



**HIGH BRIDGE BOARD OF EDUCATION
WORK SESSION MEETING MINUTES
Monday, December 9, 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 9, 2024

Time: 6:30 pm

No formal action will be taken.

2. PLEDGE OF ALLEGIANCE

The Board President Ms. Karyn Gove asked for a minute of silence in memory of the crossing guard.

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

Benjamin Bolger - *Present; arrived at 6:31 p.m.*

Erin Delgado - *Absent*

Robert Imhoff - *Present*

Michael McCasland - *Present; arrived at 6:38 p.m.*

Colleen Poles - *Absent*

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. Presentation on 2023 - 2024 Audit by Andrew Kucinski and Amanda Garris of Nisivoccia

Mr. Andrew Kucinski and Ms. Amanda Garris presented the 2023 - 2024 audit results.

4.2. Superintendent's Report

4.2.1. Superintendent Update

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

Dr. Gregory Hobaugh updated the board on the accident that involved a crossing guard. He noted that he is working with PTO and student leadership on a project in the guard's memory.

The Superintendent updated the board on the following:

- *The Christmas tree lighting*
- *basketball season*
- *winter concert that is scheduled for next week (Tuesday)*
- *the teacher of the year*
- *the proposed calendar for the next year and noted that the calendar is aligned with the North Hunterdon - Vorhees High School calendar*
- *the mid-year budget review that was held today.*

5. BOARD CANDIDATE INTERVIEWS

The board interviewed potential candidates for the vacant board seat. (*Attachment: Board Interview Questions*)

5.1. (*Attachment: BOE Interest Letter - Caitlin Bowring*)

Ms. Caitlin Bowring, the only candidate for the vacant board seat, introduced herself to the board and the public. The board then conducted an interview.

Due to only one candidate, deliberations were unnecessary, and the executive session was canceled.

6. REVIEW OF OFFICIAL CORRESPONDENCE

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

7. REPORTS TO THE BOARD

7.1. Board President's Report

- 7.1.1. Board of Education Self-Evaluation
- 7.1.2. Board of Education Goals
- 7.1.3. Student Achievement
- 7.1.4. Sustainability Committee Update - Karyn Gove
- 7.1.5. Hunterdon County School Boards Association Meeting Update - Robert Imhoff

Ms. Karyn Gove apologized for not sending an email to Ms. Patricia Rees.

Mr. Robert Imhoff updated the board on last week's county meeting. He also noted that the sustainability committee is working on the public presentation.

8. HIB REPORTS

None at this time.

9. ACTION ITEMS

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

- 9.1.1. Proposed 2025-2026 school year calendar. (*Attachment: Proposed 2025-26 School Year Calendar*)
- 9.1.2. Updated 2024-25 Elementary School Student Handbook. (*Attachment: 2024-2025 Elementary School Student Handbook*)

9.2. Human Resources - Personnel, Management & Community Relations

- 9.2.1. 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.
- 9.2.2. Michael Doerwang as a chaperone for the middle school boys' basketball game on December 4, 2024, at the contracted rate of \$72.53.
- 9.2.3. 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
 - Lynn Hughes - Elementary School Concert - January 14, 2025
 - Lisa Kerr - Elementary School Concert - January 14, 2025
- 9.2.4. 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
- 9.2.5. 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.
- 9.2.6. 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.
- 9.2.7. 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

9.2.8. 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	N/A	N/A

	Student Leadership		
Columbia Trail	Preschool	N/A	N/A
Voorhees High School	8	\$164.00 for transportation	High Bridge BOE

9.2.9. Motion to approve course reimbursement for:

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

9.3. Educational Resources - Finance and Facilities

- 9.3.1.** Donation of gift cards in the amount to be used towards district families in need during the holiday season. (*Attachment: 2024 Holiday Gift Card Donations*)
- 9.3.2.** Donation of \$100.00 to High Bridge Middle School Student Leadership from High Bridge Dental for the annual Christmas Tree Lighting.
- 9.3.3.** Donation of \$100 to High Bridge Middle School Student Leadership from Mayor Michele Lee for the annual Christmas Tree Lighting.
- 9.3.4.** Donation of the following cafeteria equipment to Maschio's Food Services to be used in the Middle School.
- HBSD#Milk Cooler - 100136
 - HBSD#Warmer - 100123
- 9.3.5.** Disposal of an inoperable folding chair rack from the Elementary School (HBSD#100210).
- 9.3.6.** 2025 High Bridge Board of Education Meeting schedule. (*Attachment: Proposed 2025 BOE Meetings*)
- 9.3.7. 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

9.3.8. Financial Reports

9.3.9. Payment of Bills

9.3.10. Line Item Transfers

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

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)*)

9.3.12. ACCEPTANCE AND APPROVAL OF THE CORRECTIVE ACTION PLAN
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*)

9.3.13. APPROVAL OF PROFESSIONAL SERVICES

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:

9.3.13.1. 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

10. 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. Gregory Hodges suggested keeping the board meeting schedule the same way as it used to be.

11. BOARD OF EDUCATION DISCUSSION

12. EXECUTIVE/CLOSED SESSION

The Board President calls for a motion at 8:03 p.m. Cynthia Sharkey and a second **Benjamin Bolger** *unanimously approved*, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Parent HIB Appeal (*Attachments: 24-25 ES 01 Redacted and 24-25 ES 02 Redacted*)
- Personnel
- Executive 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.

13. RECONVENE PUBLIC SESSION

The Board President calls for a motion *at 9:21 p.m. Benjamin Bolger* and a second *Michael McCasland unanimously approved* to reconvene the public session.

14. ADJOURNMENT

The Board President calls for a motion *at 9:24 p.m. Robert Imhoff* and a second *Cynthia Sharkey unanimously approved* to adjourn the meeting.

Respectfully submitted,

A handwritten signature in cursive script that reads "Karolina Cywa".

Karolina Cywa

School Business Administrator/Board Secretary