



**HIGH BRIDGE BOARD OF EDUCATION  
WORK SESSION MEETING  
Monday, November 11, 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, November 11, 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 - *Absent*

Robert Imhoff - *Present*

Michael McCasland - *Present*

Colleen Poles - *Present*

Cynthia Sharkey - *Present*

Karyn Gove - *Present*

Additional Members Present:

Dr. Gregory Hobaugh, Superintendent - *Present*

Karolina Cywa, SBA / Board Secretary - *Present*

**4. PRESENTATION & RECOGNITION ITEMS**

**4.1. Superintendent's Report**

**4.1.1. Superintendent Update**

**4.1.1.1. Elementary School Book Vending Machine**

*Dr. Gregory Hobaugh updated the audience on the new book vending machine and how students can earn book tokens. He noted that the PTO funded some of the books. He handed tokens to*

*4th-grade students who had the opportunity to choose a book and gave the certificate to the board of education.*

*The superintendent reviewed the following with the Board:*

- *the state testing presentation that will be next week*
- *superintendent's goals and progress toward the district's goals*
- *the vestibule*
- *Halloween Parade*
- *Veterans Day celebration - both schools are doing a Veterans bench fundraiser*
- *airedale replacement in Middle and Elementary schools*

*Dr. Gregory Hobaugh thanked Ms. Caryn Rinehart for her hard work on the new employment contracts.*

## **5. REVIEW OF OFFICIAL CORRESPONDENCE**

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

## **6. REPORTS TO THE BOARD**

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

Board of Education Self-Evaluation

Board of Education Goals

Student Achievement

Sustainability Committee Update - Karyn Gove

Hunterdon County School Boards Association Meeting Update - Robert Imhoff

*Ms. Karyn Gove supported the idea of certifying the board as a goal as there will be some new board members starting in January. Mr. Robert Imhoff noted that the goals of the negotiation and school security committees had been completed. Mr. Robert Imhoff noted that the next County meeting is scheduled for December 4th and will be held at JP Case School in Flemington. He also noted that the topic would be curriculum alignment. Ms. Cynthia Sharkey reminded the board about the open Board Seat Vacancy and the need to advertise to the public an interest in filling the seat.*

## **7. HIB REPORTS**

**WHEREAS**, N.J.S.A. 18A:37-15(e) requires that at the next board of education meeting following its receipt of a HIB report, the board shall issue a decision, in writing, to affirm, reject, or modify the superintendent's decision.

The Superintendent shall inform the parties of the Board's determination in writing, as well as their right to appeal the determination to the Commissioner of Education, in accordance with the procedures set forth in law and regulation, no later than 90 days after the issuance of the board's decision; or to file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.)

### **7.1. HIB Investigation Report 2024-2025 MS01 (Attachment: 24-25 MS01 Redacted).**

## 8. ACTION ITEMS

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

**8.1.1. Motion to approve** the submission of the NJDOE LIEP Three-Year Plan for 2024-2027. *(Attachment: 24-27 LIEP Three-Year Plan)*

**8.1.2. Motion to approve** the Uniform State Memorandum of Agreement Between Education & Law Enforcement Officials. *(Attachment: Uniform State MOA Between Education & Law Enforcement Officials 2023 Revisions)*

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

**8.2.1. Motion to approve** the employment of Lisa Ribaudo as part-time (80%) Special Education Teacher for the High Bridge School District at a level of BA, Step 13 at an annual salary of \$65,128.00 (prorated according to start date) for the 2024-2025 school year based on the 2024-2027 negotiated agreement, effective on or about November 15, 2024 and pending receipt of employment paperwork and required background check.

**8.2.2. Motion to approve** the employment of Christine Garrison as full-time Speech Therapist for the High Bridge School District at a level of MA Step 4 at an annual salary of \$68,745.00 (prorated according to start date) for the 2024-2025 school year based on the 2024-2027 negotiated agreement, effective on or about December 12, 2024 and pending receipt of employment paperwork and required background check.

**The Board President** calls for a motion and a second to approve 8.1.1-8.2.2:

Motion: <b>Robert Imhoff</b>		Second: <b>Colleen Poles</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: 5-0-0-2*

**8.2.3.** Two (2) chaperones for the middle school dance on November 15, 2024 at the contracted rate of \$72.53.

**8.2.4.** Jessica Katzenberger as volunteer middle school girls basketball coach for the 2024-25 school year.

**8.2.5.** Class trips and transportation:

Location	Grade	Cost	Cost Incurred By
Voorhees High School	5 - 8	\$205 for transportation	BOE

### 8.2.6. USE OF FACILITIES

Facilities request:

Organization	Dates	Day / Times	Location
PTO - 8th Grade Parent Communication	11/13/2024	Wednesday, 7:00 pm	MS Room 202
PTO - Family Night Out	12/13/2024	Friday, 5-9 pm	ES Gym

### 8.3. Educational Resources - Finance and Facilities

#### 8.3.1. Travel Expenditures for Workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Other	Total
Karolina Cywa	NJASBO - AI for the Business Office	01/14/25	\$145.00	\$28.86	N/A	\$173.86
Karolina Cywa	NJASBO - Pension Review & Updates	02/13/25	\$145.00	\$28.86	N/A	\$173.86
Karolina Cywa	NJASBO - Purchasing	03/27/25	\$145.00	\$28.86	N/A	\$173.86
Karolina Cywa	NJASBO - Audit Review	04/10/25	\$145.00	\$28.86	N/A	\$173.86
Karolina Cywa	NJASBO - Accounts Payable	05/20/25	\$145.00	\$28.86	N/A	\$173.86

**8.3.2.** A donation of \$250.00 from Ms. Doreen Jablonski, employed at Franklin Templeton, to support the Student Activity Account.

