



**HIGH BRIDGE BOARD OF EDUCATION
WORK SESSION MEETING MINUTES
Monday, May 5, 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 who are physically in attendance, as per Policy 0168. Please notify the board if you intend to record this meeting.

Date: Monday, May 5, 2025

Time: 6:30 pm

Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

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

Caitlin Bowring - *Present*

Gregory Hodges - *Present*

Robert Imhoff - *Absent*

Michael McCasland - *Present; arrived at 6:31 p.m.*

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 ITEMS

4.1. NJSBA Training Session - Roles and Responsibilities, NJSBA Representative Patti Rees

Ms. Patricia Rees conducted a training session focused on board member roles and responsibilities as part of the board certification process.

4.2. Superintendent's Report

4.2.1. Superintendent Update

Dr. Gregory Hobaugh submitted his evaluation to the board and provided an update on state testing in science, ELA, and math, which occurred last week and continues into this week. Ms. Caitlin Bowring inquired about potential program recommendations for students, while Ms. Cynthia Sharkey asked whether students are required to take the test if absent. It was clarified that participation cannot be enforced in such cases. Dr. Hobaugh expressed his appreciation to everyone who contributed to Mr. Bork's memorial ceremony. He also noted that the district is currently in the process of hiring both a guidance counselor and a supervisor of buildings and grounds. Additionally, Dr. Hobaugh thanked the town for its cooperation with the school in addressing the recent water issue. He concluded with updates on upcoming events, including the Elementary School spring concert scheduled for next Wednesday and the 8th-grade trip to Washington, D.C. Graduation will take place on June 11, and all board members are invited to attend.

5. PUBLIC HEARING AND 2025 - 2026 BUDGET PRESENTATION

The Board President calls for a motion *at 7:07 p.m. Cynthia Sharkey* and a second **Colleen Poles** *unanimously approved* to hold a public hearing for the Superintendent and School Business Administrator to present the 2025 - 2026 proposed budget and answer questions from the public.

5.1. Gregory Hobaugh and Karolina Cywa, 2025 -2026 Budget Presentation.

Ms. Karolina Cywa, the Business Administrator, and Dr. Gregory Hobaugh, the Superintendent, reviewed the budget presentation with the Board and the Public.

Mr. Gregory Hodges inquired about the district's preparedness for unexpected costs. Dr. Gregory Hobaugh responded that everything is in place unless an unforeseen situation arises. Ms. Colleen Poles asked about the plan for the 3rd grade. Dr. Gregory Hobaugh explained that a final decision will be made once all required approvals are in place.

6. PUBLIC COMMENTS RELATING TO BUDGET PRESENTATION:

This period provides an opportunity for the public to speak only on the budget presentation. 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. Comments should be addressed to the Board.

A member of the public inquired about plans for the 2nd grade. Dr. Gregory Hobaugh responded that the topic will be discussed at next week's meeting.

7. ACTION ITEM - FINAL BUDGET APPROVAL

BE IT RESOLVED that the Board of Education hereby approves the following resolution approving the 2025 - 2026 Final Budget:

General Operating Expense	\$8,938,539
Special Revenue	\$1,781,441
Repayment of Debt	<u>\$546,000</u>
Total Expenditures:	\$11,265,980

BE IT FURTHER RESOLVED that the following final budget includes:

Budgeted Fund Balance Fund	\$610,610
Local Tax Levy-General Fund	\$7,296,930
New Jersey State Aid Fund	\$682,899
Extraordinary Aid	\$150,000
Miscellaneous Revenues	\$48,100
Special Revenue Grants	\$1,781,441
Debt Service Aid –Type II	\$80,385
Maintenance Reserve	\$150,000
Local Tax Levy-Debt Service	<u>\$465,615</u>
Total Revenues:	\$11,265,980

BE IT FURTHER RESOLVED, that the High Bridge Board of Education acknowledges that the 2025 - 2026 budget, as described above, results in a General Fund Tax Levy in the amount of \$7,296,930 and a Debt Service Tax Levy in the amount of \$465,615 payable as follows:

August	2025	\$1,940,636.25
November	2025	\$1,940,636.25
February	2026	\$1,940,636.25
May	2026	<u>\$1,940,636.25</u>
Total	2025 - 2026	\$7,762,545.00

BE IT FURTHER RESOLVED, that the budget was advertised in the Star-Ledger in accordance with the form suggested by the State Department of Education and according to law; and

NOW, THEREFORE, BE IT RESOLVED, the High Bridge Board of Education submits a true copy of the minutes of this board meeting with the budget application to the Executive County Superintendent

of Schools, at which the need for the unused spending authority to be included in the base budget was formally introduced and discussed in public.

WHEREAS, the High Bridge Board of Education recognizes that school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member, where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$1,500 for all staff and board members.

BE IT FURTHER RESOLVED, the Board of Education accepts and approves the Preschool Expansion Aid Application for the 2025 - 2026 school year in the amount of \$1,058,655 plus the \$453,500 carryover from the school year 2023 - 2024, included in Fund 20 in the 2025 - 2026 budget.

