
- 8.1.3.9.** P 2411 Guidance Counseling (M) (Revised)
- 8.1.3.10.** P 3211 Code of Ethics (Revised)
- 8.1.3.11.** R 5440 Honoring Student Achievement (Revised)
- 8.1.3.12.** P 5570 Sportsmanship (Revised)
- 8.1.3.13.** P 5750 Equitable Educational Opportunity (M) (Revised)
- 8.1.3.14.** P 5755 Equity in Educational Programs and Services (M) (Abolished)
- 8.1.3.15.** P 5841 Secret Societies (Revised)
- 8.1.3.16.** P 5842 Equal Access of Student Organizations (Revised)
- 8.1.3.17.** P & R 7610 Vandalism (Revised)
- 8.1.3.18.** P 9323 Notification of Juvenile Offender Case Disposition (Revised)
- 8.1.3.19.** P & R 2423 Bilingual Education (M) (Revised)
- 8.1.3.20.** P & R 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) (Revised)

*The superintendent noted that only minor changes were made to the policies audited. He pointed out that the 5440 policy has more suggested changes and would like the board to look into it.*

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

**8.2.1.** The following staff members as tutors for thirteen (13) weeks beyond the school day program funded by ESSR funds, at the contracted rate of \$32.00 per hour, not to exceed 78 hours, for a total of \$2,496.00 each.

- Nicole Locorotondo (MS)
- Melissa Betz (MS)
- Judy LaGreca (MS)
- Lisa Kerr (ES)
- Kim Sandorff (ES)
- TBD (ES)

- 8.2.2. Amy Miller and Heidi Johnston as substitute tutors for thirteen (13) weeks beyond the school day program funded by ESSR funds, at the contracted rate of \$32.00 per hour, on an as-needed basis.
- 8.2.3. Coleen Conroy as a chaperone for the Drama Club performances March 21-23, 2024, at the contracted rate of \$72.53 per performance for a total not to exceed \$217.59
- 8.2.4. Coleen Conroy as a chaperone for the Drama Club rehearsals on March 16 and March 18 - March 20, 2024, at the contracted rate of \$72.53 per performance for a total not to exceed \$290.12.
- 8.2.5. The placement of the following Hunterdon County Polytech students to observe elementary school teachers for a total of thirty (30) hours on March 14, 15, 21, 22, 28, April 11, 12, 18, 19, 25, 26 and May 2, 3, 9 and 10.
  - Hailey Murray - Lynn Hughes
  - Nevaeh McKenney-Zacarias - Regina Perron

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

- 8.3.1. Payment of Bills
- 8.3.2. Line Item Transfers
- 8.3.3. Financial Reports
- 8.3.4. Travel Expenditures for Workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Other	Total
Caryn Rinehart	CDK 2024 End of Year Meeting	5/01/24	N/A	N/A	N/A	N/A
Diane Charneski	CDK 2024 End of Year Meeting	5/01/24	N/A	N/A	N/A	N/A
Caryn Rinehart	Strauss Esmay2024 Annual School Law & Policy Seminar	5/31/24	N/A	\$52.83	\$2.72 (Tolls)	\$55.55
Gregory Hobaugh	Strauss Esmay2024 Annual School Law & Policy Seminar	5/31/24	N/A	\$52.83	\$2.72 (Tolls)	\$55.55

**8.3.5. Use of Facilities**

Organization	Dates	Day / Times	Location
High Bridge PTO, Family Bingo	April 12, 2024	Friday, 6 pm-9 pm	MS - Cafe
High Bridge PTO, Library Clean Up	March 9, 2024	Saturday, 9 am-12 pm	ES - Library

8.3.6. **RESOLVED**, that the Board of Education submit the Preschool Expansion Budget Workbook for the 2024-2025 school year and subsequent years upon submission of a yearly update, which will allow the District to operate according to their Preschool Expansion Plan. The Preschool Expansion Plan provides a description of how the school district will implement each component of a high-quality preschool program, as detailed in the New Jersey Administrative Code 6A:13A and in the Preschool Program Implementation Guidelines. The District's plan is for the operation of a "targeted

preschool program" for "at-risk" three and four-year-olds as defined in the N.J.A.C. 6A:13A.

**BE IT FURTHER RESOLVED**, that the Board of Education authorizes the administration to execute the necessary documents for the submission of the Preschool Expansion Budget Workbook for the 2024/2025 school year.

**8.3.7.** The shared services agreement between the High Bridge Board of Education and the Borough of High Bridge for the provision of snow removal and deicing from designated school roads and parking lots for the fiscal year July 1, 2024, through June 30, 2025. *(Attachment for review: HBBOE/Borough of High Bridge Shared Services Agreement 2023-24)*

**8.3.8. APPROVAL OF TENTATIVE BUDGET  
2024-2025 School Budget**

**Approval of the 2024-2025 Tentative School Budget:**

**WHEREAS**, the 2024-2025 tentative budget includes sufficient funds to implement the proposed planning process as described in this district’s Annual Report pursuant to N.J.S.A. 18A:7A -11 and to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards;

**WHEREAS**, the 2024-2025 tentative budget is in compliance with the requirements set forth in N.J.S.A. 18A and N.J.A.C. Title 6 and 6A;

**THEREFORE, BE IT RESOLVED** the High Bridge Board of Education approves the 2024-2025 tentative General Fund budget and authorizes its submission to the Hunterdon County Superintendent of Schools for approval as follows:

<b>Fund</b>	<b>Appropriations</b>	<b>Tax Levy</b>
General Fund	\$XXX	\$XXX
Special Revenue Fund	\$XXX	\$XXX
Debt Service Fund	\$XXX	\$XXX
<b>Total Budget</b>	<b>\$XXX</b>	<b>\$XXX</b>

**WHEREAS**, the High Bridge Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

**WHEREAS**, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

**WHEREAS**, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

**WHEREAS**, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now **THEREFORE, BE IT RESOLVED**, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

**BE IT FURTHER RESOLVED**, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$1,500 for all staff and board members.

*The superintendent thanked PTO for cleaning the library.*

## 9. 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.

## 10. BOARD OF EDUCATION DISCUSSION

*Mr. Robert Imhoff asked for ESSER funds and usage.*

## 11. EXECUTIVE/CLOSED SESSION

**The Board President calls for a motion at 7:35 p.m. Erin Delgado and a second Colleen Poles unanimously approved**, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- HIB Parent Appeal
- Personnel
- Executive Session Minutes
- Negotiations

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.

**12. RECONVENE PUBLIC SESSION**

**The Board President calls for a motion at 8:39 p.m. *Benjamin Bolger* and a second *Robert Imhoff* unanimously approved** to reconvene the public session.

**13. ADJOURNMENT**

**The Board President calls for a motion at 8:40 p.m. *Cindy Sharkey* and a second *Erin Delgado* unanimously approved** to adjourn the meeting.

Respectfully submitted

*Karolina Cywa*

Karolina Cywa

School Business Administrator/Board Secretary