



**HIGH BRIDGE BOARD OF EDUCATION
WORK SESSION MEETING MINUTES
Monday, February 10, 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.*

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 physically in attendance, as per Policy 0168. Please notify the board if you intend to record this meeting.

Date: Monday, February 10, 2025

Time: 6:30 pm

No formal action will be taken.

2. PLEDGE OF ALLEGIANCE

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

Caitlin Bowring - *Absent*

Gregory Hodges - *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. Superintendent's Report

4.1.1. Superintendent Update

4.1.1.1. District Goal Update

Dr. Gregory Hobaugh provided an update on the QSAC (Quality Single Accountability Continuum) visit that took place on Wednesday, February 5, 2025. He expressed his gratitude to all the administrators and administrative assistants for their efforts. He also noted that the visit went nice and smooth.

Dr. Gregory Hobaugh also shared an update from the county superintendent meeting, where they discussed moving the April elections to November. He mentioned that a 2% increase is not sustainable. Additionally, he highlighted the "Coffee with the Superintendent" event held on February 23rd, and due to low turnout, there may be another meeting later in March. He thanked the PTO for hosting it.

*Dr. Gregory Hobaugh gave an update on the installation of a heavy-duty door in the middle school, as well as the possibility of installing a generator. He also mentioned that students are working hard on *SpongeBob the Musical*, which will take place at the end of March.*

Dr. Gregory Hobaugh noted that next week, the Teacher of the Year, and the Unsung Hero will be announced. He thanked the town for repairing the stairs and provided an update on the ramp that still needs to be fixed.

5. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Richard Kolton	1/29/2025	Intent to Retire

(Attachment: Kolton - Letter of Intent to Retire)

Dr. Gregory Hobaugh mentioned that an advertisement for the principal position will be posted once the board approves Mr. Kolton's retirement.

6. REPORTS TO THE BOARD

6.1. Board President's Report

6.1.1. Board of Education Goals

6.1.2. Student Achievement

6.1.3. Sustainability Committee Update - Karyn Gove

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

Ms. Karyn Gove informed the board that she was unable to attend the last meeting due to personal reasons. She also noted that Ms. Patty Rees will be coming to conduct their first training on March 10th. Mr. Robert Imhoff noted that the next county meeting will be held on March 5th, which will honor unsung heroes. He spent some time with Dr. Nicholas Diaz, discussing NJSBA finances and training opportunities. The meeting covered several topics, including the increase in special education funding to 100%, limiting funding cuts to no more than 2%, and advocating for better alignment between the state budget and school districts. Mr. Robert Imhoff also mentioned that state officials are pushing for school districts to consolidate, aiming for schools with around 2,000 students. This could become a mandate if districts can demonstrate cost savings. Mr. Robert Imhoff informed the board that he shared a copy of the public document with them that outlined the work of the sustainability committee over the past few months.

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 Report 2024-25 ES03 (*Attachment: 24-25 ES03 Redacted*).

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7.2. HIB Report 2024-25 ES04 (*Attachment: 24-25 ES04 Redacted*).

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7.3. HIB Report 2024-25 MS03 (*Attachment: 24-25 MS03 Redacted*).

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7.4. HIB Report 2024-25 MS04 (*Attachment: 24-25 MS04 Redacted*).

Greg summed up HIB cases. Rob asked if those could be talked about in an executive session.

Cindy asked if the Hib still could be appealing even if it is a staff member. Greg replied yes, all cases can be appealed.

8. ACTION ITEMS

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

8.1.1. Policy and regulation updates: (*Attachment: Alert 234 Summary, Alert 234 Policy - Recommendations Highlighted, Alert 234 Regulations - Recommendations Highlighted*)

