



**HIGH BRIDGE BOARD OF EDUCATION
REORGANIZATIONAL MEETING MINUTES
Monday, January 6, 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.*

Karolina Cywa, Board Secretary, will preside over the meeting until which time a board president is elected.

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, January 6, 2025

Time: 6:30 pm

Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

3. OFFICIAL RESULTS OF ANNUAL SCHOOL BOARD ELECTION

(Attachment: Election Results November 2024)

Name	# Votes	Term
Gregory Hodges	1,082	Three (3) Year
Robert Imhoff	1,083	Three (3) Year
Colleen Poles	1,159	Three (3) Year

4. OATH OF OFFICE TO NEW BOARD MEMBERS

The Board Secretary will issue the oath of office to the newly elected Board members.

(Attachments: Oath of Office, Code of Ethics, Ethics Acknowledgement of Receipt)

5. 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 - *Present*
 Karyn Gove - *Present*

Additional Members Present: Dr. Gregory Hobbaugh, Superintendent - *Present*
 Karolina Cywa, SBA / Board Secretary - *Present*

6. HIGH BRIDGE BOARD OF EDUCATION TRUSTEES AND EXPIRATION OF TERMS OF OFFICE:

Trustee	Expiration of Term
Caitlin Bowring	2025
Karyn Gove	2025
Michael McCasland	2025
Cynthia Sharkey	2026
Gregory Hodges	2027
Robert Imhoff	2027
Colleen Poles	2027

7. ELECTION FOR OFFICE OF PRESIDENT

7.1. Acting Board Secretary calls for nominations from the floor for the office of President

***Note: Any member may place a member's name in nomination; a second is not required (per NJSBA). Elections for each office will be conducted by roll call vote when the nominations for that office are closed. The candidate receiving the votes of a majority of board members present and voting will be elected to office. In the event no candidate receives a majority of the votes cast, a second election shall be conducted between the two candidates receiving the highest number of votes.*

Colleen Poles and second Robert Imhoff nominated Karyn Gove for School Board President. No other nominations were presented and the nomination process closed.

Acting Board Secretary conducts election for the office of President

Name:	Candidate 1	Candidate 2	Candidate 3	Abstain	Absent
Caitlin Bowring	X				
Karyn Gove	X				
Michael McCasland	X				
Cindy Sharkey	X				
Gregory Hodges	X				
Robert Imhoff	X				
Colleen Poles	X				

Karyn Gove elected High Bridge Board of Education, School Board President 7-0-0-0

7.2. The Board Secretary turns the meeting over to the newly elected President

8. ELECTION FOR OFFICE OF VICE PRESIDENT

8.1. President calls for nominations from the floor for the office of Vice President

President conducts election for the office of Vice President

Karyn Gove and second Robert Imhoff nominated Cynthia Sharkey for School Board Vice President. Cynthia Sharkey declined the nomination.

Cynthia Sharkey and second Colleen Poles nominated Robert Imhoff for School Board Vice President. No other nominations were presented and the nomination process closed.

Name:	Candidate 1	Candidate 2	Candidate 3	Abstain	Absent
Caitlin Bowring	X				
Karyn Gove	X				
Michael McCasland	X				
Cindy Sharkey	X				
Gregory Hodges	X				
Robert Imhoff	X				
Colleen Poles	X				

Robert Imhoff elected High Bridge Board of Education, School Board Vice President 7-0-0-0

9. ORGANIZATIONAL BUSINESS

9.1. APPOINTMENT OF DELEGATE AND ALTERNATE DELEGATE FOR HUNTERDON COUNTY SCHOOL BOARDS ASSOCIATION

The Board President appoints *Karyn Gove* as the delegate and *Gregory Hodges* as the alternate delegate for the Hunterdon County School Boards Association.

9.2. APPOINTMENT OF DELEGATE AND ALTERNATE DELEGATE FOR NEW JERSEY SCHOOL BOARDS ASSOCIATION

The Board President appoints *Robert Imhoff* as the delegate and *Michael McCasland* as the alternate delegate for the New Jersey School Boards Association.

