



**HIGH BRIDGE BOARD OF EDUCATION
REGULAR SESSION MEETING MINUTES
Monday, November 18, 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 18, 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; arrived at 6:58 p.m.*

Erin Delgado - *Present*

Robert Imhoff - *Present*

Michael McCasland - *Present*

Colleen Poles - *Present*

Cynthia Sharkey - *Present*

Karyn Gove - *Present*

Additional Members Present:

Dr. Gregory Hobaugh, Superintendent - *Present*

Karolina Cywa, SBA / Board Secretary - *Present*

4. PRESENTATION & RECOGNITION ITEMS

4.1. Presentation of 2023-2024 NJSLA Test Scores - Emma Alparone and Richard Kolton

Mr. Richard Kolton presented data on the 2023-2024 NJSLA test results to the Board and the public. Grades 3rd and 4th were tested in Math and ELA. Grades 5th through 8th were tested in ELA, Math (including Algebra), and Science. High Bridge student scores were compared to the state averages. Mr. Richard Kolton noted that this is a 3rd year post Covid and all grades improved in the grade level. Dr. Gregory Hobaugh noted that the district purchased new

resources to improve progress. Mr. Richard Kolton updated the board about the steps that would be taken to increase proficiency in each grade.

4.2. Student Representative Report

4.3. Superintendent's Report

4.3.1. 2024-2025 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	5	50	-	-	-	50
K	2	30	-	-	-	30
1	3	43	-	-	-	43
2	1	25	-	-	-	25
3	2	31	-	-	-	31
4	2	33	-	-	-	33
Elementary School Total						212
5	2	27	-	-	-	27
6	2	29	-	-	-	29
7	2	37	-	-	-	37
8	2	37	1	-	-	38
Middle School Total						131
District Total	23	342	1	-	-	343

4.3.2. Attendance for October 2024 (*Attachment: October 2024 Staff Attendance*)

4.3.3. 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	07/10	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		11/06									
Dec												
Jan												
Feb												
March												
April												
May												

June												
* Investigation is in progress												

4.3.4. Superintendent Update

Dr. Gregory Hobaugh said that he would get a list of interview questions for the board. He noted that it is about 8 questions and went over the process of the interview. Ms. Erin Delgado asked for the date of the interview. Dr. Gregory Hobaugh replied that the interview could be on December 8th and next week the board would vote.

5. REVIEW OF OFFICIAL CORRESPONDENCE

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

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. Caitlin Bowring expressed her concerns about the preschool program. She said that it is a great program, but preschool students don't go to kindergarten with as much knowledge as they should.

Mr. Greg Hodges expressed his appreciation for the discussion on the state scores.

7. BOARD OF EDUCATION DISCUSSION

Dr. Gregory Hobaugh replied to public comment as far as preschool he heard the same concerns from kindergarten teachers, however; as the program is state-funded we need to accept their curriculum. He noted that there is more value added to the socialization and accommodation of the school standards.

Ms. Karyn Gove noted that there are some skills that kindergarteners don't have to learn because they have already been taught them in preschool.

8. ADOPTION OF MINUTES FROM PREVIOUS MEETING

8.1. October 7, 2024 Work Session Meeting Minutes (*Attachment: 10 7 24 Work Session Meeting Minutes Signed*)

8.2. October 15, 2024 Regular Session Meeting Minutes (*Attachment: 10 15 24 Regular Session Meeting Minutes Signed*)

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

Motion: Colleen Poles		Second: Robert Imhoff		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger	X(8.2.)		X (8.1.)	

Erin Delgado	X			
Robert Imhoff	X			
Michael McCasland	X			
Colleen Poles	X			
Cynthia Sharkey	X			
Karyn Gove	X			

Motion passes: 8.1. 6-0-1-0

8.2. 7-0-0-0

9. REPORTS TO THE BOARD

9.1. 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 noted that the board's certification has expired and the board needs to plan for recertification. Mr. Robert Imhoff informed the board that the sustainability committee would meet on Thursday and work on the presentation to the public. Mr. Michael McCasland suggested presenting the data at the municipal meeting. Mr. Robert Imhoff provided updates on the upcoming county meetings.

