



**HIGH BRIDGE BOARD OF EDUCATION
REGULAR SESSION MEETING MINUTES
Monday, December 16, 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, December 16, 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 6:32 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 AND RECOGNITION ITEMS

4.1. Motion to approve a resolution recognizing Erin Delgado for her service as a board member.
(Attachment: Delgado Resolution)

4.2. Motion to approve a resolution recognizing Benjamin Bolger for his service as a board member.
(Attachment: Bolger Resolution)

Dr. Gregory Hobaugh read the resolution and handed it to the leaving board members.

Ms. Erin Delgado and Mr. Benjamin Bolger expressed their gratitude for the opportunity to serve the district.

The Board President calls for a motion and a second to approve 4.1.-4.2.:

Motion: <i>Cynthia Sharkey</i>		Second: <i>Colleen Poles</i>		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger	<i>X (4.1.)</i>		<i>X (4.2.)</i>	
Erin Delgado	<i>X (4.2.)</i>		<i>X (4.1.)</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: 4.1. 6-0-1-0; 4.2. 6-0-1-0

5. **The Board President** calls for a motion and a second to approve appointing Caitlin Bowring as a Board of Education member upon swearing in and until the next elections.

Motion: <i>Robert Imhoff</i>		Second: <i>Colleen Poles</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

6. Superintendent's Report

6.1.1. 2024-2025 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	5	49	-	-	-	49
K	2	30	-	-	-	30
1	3	42	-	-	-	42
2	1	25	-	-	-	25
3	2	31	-	-	-	31
4	2	33	-	-	-	33
Elementary School Total						210

5	2	27	-	-	-	27
6	2	29	-	-	-	29
7	2	37	-	-	-	37
8	2	37	1	-	-	38
Middle School Total						131
District Total	23	340	1	-	-	341

6.1.2. Staff Attendance for November 2024 (*Attachment: November 2024 Staff Attendance*)

6.1.3. 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	07/10	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			12/06	12/10			1					1
Jan												
Feb												
March												
April												
May												
June												
* Investigation is in progress												

6.1.4. Superintendent Update

6.1.4.1. Election Results (*Attachment: Election Results 2024*)

The student representative enlightened the board about the Christmas tree lighting, field trips, boys' basketball, and the decoration of the train station. They noted that all events were very successful.

Ms. Cynthia Sharkey said she attended the Christmas lighting event and asked if enough money had been raised. The answer was that the participation was good.

Dr. Gregory Hobaugh asked students about state testing, they replied that it is stressful, although, every year is better and better. Ms. Cynthia Sharkey asked while thinking about the pandemic time. how do you feel about your time at home and returning to school? The students replied that in the beginning, it was rough but now they are catching up.

Dr. Gregory Hobaugh asked what the board could do to be successful and progress since it is the first time having students on the board, to which students replied that four students is a good number and the board made a good decision.

7. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Caitlin Bowring	11/25/2024	BOE Vacancy Letter of Interest

8. 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.

Dr. Gregory Hobough noted that students from the middle school did a great job at the Christmas tree lighting.

9. BOARD OF EDUCATION DISCUSSION**10. ADOPTION OF MINUTES FROM PREVIOUS MEETING**

10.1. November 11, 2024 Work Session Meeting Minutes (*Attachment: 11 11 24 Work Session Meeting Minutes Signed - Formal Action Taken*)

10.2. November 18, 2024 Regular Session Meeting Minutes (*Attachment: 11 18 24 Regular Session Meeting Minutes Signed*)

The Board President calls for a motion and a second to approve 10.1.-10.2.:

Motion: Robert Imhoff		Second: Colleen Poles		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger	X			
Erin Delgado	X (10.2.)		X (10.1.)	
Robert Imhoff	X			
Michael McCasland	X			
Colleen Poles	X			
Cynthia Sharkey	X			
Karyn Gove	X			

Motion passes: 10.1. 6-0-1-0; 10.2.07-0-0-0

11. REPORTS TO THE BOARD**11.1. Board President's Report**

11.1.1. Board of Education Self-Evaluation

11.1.2. Board of Education Goals

11.1.3. Student Achievement

11.1.4. Sustainability Committee Update - Karyn Gove

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

Ms. Karyn Gove informed the board that Ms. Patricia Rees is available on multiple days and could attend the first meeting of each month.

Mr. Robert Imhoff noted that the sustainability committee is working on creating a presentation that can be made available to the public. The committee would make sure that all data was taken into account. Ms. Cynthia Sharkey asked when the committee would finish their presentation. Mr. Robert Imhoff replied that there was no set date yet.

Mr. Robert Imhoff informed the board about upcoming meetings at the county level and their topics.

12. HIB REPORTS

- 12.1. 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.).

The Board President calls for a motion *at 7:25 p.m. Benjamin Bolger* and a second *Cynthia Sharkey* **unanimously approved to affirm**, reject, or modify, by voice vote, the superintendent's decision in HIB Investigation Report 2024-25 MS02 (*Attachment: 2024-25 MS02 Redacted*).