The Board President calls for a motion and a second to approve the above resolution approving the 2025 - 2026 Final Budget.

Motion: <i>Michael McCasland</i>		Second: <i>Cynthia Sharkey</i>		
Name:	Yes	No	Abstain	Absent
Caitlin Bowring	X			
Gregory Hodges	X			
Robert Imhoff				X
Michael McCasland	X			
Colleen Poles	X			
Cynthia Sharkey	X			
Karyn Gove	X			

Motion passes 6-0-0-1

8. **Board President** calls for a motion *at 7:45 p.m. Gregory Hodges* and a second *Caitlin Bowring unanimously approved* to close the public hearing for the Superintendent and School Business Administrator to present the 2025 - 2026 proposed budget and answer questions from the public.

9. **REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Kelly Matos	4/28/2025	High Bridge School District Letter (Attachment: Matos Correspondence 4 28 25)
Katy Lido, PTO Secretary	4/28/2025	Robert Bork Memorial Scholarship (Attachment: HB PTO Robert Bork Memorial Scholarship 4 28 25)

10. **REPORTS TO THE BOARD**

10.1. Board President's Report

- 10.1.1. Student Achievement
- 10.1.2. Sustainability Committee Update - Karyn Gove
- 10.1.3. Hunterdon County School Boards Association Meeting Update - Karyn Gove
- 10.1.4. NJ School Boards Association, Board of Directors - Robert Imhoff

Ms. Karyn Gove shared that the Sustainability Committee will be discussed at next week's meeting. She also provided an update on the upcoming meeting and the appointment of an alternate representative. Mr. Gregory Hodges stated that he has thoroughly reviewed all the resolutions scheduled for a vote at the upcoming Delegate Assembly meeting.

11. **HIB REPORTS**

None to report

12. **ACTION ITEMS**

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

12.1.1. Class trips and transportation:

Grade	Location	Cost/Student	Incurred By
1	Union Forge Park, High Bridge	N/A	N/A

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

- 12.2.1. Reappoint tenured certificated staff members for the 2025 - 2026 school year.
(Attachment: 2025 - 2026 All Staff Reappointments)
- 12.2.2. Reappoint non-tenured certificated staff members for the 2025 - 2026 school year.
(Attachment: 2025 - 2026 All Staff Reappointments)
- 12.2.3. Reappoint certificated staff member(s) earning tenure during the 2025 - 2026 school year.
(Attachment: 2025 - 2026 All Staff Reappointments)
- 12.2.4. Reappoint support staff non-association members for the 2025 - 2026 school year.
(Attachment: 2025 - 2026 All Staff Reappointments)

- 12.2.5.** Reappoint cafeteria aides for the 2025 - 2026 school year. (*Attachment: 2025 - 2026 All Staff Reappointments*)
- 12.2.6.** Reappoint administrative staff members for the 2025 - 2026 school year. (*Attachment: 2025 - 2026 All Staff Reappointments*)
- 12.2.7.** Reappoint custodial staff for the 2025 - 2026 school year. (*Attachment: 2025 - 2026 All Staff Reappointments*)
- 12.2.8.** Reappoint Treasurer of School Monies for the 2025 - 2026 school year. (*Attachment: 2025 - 2026 All Staff Reappointments*)
- 12.2.9.** Following staff members as chaperones for the elementary & middle school spring concert on May 15, 2025, at the contracted rate of \$72.53.
- Amy Miller
 - Sharon Tryon
 - Lynn Hughes
- 12.2.10.** Following staff members as paraprofessionals for the elementary & middle school spring concert on May 15, 2025, in accordance with students' IEP, to be compensated at the contracted rate of \$19.00 per hour, not to exceed three (3) hours for a total of \$57.00.
- TBD - Elementary School
 - Maryanne Laffert - Middle School
- 12.2.11.** Bhavna Sharma, as a paraprofessional for the Spring session of the Elementary School Video Club in accordance with students' IEP, to be compensated at the contracted rate of \$19.00 per hour, not to exceed fourteen (14) hours for a total of \$266.00.
- 12.2.12.** Maryanne Laffert as substitute paraprofessional for the Spring session of the Elementary School Video Club in accordance with students' IEP, to be compensated at the contracted rate of \$19.00 per hour, on an as-needed basis.
- 12.2.13.** Retirement of High Bridge Middle School Special Education Teacher, Sharon Tryon, effective July 1, 2025. (*Attachment: Tryon Retirement*)
- 12.2.14.** Resignation of High Bridge Elementary School Special Education Teacher, Lisa Ribaudo, effective July 1, 2025. (*Attachment: Ribaudo Resignation*)
- 12.2.15.** Medical leave for Staff Member 619 effective April 10, 2025, utilizing sick and personal days with estimated return date July 8, 2025.
- 12.2.16.** Creation of a \$50 annual scholarship in memory of Robert Bork, sponsored by the High Bridge PTO.
- 12.2.17.** Release of the following tuition reimbursement funds.