8.1.1.1. A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials - 2023 Revisions

8.1.1.1.1. P 5512 Harassment, Intimidation, or Bullying (M) (Revised)

8.1.1.1.2. P 5533 Student Smoking (M) (Revised)

8.1.1.1.3. R 5533 Student Smoking (Revised)

8.1.1.1.4. P 7441 Electronic Surveillance In School Buildings and On School Grounds (M) (Revised)

8.1.1.1.5. R 7441 Electronic Surveillance In School Buildings and On School Grounds (M) (Revised)

8.1.1.1.6. P 9320 Cooperation with Law Enforcement Agencies (M) (Revised)

8.1.1.1.7. R 9320 Cooperation with Law Enforcement Agencies (M) (Revised)

8.1.1.2. General Policy and Regulation Updates

8.1.1.2.1. P 5111 Eligibility of Resident / Nonresident Students (M) (Revised)

8.1.1.2.2. P 5516 Use of Electronic Communications Devices (Revised)

8.1.1.2.3. R 5516 Use of Electronic Communications Devices (Revised)

8.1.1.2.4. P 5701 Academic Integrity (Revised)

8.1.1.2.5. P 5710 Student Grievance (Revised)

8.1.1.2.6. P 8500 Food Services (M) (Revised)

8.1.1.2.7. P 9163 Spectator Code of Conduct for Interscholastic Events (M) (New)

Dr. Gregory Hobaugh provided the board with important updates on policy changes, with the most discussion focused on the cell phone policy. After deliberation, the board decided to adopt the superintendent's recommendations.

8.1.2. Class trips and transportation:

Location	Grade	Cost	Cost Incurred By
Voorhees High School	6-8 Band	\$205.00 for transportation	High Bridge BOE
Commons Park & Columbia Trail, High Bridge	5-8 Environmental Club	N/A	N/A
Tisco Grounds at Union	5-8	N/A	N/A

Forge Park	Environmental Club		
RVCC Planetarium - Live Seasonal Sky Show	6	\$22.00	Parent / Guardian
RVCC Planetarium - Anne Frank Exhibit	8	\$266.50 for transportation	High Bridge BOE
Echo Hill Park	2	\$26.40	Parent / Guardian

8.2. Human Resources - Personnel, Management & Community Relations

8.2.1. Retirement of Middle School Principal Richard Kolton, effective July 1, 2025.

8.2.2. Medical leave for Gail Giordano, effective January 14, 2025, utilizing sick, personal, and unpaid time.

8.2.3. Centenary University student Josephine Tracey to complete her clinical internship (student teaching) beginning on or about January 13, 2025, and ending on or about February 28, 2025, with preschool teacher Julia Monge and beginning on or about March 3, 2025, and ending on or about May 2, 2025, with special education teacher Marisa Monaco.

8.2.4. Submission of the following courses for tuition reimbursement. Funds will be approved for release after the course is completed and once the Board Office receives all required paperwork.

Staff	Course	College/University	Semester	Tuition
Kayla Turner	GED 699 - Special Topics in Special Education	Centenary University	May 5, 2025 - June 29, 2025	\$2,110.95

8.2.5. Lisa Ribaudo for hours above her contracted time necessary to attend scheduled in-service days on January 17, 2025, and February 26, 2025, at the contracted rate of \$32.00.

8.2.6. Maryanne Laffert as a 1:1 paraprofessional, in accordance with student IEPs, for the Drama Club at the contracted hourly rate of \$19.00 for up to thirty (30) hours, not to exceed \$570.00.

8.2.7. Bhavna Sharma as substitute 1:1 paraprofessional, in accordance with student IEPs, for the Drama Club at the contracted hourly rate of \$19.00 on an as-needed basis.

8.2.8. Staff members as chaperones for the Drama Club Tech Week rehearsals March 15 and March 17-March 19, 2025, and/or Drama Club performances March 20 - March 22, 2025, at the contracted rate of \$72.53 each per event.

- Jana Brown
- Coleen Conroy
- Sharon Tryon

8.2.9. Intermittent unpaid leave for Judy LaGreca under the New Jersey Family Leave Act, effective February 1, 2025.

8.2.10. Megan Gulevski as Teacher in Charge at the contracted rate of \$115.00 per day, on an as-needed basis.

8.2.11. **RESOLVED**, upon the recommendation of the Superintendent, that the employment and adjustment salary increment of Staff Member 10366 shall be and hereby is withheld for the 2025-2026 school year. The increment shall not be restored in the future without

formal approval by the Board. The Superintendent is directed immediately to provide written notice of this action by the Board and the reason, therefore, to the above-referenced staff member.