13. ACTION ITEMS

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

- 13.1.1. Motion to approve** updated 2024-25 Elementary School Student Handbook.
(*Attachment: Updated 2024-2025 Elementary School Student Handbook*)

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

- 13.2.1. Motion to approve** Julia Monge to supervise preschool students during a parent training session on December 10, 2024, at the contracted hourly rate of \$32.00 for 1.5 hours, not to exceed \$48.00.

- 13.2.2. Motion to approve** Michael Doerwang as a chaperone for the middle school boys' basketball game on December 4, 2024, at the contracted rate of \$72.53.

- 13.2.3. Motion to approve** the following staff members as chaperones for the specified winter concerts at the contracted rate of \$72.53.

Sharon Tryon - Middle School Concert - December 17, 2024

Sherry Kerr - Middle School Concert - December 17, 2024

Lynn Hughes - Elementary School Concert - January 14, 2025

Lisa Kerr - Elementary School Concert - January 14, 2025

- 13.2.4. Motion to approve** the following staff members as paraprofessional aides for the specified winter concerts at the contracted rate of \$72.53.

Maryanne Laffert - Middle School Concert - December 17, 2024

Bhavna Sharma - Elementary School Concert - January 14, 2025

- 13.2.5. Motion to approve** Maryanne Laffert and Bhavna Sharma as 1:1 paraprofessionals, in accordance with student IEPs, for the Unified Club at the contracted hourly rate of \$19.00 for up to twelve (12) hours each, not to exceed \$228.00 each.
- 13.2.6. Motion to approve** Lauren Iverson and Soma Das as substitute 1:1 paraprofessionals, in accordance with student IEPs, for the Unified Club at the contracted hourly rate of \$19.00 on an as-needed basis.
- 13.2.7. Motion to approve** the following Voorhees High School Honor Society students to assist with the Middle School Homework Clubs after school hours on a weekly basis beginning on or about December 5, 2024, through May 29, 2025.
- Siyu Lui
 - Natalie Mason
 - Mackenzie Johnson
- 13.2.8. Motion to approve** movement on the salary guide as of February 1, 2025, for Amy Miller from BA Step 4 to BA Step 4 +15, at a prorated annual salary of \$65,895.00 based on the 2024-2025 Guide in accordance with the 2024-2027 Agreement between the HBBOE and HBEA. Official transcripts have been received.
- 13.2.9. Motion to approve** Arianne Grosky as substitute advisor for the Elementary School Video Club at the hourly rate of \$19.00 on an as-needed basis.
- 13.2.10. Motion to approve** Arianne Grosky as Drama Club Assistant Director for up to twenty-five (25) hours at the contracted rate of \$19 per hour for a total not to exceed \$475.00.
- 13.2.11. Motion to approve** Jaden Kerr 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.
- 13.2.12. Motion to approve** the following class trips and transportation:

Location	Grade	Cost	Cost Incurred By
Mayo Performing Arts Center - Let's Go Science Program	5	\$21.00	Parent / Guardian
NJ Transit Train Station	HBMS Student Leadership	N/A	N/A
Commons Park	HBMS Student Leadership	N/A	N/A
Columbia Trail	Preschool	N/A	N/A
Voorhees High School	8	\$164.00 for transportation	High Bridge BOE
Mayo Performing Arts Center -Cat Kid Comic Club: The Musical	3	\$21.00	Parent / Guardian

- 13.2.13. Motion to approve** the submission of the following courses for tuition reimbursement. Funds will be approved for release at the completion of the course and once all required paperwork is received by the Board Office.

Staff	Course	College/University	Semester	Tuition
Judy LaGreca	GED 659 Life Issues that Affect Young Lives	Centenary University	Jan 13 - May 4, 2025	\$2,110.95
Kayla Turner	GED 618 Seminar in Research & Application in Special Education	Centenary University	Jan 13 - May 4, 2025	\$2,110.95
Kimberly Sandorff	GED 626 Educational Technology Integration Strategies	Centenary University	Jan 13 - Mar 9, 2025	\$2,110.95
Amy Miller	GED 659 Life Issues that Affect Young Lives	Centenary University	Jan 13 - May 4, 2024	\$2,110.95

13.2.14. Motion to approve the release of the following tuition reimbursement funds.

Staff	Course	Tuition
Judy LaGreca	GED 659 Life Issues that Affect Young Lives	\$2,110.95
Amy Miller	GED 606 - Approaches to Instruction for Special Education	\$2,110.95

Motion to approve the release of the following tuition reimbursement funds as amended below.

Staff	Course	Tuition
Judy LaGreca	GED 606 - Approaches to Instruction for Special Education	\$2,110.95
Amy Miller	GED 606 - Approaches to Instruction for Special Education	\$2,110.95

13.3. Educational Resources - Finance and Facilities

13.3.1. Motion to accept donations of gift cards in the amount to be used towards district families in need during the holiday season. (*Attachment: 2024 Holiday Gift Card Donations*)

13.3.2. Motion to accept a donation of \$100 to High Bridge Middle School Student Leadership from High Bridge Dental for the annual Christmas Tree Lighting.

13.3.3. Motion to accept a donation of \$100 to High Bridge Middle School Student Leadership from Mayor Michele Lee for the annual Christmas Tree Lighting.