9.3. APPOINTMENT OF DISTRICT REPRESENTATIVE FOR HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION

The Board President appoints *Dr. Gregory Hobaugh* as the district representative for the Hunterdon County Educational Services Commission.

9.4. ADOPTION OF THE CODE OF SCHOOL ETHICS (*Attachments: Code of Ethics and Ethics Acknowledgement of Receipt*)

In accordance with Bylaw 0142 “Code of Ethics” and N.J.S.A. 18A:12-21 – 18A:12-25, the Board of Education shall discuss the Board Member Code of Ethics annually at a regularly scheduled public meeting. Each member shall sign documentation that he/she has received a copy of it and has read and understood it. **Sign and return a copy to the Board Secretary.**

9.5. PARLIAMENTARY PROCEDURES

Resolved that the Board approve the following item:

To adopt Robert's Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for the 2024 calendar year.

9.6. DOCTRINE OF NECESSITY

Resolved that the Board of Education accept the concept of “Doctrine of Necessity” (when the number of Board members prohibited from voting results in lack of a quorum).

9.7. CALENDAR OF MEETING DATES FOR 2025

Motion to approve the High Bridge Board of Education meeting scheduled for 2025:

WORK SESSION DATES:

January 6, 2025 Reorganization
February 10, 2025 Work Session
March 10, 2025 Work Session
April 7, 2025 Work Session
May 5, 2025 Work Session
June 9, 2025 Work Session
August 18, 2025 Work Session
September 8, 2025 Work Session
October 6, 2025 Work Session
November 10, 2025 Work Session
December 8, 2025 Work Session

REGULAR MEETING DATES:

January 13, 2025 Regular Session
February 18, 2025 Regular Session (Tuesday)
March 17, 2025 Regular Session
April 14, 2025 Regular Session
May 12, 2025 Regular Session
June 16, 2025 Regular Session
July 14, 2025 Regular Session
August 25, 2025 Regular Session
September 15, 2025 Regular Session
October 14, 2025 Regular Session (Tuesday)
November 17, 2025 Regular Session
December 15, 2025 Regular Session

Note: No action will be taken at Work Sessions. Action is taken at Regular Sessions. Executive session meetings may precede and/or follow the work/business session meetings. Meeting locations, dates, and times are subject to change. Notices for all meetings (scheduled, non-scheduled, canceled, or changed) are posted in the business office, the Elementary School main office, the Middle School main office, The High Bridge Town Hall, and the High Bridge District website.

9.8. Motion to approve the following appointments/reappointments for 2025:

Board Secretary	Karolina Cywa
Affirmative Action Officer	Richard Kolton
Chief Equity Officer	Richard Kolton
Gender Equity Officer	Emma Alparone
504 Committee Coordinator	Emma Alparone
Homeless Liaison	Katherine Franks
Liaison to DCPD	Katherine Franks
Title IX Coordinator	Emma Alparone
Basic Skills Contact Person	Emma Alparone
Purchasing Agency Compliance Officer for Affirmative Action (PACO)	Karolina Cywa
Right to Know Officer	Karolina Cywa
Asbestos Hazard Emergency Response Act (AHERA) Representative & Management Coordinator	Karolina Cywa
Safety Committee Coordinator	Gregory Hobbaugh
Toxic Hazard Preparedness Officer	Karolina Cywa
School Physician	Green Brook Family Medicine
School Insurance Agent / Risk Management Consultant	Brown and Brown
Official Newspapers	Hunterdon County Democrat Star-Ledger The Review Courier News The Express-Times
Payroll Services	R&L Payroll Services, Inc.
Accounting Software System	CDK Systems
Personnel Software System	CDK Systems
School Auditor	Nisivoccia, LLP
Policy Service Provider	Strauss Esmay
FSA Provider	Wageworks
Treasurer of School Monies	Judy Favino
Ancillary Insurance Agency of Record	Brown and Brown
E-Rate Consultant	Educational Consortium for Telecommunications Savings
Integrated Pest Management Officer	Karolina Cywa
Architect	FKA Architects
Board Attorneys	The Busch Law Group Schenck Price Smith & King LLP

