



**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR SESSION MEETING MINUTES  
Monday, January 13, 2025**

**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 physically in attendance, as per Policy 0168. Please notify the board if you intend to record this meeting.

**Date:** Monday, January 13, 2025

**Time:** 6:30 pm

**Formal action will be taken.**

**2. PLEDGE OF ALLEGIANCE**

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

Caitlin Bowring - *Present*

Gregory Hodges - *Present*

Robert Imhoff - *Present*

Michael McCasland - *Present*

Colleen Poles - *Present*

Cynthia Sharkey - *Absent*

Karyn Gove - *Present*

Additional Members Present:

Dr. Gregory Hobaugh, Superintendent - *Present*

Karolina Cywa, SBA / Board Secretary - *Present*

**4. PRESENTATION AND RECOGNITION ITEMS**

**4.1. Student Representative Report**

*Student representatives updated the board on recent events that have taken place and those that are upcoming at both schools shortly.*

## 4.2. Superintendent's Report

### 4.2.1. State of NJ Executive Department Proclamation of January 2025 as School Board Recognition Month (*Attachment: State of New Jersey Executive Department Proclamation*)

*Dr. Gregory Hobaugh informed the board that he testified before the state regarding the state aid formula and provided an update on his testimony. He noted that 40% of the state budget goes to education and highlighted that the state has acknowledged the funding issue and is working to address it. He also mentioned that on January 23, 2025, there will be a "Coffee with Dr. Hobaugh" session during drop-off time, as part of the district's goals. The superintendent concluded by reading the State of New Jersey Executive Department Proclamation.*

### 4.2.2. 2024-2025 Enrollment

| Grade                          | Sections  | District Enrollment | Choice   | Tuition  | Out-of-District | Total Enrollment |
|--------------------------------|-----------|---------------------|----------|----------|-----------------|------------------|
| PS                             | 5         | 50                  | -        | -        | -               | 50               |
| K                              | 2         | 29                  | -        | -        | -               | 29               |
| 1                              | 3         | 42                  | -        | -        | -               | 42               |
| 2                              | 1         | 25                  | -        | -        | -               | 25               |
| 3                              | 2         | 31                  | -        | -        | -               | 31               |
| 4                              | 2         | 33                  | -        | -        | -               | 33               |
| <b>Elementary School Total</b> |           |                     |          |          |                 | <b>210</b>       |
| 5                              | 2         | 27                  | -        | -        | -               | 27               |
| 6                              | 2         | 29                  | -        | -        | -               | 29               |
| 7                              | 2         | 37                  | -        | -        | -               | 37               |
| 8                              | 2         | 37                  | -        | -        | -               | 37               |
| <b>Middle School Total</b>     |           |                     |          |          |                 | <b>130</b>       |
| <b>District Total</b>          | <b>23</b> | <b>340</b>          | <b>-</b> | <b>-</b> | <b>-</b>        | <b>340</b>       |

### 4.2.3. Staff Attendance for December 2024 (*Attachment: December 2024 Staff Attendance*)

### 4.2.4. Monthly Report on Harassment, Intimidation, and Bullying Incidents/Suspensions and Security Drills

|        | Drills |          |       |          | Suspensions |     |      |     | HIB          |          |              |          |
|--------|--------|----------|-------|----------|-------------|-----|------|-----|--------------|----------|--------------|----------|
|        | HBES   |          | HBMS  |          | HBES        |     | HBMS |     | HBES         |          | HBMS         |          |
|        | Fire   | Security | Fire  | Security | In          | Out | In   | Out | Investigated | Affirmed | Investigated | Affirmed |
| July   | 07/10  | 07/18    | 07/08 | 07/09    |             |     |      |     |              |          |              |          |
| August | 08/29  | 08/30    | 08/29 | 08/30    |             |     |      |     |              |          |              |          |
| Sept   | 09/18  | 09/05    | 09/17 | 09/05    |             |     |      |     | 1            | 1        |              |          |
| Oct    | 10/23  | 10/16    | 10/04 | 10/23    |             |     |      |     |              |          |              | 1        |

|                                |       |       |       |       |  |  |   |  |     |  |     |   |
|--------------------------------|-------|-------|-------|-------|--|--|---|--|-----|--|-----|---|
| Nov                            | 11/06 | 11/26 | 11/06 | 11/18 |  |  |   |  |     |  |     |   |
| Dec                            | 12/17 | 12/16 | 12/06 | 12/18 |  |  | 1 |  |     |  |     | 1 |
| Jan                            |       | 01/08 |       |       |  |  |   |  | 1 * |  | 1 * |   |
| Feb                            |       |       |       |       |  |  |   |  |     |  |     |   |
| March                          |       |       |       |       |  |  |   |  |     |  |     |   |
| April                          |       |       |       |       |  |  |   |  |     |  |     |   |
| May                            |       |       |       |       |  |  |   |  |     |  |     |   |
| June                           |       |       |       |       |  |  |   |  |     |  |     |   |
| * Investigation is in progress |       |       |       |       |  |  |   |  |     |  |     |   |

