

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR SESSION MEETING MINUTES  
Monday, April 29, 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, April 29, 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 - *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. PUBLIC HEARING AND 2024 - 2025 BUDGET PRESENTATION**

**The Board President** calls for a motion at **6:31 p.m.** **Cynythia Sharkey** and a second **Erin Delgado** **unanimously approved**, to hold a public hearing for the Superintendent and School Business Administrator to present the 2024 - 2025 proposed budget and answer questions from the public.

**4.1.** Gregory Hobaugh and Karolina Cywa 2024-2025 Budget presentation.

*Ms. Karolina Cywa, the Business Administrator, and Dr. Gregory Hobaugh, the Superintendent reviewed the budget presentation with the Board and the Public.*

**5. PUBLIC COMMENTS RELATING TO BUDGET PRESENTATION:**

This period of time provides an opportunity for the public to speak on the Budget Presentation 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. Comments should be addressed to the Board.

**6. ACTION ITEM - BUDGET LINES ADJUSTMENT**

**Motion to approve,** a revision to the original advertised budget lines as follows:

Line Number	Advertised Revenue or Appropriation Line Title	Advertised Account Number	Advertised Budget Amount	Changes as a Result of the Public Hearing	Budget Amount Certified for Taxes
<b>Revenues</b>					
340	Interest Earned on Capital Reserve Funds	10-1XXX	\$ 25,000	\$ 6,375	\$ 31,375
430	Extraordinary Aid	10-3131	\$ 85,000	\$ (85,000)	\$ -
760	Preschool Education Aid	20-3218	\$ 943,500	\$ 157,250	\$ 1,100,750
836	Transfers from Operating Budget-Prek (Special Education)	20-5200	\$ 157,250	\$ (78,625)	\$ 78,625
<b>Appropriations</b>					
3200	Total Regular Programs - Instruction	11-1XX-100-XXX	\$ 2,487,941	\$ (78,625)	\$ 2,409,316
85120	Total PEA Instruction	20-218-100-XXX	\$ 623,394	\$ 21,729	\$ 645,123
86380	Total PEA Support Services	20-218-200-XXX	\$ 605,729	\$ 36,896	\$ 642,625
87040	Total PEA Fac Acquisition And Constr. Services	20-218-400-XXX	\$ 20,000	\$ 20,000	\$ 40,000

**The Board President** calls for a motion and a second, to approve the revision:

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

*Motion passes 7-0-0-0*

## 7. ACTION ITEM - FINAL BUDGET APPROVAL

**BE IT RESOLVED** that the Board of Education hereby approves the following resolution approving the 2024 - 2025 Final Budget:

General Operating Expense	\$8,558,342
Special Revenue	\$1,466,905
Repayment of Debt	<u>\$545,750</u>
<b>Total Expenditures:</b>	<b>\$10,570,997</b>

**BE IT FURTHER RESOLVED** that the following final budget includes:

Budgeted Fund Balance Fund	\$651,018
Local Tax Levy-General Fund	\$7,109,036
New Jersey State Aid Fund	\$660,713
Miscellaneous Revenues	\$47,575
Special Revenues Grants	\$1,466,905
Debt Service Aid –Type II	\$80,348
Maintenance Reserve	90,000
Local Tax Levy-Debt Service	<u>\$465,402</u>
<b>Total Revenues:</b>	<b>\$10,570,997</b>

**BE IT FURTHER RESOLVED**, that the High Bridge Board of Education acknowledges that the 2024 - 2025 budget as described above results in a General Fund Tax Levy in the amount of \$7,109,036 and a Debt Service Tax Levy in the amount of \$465,402 payable as follows:

August	2024	\$2,242,661.00
November	2024	\$1,777,259.00
February	2025	\$1,777,259.00
May	2025	<u>\$1,777,259.00</u>
<b>Total</b>	<b>2024 - 2025</b>	<b><u>\$7,574,438.00</u></b>

**BE IT FURTHER RESOLVED**, that the budget was advertised in the Star-Ledger in accordance with the form suggested by the State Department of Education and according to law; and

**NOW, THEREFORE, BE IT RESOLVED**, the High Bridge Board of Education submits a true copy of the minutes of this board meeting with the budget application to the Executive County Superintendent of Schools, at which the need for the unused spending authority to be included in the base budget was formally introduced and discussed in public.

