

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR SESSION MEETING MINUTES  
Monday, May 13, 2024**

**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 - *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, May 13, 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*

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 ITEMS**

**4.1. Motion to recognize the winners of the Warren County Consortium for Student Enrichment's Young Writers' Competition 2024.**

- Margot Kinsley - First Place Short Story - "A Gift That Costs No Money: Solitude"
- River Hoffmann - Second Place Short Story - "Charred Courage"
- Mackenzie Darman - Third Place Short Story - "Show Respect"

- Max Gutierrez - Honorable Mention Short Story - “The Noise”
- Zora Baldwin - First Place Essay - “Be Kind Online, No Matter What!”

*Ms. Lynn Hughes and the superintendent introduced the 2024 winners of the Warren County Consortium for Student Enrichment’s Young Writers’ Competition. Winners talked about their work and inspiration.*

**4.2. Motion to adopt** the following resolution naming the newly constructed outdoor structure at the High Bridge Elementary School in honor of Lynn Hughes. (*Attachment: Lynn Hughes Pavilion Resolution*)

**WHEREAS**, Lynn Hughes is a fourth-grade teacher at the High Bridge Elementary School; and

**WHEREAS**, Lynn Hughes has dedicated over fifty years to the education of High Bridge students; and

**WHEREAS**, Lynn Hughes has been a lifelong environmentalist, working as a member of the Green Team for both the school district and the Borough of High Bridge, and as a member of the High Bridge Borough Environmental Commission; and

**WHEREAS**, Lynn Hughes has planted the seeds of environmentalism in her students through lessons and her respect for the outdoors; now

**THEREFORE BE IT RESOLVED**, that the High Bridge Board of Education in recognition and celebration of her outstanding commitment to the district, the community, and the environment, shall name the newly constructed outdoor structure located at the High Bridge Elementary School, ***The Lynn Hughes Pavilion***; and

**BE IT FURTHER RESOLVED**, that this resolution be recorded in the minutes of the Public Meeting of the Board of Education of the Borough of High Bridge on May 13, 2024, and that the resolution become part of the permanent and lasting record of the High Bridge Board of Education.

*Dr. Gregory Hobaugh read the resolution and talked about Ms. Hughes's dedication to the High Bridge school district and the whole High Bridge community. Ms. Lynn Hughes gave a little background about environmental education and thanked the board for this honor.*

**The Board President** calls for a motion and a second to approve 4.1.-4.2.:

<b><i>Motion: Erin Delgado</i></b>		<b><i>Second: Cynthia Sharkey</i></b>		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger				<b><i>X</i></b>
Erin Delgado	<b><i>X</i></b>			

Robert Imhoff	<b>X</b>			
Michael McCasland	<b>X</b>			
Colleen Poles	<b>X</b>			
Cynthia Sharkey	<b>X</b>			
Karyn Gove	<b>X</b>			

*Motion passes 6-0-0-1*

#### 4.3. Superintendent's Report

##### 4.3.1. 2023-2024 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	4	52	-	-	-	52
K	2	43	-	-	-	43
1	2	24	-	-	-	24
2	2	31	-	-	-	31
3	2	34	-	-	-	34
4	2	27	-	-	-	27
<b>Elementary School Total</b>						<b>211</b>
5	1	32	-	-	-	32
6	2	34	-	-	-	34
7	2	38	1	-	-	39
8	2	33	-	-	-	33
<b>Middle School Total</b>						<b>138</b>
<b>District Total</b>	<b>21</b>	<b>348</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>349</b>

##### 4.3.2. Projected 2024-2025 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	4	55	-	-	-	55
K	2	27	-	-	-	27
1	2	43	-	-	-	43
2	2	24	-	-	-	24
3	2	31	-	-	-	31
4	2	34	-	-	-	34
<b>Elementary School Total</b>						<b>214</b>
5	1	27	-	-	-	27
6	2	32	-	-	-	32
7	2	33	-	-	-	34
8	2	38	1	-	-	39

<b>Middle School Total</b>						<b>131</b>
<b>District Total</b>	<b>21</b>	<b>344</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>345</b>

**4.3.3.** Staff Attendance for April 2024 (*Attachment: April 2024 Staff Attendance*)

**4.3.4.** Monthly Report on Harassment, Intimidation, and Bullying Incidents/Suspensions and 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	07/06	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	01/12	01/26	01/11	01/25				1		1	2	2
Feb	02/08	02/28	02/08	02/23					2			
March	03/25	03/15	03/07	03/22							2	
April	04/22	04/29	04/15	04/26				1	1			1
May	05/01		04/09									
June												
* Investigation is in progress												

**4.3.5.** Superintendent Update

*Dr. Gregory Hobaugh told the Board that students had just finished state testing on ELA and Math. Dr. Gregory Hobaugh informed the Board that he is working with Hampton and Califon School Districts regarding the hiring of a Spanish teacher. He also said that by doing this the district will be able to supplement the Spanish curriculum.*

*The superintendent noted that the opt-out health curriculum form will be sent next week.*