#### 4.2.5. Superintendent Update

##### 4.2.5.1. District BOE Goals for September through December (*Attachment: Strategic Action Plan 24-25 Fall*)

*The superintendent provided an update on the strategic action plan and reviewed the goals. He informed the board of the accomplishments from October through December. Mr. Michael McCasland asked what the board can do to help improve student achievement. Dr. Gregory Hobaugh responded that this would be discussed in the future, once the budget is set. Ms. Caitlin Bowring asked who sets the goals. Dr. Gregory Hobaugh replied that he proposes the goals, and the board approves them. She also questioned how the goals differ from previous years. The superintendent explained that the goals reflect different priorities based on parent feedback. Mr. Robert Imhoff added that the superintendent's role is to provide parents with opportunities to meet and discuss various matters.*

##### 4.2.5.2. Public Hearing

**4.2.5.2.1.** The Board President requests a motion *at 7:06 p.m. Robert Imhoff and a second Caitlin Bowring unanimously approved* 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, 2024. 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 2024-25 Period 1 Report*)

*Dr. Gregory Hobaugh explained the report's purpose.*

##### 4.2.5.2.2. Public Comments

**4.2.5.2.3.** The Board President requests a motion *at 7:12 p.m. Michael McCasland and second Colleen Poles unanimously approved* 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:

| Motion: <b><i>Robert Imhoff</i></b> |                 | Second: <b><i>Michael McCasland</i></b> |         |                 |
|-------------------------------------|-----------------|---|---------|-----------------|
| Name:                               | Yes             | No                                      | Abstain | Absent          |
| Caitlin Bowring                     | <b><i>X</i></b> |   |         |                 |
| Gregory Hodges                      | <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 6-0-0-1*

## 5. REVIEW OF OFFICIAL CORRESPONDENCE

| <u>Name</u>  | <u>Date</u> | <u>Subject</u>                            |
|--------------|-------------|---|
| Jeff Bennett | 1/2/2025    | Local Fair Share Unfairness - High Bridge |

(Attachments: Bennett Correspondence 1 2 25 and 2024-25 State Aid - 2024-25 Local Fair Share

disparities)

## 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.

*Ms. Judy Lagreca, a teacher at the middle school, stood in front of the board to speak about professional development days. She suggested that the board reconsider the scheduling of those days and explore the possibility of moving them to different dates.*

## 7. BOARD OF EDUCATION DISCUSSION

*Dr. Gregory Hobaugh proposed postponing the approval of the next year's school calendar. Mr. Robert Imhoff replied that scheduling professional development days later in the year would leave teachers with little time to implement the material effectively. The superintendent agreed with Mr. Robert Imhoff, stating that holding professional development days earlier would help staff understand and implement the material more effectively for students. The board then discussed the allocation of professional development days in the calendar.*

## 8. ADOPTION OF MINUTES FROM PREVIOUS MEETING

**8.1.** December 9, 2024 Work Session Minutes (*Attachment: 12 9 24 Work Session Meeting Minutes Signed*)

**8.2.** December 16, 2024 Regular Session Minutes (*Attachment: 12 16 24 Regular Session Meeting Minutes Signed*)

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

| Motion: <b>Robert Imhoff</b> |                 | Second: <b>Michael McCasland</b> |          |                 |
|------------------------------|-----------------|----------------------------------|----------|-----------------|
| Name:                        | Yes             | No                               | Abstain  | Absent          |
| Caitlin Bowring              |                 |                                  | <b>X</b> |                 |
| Gregory Hodges               |                 |                                  | <b>X</b> |                 |
| Robert Imhoff                | <b>X</b>        |                                  |          |                 |
| Michael McCasland            | <b>X</b>        |                                  |          |                 |
| Colleen Poles                | <b>X (8.2.)</b> |                                  |          | <b>X (8.1.)</b> |
| Cynthia Sharkey              |                 |                                  |          | <b>X</b>        |
| Karyn Gove                   | <b>X</b>        |                                  |          |                 |