Staff	Course	Tuition
Judy LaGreca	GED 659 Life Issues that Affect Young Lives	\$2,110.95
Kayla Turner	GED 618 Seminar in Research & Application in Special Education	\$2,110.95
Amy Miller	GED 659 Life Issues that Affect Young Lives	\$2,110.95

- 12.2.18.** Movement on the salary guide as of September 1, 2025, for Judy Lagreca from BA+15 to BA+30, pending receipt of official transcripts, at an annual salary of \$90,425.00 based on the 2025-2026 Guide in accordance with the 2024-2027 Agreement between the HBBOE and HBEA.
- 12.2.19.** University of Phoenix student, Alexis Morrison, to complete 100 hours of observation as required for her Early Childhood Education program. These hours will be accrued during her work day and will be overseen by Preschool Director, Emma Alparone, in conjunction with the preschool teachers.
- 12.2.20.** Kayla Turner compensation for science testing strategies at the contracted hourly rate of \$32.00, not to exceed fifty (50) hours for a total cost of \$1,600.00.

12.3. Educational Resources - Finance and Facilities

12.3.1. Registration fees and travel expenditures for workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Other	Total
Melissa Betz	Brick by Brick: A Leader's Guide to Building SEL in Schools	5/7/25	N/A	N/A	N/A	N/A
Katherine Franks	Brick by Brick: A Leader's Guide to Building SEL in Schools	5/7/25	N/A	N/A	N/A	N/A
Karyn Gove	NJSBA's Leadership Summit for Board Presidents	6/23/25	\$119.00	\$19.65	N/A	\$138.65
Alyssa Oliver	National Institute for Early Education Research Pre-K Observation Training (Virtual)	4/30/25 - 5/2/25	\$1,500.00 (Funded by PEA Grant)	N/A	N/A	\$1,500.00
	Reliability Training: Becoming a Reliable ECERS-3 Observer (In-Person)	5/5/25 - 5/9/25				

12.3.2. Facilities requests:

Organization	Dates	Day / Times	Location
High Bridge SoapBox Derby, Weigh-Ins, Derby Cars	June 6, 2025	Friday, 4:30-8:30 pm	ES – Parking Lot

- 12.3.3.** Authorize the filing of FCC Form 471, Schools and Libraries Universal Service Program Services Ordered and Certification Form for the services and/or products for the fiscal year 07/01/2025 - 06/30/2026 and accept the award of \$ 10,680.91 directly applied to the Service Provider. (*Attachment: E-Rate Requests, FY 2025*)

12.3.4. Payment of Bills

12.3.5. Line Item Transfers

12.3.6. Financial Reports

12.3.7. HIGH BRIDGE BOARD OF EDUCATION: HIGH BRIDGE MIDDLE SCHOOL STAIR REPLACEMENT PROJECT

12.3.7.1. 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 Stair 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.

12.3.7.2. 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 Stair Replacement Project.

12.3.8. WITHDRAWAL FROM MAINTENANCE RESERVE FOR THE ELEMENTARY AND MIDDLE SCHOOLS LEAD REDUCTION PROJECT

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 \$30,000 from the Maintenance Reserve account, in accordance with 6A:23A 14.1 (h) 3, to provide partial funding for the Lead Reduction Project.

12.3.8.1. Motion to approve Magic Touch Construction CO., Inc., Keyport, New Jersey, to help remediate lead issues in the drinking water throughout both buildings at a cost of \$30,125.46 - Elementary School and \$26,494.95 - Middle School. (*Attachment: Proposal: 9820 & 9821*) - ESCNJ T&M 24/25-16

12.3.9. WITHDRAWAL FROM CAPITAL RESERVE FOR THE MIDDLE AND ELEMENTARY SCHOOLS UNIT VENTILATOR REPLACEMENT PROJECT

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 \$517,000 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.

12.3.10. WITHDRAWAL FROM CAPITAL RESERVE FOR THE MIDDLE SCHOOL EXTERIOR STAIR 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 \$19,500 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 School Exterior Stair Replacement Project Architectural Services.

12.3.10.1. Motion to approve FKA Architects, Oakland, New Jersey, for professional architectural and engineering services for the Middle School Exterior Stair Replacement Project at a cost of \$19,500. (*Attachment: FKA Proposal*)

Dr. Gregory Hobough reviewed all the items scheduled for a vote next week. Mr. Michael McCasland inquired about the scholarship criteria, and Gregory responded that everything will be finalized accordingly.

13. NEW BUSINESS

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

Board President calls for a motion at 8:12 p.m. Cynthia Sarkey and a second **Caitlin Bowring** *unanimously approved*, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- Superintendent Evaluation
- 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 8:33 p.m. Cynthia Sharkey and a second **Caitlin Bowring** *unanimously approved* to reconvene the public session.

18. ADJOURNMENT

Board President calls for a motion at 8:34 p.m. Colleen Poles and a second **Gregory Hodges** *unanimously approved* to adjourn the meeting.

Respectfully submitted

Karolina Cywa

Karolina Cywa

School Business Administrator/Board Secretary