



**HIGH BRIDGE BOARD OF EDUCATION
WORK SESSION MEETING MINUTES
Monday, June 9, 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 6:31 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, June 9, 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 - *Present*

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. NJSBA Training Session - Data Decision Making, NJSBA Representative Patti Rees

Ms. Patricia Rees delivered a presentation as part of the board certification process. During the session, board members asked questions and received responses directly from Ms. Rees.

4.2. Superintendent's Report

4.2.1. Superintendent Update

Dr. Gregory Hobaugh provided an update on the summer projects, including HVAC upgrades and stair renovations. He reported that schedules and staffing plans have been finalized. Additionally, he informed the board that students will attend presentations on the new cell phone policy next week. Dr. Hobaugh also reminded the board of the upcoming graduation ceremony on Wednesday, to which all members are invited.

5. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
-------------	-------------	----------------

None at this time.

Ms. Karyn Gove noted that, under the Sunshine Law, not all public correspondence is required to be posted on the district's website.

6. REPORTS TO THE BOARD

6.1. Board President's Report

6.1.1. Student Achievement

6.1.2. Sustainability Committee Update - Karyn Gove

6.1.3. Hunterdon County School Boards Association Meeting Update - Karyn Gove

6.1.4. NJ School Boards Association, Board of Directors - Robert Imhoff

Ms. Karyn Gove also thanked Mr. Robert Imhoff for the public presentation delivered on June 5th. Mr. Robert Imhoff provided an update on upcoming county-level meetings.

Mr. Michael McCasland led a discussion on student achievement, referencing a handout titled "Roles of the Board." He suggested the board consider further discussion on the topic. Ms. Karyn Gove responded that this could serve as a strong example when developing next year's superintendent or board goals. The board discussed potential directions for goal setting. Mr. Michael McCasland requested attendance data to support further conversations. Dr. Greg Hobaugh voiced his support for linking goals to measurable outcomes, emphasizing the importance of prioritizing initiatives that align with the district's objectives. Mr. Robert Imhoff cautioned that if a student achievement goal is adopted, the board must ensure data is available to evaluate the superintendent's performance effectively.

7. HIB REPORTS

None to report

8. ACTION ITEMS

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

8.1.1. Create the position of Buildings and Grounds Supervisor as described in the attached job description. (*Attachment: Buildings and Grounds Supervisor Job Description*)

8.1.2. Class trips and transportation:

Location	Grade	Cost	Cost Incurred By
Gronsky's Milk House	8	N/A	N/A

8.2. Human Resources - Personnel, Management & Community Relations.

- 8.2.1.** Updated staffing for the 2025-2026 Extended School Year. (*Attachment: ESY Staffing 2025-26*)
- 8.2.2.** Amend the Unified Club Advisor compensation to the following:
- Jana Brown - 16 hours at the contracted hourly rate of \$32 for a total of \$512.00
 - Heidi Johnson - 20 hours at the contracted hourly rate of \$32 for a total of \$640.00
- 8.2.3.** Movement on the salary guide as of September 1, 2025, for Janis Clark from BA+15 to MA, Step 4, pending receipt of official transcripts, at an annual salary of \$70,305.00 based on the 2025-2026 Guide in accordance with the 2024-2027 Agreement between the HBBOE and HBEA.
- 8.2.4.** Movement on the salary guide as of September 1, 2025, for Kimberly Sandorff from BA+15 to MA+15, Step 16, pending receipt of official transcripts, at an annual salary of \$93,275.00 based on the 2025-2026 Guide in accordance with the 2024-2027 Agreement between the HBBOE and HBEA.
- 8.2.5.** Lisa Kerr and Sherry Kerr to conduct a Kindergarten Playdate, Meet and Greet at the contracted rate of \$32.00 per hour, not to exceed 1.5 hours each, for a total of \$48.00 per person.
- 8.2.6.** Lisa Kerr and Sherry Kerr to conduct Kindergarten Assessments at the contracted rate of \$32.00 per hour, not to exceed twelve (12) hours each for a total of \$384.00 per person.
- 8.2.7.** Following staff members for the Preschool Meet and Greet to be funded through the PEA Grant.