**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.

**BE IT FURTHER RESOLVED**, the Board of Education accepts and approves the Preschool Expansion Aid Application for the 2024 - 2025 school year in the amount of \$1,100,750 plus carryover of school year 2022 - 2023 of \$148,373 included in Fund 20 in the 2024 - 2025 budget.

**The Board President** calls for a motion and a second, to approve the above resolution approving the 2024 - 2025 Final Budget.

<b><i>Motion: Cynthia Sharkey</i></b>		<b><i>Second: Erin Delgado</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 7-0-0-0*

8. **The Board President** calls for a motion *at 6:56 p.m. Erin Delgado* and a second *Benjamin Bolger* **unanimously approved**, to close the public hearing for the Superintendent and School Business Administrator to present the 2024 - 2025 proposed budget and answer questions from the public.

## 9. PRESENTATION & RECOGNITION ITEM

### 9.1. Superintendent's Report

#### 9.1.1. 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>

#### 9.1.2. Staff Attendance for March 2024 (*Attachment: March 2024 Staff Attendance*)

#### 9.1.3. 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		04/15	04/26				1	1			1
May												
June												
* Investigation is in progress												

#### 9.1.4. Superintendent Update

### 10. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Laurie Piell	3/06/2024	Notice of Retirement
<i>(Attachment: Piell Notice of Retirement 3 6 24)</i>		
Mayor Michele Lee	3/14/2024	Budget
<i>(Attachment: Lee Correspondence 3 14 24)</i>		
Will Rayfield	3/10/2024	High Bridge School Performance
<i>(Attachment: Rayfield Correspondence 3 10 24)</i>		

### 11. 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.

### 12. BOARD OF EDUCATION DISCUSSION

### 13. ADOPTION OF MINUTES FROM PREVIOUS MEETING

- 13.1. February 12, 2024 Regular Session Minutes *(Attachment: 2 12 24 Regular Session Minutes Signed)*

**13.2.** March 4, 2024 Work Session Minutes (*Attachment: 3 4 24 Work Session Minutes Signed*)

**13.3.** March 11, 2024 Regular Session Minutes (*Attachment: 3 11 24 Regular Session Minutes Signed*)

**The Board President** calls for a motion and a second to approve 13.1. - 13.3:

<b><i>Motion: Robert Imhoff</i></b>		<b><i>Second: Colleen Poles</i></b>		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger	<b><i>X</i></b>			
Erin Delgado	<b><i>X</i></b>			
Robert Imhoff	<b><i>X</i></b>			
Michael McCasland	<b><i>X</i></b>			
Colleen Poles	<b><i>X</i></b>			
Cynthia Sharkey	<b><i>X(13.1. - 13.2.)</i></b>			<b><i>X (13.3.)</i></b>
Karyn Gove	<b><i>X</i></b>			

*Motion (13.1. - 13.2.) passes 7-0-0-0; Motion (13.3.) passes 6-0-0-1*

## **14. REPORTS TO THE BOARD**

### **14.1. Board President's Report**

**14.1.1.** Policy Audit

**14.1.2.** Student Achievement

**14.1.3.** Sustainability Committee Update - Karyn Gove

**14.1.4.** Negotiations Committee Update

**14.1.5.** School Security Committee Update

**14.1.6.** Hunterdon County School Boards Association Meeting Update - Robert Imhoff

*Mr. Robert Imhoff informed the board that the assembly passed the "Aid Grant" bill. He noted that this program will allow the school districts to apply for  $\frac{2}{3}$  of the loss of State Aid amount. He continued that the districts need to meet certain conditions to receive the aid which is to use the banked cap. He also noted that this condition disqualifies the district from applying because the district is not planning to use a banked cap for year 25. Mr. Robert Imhoff pointed out that this legislation would not help the district but would only increase taxes for residents.*

*The board discussed the format of the public question that the board plans to add to the November voting ballot. Mr. Robert Imhoff pointed out that the board should work on this question now and have it ready by the end of May.*

*Mr. Robert Imhoff informed the board that the first negotiation meditation meeting is scheduled for May 22nd.*

## **15. 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.)

- 15.1. The Board President** calls for a motion *at 7:12 p.m. Robert Imhoff* and a second *Cynthia Sharkey unanimously approved to affirm*, reject, or modify, by voice vote, the superintendent’s decision in HIB Investigation Report 2023-2024 MS09 (*Attachment: 23-24 MS09 Redacted*).