*Motion 8.1. not passes 3-0-2-2 (moved to February 18th, Regular Session)*

*Motion 8.2. passes 4-0-2-1*

## **9. REPORTS TO THE BOARD**

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

#### **9.1.1.** Board of Education Goals

#### **9.1.2.** Student Achievement

#### **9.1.3.** Sustainability Committee Update - Karyn Gove

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

*Ms. Karyn Gove informed the board that the meeting with Ms. Patricia Rees is scheduled for March as part of the board's recertification process. Mr. Robert Imhoff informed the board that the letter to the public would be ready by the end of the week. He also gave an update on the upcoming Hunterdon County School Boards Association meetings.*

## **10. HIB REPORTS**

*None at this time.*

## **11. ACTION ITEMS**

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

**11.1.1.** **Motion to approve** the submission of the New Jersey Department of Education Equivalency Application for QSAC I & P Indicators 1 through 7. (*Attachments: HB Equivalency Waiver Appendix A IP 1-7 and Side-by-side of current and proposed point values for I&P Indicators 1-7*)

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

**11.2.1.** **Motion to approve** proposed 2025-2026 school year calendar. (*Attachment: Proposed 2025-26 School Year Calendar*)

**11.2.2.** **Motion to accept** a donation of 1.66% of the residuary estate of Jane E. Nagy, to be utilized to fund scholarships to be awarded to high school seniors who attended High Bridge Elementary School. (*Attachments: Notice of Probate of Will - Estate of Jane E. Nagy*)

**11.2.3. Motion to approve** Owen Pomykacz as a substitute custodian for the 2024-25 school year at a rate of \$17.00 per hour, pending receipt of paperwork and background check.

**11.2.4. Motion to approve** Voorhees High School students Haylie Thomsen and Zachariah Zappulla-Roemer to volunteer and assist with Drama Club practice and choreography.

**11.2.5. Motion to approve** the release of the following tuition reimbursement funds.

| Staff             | Course  | Tuition    |
|-------------------|---|------------|
| Kimberly Sandorff | GED 638 Action Research-Based Thesis Implementation | \$2,110.95 |
| Kayla Turner      | GED 697 Educational Research                        | \$2,110.95 |

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

**11.3.1. Motion to approve** the substitute nurse rate to \$200.00 per day, \$100.00 per half day.

**11.3.2. Motion to approve** Travel Expenditure for Workshops:

| Staff/Bd Member | Workshop   | Date          | Registration Fee | Mileage Tolls, Etc. | Total    |
|-----------------|--|---------------|------------------|---------------------|----------|
| Carol Przewozny | NJIDA Winter Institute Food for Thought (WIFT)                             | 2/01/2025     | \$60.00          | N/A                 | \$60.00  |
| Emma Alparone   | NJPSAFEFA - Leading Early Literacy Instruction, Intervention, & Assessment | 1/29/2025     | N/A              | \$45.22             | \$45.22  |
| Jeff Thompson   | NJMEA State Music Educators Convention                                     | 2/20-22, 2025 | \$200.00         | \$122.20            | \$322.20 |

#### **11.3.3. Payment of Bills**

**Audit of Invoices** (*Attachment: 1 13 25 bill list*)

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

|                |                                      |                     |
|----------------|--------------------------------------|---------------------|
| Check Register | December 17, 2024 - January 13, 2025 | \$688,462.07        |
| Payroll        | December 20, 2024                    | \$260,496.71        |
| <b>Total</b>   |                                      | <b>\$948,958.78</b> |

#### **11.3.4. Payment of Bills Cafeteria account**

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

|               |                           |                    |
|---------------|---------------------------|--------------------|
| Maschio's     | December 20, 2024 ch#1643 | \$11,165.27        |
| <b>Total:</b> |                           | <b>\$11,165.27</b> |

#### **11.3.5. Financial Reports** (*Attachments: December 2024 Board Secretary Reports Signed - Fund 10, 20, 40 and December 2024 Treasurer Report Signed*)

##### **Report of the Board Secretary and Treasurer's Report for December 2024**

**Resolved**, that the Board of Education accepts the Board Secretary's and Treasurer's Financial Reports for the month of December 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 December 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.