Staff Name	Contracted Rate	Time (Hours)	Total
Alyssa Oliver	\$32.00	.75	\$24.00
Daniela Balena	\$32.00	.75	\$24.00
Julia Monge	\$32.00	.75	\$24.00
Jacky Remaly	\$32.00	.75	\$24.00
Shannon Parfitt	\$32.00	.75	\$24.00

- 8.2.8.** Following substitute custodians for the 2025-2026 school year at the hourly rate of \$18.00 per hour.
- Philip Apsley
- 8.2.9.** Carl Katzenberger for the stipend position of Lead Building Custodian for the 2025-2026 school year, at a rate of \$250.00 per month, effective July 1, 2025.

- 8.2.10.** Michael Doerwang for the stipend position of Maintenance Support at \$80 per day, not to exceed 180 days, effective August 25, 2025.
- 8.2.11.** Superintendent to appoint staff during the months of July and August, 2025, subject to ratification by the Board of Education at its regular meeting in August, 2025.
- 8.2.12.** Employment of Alisa White as a full-time Middle School Guidance Counselor for the High Bridge School District at a level of MA Step 1 at an annual salary of \$68,795.00 for the 2025-2026 school year based on the 2024-2027 negotiated agreement, effective August 25, 2025.
- 8.2.13.** Courtney Bursztyn for up to thirty-two (32) hours over the summer for district technology updating to the Clever program at the contracted rate of \$32.00 per hour, not to exceed a total of \$1,024.00.
- 8.2.14.** Danielle Weber and Melissa Betz for 45.50 hours each at the contracted hourly rate of \$32.00, not to exceed \$1,456.00 each, for maintenance of the current SEL Program and Morning Meeting Program to be completed and paid out of the Title IV-A funds.
- 8.2.15.** Summer Ultimate Sports Camps offered to students entering grades 5-7, with session one running Monday, July 7 through Thursday, July 10, 2025, and session two running Monday, July 14 through Thursday, July 17, 2025. Camps will be funded by parents/guardians at \$80.00 per camper per session and will be capped at a maximum of 32 campers. (*Attachment: Ultimate Sports Camp Proposal 2025*)
- 8.2.16.** Melissa Betz and Amy Miller as advisors for the Summer Ultimate Sports Camps at the contracted hourly rate of \$32.00 for a total of thirty-two (32) hours each, not to exceed \$1,024.00 per advisor.
- 8.2.17.** “Bridge to HBMS” Transition Summer Camp offered on Wednesday, July 2, 2025, to students entering grade 5. Camp will be funded by parents/guardians at \$25.00 per camper with a minimum of 10 campers. (*Attachment: “Bridge to HBMS” For all incoming 5th graders!*)
- 8.2.18.** Melissa Betz and Danielle Weber as advisors for the “Bridge to HBMS” Transition Camp at the contracted hourly rate of \$32.00 for a total of six (6) hours each, not to exceed \$192.00 per advisor.
- 8.2.19.** Affirmative action team to revise, update, and perform the needs assessment checklist for the district's Comprehensive Equity Plan, effective for the 2025-2026 school year.
- 8.2.20.** 3-year Comprehensive Equity Plan for School Years 2025-26 through 2027-28 and authorize its submission to the Hunterdon County Office of Education for approval. (*Attachment: CEP for School Years 2025-26 thru 2027-28*)
- 8.2.21.** 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
Amy Miller	GED 620 - Inclusive Practices	Centenary University	Summer, 25/26	\$2,062.95
Judy Lagreca	GED 697 - Educational Research	Centenary University	Summer, 25/26	\$2,193.90

