



**HIGH BRIDGE BOARD OF EDUCATION  
WORK SESSION MEETING MINUTES  
Monday, August 19, 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, August 19, 2024

**Time:** 6:30 pm

**Formal action may be taken.**

**2. PLEDGE OF ALLEGIANCE**

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

Benjamin Bolger - *Present*

Erin Delgado - *Present*

Robert Imhoff - *Present*

Michael McCasland - *Present, arrived at 6:34 p.m.*

Colleen Poles - *Present*

Cynthia Sharkey - *Absent*

Karyn Gove - *Present*

Additional Members Present:

Dr. Gregory Hobaugh, Superintendent - *Present*

Karolina Cywa, SBA / Board Secretary - *Present*

**4. PUBLIC HEARING**

- 4.1.** The Board President requests a motion *at 6:31 p.m. Robert Imhoff and second Erin Delgado unanimously approved* to open a Public Hearing

The statement read by the Board President:

**WHEREAS**, the High Bridge School District Board of Education (hereinafter the "Board") wishes to amend the contract of the Superintendent of Schools, Dr. Gregory Hobaugh for the effective period of July 1, 2024 to June 30, 2029: and

Pursuant to N.J.S.A. 18A:11-11, the Board is required to provide public notice, 30 days prior, of its intent to hold a public hearing and to take action to amend, extend, renegotiate and/or alter contract terms and conditions of the district Superintendent of Schools. Notice was provided to the public via publication in the district's official newspaper on July 17, 2024, and notice in the High Bridge Borough Hall and Middle and Elementary School building main offices.

The subject contract is pending approval by the Interim Executive County Superintendent of the NJ Department of Education, Hunterdon County Office.

**4.2. PUBLIC COMMENTS**

Opportunity for public comment on the amended contract of the Superintendent of Schools. The Board, pursuant to N.J.S.A. 10:4-12 (b), the Open Public Meetings Act, shall not publicly discuss personnel matters and shall not respond to comments made by members of the public. Please be aware that the subject of this hearing retains the right of privacy and shall retain all rights regarding defamation and slander according to the laws of New Jersey. The Board shall not be held liable for comments made by members of the public.

**4.3. BOARD OF EDUCATION DISCUSSION**

*Mr. Robert Imhoff noted that Dr. Hobaugh's stay greatly benefits the district.*

**4.4.** The Board President requested a motion *at 6:36 p.m. Erin Delgado and Colleen Poles unanimously approved* to close the Public Hearing and reconvene regular business.

**5. PRESENTATION & RECOGNITION ITEMS**

**5.1. Superintendent's Report**

**5.1.1. Superintendent Update**

*Dr. Hobaugh informed the board that the school's gym floor was finished. He thanked the custodial staff for setting up the rooms for the upcoming school year. He also noted that the next year's goals will be presented at the next board meeting.*

**6. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Heather Balliet	08/06/2024	Notice of Resignation
<i>(Attachment: Balliet Resignation 8 6 24)</i>		

**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. Negotiations Committee Update
- 7.1.6. School Security Committee Update
- 7.1.7. Hunterdon County School Boards Association Meeting Update - Robert Imhoff

*The board president noted that the board self-evaluation needs to be completed by the end of the week. Ms. Karyn Gove informed the board that the committee is working on a survey for the community. She noted that they have found two companies that would deal with it. Ms. Erin Delgado asked if the company would follow up with the residents that don't respond. Ms. Karyn Gove replied that the company would follow up with residents. Mr. Michael McCasland asked for the survey question. Mr. Robert Imhoff replied that there are three proposed questions. Mr. Robert Imhoff said that an update on the negotiation and security would be provided at the executive session. He also noted that the first Hunterdon School Board meeting is scheduled for September 30th and the topic will be AI.*