10. 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.)

- 10.1. Board President** calls for a motion *at 8:01 p.m. Michael McCasland* and a second *Benjamin Bolger* **unanimously approved to affirm**, reject, or modify, by voice vote, the superintendent's decision in HIB Investigation Report 2024-2025 MS01 (*Attachment: 24-25 MS01 Redacted*).

11. ACTION ITEMS

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

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

- 11.2.1. Motion to approve** Jana Brown and Freddy Ramos as chaperones for the middle school dance on November 15, 2024, at the contracted rate of \$72.53.

11.2.2. Motion to approve Jessica Katzenberger as volunteer middle school girls basketball coach for the 2024-25 school year.

11.2.3. Motion to approve the following class trips and transportation:

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

11.2.4. USE OF FACILITIES

Motion to approve the following use of 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

11.3. Educational Resources - Finance and Facilities

11.3.1. Motion to approve Krapf School Bus - NJN, Inc. for 2024 - 2025 field trips and athletic events at the cost of \$90.00 per hour from Lot to Lot with a 3-hour minimum.

11.3.2. Motion to approve 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
Katie Franks	Restorative Justice Training Tier 1	12/10/24	N/A	\$31.96	N/A	\$31.96
Megan Gulevski	Restorative Justice Training Tier 1	12/10/24	N/A	N/A	N/A	N/A
Katie Franks	HCSCA Fall Conference	12/06/24	\$25.00	N/A	N/A	\$25.00
Megan Gulevski	HCSCA Fall Conference	12/06/24	\$25.00	N/A	N/A	\$25.00

11.3.3. Motion to approve a donation of \$250.00 from Ms. Doreen Jablonski, employed at Franklin Templeton, to support the Student Activity Account under “Student Leadership” for the “Field Day”.

11.3.4. Motion to approve a donation of \$300.00 to the Student Leadership from Trident Maritime for the annual Christmas Tree Lighting.

11.3.5. Motion to approve 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*)

- 11.3.6. Motion to approve** 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)*
- 11.3.7. Motion to approve** participation 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.
- 11.3.8. Motion to approve** 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 from the Maintenance Reserve account, in accordance with 6A:23A 14.1 (h) 3, to provide funding for the controls upgrades.
- 11.3.9. Motion to approve** Eccotrol, Huntingdon Valley, Pennsylvania to furnish and install new controls at the cost of \$38,570.
- 11.3.10. Withdrawal from Capital Reserve for the Middle and Elementary Schools Unit Ventilator Replacement Project Architectural Services**
- NOW THEREFORE BE IT RESOLVED**, that the High Bridge Board of Education, in the County of Hunterdon, New Jersey, approves the following capital project and the withdrawal of \$27,200 from the Capital Reserve account, in accordance with 6A:23A 14.1 (h) 3, to be transferred to the Capital Projects Fund to provide funding for the Middle and Elementary Schools Unit Ventilator Replacement Project Architectural Services.
- 11.3.11. Motion to approve** FKA Architects, Oakland, New Jersey for professional architectural and engineering services for the Middle and Elementary Schools Unit Ventilator Replacement Project at the cost of \$27,200.
- 11.3.12. Motion to approve** the contract between High Bridge School District and independent contractor, Katie Provel of Bright Speech, LLC, Hackettstown, NJ, as a Speech/Language/Evaluation service provider for 2024 - 2025. *(Attachment: Bright Speech, LLC Contract 2024 - 2025)*
- 11.3.13. Payment of Bills**

Audit of Invoices *(Attachment: 11 18 24 Bill List)*

Approve invoices for Current Expenses in the following amounts:

Check Register	October 16, 2024 - November 18, 2024	\$ 583,629.26
Payroll	October 31, 2024	\$ 257,582.32
Payroll	November 15, 2024	\$ 259,556.01
Total		\$1,100,767.59

Approve of Bills Cafeteria account:

Maschio's	September 30, 2024	ch#1639	\$19,716.64
Advantage Security, Inc.	October 31, 2024	ch#1640	\$3,875.49
Total			\$ 19,716.64

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

Report of the Board Secretary and Treasurer's Report for October 2023

Resolved, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the months of October 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 months of October 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.