8.2.22. The following appointments/reappointments for the 2025-2026 school year:

Board Secretary	Karolina Cywa
Affirmative Action Officer	Katherine Franks
Chief Equity Officer	Katherine Franks
Gender Equity Officer	Emma Alparone
504 Committee Coordinator	Emma Alparone
Homeless Liaison	Katherine Franks
Liaison to DCPD	Katherine Franks
Title IX Coordinator	Emma Alparone
Basic Skills Contact Person	Emma Alparone
Purchasing Agency Compliance Officer for Affirmative Action (PACO)	Karolina Cywa
Right to Know Officer	Building and Grounds
Asbestos Hazard Emergency Response Act (AHERA) Representative & Management Coordinator	Building and Grounds
Safety Committee Coordinator	Gregory Hobaugh
Toxic Hazard Preparedness Officer	Building and Grounds
Attendance Officer	Gregory Hobaugh
School Insurance Agent / Risk Management Consultant	Brown and Brown
Official Websites	Njschooljobs.com educationjobsnj.com
School Auditor	Nisivoccia, LLP
FSA Provider	Wageworks
Treasurer of School Monies	Judy Favino
Ancillary Insurance Agency of Record	Brown and Brown
Integrated Pest Management Officer	Building and Grounds
Temporary Purchasing Agent	Karolina Cywa
Air Quality Designee	Building and Grounds
Safety & Health Designee	Gregory Hobaugh
Custodian of Records (OPRA)	Karolina Cywa
Chemical Hygiene Officer	Building and Grounds
Substance Awareness Coordinator	Gregory Hobaugh
Anti-bullying Specialist – Elementary School	Megan Gulevski
Anti-bullying Specialist – Middle School	Alisa White
Anti-bullying Coordinator	Gregory Hobaugh
School Safety Specialist	Gregory Hobaugh

8.3. Educational Resources - Finance and Facilities

8.3.1. The following use of facilities requests:

Organization	Dates	Day / Times	Location
High Bridge Recreation Committee - Bike Race Parking	August 9, 2025	Saturday, 9 am - 6 pm	ES & MS Parking Lots

8.3.2. Payment of Bills

8.3.3. Financial Reports

8.3.4. Line Item Transfers

8.3.5. **ADOPTION OF K-8 CURRICULUM** (*Attachment: 2025 - 2026 District Textbook List*)

Approval to adopt the existing courses of study, course guides, curriculum, and textbooks for Pre-K-8 of the High Bridge Public Schools.

8.3.6. **ADOPTION OF BYLAWS & POLICIES**

Approval to adopt the existing by-laws and policies of the High Bridge Board of Education established for its own operation and the operation of the school district, including the administrative regulations developed to implement policies, be adopted for the life of the 2025-2026 Board of Education.

8.3.7. **BANK ACCOUNT SIGNATURES**

Approval to authorize the following signatures on checks from the accounts maintained by the Board of Education:

Account	Signatures
Current (General Fund)	President or Vice President, Board Secretary & Treasurer (3)
Capital Reserve	President or Vice President, Board Secretary & Treasurer (3)
Maintenance Reserve	President or Vice President, Board Secretary & Treasurer (3)
Agency	President or Board Secretary, or Treasurer (1)
Food Service	President or Board Secretary, or Treasurer (1)
Payroll Account	President or Board Secretary, or Treasurer (1)
Unemployment	President or Board Secretary, or Treasurer (1)
Student Activity	Board Secretary, Elementary or Middle School Principal (2)
FSA	President or Board Secretary, or Treasurer (1)

8.3.8. **BANK DEPOSITORY**

BE IT RESOLVED that Peapack-Gladstone Bank, Califon, New Jersey, be designated as the depository of record for the High Bridge Board of Education accounts and further

resolved that investments can be secured in any other bank holding a current certificate of eligibility from the New Jersey State Banking Association and further resolved that all checks drawn against the Current (General Fund) Checking Account are signed by at least one of the following:

President or Vice-President, and countersigned by the Board Secretary and countersigned by the Treasurer of School Funds.

8.3.9. NEWSPAPERS AND LEGAL ADVERTISEMENTS

RESOLVED, that the Board of Education designate the Hunterdon County Democrat, The Review, Star-Ledger, Courier News, and The Express-Times, all of which circulate in the school district, as official newspapers for legal advertising, and be it further **RESOLVED**, that the Business Administrator/Board Secretary is authorized to select an appropriate newspaper for each legal advertisement.

8.3.10. RENEWAL OF COOPERATIVE AGREEMENTS WITH HCESC & ESCNJ

RESOLVED, that the High Bridge Board of Education authorizes the School Business Administrator to renew cooperative pricing agreements with Hunterdon County Educational Services Commission and Educational Services Commission of New Jersey.