## 8. ACTION ITEMS

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

- 8.1.1. 2024-2025 Elementary School and Middle School Student Handbooks and 2024-2025 Elementary School Code of Conduct. (*Attachments: HBES & HBMS Handbooks and ES Code of Conduct*)
- 8.1.2. The 2024-25 Integrated Preschool Program Parent Handbook. (*Attachment: Integrated Preschool Program Parent Handbook*)
- 8.1.3. 2024-25 Preschool Attendance Policy as required by the PEA Grant. (*Attachment: Preschool Attendance Policy*)
- 8.1.4. Memorandum of Understanding between Center for Family Services and High Bridge Board of Education for the New Jersey Statewide Student Support Services (NJ4S). (*Attachment: MOU - CFS-HBBOE*)
- 8.1.5. High Bridge School District 2024-2025 Chapter 27 Emergency Virtual or Remote Instruction Plan. (*Attachment: 24-25 Chapter 27 Emergency Virtual or Remote Instruction Programs*)
- 8.1.6. Revised regulation. (*Attachments: Regulation R8220*)
  - 8.1.6.1. R 8220 School Closings
- 8.1.7. Field trips:

Location	Grade	Cost	Cost Incurred By
TISCO Complex, Solitude House & Dam	4	N/A	N/A
Trident Corporation	4	N/A	N/A
Veterans' Memorial Park	4	N/A	N/A
Duke Farms	4	TBD	Parents / Guardians
Raritan River (Behind Gronskey's Milk House)	Environmental Club	N/A	N/A

McCarter Theater	8	\$55.00	Parents / Guardians
------------------	---	---------	---------------------

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

- 8.2.1.** Employment of Shannon Parfitt as Preschool Teacher for the High Bridge School District at a level of BA Step 1 at an annual salary of \$61,485.00 for the 2024-2025 school year based on the 2021-2024 negotiated agreement, effective August 26, 2024, salary to be redetermined once a new agreement is signed between the HBBOE and the HBEA.
- 8.2.2.** Employment of Maureen Woerner as part-time (80%) Resource Teacher for the High Bridge School District at a level of MA Step 12-13 at an annual salary of \$65,536.00 for the 2024-2025 school year based on the 2021-2024 negotiated agreement, effective August 26, 2024, salary to be redetermined once a new agreement is signed between the HBBOE and the HBEA.
- 8.2.3.** Employment of Kimberly Rieg as part-time (50%) BSI Teacher for the High Bridge School District at a level of BA Step 6 at an annual salary of \$32,527.50 for the 2024-2025 school year based on the 2021-2024 negotiated agreement, effective August 26, 2024, salary to be redetermined once a new agreement is signed between the HBBOE and the HBEA.
- Ms. Kimberly Rieg introduced herself to the board.*
- 8.2.4.** Employment of Katrina Mendicino as an ERI Teacher for the High Bridge School District at a level of MA Step 1 at an annual salary of \$65,760.00 for the 2024-2025 school year based on the 2021-2024 negotiated agreement, effective August 26, 2024, salary to be redetermined once a new agreement is signed between the HBBOE and the HBEA.
- 8.2.5.** Jana Brown as mentor to Katrina Medicino. Mentoring fee to be paid by the mentee as per the New Jersey Teacher Mentoring Regulations.
- 8.2.6.** Employment of Ian Harris as full-time custodian for the High Bridge School District at an annual salary of \$35,500.00 for the 2024-2025 school year, effective September 3, 2024, pending receipt of employment paperwork and required background check.
- 8.2.7.** Compensation for Ian Harris for up to three (3) for training at the per diem rate of \$136.54.
- 8.2.8.** Rescind the following staff for SBT/FCT training at the contracted rate of \$32.00 per hour for up to a total of 75 hours not to exceed a total of \$2,400.00, to be funded through the IDEA Grant. Specific hours are listed below.
- Emma Alparone - 15 hours for a total not to exceed \$480.00.
  - Jana Brown - 10 hours for a total not to exceed \$320.00.
  - Heidi Johnston - 19 hours for a total not to exceed \$608.00.
  - Marisa Monaco - 10 hours for a total not to exceed \$320.00.
  - TBD - New ERI Hire - 10 hours for a total not to exceed \$320.00.
  - TBD - New ERI Hire - 10 hours for a total not to exceed \$320.00.