Air Quality Designee	Karolina Cywa
Safety & Health Designee	Gregory Hobaugh
Custodian of Records (OPRA)	Karolina Cywa
Substance Awareness Coordinator	Gregory Hobaugh
Anti-bullying Specialist – Elementary School	Megan Gulevski
Anti-bullying Specialist – Middle School	Katherine Franks
Anti-bullying Coordinator	Gregory Hobaugh
School Safety Specialist	Gregory Hobaugh

- 9.9. Motion to authorize** the Superintendent in conjunction with the Business Administrator/Board Secretary to approve line item transfers as necessary between board meetings and such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting, pursuant to N.J.S.A. 18A:22-8.1
- 9.10. Motion to authorize** the Business Administrator/Board Secretary to approve the payment of bills between board meetings pursuant to N.J.S.A. 18A:19-4.1. Such warrants shall be presented to the board at the next Regular Business Meeting for ratification.
- 9.11. Motion to approve** the following resolution authorizing bid/quote thresholds:
- WHEREAS**, the procurement Law 18A:18A-2, was signed into law by former Governor Whitman and became effective on April 17, 2000, and;
- WHEREAS**, 18A:18A-2 provides that a board of education shall assign the authority, responsibility, and accountability for the purchasing activity of the board of education to a person who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and;
- WHEREAS**, 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and;
- WHEREAS**, 18A:18A-3 also authorizes a board of education to establish a bid threshold of \$32,000 if they do not employ a qualified purchasing agent as determined by the Department of Community Affairs, and;
- WHEREAS** 18A:18A-37, c. provides that all contracts that are in the aggregate less than 15% (\$4,800) of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board resolution.
- NOW THEREFORE BE IT RESOLVED**, that the High Bridge School District Board of Education pursuant to the statutes cited above hereby appoints Karolina Cywa, School Business Administrator/Board Secretary as its duly authorized temporary purchasing agent, and is duly assigned the authority and responsibility for the purchasing activity of the High Bridge School District, and;
- BE IT FURTHER RESOLVED**, that Karolina Cywa is hereby authorized to award contracts on behalf of the High Bridge School District Board of Education that are in the aggregate less than 15% (\$4,800) of the bid threshold without soliciting competitive quotations, and;

BE IT FURTHER RESOLVED, that Karolina Cywa is hereby authorized to seek competitive quotations, when applicable and practicable, and award such contracts when they in the aggregate exceed 15% of the bid threshold but less than the established bid threshold, and;

9.12. Motion to approve the following resolution authorizing state contract purchases:

WHEREAS, Title 18A:18A-10 provides that, a board of education without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and;

WHEREAS, the High Bridge School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and;

WHEREAS, the High Bridge School District desires to authorize its purchasing agent to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE, BE IT RESOLVED, that the High Bridge School District Board of Education does hereby authorize Karolina Cywa, the district purchasing agent to make a purchase of goods and services entered into on behalf by the State of New Jersey, Division of Purchase and Property utilizing its approved state contract vendor list.

9.13. POLICY MANUAL

RESOLVED, that the Board of Education adopt and approve the policies, by-laws, and administrative procedures of the High Bridge Board of Education for the ensuing school year.

9.14. ADOPTION OF K-8 CURRICULUM

RESOLVED, that the Board approve the existing Pre-K-8 curricula for the High Bridge Public Schools.

9.15. TRAVEL LIMITATIONS

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,500 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).

9.16. BANK ACCOUNT SIGNATURES

Approval to authorize the following signatures on checks from the accounts maintained by the Board of Education:

Account	Signatures
Current (General Fund)	President or Vice President, Board Secretary & Treasurer (3)
Capital Reserve	President or Vice President, Board Secretary & Treasurer (3)
Maintenance Reserve	President or Vice President, Board Secretary & Treasurer (3)
Agency	President, Board Secretary, Treasurer (1)
Food Service	President, Board Secretary, Treasurer (1)
Payroll Account	President, Board Secretary, or Treasurer (1)
Unemployment	President, Board Secretary, or Treasurer (1)
Student Activity	Board Secretary, Elementary or Middle School Principal (2)

9.17. BANK DEPOSITORY

BE IT RESOLVED that Peapack-Gladstone Bank, Califon, New Jersey, be designated as the depository of record for the High Bridge Board of Education accounts and further resolved that investments can be secured in any other bank holding a current certificate of eligibility from the New Jersey State Banking Association and further resolved that all checks drawn against the Current (General Fund) Checking Account are signed by at least one of the following:

President or Vice-President and countersigned by the Board Secretary and countersigned by the Treasurer of School Funds.