8.3.11. SCHOOL FUNDS INVESTOR

Approval to designate School Funds Investor as Karolina Cywa, Board Secretary/Business Administrator, pursuant to 17:12B-241.

8.3.12. CHART OF ACCOUNTS

BE IT RESOLVED, that the High Bridge Board of Education adopt the Uniform Minimum Chart of Accounts for New Jersey Public Schools as per NJAC 6A:23-2.12 for the 2025 - 2026 School Year.

8.3.13. Resolution authorizing state contract purchases:

WHEREAS, Title 18A:18A-10 provides that, a board of education without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and;

WHEREAS, the High Bridge School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and;

WHEREAS, the High Bridge School District desires to authorize its purchasing agent to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE, BE IT RESOLVED, that the High Bridge School District Board of Education does hereby authorize Karolina Cywa, the district purchasing agent, to make a purchase of goods and services entered into on behalf by the State of New Jersey, Division of Purchase and Property utilizing its approved state contract vendor list.

8.3.14. Authorize the renewal of bonds for the School Business Administrator and Treasurer of School Monies in the amounts required by statute.

8.3.15. Authorize the Business Administrator/Board Secretary to issue "Not to exceed" purchase orders up to \$10,000 for the 2025 - 2026 school year.

8.3.16. AUTHORIZATION TO PAY BILLS (P.L. 1982, C. 196)

RESOLVED, that the High Bridge Board of Education appoint Karolina Cywa, Business Administrator/Board Secretary, as the individual responsible for approval and payment of bills for June 30, 2025 and the 2025 - 2026 school year, and be it further

RESOLVED, that all bills paid must be reviewed and approved by the Board of Education in accordance with Board Policy #6470, Payment Procedures, and be it further

RESOLVED, that the High Bridge Board of Education authorize Karolina Cywa, Business Administrator/Board Secretary, to approve the payment of bills between board meetings pursuant to N.J.S.A. 18A:19-4.1. Such warrants shall be presented to the board at the next Regular Business Meeting for ratification.

8.3.17. ELECTRONIC PAYMENT RESOLUTION

WHEREAS, the Electronic Funds Transfer and Claimant Certification – Local Finance Notice 2018-13 allows for EFT payment technology.

NOW, THEREFORE, BE IT RESOLVED that the School Business Administrator may approve pay claims electronically. Furthermore, let it be resolved that the School Business Administrator shall ensure that controls are in place and adhered to.

8.3.18. PARTICIPANT’S RESOLUTION SCHOOL REGIONALIZATION EFFICIENCY PROGRAM

WHEREAS, the Department of Community Affairs (DCA) is dedicated to helping New Jersey school districts achieve educational excellence and district efficiencies, and

WHEREAS, the School Regionalization Efficiency Program (SREP) Grant supports public school districts and governing bodies across New Jersey who wish to study the feasibility of school district regionalization and consolidation, and

WHEREAS, school districts and governing bodies are invited to apply for funding to offset costs associated with conducting feasibility studies that support the creation of meaningful and implementable plans to form or expand regional school districts and

WHEREAS, the Department of Community Affairs, Division of Local Government Services (DLGS) is tasked with administering these grant funds through the School Regionalization Efficiency Program (SREP); and

WHEREAS, the collective sending districts of the North Hunterdon Voorhees Regional School District have evaluated whether the High Bridge Board of Education may be able to attain improved educational quality and efficiencies through consolidation or regionalization, and

WHEREAS, a formal study must be undertaken to accomplish this objective, with regional implementation plan development and

WHEREAS, the North Hunterdon-Voorhees Regional School District has agreed to be the lead entity in conducting this study and will apply for financial support for this study to DLGS on behalf of all participating school districts and/or governing bodies.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the High Bridge Board of Education that the High Bridge Board of Education does hereby join with the North Hunterdon-Voorhees Regional School District in applying for a SREP Grant to support the undertaking of the School Regionalization Efficiency Program.