13.3.4. Motion to approve the donation of the following cafeteria equipment to Maschio's Food Services for use in the Middle School.

- HBSD#Milk Cooler - 100136
- HBSD#Warmer - 100123

13.3.5. Motion to approve the disposal of an inoperable folding chair rack from the Elementary School (HBSD#100210).

13.3.6. Motion to approve the 2025 High Bridge Board of Education Meeting schedule. (*Attachment: Proposed 2025 BOE Meetings*)

13.3.7. Motion to approve Travel Expenditures for Workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Other	Total
Emma Alparone	Regional Preschool Administrators	01/09/2025	N/A	\$32.34	N/A	\$32.34

	Meeting					
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13.3.8. TUITION STUDENTS RECEIVED*(Attachment: Alexandria Township Tuition Contract Agreement)*

ID#	GRADE PreK-8	Sending District	Annual Tuition	Start Date
8178572162	Pre-K	Alexandria Township School District	\$13,563.88 (prorated) plus additional add on special education services	1/2/2025

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

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

December 13, 2024

Karolina Cywa

Business Administrator

13.3.10. Payment of Bills**Audit of Invoices** *(Attachment: revised 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, 2024	\$ 257,582.32
Payroll	November 15, 2024	\$ 259,550.45
Total		\$1,100,762.03

Audit of Invoices *(Attachment: 12 16 24 Bill List)***Approve** invoices for Current Expenses in the following amounts:

Check Register	November 19, 2024 - December 16, 2024	\$280,962.05
Payroll	November 27, 2024	\$259,438.44
Payroll	December 13, 2024	\$281,542.02
Total		\$821,942.51

13.3.11. Payment of Bills Cafeteria account**Approve** invoices for Expenses in the following amounts:

MAP International	November 19, 2024	ch#1641	\$21,343.13
Maschio's	November 26, 2024	ch#1642	\$15,809.55
Total:			\$37,152.68

13.3.12. Payment of Bills Unemployment account:**Approve** invoices for Expenses in the following amounts:

State of NJ	November 26, 2024	ch#2404	\$4,059.60
Total			\$4,059.60

13.3.13. ACCEPTANCE OF THE ANNUAL COMPREHENSIVE FINANCIAL REPORT AND AUDITOR'S MANAGEMENT REPORT (ACFR AND AMR)

Motion to approve, upon recommendation of the Superintendent, in concert with the Business Administrator/Board Secretary, the Board accepts and approves the 2023-2024 Audit, the ACFR, and the AMR for the fiscal year ended June 30, 2024 (*Attachments: (High Bridge 2024 ACFR and High Bridge 2024 AMR)*)

13.3.14. ACCEPTANCE AND APPROVAL OF THE CORRECTIVE ACTION PLAN

Motion to approve acceptance of the Corrective Action Plan for FY ended June 30, 2024 as recommended by the Superintendent, in consultation with the Business Administrator/Board Secretary, and to submit to the County Department of Education Office. (*Attachment: 2024 Corrective Action Plan and 2024 Certification of Implementation*)

13.3.15. 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:

- 13.3.15.1.** The Doctors Is In, PA, Flemington, New Jersey, is appointed for employee's occupational medical needs from December 1, 2024 to June 30, 2025 at the following rates:

- Office Visit - \$129.00
- Drug Testing - \$73.00

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

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

The Board President calls for a motion and a second to approve 13.1-13.3.16.:

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

Motion passes: 7-0-0-0

14. 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.

15. BOARD OF EDUCATION DISCUSSION

16. EXECUTIVE/CLOSED SESSION

The Board President calls for a motion at 7:28 p.m. Erin Delgado and a second **Michael McCasland** *unanimously approved*, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Minutes
- Parent HIB Appeal Decision
- 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.

17. RECONVENE PUBLIC SESSION

The Board President calls for a motion at 8:00 p.m. Cynthia Sharkey and a second **Erin Delgado** *unanimously approved* to reconvene the public session.

The board discussed the relationship between the High Bridge Board of Education and the High Bridge Township.

18. ACTION ITEM

- 18.1. Motion to approve** November 11, 2024 Work Session Executive Minutes (*Attachment: 11 11 24 Executive Session Meeting Minutes Signed - Formal Action Taken*)

18.2. Motion to approve November 18, 2024 Regular Meeting Executive Minutes (*Attachment: 11 18 24 Executive Session Meeting Minutes Signed*)

The Board President calls for a motion and a second to approve 18.1-18.2.:

Motion: <i>Robert Imhoff</i>		Second: <i>Cynthia Sharkey</i>		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger	<i>X</i>			
Erin Delgado	<i>X (18.2.)</i>		<i>X (18.1.)</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: 18.1. 6-0-1-0; 18.2. 7-0-0-0

19. ADJOURNMENT

The Board President calls for a motion *at 8:12 p.m. Erin Delgado* and a second *Robert Imhoff* *unanimously approved* to adjourn the meeting.

Respectfully submitted,

Karolina Cywa

Karolina Cywa

School Business Administrator/Board Secretary