9.18. APPROVAL FOR PAYMENT OF CLAIMS USING EFT TECHNOLOGIES (ELECTRONIC FUNDS TRANSFER)

WHEREAS, Electronic Funds Transfer and Claimant Certification, the Board of Education permits the School Business Administrator/Board Secretary to use standard electronic funds transfer (EFT) technologies for payment of claims; and

WHEREAS, the board shall provide annual authorizations on individuals processing EFT's and to which types of payments can be processed through EFT's;

NOW THEREFORE BE IT RESOLVED that the Board adopt the following required under Local Finance Notice #2018-13, distributed on 3/29/18 addressing electronic funds transfer or "EFT" and claimant certification changes and requirements:

BE IT FURTHER RESOLVED, the School Business Administrator/Board Secretary shall be designated the person responsible to initiate a claim for payment using an EFT method; and **BE IT FURTHER RESOLVED**, the Superintendent of Schools shall review the claim for payment initialized by the School Business Administrator/Board Secretary and authorize in writing the claim can be processed using the EFT method; and

BE IT FURTHER RESOLVED, all EFT activity reports shall be submitted and reviewed by the Treasurer of School Monies and shall perform a monthly reconciliation of the reviewed/approved weekly EFT activity reports of the EFT transactions appearing on the bank statements and in the accounting records;

BE IT FURTHER RESOLVED, the board approves that the standard EFT technologies can be used for the payment of claims for the following types of payments:

- Principal and interest payments.
- Payroll agency payments.
- Payroll payments.
- Payments to the state of New Jersey or a subdivision thereof.
- Payments to the federal government or a subdivision thereof.

9.19. SCHOOL FUNDS INVESTOR

Approval to designate School Funds Investor as Karolina Cywa, Board Secretary/Business Administrator pursuant to 17:12B-241.

9.20. APPROVAL/DESIGNATION OF OFFICIAL NEWSPAPERS

BE IT RESOLVED, that the High Bridge Board of Education designates the "Hunterdon County Democrat" and the "Express Times", as the two newspapers to receive notification of meetings as required by the Open Public Meeting Act; and

BE IT FURTHER RESOLVED, that the "Hunterdon County Democrat" hereby designated as the official newspaper of the High Bridge Board of Education for the publication of legal notices and advertisements.

9.21. TAX-SHELTERED ANNUITY COMPANIES

BE IT RESOLVED, that the High Bridge Board of Education hereby designates the following companies to provide 403B and 457B Tax Sheltered Annuity services:

- Security Benefits
- Lincoln Investment
- AXA Equitable

BE IT FURTHER RESOLVED, that the High Bridge Board of Education restricts any other Tax Sheltered Annuity Companies from entering the District without this board's consent and board action.

9.22. GRANT APPLICATION AND REPORT SUBMISSION

WHEREAS, prompt submission of grant applications, as well as, various financial reports relating to the grants is often time-sensitive; and

WHEREAS, the District might lose an opportunity to apply for grants or file mandated reports in between board meetings; and

WHEREAS, it is in the District's best interest to submit grant applications, as well as, the various financial reports to avoid losing an opportunity for receipt of the funding;

NOW, THEREFORE, BE IT RESOLVED, that the Superintendent of Schools and the School Business Administrator/Board Secretary are authorized to sign grant applications, as well as, various financial reports between Board meetings; and

BE IT FURTHER RESOLVED, that all grant applications, as well as, various financial reports relating to the grants will continue to be reviewed by the grant manager or other appropriate district staff, the respective committees of the Board if applicable, and subsequently ratified by the Board.