CERTIFICATION

I, *Karolina Cywa*, KAROLINA CYWA, secretary of the High Bridge Board of Education in the County of Hunterdon, and the State of New Jersey do hereby Certify that the foregoing Resolution is a true copy of the Original Resolution duly passed and adopted by a majority of the full membership of the High Bridge Board of Education at its meeting of June 16th, 2025.

8.3.19. TRANSFERS TO MAINTENANCE RESERVE AND CAPITAL RESERVE

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year-end, And

WHEREAS, the aforementioned statutes authorize procedures under the authority of The Commissioner of Education, which permits a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the High Bridge Board of Education wishes to transfer an amount not to exceed \$300,000 unanticipated excess current year revenue or unexpended appropriations from the general fund into a Maintenance Reserve account and an amount not to exceed \$1,500,000 unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve account at year-end, and

WHEREAS, the High Bridge Board of Education has determined that a total amount not to exceed \$1,800,000 is available for such purpose of such transfers;

NOW THEREFORE BE IT RESOLVED by the High Bridge Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

8.3.20. Authorize the Superintendent to submit an Alternate Method of Compliance request to the Hunterdon County Executive Superintendent that will allow the use of classrooms (301, 302, 211, 304/306, 203) for preschool that have toilet rooms outside of the classroom for the 2025 - 2026 School Year (*Attachment: 2025 - 2026 Toilet Waiver Application*).

8.3.21. Contract between High Bridge School District and independent contractor, Bright Speech, LLC, Long Valley, NJ, as a Speech Service provider for the ESY program from July 1, 2025, through July 31, 2025. (*Attachment: Bright Speech, LLC - ESY Contract 2025 - 2026*)

8.3.22. PARTICIPATION IN ECTS FOR 2025 - 2026 (*Attachment: 2025 - 2026 ECTS*)
Motion to approve participation in the Educational Consortium for Telecommunications Savings for the 2025 -2026 school year.

8.3.23. APPROVAL OF EDUCATIONAL DATA SERVICES, INC.

WHEREAS, Educational Data Services, Inc. has conducted bids in accordance with the provisions of Public Contracts Law, N.J.S.A. 18A:18A-21; **NOW THEREFORE BE IT**

- RESOLVED**, that the Board approves Educational Data Services, Inc. for the procurement of supplies and materials for the 2025 - 2026 school year.
- 8.3.24.** Authorize the Superintendent and Business Administrator to digitally submit the 2024 - 2025 Extraordinary Aid Application and accept the award upon the subsequent approval of the NJ State DOE.
 - 8.3.25.** Ben Shaffer Recreation, Lake Hopatcong, NJ, to replace the surface area surrounding the preschool playground at a cost of \$86,048, to be funded through preschool funds. (BID#:24/25-03; CO-OP#65MCESCCPS)
 - 8.3.26.** Ben Shaffer Recreation, Lake Hopatcong, NJ, to upgrade the preschool playground at a cost of \$9,721.85, to be funded through preschool funds. (BID#:24/25-03; CO-OP#65MCESCCPS)
 - 8.3.27.** **Motion to approve** 2025 - 2026 agreement with PaySchools for district-wide annual software and maintenance fee for parents and students to order and pay in advance for student lunches. Cost not to exceed \$3,020.00, using cafeteria funds.
 - 8.3.28.** CDK Systems, Inc., Great Meadows, New Jersey, for personnel, requisitioning, and accounting software services for the 2025 - 2026 school year for a period from July 1, 2025, to June 30, 2026, at a cost of \$12,332.00.
 - 8.3.29.** Educational Data Services, Inc. for the licensing and \$1,755.00 maintenance fee for the 2025 - 2026 school year.
 - 8.3.30.** Frontline Education for the IEP and Employee Evaluation Management in the amount of \$12,502.30 (EEM# \$3,147.92 and IEP# \$9,354.38) for the 2025 - 2026 school year.
 - 8.3.31.** Genesis for the Student Information System Cloud Services in the amount of \$10,337.50 for the 2025 - 2026 school year.
 - 8.3.32.** Strauss Esmay Associates, LLP for the policy alert and support system in the amount of \$5,015.00 for the 2025 - 2026 school year.
 - 8.3.33.** Butler Water Corrections, Hamilton, NJ, for boiler water chemical treatment service in the amount of \$2,212.00 for October 2025 through March 2026.
 - 8.3.34.** Morris County Elevator, Flanders, NJ, for the elevator maintenance services in the amount of \$5,184.00 for the 2025 - 2026 school year.
 - Elementary School - \$216.00 per month
 - Middle School - \$216.00 per month
 - 8.3.35.** NJSBA Dues in the amount of \$4,503.61 for the 2025 - 2026 school year.
 - 8.3.36.** Delivery Service Agreement with Maschio's for the 2025 - 2026 school year. (*Attachment: High Bridge Maschio's Delivery Service Agreement*)
 - 8.3.37.** Renewal of Aetna Resources for Living Employee Assistance Program ("EAP") for the 2025 - 2028 school year with Aetna Behavioral Health, LLC.
 - Year 1 - \$1.25 per employee
 - Year 2 - \$1.33 per employee
 - Year 3 - \$1.41 per employee