*Dr. Gregory Hobaugh informed the board that the spring concert will be at the middle school tomorrow and next week at the elementary school.*

*The superintendent informed the board that the 8th grade is going to Washington DC and for the first time, they will be going to the Holocaust Museum. He also noted that the Color Run and Field Day events are scheduled for May 31st and June 6th respectively.*

*Dr. Gregory Hobaugh informed the Board that last week was teacher appreciation week. He thanked the PTO and the administration for hosting it. He congratulated Mr. Doerwang and Ms. Ziegler for a great job. The superintendent noted that the graduation is in June and all board members are welcome to come.*

*Ms. Erin Delgado asked for a Spanish teacher and whether Duolingo would still be needed. Dr. Gregory Hobough replied that the program is free but he is still determining whether the newly hired would want to use this program or not.*

## 5. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Judy LaGreca	4/29/24	Letter to HBBOE from HBEA
<i>(Attachment: LaGreca Correspondence 4 29 24)</i>		
Ben Walck	4/30/2024	HBMS Baseball Coach
<i>(Attachment: Walck Correspondence 4 30 24)</i>		

## 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.** April 15, 2024 Work Session Minutes (*Attachment: 4 15 24 Work Session Meeting Minutes Signed*)

**8.2.** April 29, 2024 Regular Meeting Minutes (*Attachment: 4 29 24 Regular Session Meeting Minutes Signed*)

**The Board President** calls for a motion and a second to approve 8.1.-8.2.:

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

*Motion passes 6-0-0-1*

## 9. REPORTS TO THE BOARD

**9.1.** Board President's Report

- 9.1.1.1. Policy Audit
- 9.1.1.2. Student Achievement
- 9.1.1.3. Sustainability Committee Update - Karyn Gove
- 9.1.1.4. Negotiations Committee Update
- 9.1.1.5. School Security Committee Update
- 9.1.1.6. Hunterdon County School Boards Association Meeting Update - Robert Imhoff

*Mr. Michael McCasland shared and discussed the school's performance data on the state level with the board. Dr. Gregory Hobaugh noted that data is good but the schools are getting data in different ways. He said testing data the state provides differs from the website state data.*

*Mr. Robert Imhoff informed the board that the Senate had passed the funding aid and the districts would receive 45% of the loss without applying. He noted that the S-2 has ended and state aid should be stable.*

*Mr. Robert Imhoff informed the board that the negotiation meeting is scheduled for May 26th.*

*Ms. Karyn Gove said she contacted the board's attorney regarding the ballot question since there is no statute. She noted that the asked question can't be an opinion question. Ms. Erin Delgado suggested that the town can ask the question on behalf of the district.*

*Ms. Cynthia Sharkey said closing the school won't save money and the board should worry about the best education for High Bridge students.*

## 10. HIB REPORTS

## 11. ACTION ITEMS

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

#### 11.1.1. Motion to approve the following class trips and transportation:

Grade	Location	Cost	Incurred By
5	Echo Hill Park, Flemington, NJ	\$10.00	Parents/Guardians

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

#### 11.2.1. Motion to reappoint tenured certificated staff members for the 2024-2025 school year.

*(Attachment: 2024-2025 All Staff Reappointments)*

#### 11.2.2. Motion to reappoint the certificated staff member(s) earning tenure during the 2024-2025 school year. *(Attachment: 2024-2025 All Staff Reappointments)*

#### 11.2.3. Motion to reappoint non-tenured certificated staff members for the 2024-2025 school year *(Attachment: 2024-2025 All Staff Reappointments)*

#### 11.2.4. Motion to appoint custodial staff, for the 2024-2025 school year. *(Attachment: 2024-2025 All Staff Reappointments)*

#### 11.2.5. Motion to appoint cafeteria aides for the 2024-2025 school year *(Attachment: 2024-2025 All Staff Reappointments)*

#### 11.2.6. Motion to reappoint support staff non-association members for the 2024-2025 school year. *(Attachment: 2024-2025 All Staff Reappointments)*

#### 11.2.7. Motion to reappoint administrative staff members for the 2024-2025 school year. *(Attachment: 2024-2025 All Staff Reappointments)*

- 11.2.8. Motion to appoint** Treasurer of School Monies for the 2024-2025 school year.

*(Attachment: 2024-2025 All Staff Reappointments)*

- 11.2.9. Motion to approve** the summer custodian pay rate to \$18 per hour, effective June 15, 2024.

- 11.2.10. Motion to approve** the following summer custodians, at the following pay rate, not to exceed 32 hours per week.

Name	Start Date	Pay Rate
Philip Apsley	06/14/24	\$18hr
Mike Doerwang	6/14/24*	\$18/hr

- 11.2.11. Motion to approve** Sharon Tryon and Amy Miller as chaperones for the middle school spring concert on May 14, 2024 at the contracted rate of \$72.53.

- 11.2.12. Motion to approve** Megan Gulevski and Lynn Hughes as chaperones for the elementary school spring concert on May 22, 2024 at the contracted rate of \$72.53.