**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.)

- 15.2. The Board President** calls for a motion *at 7:12 p.m. Erin Delgado* and a second *Robert Imhoff unanimously approved to affirm*, reject, or modify, by voice vote, the superintendent’s decision in HIB Investigation Report 2023-2024 ES04 (*Attachment: 23-24 ES04 Redacted*).

**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.)

- 15.3. The Board President** calls for a motion *at 7:12 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 2023-2024 MS10 (*Attachment: 23-24 MS10 Redacted*).

## 16. ACTION ITEMS

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

**16.1.1. Motion to amend** the 2023-2024 school calendar. (*Attachment: Revised 2023-24 HBSD Calendar*)

**16.1.2. Motion to approve** the following class trips and transportation:

Grade	Location	Cost	Incurred By
1st	Union Forge Park, High Bridge, NJ	N/A	N/A



4th	Duke Farms, Hillsborough, NJ	\$15.00	Parents/Guardian
PK	Columbia Trail, High Bridge, NJ	N/A	N/A
K	Main Street, Union Forge Park, High Bridge, NJ	N/A	N/A

**16.1.3. Motion to approve** revised and/or new policies and regulations. (*Attachments: Policy / Regulation Audit 3000-5000 Update*)

- 16.1.3.1.** P3214 Conflict of Interest
- 16.1.3.2.** P3216 Dress and Grooming
- 16.1.3.3.** P3374 Tenure Upon Transfer to Underperforming School
- 16.1.3.4.** P4438 Jury Duty
- 16.1.3.5.** P5200 Attendance
- 16.1.3.6.** P5300 Automated External Defibrillators
- 16.1.3.7.** P5511 Dress and Grooming
- 16.1.3.8.** R3233 Political Activities
- 16.1.3.9.** R3362 Sexual Harassment of Teaching Staff Members Complaint Procedure
- 16.1.3.10.** R4352 Sexual Harassment of Support Members Complaint Procedure
- 16.1.3.11.** R5200 Attendance
- 16.1.3.12.** R5511 Dress Code
- 16.1.3.13.** R5519 Dating Violence at School
- 16.1.3.14.** R5751 Sexual Harassment of Students

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

- 16.2.1. Motion to approve** the updated LEA Plan for Safe Return to In-Person Instruction and Continuity of Services Plan. (*Attachment: HB Safe Return Plan - Revised April 2024*)
- 16.2.2. Motion to approve** Emma Alparone and Marisa Monaco as substitute tutors for a thirteen (13) week beyond the school day program funded by ESSR funds, at the contracted rate of \$32.00 per hour, on an as-needed basis.
- 16.2.3. Motion to approve** Emma Alparone, Jana Brown, Heidi Johnston, and Nicole Locorotondo to co-assist with students in the drama club, in accordance with student IEPs at the contracted hourly rate of \$32.00 for an additional ten (10) hours total, not to exceed \$320.00. Total compensation will be shared between the positions.
- 16.2.4. Motion to rescind** Carl Katzenberger as Girls' Softball Coach at the contracted rate of \$1,517.00 for the 2023-24 season.
- 16.2.5. Motion to approve** Kristin Weiland as Girls' Softball Coach at the contracted rate of \$1,264.00 for the 2023-24 season.
- 16.2.6. Motion to approve** Preschool Instructional Coach, Alyssa Oliver, for up to sixty (60) hours of summer pay for preschool preparation at the hourly rate of \$32.00, for a total of \$1,920.00 to be funded through PEA Grant.
- 16.2.7. Motion to approve** Courtney Bursztyn as a mentor to Zachary Moyer. The mentoring fee to be paid by the mentee as per the New Jersey Teacher Mentoring Regulations.
- 16.2.8. Motion to approve** the resignation of part-time Special Education Teacher, Krista Pachuta, effective June 30, 2024. (*Attachment: Pachuta Resignation 4 25 24*)