8.3.38. 2025 -2026 ANTICIPATED CONTRACTS TO BE RENEWED, AWARDED, OR TO EXPIRE DURING THE SCHOOL YEAR - P.L. 2015, C. 47

Pursuant to PL 2015, Chapter 47, the High Bridge Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 6A:23A, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq.

Transportation	Easton Coach Hunterdon Educational Services Commission First Student Bus Company Warren County Special Services Snyder Bus Company
Restraint Training	Handle With Care
Visually Disabled Services	Commission for the Blind and Visually Impaired
Payroll Services	R&L Data
Accounting and Personnel Software	CDK Systems, Inc.
Building/Grounds support	Borough of High Bridge
Boiler Maintenance Service	Metz
Grease Trap Cleaning	Russell Reid
Bleacher, B-Ball Backstop, & Gym Divider Curtains Maintenance	Gym Door Repairs, Inc.
HVAC Maintenance Service	Metz
Electrical	Wire's Electric
Elevator Services	Morris County Elevator
Playground Maintenance	Downes Mulch Ben Shaffer Recreation
Boiler Water Services	Butler Engineering
Plumber	Richard Yard
Fire/Burglar Alarm Services	FAST Sonitrol Security
Kitchen Equipment Maintenance	Northwest Refrigeration Service Plus Kitchen Appl
Building Automation Controls Maintenance	Metz
Continuing Disclosure Agent	Phoenix Advisors
Cobra Administrator	Ameriflex
Health Benefits Provider	Horizon
Vision Benefits Provider	Guardian Horizon
Dental Benefits Provider	Guardian
Long Term Disability Providers	Guardian Prudential

Life Insurance Provider	Guardian
Short-Term Disability Provider	Aflac
Employee Assistance Program	Aetna
403(b) Providers	AXA/Equitable, Security Benefit, Lincoln
TSA Consulting Group	Retirement Plan Administrative Services
Substitute Service	ESS Northeast LLC
Paraprofessionals	ESS Support Services LLC
Pest Management Service	Safe Schools Integrated Pest Management
Environmental Compliance Services	R. K. Occupational & Environmental Analysis, Inc. Garden State Environmental AHERA Consultants
Educational Supply Service	Educational Data Services, Inc.
Website Hosting	Apptegy
Parent Notification System	School Messenger
Student Information System	Genesis Educational Services
Software, Support – Café POS System	Payschools
Email Support	Gmail

8.3.39. SPANISH LANGUAGE INSTRUCTION SERVICES SHARED SERVICES AGREEMENT

WHEREAS, N.J.S.A. 40A:65-1 permits local government units to enter into shared services agreements; and

WHEREAS, the High Bridge Board of Education, Hunterdon County, NJ; and the Califon Borough Board of Education, Hunterdon County, NJ (“the parties”), have determined that it is in their mutual interest to enter into an Agreement for Shared Services (“Agreement”) for the purpose of sharing the professional services of spanish language instruction.