- 11.2.13. Motion to approve** Alexis Morrison as paraprofessional for the middle school spring concert on May 14, 2024, in accordance with students' IEP, to be compensated at the contracted rate of \$19.00 per hour, not to exceed two (2) hours for a total of \$38.00.

- 11.2.14. Motion to approve** staffing for the 2024-2025 Extended School Year. *(Attachment: ESY & ESSR Staffing 2024-25)*

- 11.2.15. Motion to approve** staffing for Summer Enrichment Camps to be funded by ESSR funds. *(Attachment: ESY & ESSR Staffing 2024-25)*

### **11.3. Educational Resources - Finance and Facilities**

- 11.3.1. Motion to approve** the following travel expenditure for workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Other	Total
Christina Harding	Centenary University 2024 Literary Conference	June 7, 2024	\$95.00	N/A	N/A	\$95.00

- 11.3.2. Motion to accept** the donation of \$1,147.06 for a commemorative bench to be placed in front of the Middle School from the High Bridge High School Alumni Association.

- 11.3.3. Motion to accept** the donation of \$1,371.94 for playground equipment for both Elementary and Middle Schools from the High Bridge High School Alumni Association to be deposited to the Student Activity account.

- 11.3.4. Motion to approve** B&H Foto & Electronic Corp, New York, New York to purchase a Digital on-site two-way Radio at the cost of \$8,904. (BID#HCESCCAT2201)

- 11.3.5. Motion to approve** Direct Flooring, Flemington, New Jersey to replace the gym floor in the Elementary School at the cost of \$94,562.91. (BID#CO-OP #MCESCCPS)

- 11.3.6. Motion to approve** BRG Corporation, Rochester, New York to install vestibules in Elementary and Middle Schools at the cost of \$71,804. (Ed Data Bid#11668)

- 11.3.7. Motion to approve** Advantage Security, Inc., Hamilton, New Jersey to install security cameras in Elementary and Middle Schools at the cost of \$22,506.06. (bid#HCESC-Tech-R22-07)

- 11.3.8. Motion to approve** the disposal of outdated and/or damaged library books. *(Attachment: Damaged Books to be Removed & Recycled 5 9 24 )*

**11.3.9. Motion to** authorize the filing of FCC Form 471, Schools and Libraries Universal Service Program Services Ordered and Certification Form for the services and/or products for the fiscal year 07/01/2024 - 06/30/2025 and accept the award of \$ 9,623.16 directly applied to Service Provider. (*Attachment: E-Rate Requests, FY 2024* )

**11.3.10. Motion to approve** the allocation of 22 - 23 Extraordinary and Supplemental Aides as listed in the attachment (*Attachment: 22 - 23 Allocations*)

**11.3.11. Payment of Bills**

**Audit of Invoices** (*Attachment: 5 9 24 bill list*)

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

Check Register	April 30, 2024 - May 9, 2024	\$ 171,347.61
Payroll	April 30, 2024	\$ 246,979.15
<b>Total</b>		<b>\$ 418,326.76</b>

**Payment of Bills Cafeteria Account:**

Richard E. Yard	May 2, 2024	\$ 442.16
<b>Total</b>		<b>\$ 442.16</b>

**11.3.12. Line Item Transfers** for April 2024 (*Attachment: April 2024 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 11.1-11.3.12.:

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

*Motion passes 6-0-0-1*

**12. NEW BUSINESS**

**13. 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.



*Ms. Renee Delia said that the state testing scores are important.*

*Ms. Coleen Conroy expressed her appreciation for the board's interest in testing. She also said that communication regarding testing scores is important for parents. She noted that residents want schools and we need to focus on improving education for our children.*

#### 14. BOARD OF EDUCATION DISCUSSION

*Mr. Robert Imhoff thanked the public for the comments.*

#### 15. EXECUTIVE/CLOSED SESSION

**Board President calls for a motion at 7:47 p.m. Cynthia Sharkey and a second Erin Delgado unanimously approved,** in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- Superintendent Evaluation
- Personnel
- Collections
- Security

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.

#### 16. RECONVENE PUBLIC SESSION

**The Board President calls for a motion at 8:26 p.m. Erin Delgado and a second Collen Poles unanimously approved** to reconvene the public session.

#### 17. ADOPTION OF MINUTES FROM PREVIOUS EXECUTIVE SESSION

**17.1.1.** April 15, 2024 Executive Session Minutes (*Attachment: 4 15 24 Executive Work Session Meeting Minutes Signed*)

**17.1.2.** April 29, 2024 Executive Session Minutes (*Attachment: 4 29 243 Executive Session Meeting Minutes Signed*)

The **Board President** calls for a motion and a second to approve 17.1.1.-17.1.2:

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

*Motion passes 6-0-0-1*

**18. ADJOURNMENT**

**The Board President calls for a motion *at 8:28 p.m. Cynthia Sharkey* and a second *Michael McCasland unanimously approved* to adjourn the meeting.**

Respectfully submitted

*Karolina Cywa*

Karolina Cywa

School Business Administrator/Board Secretary