9.23. AUTHORIZATION OF PAYROLL MANAGEMENT

RESOLVED, that the High Bridge Board of Education gives authorization to the School Business Administrator/Board Secretary to transfer funds from the general bank account to the payroll bank account and payroll agency account, as needed to provide for payment of payrolls and legal obligations in connection herewith, and to disburse funds from the net payroll and agency accounts to and on behalf of employees, all in a manner consistent with law and the contractual obligations between the Board and its employees; and

BE IT FURTHER RESOLVED, that the Board President, Superintendent and School Business Administrator/Board Secretary shall certify each payroll as required by law.

9.24. AUTHORIZING USE OF A CONTINUING DISCLOSURE AGENT SERVICES & INDEPENDENT REGISTERED MUNICIPAL ADVISOR OF RECORD

WHEREAS, in order to ensure compliance with various Continuing Disclosure Agreements executed in conjunction with the district's issuance of bonds, the district must codify the requirements stipulated in those various Continuing Disclosure Agreements and compare those requirements with the filings, and correct any deficiencies; and

WHEREAS, Phoenix Advisors, LLC provides such continuing disclosure services and additionally is an independent registered principal advisor under the SEC regulations; and

WHEREAS, Phoenix Advisors, LLC is designated as the district's Independent Registered Municipal Advisor and they will be available to answer general questions concerning outstanding debt issues, market conditions, and they will provide preliminary review of financing proposals, and prepare preliminary project analysis;

THEREFORE BE IT RESOLVED, that the High Bridge Board of Education designates the Phoenix Advisors, LLC as the district's Continuing Disclosure Agent and as the Independent Registered Municipal Advisor.

9.25. MANDATORY DIRECT DEPOSIT

WHEREAS, the New Jersey State Legislature has authorized P.L. 2013, Chapter 28, a bill concerning the direct deposit of net pay for school district employees in the banking institution

of their choice; and WHEREAS, in accordance with P.L. 2013, Chapter 28, if a board provides for such direct deposit, compliance by an employee shall be mandatory; and

WHEREAS, the board is authorized to grant an exemption for seasonal, temporary, etc. employees with prior approval by the Superintendent, as the board may deem necessary;

NOW THEREFORE BE IT RESOLVED, in compliance with P.L. 2013, Chapter 28, the net pay for all full and part-time regular employees of the High Bridge Board of Education which includes payments for annual contracts, extended school year, stipends and health benefit waivers shall be directly deposited from Peapack-Gladstone Bank Bank, into the banking institution of the employee's choice; and

BE IT FURTHER RESOLVED, that exemptions from the direct deposit requirement are granted for substitutes, summer seasonal workers, and extreme circumstances with the approval of the Superintendent of Schools.

9.26. CHART OF ACCOUNTS

Resolved that the High Bridge Board of Education adopt the Uniform Minimum Chart of Accounts for New Jersey Public Schools.

9.27. PERSONNEL APPOINTMENTS, TRANSFERS, REMOVALS, RENEWALS AND NON-RENEWALS

WHEREAS N.J.S.A. 18A:27-4.1 governs the appointment, transfer, removal, renewal, and non-renewal of all certified and certain non-certified personnel; and **WHEREAS**, it is in the District's best interests to effectuate the prompt employment of staff in certain programs;

NOW, THEREFORE BE IT RESOLVED, that the Superintendent of Schools is authorized to make critical employment decisions between board meetings which the High Bridge Board of Education shall ratify at the next subsequent board meeting; and

BE IT FURTHER RESOLVED, the Board President, Board Secretary, and Board Counsel are hereby authorized to execute any and all documents and to take any and all actions necessary to complete and realize the intent and purpose of this resolution.

9.28. PUPIL RECORDS

BE IT RESOLVED that the Board of Education authorizes certified school personnel to collect and maintain pupil records as required by N.J.A.C. 6A:32-7.1 – 6A:32-8.3 and Board of Education Policy 8330 "Pupil Records".