- 16.2.9. Motion to approve** medical leave for Staff Member 10018 effective May 16, 2024, utilizing sick and personal days.
- 16.2.10. Motion to approve** Alexis Morrison as volunteer Girls' Softball Assistant Coach for the 2023-24 season.
- 16.2.11. Motion to approve** the resignation of part-time custodian, Hannah Doerwang, effective April 15, 2024.
- 16.2.12. Motion to approve** Andrew Ziray as a paraprofessional aide for baseball at the contracted rate of \$19.00 per hour for up to seventy hours (70), not to exceed \$1,330.00, to be funded from IDEA grant funds.
- 16.2.13. Motion to approve** Lauren Iverson and Mark Iverson as substitute custodians for the 2023-24 school year at the hourly rate of \$17.00, pending receipt of employment paperwork and background checks.
- 16.2.14. Motion to approve** the retirement of Special Education teacher Laurie Piell effective June 30, 2024.
- 16.2.15. Motion to approve** staffing for the 2024-2025 Extended School Year. (*Attachment: ESY & ESSR Staffing 2024-25*)
- 16.2.16. Motion to approve** staffing for Summer Enrichment Camps to be funded by ESSR funds. (*Attachment: ESY & ESSR Staffing 2024-25*)
- 16.2.17. Motion to approve** the following staff members for Preschool Orientation to be funded through PEA Grant.

<b>Name</b>	<b>Rate</b>	<b>Hours</b>	<b>Total</b>
Alyssa Oliver	\$32.00	2	\$64.00
Julia Monge	\$32.00	2	\$64.00
Maurica Hash	\$32.00	2	\$64.00
Jacky Remaly	\$32.00	2	\$64.00
Daniela Cleveland	\$32.00	2	\$64.00
Carley Marookian	\$32.00	2	\$64.00

- 16.2.18. Motion to approve** the following staff members for Kindergarten Orientation.

<b>Name</b>	<b>Rate</b>	<b>Hours</b>	<b>Total</b>
Lisa Kerr	\$32.00	2	\$64.00
Sherry Kerr	\$32.00	2	\$64.00

- 16.2.19. Motion to approve** the following staff members as chaperones for the 8th-grade trip to Washington, DC.

<b><u>Name</u></b>	<b><u>Date</u></b>	<b><u>Event</u></b>	<b><u>Rate</u></b>
Gregory Hobaugh	May 22-24, 2024	Washington DC	\$135/night = \$405
Richard Kolton	May 22-24, 2024	Washington DC	\$135/night = \$405
Coleen Conroy	May 22-24, 2024	Washington DC	\$115/night = \$345
Carl Katzenberger	May 22-24, 2024	Washington DC	\$115/night = \$345
Michael Doerwang	May 22-24, 2024	Washington DC	\$115/night = \$345
Katy Morello - Nurse	May 22-24, 2024	Washington DC	\$150/day = \$450 \$150/night = \$450

- 16.2.20. Motion to approve** course reimbursement for:

<b>Staff</b>	<b>Course</b>	<b>College/University</b>	<b>Semester</b>	<b>Tuition</b>
Judy LaGreca	GED 658 - Social Issues of	Centenary University	April - June,	\$2,068.95

	Children with Special Needs		2024	
Kayla Turner	GED 658 - Social Issues for Children with Special Needs	Centenary University	April - June, 2024	\$2,110.95

### 16.3. Educational Resources - Finance and Facilities

#### 16.3.1. Motion to approve the following travel expenditure for workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Other	Total
Gregory A. Hobaugh	NJASA Spring Conference	May 15-17, 2024	N/A	\$115.62	\$387.58	\$502.30
Gregory A. Hobaugh	PERC Arbitration	May 1, 2024	N/A	\$33.75	\$17.00	\$50.75
Caryn Rinehart	PERC Arbitration	May 1, 2024	N/A	\$33.75	\$17.00	\$50.75
Karolina Cywa	NJASBO 2024 Annual Conference	June 5-7, 2024	\$500.00	\$127.84	\$350.50	\$978.34
Caryn Rinehart	CDK 2024 End of Year Meeting - Personnel	April 25, 2024 (Half Day AM)	N/A	N/A	N/A	N/A
Caryn Rinehart	CDK 2024 End of Year Meeting - Accounting	May 2, 2024 (Half Day AM)	N/A	N/A	N/A	N/A
Diane Charneski	CDK 2024 End of Year Meeting - Accounting	May 2, 2024 (Half Day AM)	N/A	N/A	N/A	N/A