WHEREAS, the term of the Agreement shall be for one year, commencing on July 1, 2025, and ending on June 30, 2026, subject to annual renewal by the parties; and

WHEREAS, in accordance with N.J.S.A. 40A:65-5, no shared services agreement shall take effect until and unless authorized by each of the respective governing bodies of the local units; and

WHEREAS, the terms of the required resolution need not set forth all of the details of the Agreement, which instead may be incorporated by reference; and

WHEREAS, the subject Agreement between the parties is hereby incorporated by reference and shall also be included in the official minutes of this meeting of the High Bridge Board of Education;

NOW THEREFORE, BE IT RESOLVED, by the High Bridge Board of Education in the Borough of High Bridge, County of Hunterdon, State of New Jersey, that the Board of Education hereby approves the Agreement and authorizes and directs the President of the Board to execute it on behalf of the Board. The Superintendent and Business Administrator are further authorized to implement the terms and conditions of the Agreement, subject to receipt of a certified copy of the authorizing resolution of the Califon Borough Board of Education and its execution of the Agreement. The Business Administrator is further directed to file a copy of this Resolution and the fully executed Agreement with the New Jersey Division of Governmental Affairs, Department of

Community Affairs. (*Attachment: 2025 - 2026 Spanish Language Instruction Services - HB CB Shared Services Agreement*)

8.3.40. TUITION STUDENTS RECEIVED

(*Attachment: 2025 - 2026 ESY Alexandria Township Tuition Contract Agreement*)

ID#	GRADE PreK - 8	Sending District	Annual Tuition	Start and End Date
8178572162	Pre-K	Alexandria Township School District	\$2,324.65 plus additional special education services	7/1/2025 - 7/31/2025

8.3.41. APPROVAL OF PROFESSIONAL SERVICES

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:

- 8.3.41.1.** Robin Ballard of Schenck, Price, Smith & King, LLC, Florham Park, New Jersey, is appointed as Special Counsel from July 1, 2025 to June 30, 2026 at the following rate:

Partners and Counsel	\$185 Per Hour
Associates	\$175 Per Hour

- 8.3.41.2.** Advancing Opportunities, Willingboro, New Jersey, is appointed as Assistive Technology Services from July 1, 2025, to June 30, 2026, at the following rates:

➤ AAC Support and Training	\$200 Per Hour
➤ AT Support and Training	\$180 Per Hour
➤ AAC Evaluation	\$1,450 Per Service
➤ AT Evaluation	\$1,250 Per Service

- 8.3.41.3.** 4M Consulting, LLC, Sparta, New Jersey, is appointed for Media Specialist services for the 2025 - 2026 school year at the following rate:
- | | |
|---------------------------|--|
| Media Specialist Services | \$100 Per Hour (not to exceed \$4,000) |
|---------------------------|--|

- 8.3.41.4.** ESS Northeast, LLC for substitute services. (*Attachment: Addendum to extend agreement - ESS Substitute Renewal 2025 - 2026*)

- 8.3.41.5.** ESS Support Services, LLC, for paraprofessional services. (*Attachment: Addendum to extend agreement - ESS Paraprofessional Renewal 2025 - 2026*)

- 8.3.41.6.** Hunterdon County Educational Services Commission, Califon, NJ, is appointed for Public School Services from July 1, 2025, to June 30, 2026. *(Attachment: HCESC 2025 - 2026 Services and Rates Agreement)*
- 8.3.41.7.** Phoenix Advisors, LLC, Bordentown, New Jersey, is appointed for Continuing Disclosure and Municipal Advisor Services from July 1, 2025, to June 30, 2026, at the following rates:
- Base fee \$1,350.00
 - Set-up charge \$450.00
 - Event Filing \$250 each
 - Notice of Redemption \$250 each
- 8.3.41.8.** R&L DataCenter, Inc., Bloomsbury, New Jersey, is appointed for payroll services from July 1, 2025, to June 30, 2026, at the following rates:
- Payroll \$ 544/per payroll
 - W-2 preparation \$150 plus \$8.00 per each W2 prepared
 - 1099 preparation \$150 plus \$8.00 per 1099 prepared
 - Programming \$150/hour as needed
 - Training \$125/hour as needed
- 8.3.41.9.** Hunterdon County Educational Services Commission, Califon, NJ, is appointed for Technology Support Services from July 1, 2025, to June 30, 2026, at the following rates:
- \$6,448 per month (3 days per week, 7 hours per day)
 - \$1,916 per month for systems administration
- 8.3.41.10.** Allison M. Peck, P.T., Hope, New Jersey, is appointed for Physical Therapy Services from July 1, 2025 to June 30, 2026 at the following rates:
- | | |
|------------------|--------------|
| Therapy Services | \$90.00/hour |
|------------------|--------------|
- 8.3.41.11.** FKA Architects, Oakland, New Jersey, is appointed for architectural services from July 1, 2025 - to June 30, 2026, at the following rates:
- | | |
|------------------|------------|
| Principal | \$175/hour |
| Associate | \$145/hour |
| Project Manager | \$110/hour |
| Job Captain | \$100/hour |
| CAD Draftsperson | \$80/hour |
| Clerical | \$60/hour |
- 8.3.41.12.** Nancy Lenahan of Therapeutic Intervention, Inc., Bridgewater, New Jersey, is appointed for Occupational Therapy Services from July 1, 2025, to June 30, 2026, at the following rates:
- | | |
|-------------------------|---------------------|
| In-District OT Services | \$106.00/Hour |
| Home-Based Therapy | \$122.00/Visit |
| Evaluations | \$444.00/Evaluation |