- 8.2.9.** Approve the following staff for SBT/FCT training at the contracted rate of \$32.00 per hour for up to a total of 82 hours not to exceed a total of \$2,624.00 to be funded through the IDEA Grant. Specific hours are listed below.
- Emma Alparone - 15 hours for a total not to exceed \$480.00.
  - Jana Brown - 12 hours for a total not to exceed \$384.00
  - Heidi Johnston - 19 hours for a total not to exceed \$608.00.
  - Marisa Monaco - 12 hours for a total not to exceed \$384.00.
  - TBD - New ERI Hire - 12 hours for a total not to exceed \$384.00.
  - TBD - New ERI Hire - 12 hours for a total not to exceed \$384.00.
- 8.2.10.** Joan Murray to conduct summer evaluations and attend meetings on an as-needed basis at her contracted hourly rate for CST.
- 8.2.11.** Coleen Conroy for up to twenty (20) days of summer pay at the rate of \$213.52 per day. (\$26.69 per hour)
- 8.2.12.** Aimee Luster for up to twenty (20) days of summer pay at the rate of \$194.39 per day. (\$24.30 per hour)
- 8.2.13.** Katie Franks to provide mandated Suicide Prevention Training for district new hires at the contracted rate of \$32.00 per hour not to exceed 4 hours, for a total of \$128.00.
- 8.2.14.** Resignation of middle school custodian Robert Borkowski effective August 31, 2024. (*Attachment: Borkowski Resignation 8 15 24*)
- 8.2.15.** Resignation of part-time elementary school special education teacher Heather Balliet, effective October 6, 2024. (*Attachment: Balliet Resignation 8 6 24*)
- 8.2.16.** Retirement of Speech Therapist Joan Murray, effective October 31, 2024. (*Attachment: Murray Retirement 8 8 24*)
- 8.2.17.** Co-curricular funded activities:

Co-Curricular Position	Rate	Total Hours	Total Compensation	Staff Member(s)
Art Club - MS	\$32.00	10	\$320.00	TBD
Athletic Director	Contracted Rate	75	\$2,400.00	Emma Alparone
Boys' Baseball Coach	Contracted Rate		\$1,264.00	TBD
Boys' Basketball Coach	Contracted Rate		\$2,183.00	Jeff Capone
Cheerleading Coach	Contracted Rate		\$1,264.00	TBD
Cross Country Coach	Contracted Rate		\$1,264.00	Philip Apsley
Drama Club	\$32.00	45	\$1,440.00	Courtney Bursztyn
Drama Club	\$32.00	45	\$1,440.00	Jeff Thompson
ES Band	\$32.00	6	\$192.00	Jeff Thompson
ES Choir	\$32.00	6	\$192.00	Courtney Bursztyn
Environmental Club - ES Fall	\$32.00	11	\$352.00	Lynn Hughes
Environmental Club - ES Fall	\$32.00	11	\$352.00	Michele Gomez
Environmental Club - ES	\$32.00	11	\$352.00	Lynn Hughes