January 13, 2024

*Karolina Cywa*

Business Administrator

**11.3.6. Motion to approve** Line Item Transfers for December 2024 (*Attachment: December 2024 Transfer Report Signed*)

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

**11.3.7. APPROVAL OF PROFESSIONAL SERVICES**

**Motion to approve** the following appointments:

**WHEREAS**, there exists a need for auditing services, architectural services, legal services, occupational services, physical therapy services, speech services, and,

**WHEREAS**, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED** by the High Bridge Board of Education as follows:

**11.3.7.1.** Rutgers Health - University Behavioral Health Care, Piscataway, New Jersey with a tuition rate of \$75 per hour.

**11.3.7.2.** Silvergate Preparatory School, Bridgewater, New Jersey at the following rate:  
- Homebound Instruction \$35.54 per hour

**11.3.8. Motion to approve** tuition for student #20220002 for educational instructions up to \$3,000 for the 2024 - 2025 school year.

**11.3.9. Motion to approve** homebound instructions for student #20250105 up to \$2,844 for the 2024 - 2025 school year.

**11.3.10. Motion to approve** the allocation of 2023 - 2024 Extraordinary Aid as listed in the attachment (*Attachment: 2023 - 2024 EX Aid Allocations*)

**11.3.11. Motion to approve** the purchase of Promethean ActivPanel 65" V9 Standard boards at the cost of \$55,634.26 (BID#HCECSC-CAT-23-7).

**11.3.12. Motion to approve** Hunterdon County Educational Services Commission, Califon, New Jersey to mount Promethean boards at the cost of \$500 per board (not exceeding \$10,000).

**11.3.13. USE OF FACILITIES**

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

| Organization                       | Dates       | Times                        | Location |
|------------------------------------|-------------|------------------------------|----------|
| HB Pack 149 Pinewood<br>Derby Race | 2/01 & 2/02 | 4 pm -6 pm &<br>12 pm - 4 pm | ES Gym   |

|  |                             |   |   |
|--|-----------------------------|---|---|
| HBAA - Hunterdon Huskies<br>Cheer Practice | Jan 2025 thru<br>March 2025 | Friday, 6 pm - 8 pm<br>Saturday, 9 am - 4 pm<br>Sunday, 9 am - 4 pm | ES and/or MS<br>(when not interfering with<br>other scheduled activities) |
|--|-----------------------------|---|---|

**The Board President** calls for a motion and a second to approve 11.1.-11.3.13.:

| Motion: <b>Robert Imhoff</b> |          | Second: <b>Michael McCasland</b> |         |          |
|------------------------------|----------|----------------------------------|---------|----------|
| Name:                        | Yes      | No                               | Abstain | Absent   |
| Caitlin Bowring              | <b>X</b> |                                  |         |          |
| Gregory Hodges               | <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 8.2. 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 DISCUSSION

## 14. EXECUTIVE/CLOSED SESSION

**The Board President calls for a motion at 7:42 p.m. Michael McCasland** and a second **Colleen Poles** *unanimously approved*, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Personnel
- Personnel - Projected Budget (2025-2026)
- Executive Session Minutes

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 9:24 p.m. Robert Imhoff** and a second **Michael McCasland** *unanimously approved* to reconvene the public session.



**16. ACTION ITEM**

**16.1.1.** December 9, 2024 Work Session Executive Minutes (*Attachment: 12 9 24 Work Session Executive Minutes Signed*)

**16.1.2.** December 16, 2024 Regular Session Executive Minutes (*Attachment: 12 16 24 Regular Session Executive Minutes Signed*)

**The Board President** calls for a motion and a second to approve 15.1.1. & 15.1.2:

| Motion: <b>Robert Imhoff</b> |             | Second: <b>Michael McCasland</b> |         |             |
|------------------------------|-------------|----------------------------------|---------|-------------|
| Name:                        | Yes         | No                               | Abstain | Absent      |
| Caitlin Bowring              |             |                                  | X       |             |
| Gregory Hodges               |             |                                  | X       |             |
| Robert Imhoff                | X           |                                  |         |             |
| Michael McCasland            | X           |                                  |         |             |
| Colleen Poles                | X (16.1.2.) |                                  |         | X (16.1.1.) |
| Cynthia Sharkey              |             |                                  |         | X           |
| Karyn Gove                   | X           |                                  |         |             |

*Motion 16.1.1. not passes 3-0-2-2 (moved to February 18th, Regular Session)*

*Motion 816.1.2. passes 4-0-2-1*

**17. ADJOURNMENT**

**The Board President** calls for a motion at 9:26 p.m. **Robert Imhoff** and a second **Michael McCasland** *unanimously approved* to adjourn the meeting.

Respectfully submitted

*Karolina Cywa*

Karolina Cywa

School Business Administrator/Board Secretary