8.3.41.13. Safe Schools Integrated Pest Management, Fair Haven, New Jersey, is appointed for Pest Control Services from July 1, 2025, to June 30, 2026, at the following rates:

- Monthly fee \$225.00
- Extra Service Request \$95.00
- Bees/Stinging Insect Treatment \$195.00

8.3.41.14. Nisivoccia, Mt. Arlington, New Jersey, is appointed for auditing and accounting services from July 1, 2025, to June 30, 2026, with billing rates as follows:

Estimated Annual Audit Services	\$30,956
Additional procedures	\$7,500

8.3.41.15. Greenbrook Family Medicine, Green Brook, New Jersey, is appointed for School Physician Services from July 1, 2025, to June 30, 2026, at the following rates:

- Review of Sports Physicals, consultations, review of policies, and nurse consultation are included in the annual \$1,850.00 fee.
- Hepatitis B vaccines \$65/vaccine dose
- Part-time/substitute employee; pre-employment Mantoux testing is \$30/employee to be paid by the employee.

These appointments are made without competitive bidding as “Professional Services” under the provisions of N.J.S.A. 40:11-1 et. seq. because such services are recognized professions licensed and regulated by law, not allowing for competitive bids.

BE IT FURTHER RESOLVED, that a brief notice of this action shall be printed once in The Hunterdon Democrat as required by law, within ten (20) days of its passage, stating its nature, duration, service, and amount, and that the resolution and contract are on file in the business office.

9. NEW BUSINESS

The board discussed whether public correspondence should be posted on the district website.

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.

Ms. Ildiko Meijer inquired about the summer camps and whether students entering 8th grade, specifically current 7th graders, are eligible to participate.

11. BOARD OF EDUCATION DISCUSSION

The superintendent confirmed that all students who will be attending middle school are eligible to participate in the camp.

The Board President calls for a motion at 8:41 p.m. Michael McCasland and a second Gregory Hodges unanimously approved, to add “EXECUTIVE/CLOSED SESSION” section, and to move numbering from 12 to 13 for “RECONVENE PUBLIC SESSION”.

12. EXECUTIVE/CLOSED SESSION

The Board President calls for a motion at 8:42 p.m. Cynthia Sharkey and a second Michael McCasland unanimously approved, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Personnel
- Executive Session Minutes
- Superintendent Evaluation

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.

Dr. Gregory Hobaugh and Ms. Karolina Cywa SBA left the meeting at 9:18 p.m. during the executive session.

Ms. Karyn Gove assumed the role of the Board Secretary during the executive session and the remainder of the public meeting.

13. RECONVENE PUBLIC SESSION

The Board President calls for a motion at 9:50 p.m. Cynthia Sharkey and a second Colleen Poles unanimously approved to reconvene the public session.

14. ADJOURNMENT

Board President calls for a motion at 9:51 p.m. Gregory Hodges and a second Colleen Poles unanimously approved to adjourn the meeting.

Respectfully submitted



Karolina Cywa

School Business Administrator/Board Secretary