Spring				
Environmental Club - ES Spring	\$32.00	11	\$352.00	Michele Gomez
Environmental Club - MS Fall	\$32.00	11	\$352.00	Coleen Conroy
Environmental Club - MS Fall	\$32.00	11	\$352.00	Kayla Turner
Environmental Club - MS Spring	\$32.00	11	\$352.00	Coleen Conroy
Environmental Club - MS Spring	\$32.00	11	\$352.00	Kayla Turner
Girls' Basketball Coach	Contracted Rate		\$2,620.00	Carl Katzenberger
Girls' Softball Coach	Contracted Rate		\$1,517.00	TBD
Girls' Volleyball Coach	Contracted Rate		\$1,517.00	Carl Katzenberger
HBMS TV Production	\$32.00	60	\$1,920.00	Christina Harding / Sharon Tryon (Leave Replacement)
HBMS TV Production	\$32.00	60	\$1,920.00	Melissa Betz
Homework Assistance - MS SE	\$32.00	20	\$640.00	Judy LaGreca
Homework Club - MS GE	\$32.00	20	\$640.00	Sharon Tryon
Homework Club - ES	\$32.00	60	\$1,920.00	Kimberly Sandorff
Homework Club - ES	\$32.00	60	\$1,920.00	Marisa Monaco
Jazz Band - MS	\$32.00	30	\$960.00	Jeff Thompson
MS TREP\$ Coordinator	\$32.00	14	\$448.00	Coleen Conroy
MS TREP\$ Advisors	\$32.00	14	\$448.00	Melissa Betz
MS TREP\$ Advisors	\$32.00	14	\$448.00	Kayla Turner
Show Choir - MS	\$32.00	30	\$960.00	Courtney Bursztyn
Student Leadership			\$1,187.00	Coleen Conroy
Student Leadership			\$1,187.00	Carl Katzenberger
Student Leadership			\$1,187.00	Michael Doerwang
Unified Club Advisor	\$32.00	18	\$576.00	Jana Brown
Unified Club Advisor	\$32.00	18	\$576.00	Heidi Johnston
Video Club Advisor Fall - ES	\$32.00	14	\$448.00	Courtney Bursztyn
Video Club Advisor Fall - ES	\$32.00	14	\$448.00	Megan Gulevski
Video Club Advisor Spring - ES	\$32.00	14	\$448.00	Courtney Bursztyn
Video Club Advisor Spring - ES	\$32.00	14	\$448.00	Megan Gulevski

Yearbook - ES	\$32.00	20	\$640.00	Courtney Bursztyn
Yearbook - ES	\$32.00	20	\$640.00	Aimee Luster
Yearbook - MS	\$32.00	25	\$800.00	Danielle Weber
Yearbook - MS	\$32.00	25	\$800.00	Katie Franks

- 8.2.18.** Jeff Thompson as an advisor for up to four (4) hours to oversee student performance at the annual High Bridge community tree lighting at the contracted rate of \$32 per hour, not to exceed a total of \$128.00.
- 8.2.19.** Katie Franks, Megan Gulevski, and Melissa Betz as advisors for the emPOWERing Girls program for ten (10) hours each, at the contracted rate of \$32.00 per hour, for a total not to excess of \$320.00 each to be funded by Title IV grant monies.
- 8.2.20.** Part-time employees for hours above their contracted time necessary to attend scheduled in-service days on the following dates at the contracted rate of \$32.00 per hour not to exceed 4 hours per in-service day, per staff member.

## Inservice Dates:

August 26, 2024	August 27, 2024	August 28, 2024	August 29, 2024
August 30, 2024	September 20, 2024	October 14, 2024	November 20, 2024
December 11, 2024	January 17, 2025	February 26, 2025	

## Staff Members:

Thea Anaston	Andrea Anderson-Miller	Heather Balliet	Anna Dieterly
Lauren DiLanno	Kathryn Miller	Alyssa Oliver	Kimberly Reig
Melissa Volturo	Erin Wert	Maureen Woerner	Kimberly Ziegler
Andrew Ziray			

**8.2.21.** Course reimbursement for:

Staff	Course	College/University	Semester	Tuition
Julia Monge	GED 556 - Introduction to Design Thinking	Rutgers University	Sept-Dec, 2024	\$2,714.00
Kayla Turner	GED 697 - Educational Research	Centenary University	Aug-Dec, 2024	\$2,110.95
Amy Miller	GED 606 - Approaches to Instruction for Special Education	Centenary University	Aug-Dec, 2024	\$2,110.95

**8.3. Educational Resources - Finance and Facilities****8.3.1.** Travel expenditure for workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage Tolls, Etc.	Total
Tricia Morris	Shifting the Balance Online Course	July 15 - Aug 25, 2024	\$354.00	N/A	\$354.00
Shannon Parfitt	Introduction to <i>The Creative Curriculum for Preschool</i> , hosted by	August 23, 2024	TBD based on Attendance*	N/A	TBD*

	Pohatcong School District, Phillipsburg, NJ				
Alexis Morrison	Introduction to <i>The Creative Curriculum for Preschool</i> , hosted by Pohatcong School District, Phillipsburg, NJ	August 23, 2024	TBD based on Attendance*	N/A	TBD*

\*To be funded by PEA Grant.