8.3. Educational Resources - Finance and Facilities

8.3.1. Registration Fees and Travel Expenditures for Workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Other	Total
Amy Miller	Wilson Training (Online)	2/15/25	\$3,100.00	N/A	N/A	\$3,100.00
Anna Dieterly	Using the WJ-V Tests of Achievement to Evaluate Academic Achievement & Learning Problems	3/28/2025	\$175.00	N/A	N/A	\$175.00
Melissa Betz	IXL Live Workshop, Montclair, NJ	4/02/2025	\$179.00	\$17.50	\$18.00 (Parking)	\$214.50
Danielle Weber	IXL Live Workshop, Montclair, NJ	4/02/2025	\$179.00	\$17.50	\$18.00 (Parking)	\$214.50
Danielle Weber	Centenary University Literacy Conference, Centenary University	3/28/2025	\$99.00	\$3.76	N/A	\$102.76
Danielle Weber	Foundations of Teaching the Holocaust Virtual Webinar	3/25/2025	N/A	N/A	N/A	N/A
Amy Miller	Centenary University Literacy Conference, Centenary University	3/28/2025	\$99.00	\$9.40	N/A	\$108.40

8.3.2. Payment of Bills

8.3.3. Financial Reports

8.3.4. Line Item Transfers

8.3.5. Jersey Mail Systems, LLC. Lease Agreement

RESOLVED that the High Bridge Board of Education approve the 63-month lease of two new postage meter machines (PostBase® insight i2 Semi-Auto) from Jersey Mail Systems LLC, 205 Route 9, Freehold, NJ, for the Elementary and Middle School locations with a monthly payment of \$182.16 and is through State of NJ Contract #19-GNSV2-00680. This lease is effective January 2025. (Note: savings: 50% reduction in supply costs, and no transaction or late fees).

8.3.6. A revised contract between Mountain Lakes Board of Education and High Bridge Board of Education for Itinerant Services paid from IDEA grant. (*Attachment: K.B. Mountain Lakes Board of Education Mainstream Support Program Agreement*)

8.3.7. Extended School Year (ESY) to begin July 1, 2025 through July 31, 2025 (Monday - Thursday).

8.3.8. Special Education Medicaid Initiative (SEMI) Program Waiver

Motion to approve the following resolution waiving participation in the Special Education Medicaid Initiative (SEMI) Program.

WHEREAS, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2025 - 2026 school year and

WHEREAS, the High Bridge Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid-eligible classified students.

NOW THEREFORE BE IT RESOLVED that the High Bridge Board of Education hereby

authorizes the Superintendent of Schools to submit to the Executive County Superintendent of Schools in the County of Hunterdon, an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2025 - 2026 school year.

8.3.9. Use of Facilities

Organization	Dates	Day / Times	Location
High Bridge PTO - Kids	March 7, 2025	Friday/5:30-9 pm	Gym/Cafe - MS
Night Out & Bingo	Feb 7, 2025	Friday/5:30-9 pm	Gym/Cafe - MS
8th Grade Planning Committee - Plan events	Feb. 25, 2025	Tues/6:30-8:30 pm	Room 202 - MS
HB PTO - Family Bookfair Night	Feb. 27, 2025	Thurs/5-8:30 pm	Library - ES
HB PTO - Kids Night Out (cancelled 2/21/25)	April 4, 2025	Friday/5-9:00 pm	Gym/Cafe - MS

9. 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.

Mr. Viriyah Hodges sought clarification on the security policy and warrants.

Ms. Jennifer Rubino requested further clarification on the cell phone policy. She asked for exceptions, particularly for students with disabilities, to ensure they have access to their phones.

10. BOARD OF EDUCATION DISCUSSION

Dr. Gregory Hobaugh clarified that the security policy is a lawful order by a judge, they have the right to enforce it. There is no consent unless a warrant is issued. He added that anyone who arrives must present the appropriate documents, which will then be sent to the board attorney for review before any action is taken.

Regarding cell phone policy, Dr. Gregory Hobaugh stated that exceptions will be made based on individual circumstances.

11. EXECUTIVE/CLOSED SESSION

The Board President calls for a motion *at 9:06 p.m. Cynthia Sharkey* and a second *Michael McCasland 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 9:38 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 9:38 p.m. Robert Imhoff* and a second *Michael McCasland unanimously approved* to adjourn the meeting.

Respectfully submitted

Karolina Cywa

Karolina Cywa

School Business Administrator/Board Secretary