**8.3.3.** A donation of \$300.00 to the Student Leadership from Trident Maritime for the annual Christmas Tree Lighting.

**8.3.4.** The acceptance of the 2024 - 2025 Special Classroom Grant awarded to High Bridge School District by The First Day of School Foundation in the amount of \$1,000. (*Attachment: FDoSF Award 24-25*)

**8.3.5.** The acceptance of the 2024 - 2025 Unified Champion Schools Grant awarded to High Bridge Middle School by Special Olympics in the amount of \$1,500. (*Attachment: SONJ UCS Award 24-25*)

**8.3.6.** To participate in a Demographic Study of the North-Hunterdon-Voorhees Regional High School District at the cost of \$1,200 conducted by Statistical Forecasting, Dorset, VT.

**8.3.7.** Withdrawal from Maintenance Reserve for the Elementary School Controls Upgrades  
**NOW THEREFORE BE IT RESOLVED**, that the High Bridge Board of Education, in the County of Hunterdon, New Jersey, approves the following maintenance project and the withdrawal of \$38,570.00 from the Maintenance Reserve account, in accordance with 6A:23A 14.1 (h) 3, to provide funding for the controls upgrades.

**8.3.8.** Eccotrol, Huntingdon Valley, Pennsylvania to furnish and install new controls at the cost of \$38,570.

**8.3.9.** Payment of Bills

**8.3.10.** Line Item Transfers

**8.3.11.** Financial Reports

**8.3.12.** NJ QSAC

**WHEREAS THE** Quality Single Accountability Continuum (QSAC) is a statutorily mandated system of school district performance assessment and is New Jersey's system of educational accountability.

**WHEREAS, QSAC** was created in accordance with the Quality Single Accountability Continuum Act, adopted by the New Jersey Legislature in September 2005. Administrative regulations to implement QSAC were adopted by the Commissioner of

Education, effective February 22, 2007, and readopted in November of 2017, the New Jersey State Board of Education adopted the revised Quality Single Accountability Continuum (QSAC) regulations (N.J.A.C. 6A:30), District Performance Review (DPR) documents.

**WHEREAS, QSAC** requires that in every public school district in New Jersey, members of the board of education, administrators, teachers, and other staff members convene every three years to assess their district's performance in five key areas:

- Instruction and Program
- Personnel
- Fiscal Management
- Operations Management
- Governance

**WHEREAS, QSAC** involves a performance assessment by a district committee, a statement of assurance signed by the chief school administrator and approved by the board of education, verification by the executive county superintendent, review by the Commissioner of Education, and placement at the appropriate point on the performance continuum.

**NOW, THEREFORE, BE IT RESOLVED** that the New Jersey Quality Single Accountability Continuum (QSAC), District Performance Review (DPR), be and hereby is approved for submission to the NJDOE via the Executive County Superintendent of Schools. (*Attachments: DPR 24-25 and Special Services - CSSSD\_DPR*)

**8.3.13.** 2024 - 2025 Budget Calendar for the 2025 - 2026 budget year. (*Attachment: 25-26 Budget Calendar*)

**8.3.14.** Submission of the 2025-2026 school year Preschool Projected Enrollment. (*Attachment: Prekindergarten Projected Enrollment 2025-2026*)

**8.3.15. RESOLVED**, that the Board of Education apply for Preschool Expansion Aid for the 2025-2026 school year and subsequent years upon submission of a yearly update, which will allow the District to expand its existing preschool. The Preschool Expansion Plan provides a description of how the school district will implement each component of a high-quality preschool program, as detailed in the New Jersey Administrative Code 6A:13A and in the Preschool Program Implementation Guidelines. The District's plan is for the operation of a "targeted preschool program" for "at-risk" three and four-year-olds as defined in the N.J.A.C. 6A:13A.

**BE IT FURTHER RESOLVED**, that the Board of Education authorizes the administration to execute the necessary documents.

*The board and the superintendent discussed participation in the demographic study. Mr. Michael McCasland asked Dr. Gregory Hobaugh for more details and Dr. Gregory Hobaugh replied that this is the proposal for a shared demographic study with North Hunterdon Voorhees High School.*

## 9. PUBLIC COMMENTS

This period of time provides an opportunity for the public to speak on any topic related to the High

Bridge Public Schools. It is the policy of the Board of Education (Policy #0164) that all public comments on an issue shall be limited to three (3) minutes per person and no person may make more than one (1) comment per subject. While all comments will be considered and a response will be forthcoming if and when appropriate, School Board members will not respond to the speakers during the public comment portion of the meeting. Speakers with questions are encouraged to contact the Superintendent directly before or after the meeting.

*Mr. Greg Hodges introduced himself to the board and the public as a new board member who was voted in the November election.*

**10. BOARD OF EDUCATION DISCUSSION**

**11. EXECUTIVE/CLOSED SESSION**

**The Board President calls for a motion at 7:38 p.m. *Cynthia Sharkey* and a second *Colleen Poles* unanimously approved,** in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- 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.

**12. RECONVENE PUBLIC SESSION**

**The Board President calls for a motion at 8:29 p.m. *Colleen Poles* and a second *Cynthia Sharkey* unanimously approved** to reconvene the public session.

**13. ADJOURNMENT**

**The Board President calls for a motion at 8:29 p.m. *Colleen Poles* and a second *Michael McCasland* unanimously approved** to adjourn the meeting.

Respectfully submitted,



Karolina Cywa

School Business Administrator/Board Secretary