November 18, 2024

Karolina Cywa

Business Administrator

- 11.3.15. Motion to approve** Line Item Transfers for October 2024 (*Attachment: October 2024 Transfer Report - Signed*)
- 11.3.16. Motion to approve** that upon the recommendation of the Superintendent, the Board approve the submission of the Project Application to the New Jersey Department of Education for the High Bridge Elementary School Unit Ventilator Replacement Project for the High Bridge Board of Education, per application and drawings as prepared by FKA Architects. This project is an "Other Capital" Project, and the Board is not seeking State funding.
- 11.3.17. Motion to approve** that upon the recommendation of the Superintendent, the board authorizes the amendment of the current Long Range Facilities Plan to include the High Bridge Elementary School Unit Ventilator Replacement Project.
- 11.3.18. Motion to approve** that upon the recommendation of the Superintendent, the Board approve the submission of the Project Application to the New Jersey Department of Education for the High Bridge Middle School Unit Ventilator Replacement Project for the High Bridge Board of Education, per application and drawings as prepared by FKA Architects. This project is an "Other Capital" Project, and the Board is not seeking State funding.
- 11.3.19. Motion to approve** that upon the recommendation of the Superintendent, the board authorize the amendment of the current Long Range Facilities Plan to include the High Bridge Middle School Unit Ventilator Replacement Project.
- 11.3.20. 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*)

11.3.21. Motion to approve the 2024 - 2025 Budget Calendar for the 2025 - 2026 budget year. (*Attachment: 25-26 Budget Calendar*)

11.3.22. Motion to approve the submission of the 2025-2026 school year Preschool Projected Enrollment. (*Attachment: Prekindergarten Projected Enrollment 2025-2026*)

11.3.23. 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 President calls for a motion and a second to approve 11.1-11.3.23.:

Motion: <i>Robert Imhoff</i>		Second: <i>Erin Delgado</i>		
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

12. 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.

13. BOARD OF EDUCATION DISCUSSION

14. EXECUTIVE/CLOSED SESSION

Board President calls for a motion at 8:11 p.m. Cynthia Sharkey and a second Erin Delgado unanimously approved, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- 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.

15. RECONVENE PUBLIC SESSION

The Board President calls for a motion at 8:55 p.m. Cynthia Sharkry and a second Robert Imhoff unanimously approved to reconvene the public session.

16. ACTION ITEM

16.1. Motion to approve October 7, 2024 Work Session Executive Minutes (*Attachment: 10 7 24 Executive Session Minutes Signed*)

16.2. Motion to approve October 15, 2024 Regular Meeting Executive Minutes (*Attachment: 10 15 24 Executive Session Minutes Signed*)

The Board President calls for a motion and a second to approve 16.1-16.2.:

Motion: <i>Erin Delgado</i>		Second: <i>Benjamin Bolger</i>		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger	<i>X (16.2.)</i>		<i>X (16.1.)</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: 16.1. 6-0-1-0

16.2. 7-0-0-0

The Board President calls for a motion *at 8:56 p.m. Erin Delgado* and a second *Robert Imhoff* ***unanimously approved*** to amend action items to reflect extended unpaid leave.

16.3. Motion to approve Caryn Snyder an extended unpaid leave of absence until December 31, 2024.

The Board President calls for a motion and a second to approve 16.3.

Motion: <i>Michael McCasland</i>		Second: <i>Erin Delgado</i>		
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

17. ADJOURNMENT

The Board President calls for a motion *at 8:58 p.m. Erin Delgado* and a second *Cynthia Sharkey* ***unanimously approved*** to adjourn the meeting.

Respectfully submitted,

Karolina Cywa

Karolina Cywa

School Business Administrator/Board Secretary