#### 16.3.2. Use of Facilities

##### Motion to approve the following use of facilities request:

Organization	Dates	Day / Times	Location
High Bridge PTO - Book Fair Family Night	April 18, 2024	Thursday/5 pm - 8:30 pm	ES Library
Hunterdon Huskies HBAA -Board Mtgs -Practice Space	June 8, 2024	Saturday/9 am - 6 pm	MS Gym
	April 2024-2025	1st Wed. of the month, 7:30 pm-9 pm	ES Library
	August 2024	All month/9 am - 8 pm	ES/MS Multi-PR
	Sept. - Nov. 2024	All month/5 pm-8 pm	ES/MS Multi-PR
	January & Feb 2025	All month/5 pm-8 pm	ES/MS Multi-PR
High Bridge Pickleball Club	May 2024 thru April 2025	M-F, 5 pm - 7 pm & Sat./ Sunday, 9 am - 12 pm	MS Playground
High Bridge Soap Box Derby Weigh Ins	May 31, 2024	5 pm - 8 pm	ES Parking Lot

High Bridge Police Dept., Defensive Tactics Instruction	June 1 & June 22, 2024	Saturdays, 10 am-2 pm	MS Gym
Catherine Terribile, Resident	June 29, 2024	Saturday, 8 am - 10 pm	Parked Cars at ES

**16.3.3. Motion to approve** the acceptance of books from the High Bridge Public Library. *(Attachment: Library Book Donation April, 2024)*

**16.3.4. Motion to approve** the acceptance of a donation from The Blackbaud Giving Fund by its agent, YourCause, in the amount of \$250.00 to supply the student activity account.

**16.3.5. Motion to approve** the withdrawal of \$45,494.96 from the Maintenance Reserve to offset an additional cost of changes from the original scope of work.

**16.3.6. Motion to approve** 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: HBBOE - Borough of High Bridge Shared Services Agreement 2024 - 2025)*

**16.3.7. HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION  
TRANSPORTATION**

**WHEREAS**, the High Bridge Board of Education desires to transport special education, non-public, public, and vocational school students to specific destinations; and

**WHEREAS**, the Hunterdon County Educational Services Commission hereinafter referred to as HCESC offers coordinated transportation services; and

**WHEREAS**, the HCESC will organize and schedule routes to achieve the maximum cost-effectiveness:

**NOW THEREFORE**, it is agreed that in consideration of prorated contract costs, plus an administration fee of 5.5% for member districts and 8.5% for non-member districts as presented to the High Bridge Board of Education as calculated by the billing formula adopted by the HCESC's Board of Education. Said formula shall be based on a route cost divided by the student mile allocated to each participating district. *(Attachment: 2024 - 2025 Hunterdon County Transportation)*

**16.3.8. Motion to rescind** the submission and acceptance of the School Security Grant for the SY 2024 in the amount of \$63,207.

**16.3.9. Motion to approve** the disposal of outdated and/or damaged library books. *(Attachment: Damaged Books to be Removed & Recycled 4 29 2024)*

**16.3.10. Motion to approve** Medical and Prescription Benefit plans for the 2023-2024 school year with Horizon Blue Cross Blue Shield of New Jersey which reflect a 6.5% increase over 2023 -2024 rates *(Attachment: 2024 -2025 Horizon Renewal Rates).*

**16.3.11. Payment of Bills**

**Audit of Invoices** *(Attachment: 4 29 24 bill list)*

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

Check Register	March 12, 2024 - April 29, 2024	\$547,783.24
Payroll	March 15, 2024	\$246,455.96
Payroll	March 28, 2024	\$249,402.17
Payroll	April 15, 2024	\$253,251.02

**Total: \$1,296,892.39**

**Payment of Bills Cafeteria Account:**

Maschio's	ch# 1621	March 21, 2024	\$12,321.96
Maschio's	ch# 1623	April 10, 2024	<u>\$11,966.31</u>
<b>Total:</b>			<b>\$24,288.27</b>

**16.3.12. Resolution of Support Authorizing the Submission of a Sustainable Jersey for Schools Grant Application**

**HIGH BRIDGE SCHOOL BOARD  
RESOLUTION OF SUPPORT FROM THE HIGH BRIDGE SCHOOL BOARD  
AUTHORIZING THE  
SUSTAINABLE JERSEY FOR SCHOOLS SMALL GRANT APPLICATION**

**WHEREAS**, Sustainability means using resources wisely, saving money, and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children; and;

**WHEREAS**, The High Bridge School Board seeks to support and work with school staff and administrators, students, and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly, and cost-effective solutions.