### 8.3.2. Payment of Bills

### 8.3.3. Financial Reports

### 8.3.4. Line Item Transfers

### 8.3.5. Participation in the ESSA Title III Consortium

**BE IT RESOLVED** that the Board upon the recommendation of the Chief School Administrator, approve participation in the ESSA Title III Consortium for fiscal year 2025 where by Readington Township School District will be the host district and High Bridge Board of Education will be a participant district. Districts with an allocation less than \$10,000 in Title III must join a consortium to receive the funds.

### 8.3.6. Snyder Bus Services, Inc. for field trips and athletic events at \$350 1st 4 hours and \$100/hour after.

### 8.3.7. Maintenance Reserve Withdrawal

**BE IT RESOLVED** that as per N.J.A.C 6A:23A-14.2(d), the High Bridge Board of Education withdraws \$51,480 from the Board of Education's approved Maintenance Reserve Account for use to install PA Sound System in Middle School pursuant to N.J.A.C 6A:26-20.5.

### 8.3.8. Upgrade of a PA Sound System in the Middle School by Johnson Controls Fire Protection LP, Rockaway, NJ at the cost of \$51,480.00 (*Sourcewell Contract 030421-JHN*).

### 8.3.9. USE OF FACILITIES:

Organization	Dates	Day / Times	Location
Adult Intermediate & Advanced Volleyball Pick up Volleyball	Sept 2024 - May 2025	Mondays, 6:30 pm - 8:45 pm	MS Gym
HB Adult Volleyball Backup Volleyball	Sept 2024 - May 2025	Tues & Wed, 6:30 pm - 8:45 pm	MS Gym
PTO - Book Fair Family Night	February 27, 2025	Thursday, 5:00 pm - 8:30 pm	ES Library
PTO Trunk-or-Treat	October 25, 2024	Friday, 5:00 pm - 8:30 pm	ES Black Top & Bathrooms



PTO - Meetings	Sept 4, 18, 2024, Jan 15, 2025, April 16, 2025, June 4, 2025	Wednesdays, 6:30 pm - 8:30 pm	ES Library
PTO - Valentines Dance/Bingo Night (March)	February 14, 2025 & March 14, 2025	Fridays, 5:00 pm - 8:30 pm	ES Cafe/Gym
PTO/SEPAG Mtgs	9/19/24, 10/17/24, 11/21/24, 12/19/24, 1/16/25, 2/20/25, 3/20/25, 3/20/25, 4/17/25, 5/15/25 & 6/19/25	Thursdays, 6:00 pm - 8:00 pm	ES Library
St. Joseph Church (Pending Insurance)	Sept 9, 2024 - April 6, 2025	Sundays, 8:30am - 11:00am	ES & MS classrooms & Library

## 9. NEW BUSINESS

## 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. Edward Szeliga said that communication is key.*

## 11. BOARD OF EDUCATION DISCUSSION

*Dr. Gregory Honaugh noted that any public documents are available to the public.*

*Mr. Michael McCasland recommended putting an advertisement on the school website.*

## 12. EXECUTIVE/CLOSED SESSION

**The Board President calls for a motion at 7:32 p.m. Robert Imhoff and a second Michael McCasland unanimously approved,** in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Parent HIB Appeal
- Personnel
- Executive Session Minutes

- Negotiations

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 8:28 p.m. *Erin Delgado* and a second *Michael McCasland* unanimously approved** to reconvene the public session.

**14. ADJOURNMENT**

**The Board President calls for a motion at 8:29 p.m. *Colleen Poles* and a second *Erin Delgado* unanimously approved** to adjourn the meeting.

Respectfully submitted,



Karolina Cywa

School Business Administrator/Board Secretary