The Board President calls for a motion and a second to approve 9.1. - 9.28.:

Motion: <i>Cynthia Sharkey</i>		Second: <i>Michael McCasland</i>		
Name:	Yes	No	Abstain	Absent
Caitlin Bowering	<i>X</i>			
Gregory Hodges	<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

Mr. Gregory Hodges asked for any changes since the last approval. Dr. Gregory Hobaugh responded by stating that the only change was the appointment of the Business Administrator/Board Secretary in place of the custodians.

Dr. Gregory Hobaugh noted that the executive session has been rescheduled for the next board meeting, as the staff member has not received a "rice notice."

~~10. EXECUTIVE/CLOSED SESSION~~

~~Board President calls for a motion _____ and a second _____, 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.~~

~~11. RECONVENE PUBLIC SESSION~~

~~The Board President calls for a motion _____ and a second _____ to reconvene the public session.~~

WORK SESSION MEETING MINUTES

1. PRESENTATION AND RECOGNITION ITEMS

1.1. Superintendent's Report

1.1.1. Superintendent Update

Dr. Gregory Hobaugh noted that this Wednesday, January 8, is the state funding testimony meeting, with a focus on state aid and potential cuts. Mr. Robert Imhoff asked if Dr. Gregory Hobaugh planned to share his thoughts from the superintendent's perspective. Dr. Gregory Hobaugh explained that the state needs to revise the budget process and establish a consistent state aid formula. He added that those changes would offer schools more flexibility with budgeting. He also noted that the 2% cap is not sustainable, as it only covers salary increases and incremental expenses.

2. 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)

3. REPORTS TO THE BOARD

3.1. Board President's Report

3.1.1. Board of Education Goals

3.1.2. Student Achievement

3.1.3. Sustainability Committee Update - Karyn Gove

3.1.4. Hunterdon County School Boards Association Meeting Update - Robert Imhoff

Ms. Karyn Gove noted that the board will be working on the board certification and hopes to progress soon. Mr. Michael McCasland mentioned that the board training sessions are very beneficial and advised completing all of them at once for the best results. Mr. Robert Imhoff shared that the sustainability committee is drafting a letter to the public, which will be shared with the board for review once completed. He also noted that the next county board meeting will be held on January 30.

4. ACTION ITEMS

4.1. Student Achievement - Curriculum, Instruction, Technology & Policy

- 4.1.1. 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)*

4.2. Human Resources - Personnel, Management & Community Relations

- 4.2.1. Proposed 2025-2026 school year calendar. *(Attachment: Proposed 2025-26 School Year Calendar)*
- 4.2.2. 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)*
- 4.2.3. 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.
- 4.2.4. 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

4.3. Educational Resources - Finance and Facilities

4.3.1. 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

- 4.3.2. Payment of Bills
- 4.3.3. Financial Report
- 4.3.4. Line Item Transfers for December 2024
- 4.3.5. Use Of Facilities

Organization	Dates	Times	Location
HB Pack 149 Pinewood Derby Race	2/01 & 2/02	4 pm-6 pm & 12 pm-4 pm	ES Gym
HBAA - Hunterdon Huskies Cheer Practice	Jan 2025 thru March 2025	Friday, 6-8 pm Saturday, 9 am - 4 pm Sunday, 9 am - 4 pm	ES and/or MS (when not interfering with/other scheduled activities)

The board and the superintendent discussed action items, with a particular focus on 4.1.1 and 4.2.1.

5. 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.

Ms. Jennifer Rubiono asked when the calendar for the next year will be released.

6. BOARD OF EDUCATION DISCUSSION

Dr. Gregory Hobaugh replied that the calendar will be released next Tuesday after it has been officially voted on by the board members.

7. EXECUTIVE/CLOSED SESSION

The Board President calls for a motion at 7:24 p.m. Colleen Poles and a second Robert Imhoff unanimously approved, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- 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.

8. RECONVENE PUBLIC SESSION

The Board President calls for a motion at 7:38 p.m. Michael McCasland and a second Colleen Poles unanimously approved to reconvene the public session.

9. ADJOURNMENT

The Board President calls for a motion at 7:39 p.m. Robert Imhoff and a second Colleen Poles unanimously approved to adjourn the meeting.

Respectfully submitted

Karolina Cywa

Karolina Cywa

School Business Administrator/Board Secretary