**WHEREAS**, the High Bridge School Board is participating in the Sustainable Jersey for Schools Program; and

**WHEREAS** one of the purposes of the Sustainable Jersey for Schools Program is to provide resources to school districts to make progress on sustainability issues, and they have created a grant program called Sustainable Jersey for Schools Small Grants Program;

**THEREFORE**, the High Bridge School Board has determined that the High Bridge School District should apply for the aforementioned grant program. The Grant will 2023 *NJEA School Grant to supplement our climate change curriculum*;

**THEREFORE, BE IT RESOLVED**, that the High Bridge School Board, State of New Jersey, authorize the submission of the aforementioned Sustainable Jersey for Schools Grant.

**16.3.13. RESOLVED**, that the High Bridge Board of Education approve the acceptance of the NJEA "Electric Cars/Climate Change" grant through Sustainable Jersey for Schools for High Bridge Middle School in the amount of \$2,000.00 for 8th-grade supplies to use to build electric cars as part of Climate Change curriculum.

**16.3.14. Approval of Amended ARP ESSER Grant**

**BE IT RESOLVED**, that the Board approves the submission of an amended ARP ESSER grant application.

**16.3.15. Line Item Transfers for March 2024** (*Attachment: March 2024 Transfer Report Signed*) **Resolved**, that the Board of Education approve the budget transfers as listed in the attachment.

**16.3.16. Financial Reports** (*Attachments: February 2024 and March 2024 Board Secretary Signed - Fund 10, 20, 40 and February 2024 and March 2024 Treasurer's Report Signed*) **Report of the Board Secretary and Treasurer's Report for February 2024 and March 2024**

**Resolved**, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the month of February 2024 and March 2024 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 February 2024 and March 2024, 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.

April 16, 2024

*Karolina Cywa*

Karolina Cywa  
Business Administrator

**The Board President** calls for a motion and a second to approve 16.1-16.3.16:

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

*Motion passes 7-0-0-0*

#### **17. 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.

#### **18. BOARD OF EDUCATION DISCUSSION**

#### **19. EXECUTIVE/CLOSED SESSION**

**The Board President** calls for a motion *at 7:40 p.m. Colleen Poles* and a second *Erin Delgado* **unanimously approved**, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- Personnel
- Litigation

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.

## 20. RECONVENE PUBLIC SESSION

**The Board President calls for a motion at 7:40 p.m. Colleen Poles** and a second **Erin Delgado** *unanimously approved* to reconvene the public session.

## 21. ADOPTION OF MINUTES FROM PREVIOUS EXECUTIVE SESSION

- 21.1.1.** February 12, 2024 Executive Regular Session Minutes (*Attachment: 2 12 24 Executive Regular Session Minutes Signed*)
- 21.1.2.** March 4, 2024 Executive Work Session Minutes (*Attachment: 3 4 24 Executive Work Session Minutes Signed*)
- 21.1.3.** March 11, 2024 Executive Regular Session Minutes (*Attachment: 3 11 24 Executive Regular Session Minutes Signed*)

**The Board President** calls for a motion and a second to approve 21.1.1-21.1.3:

<b><i>Motion: Robot Imhoff</i></b>		<b><i>Second: Erin Delgado</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 (21.1.1. - 21.1.2.)</b>			<b>X (21.1.3.)</b>
Karyn Gove				

*Motion (21.1.1. - 21.1.2.) passes 7-0-0-0; Motion (21.1.3.) passes 6-0-0-1*

## 22. ADJOURNMENT

**The Board President calls for a motion at 7:42 p.m. Cynthia Sharkey** and a second **Benjamin Bolger** *unanimously approved* to adjourn the meeting.

Respectfully submitted

*Karolina Cywa*

Karolina Cywa

School Business Administrator/Board Secretary