



**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR SESSION MEETING  
Monday, September 16, 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**

**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, September 16, 2024

**Time:** 6:30 pm

**Formal action will be taken.**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL** by Caryn Rinehart, Acting Board Secretary

Benjamin Bolger	<i>Absent</i>
Erin Delgado	<i>Present</i>
Robert Imhoff	<i>Present</i>
Michael McCasland	<i>Absent</i>
Colleen Poles	<i>Present</i>
Cynthia Sharkey	<i>Present</i>
Karyn Gove	<i>Present</i>

Additional Members Present: Dr. Gregory Hobaugh, Superintendent  
Caryn Rinehart, Acting Board Secretary

**4. PRESENTATION & RECOGNITION ITEMS**

**4.1. Student Representative Report - Kinsley Groover & Quinn Dorwart**

*Student representatives read a statement regarding concerns with banning cell phones in the schools. They suggested the district follow the same procedures that are at the high school level. Another option was to place cell phones in pouches in each classroom or keeping phones on silent in their backpacks. Student representatives have spoken to Mr. Kolton about options and he stated he would support whatever the district decides.*

#### **4.2. Superintendent's Report**

*Next month the BOE will need to vote again on the superintendent's contract. A few minor changes needed to be made by Juan Torres, which resulted in having to hold another public meeting. This will be held at the October 15, 2024 regular session meeting.*

*The BOE received parent correspondence regarding COVID procedures in the district. The emailed correspondence was shared with BOE members by Karyn Gove. The letter will be added to the agenda for the October meetings. After meeting with school nurses, Dr. Hobaugh confirmed that the district is following the recommendations of the NJDOH. The current recommendations do not require testing, however, the district does have free tests available. There is no longer a requirement for cases to be reported to the nurses' office and no requirement to quarantine. According to the NJDOH recommendations, you must be fever free for 24 hours without medication and when you feel better you can return.*

##### **4.2.1. 2024-2025 Enrollment**

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	5	50	-	-	-	50
K	2	30	-	-	-	30
1	3	44	-	-	-	44
2	1	25	-	-	-	25
3	2	31	-	-	-	31
4	2	33	-	-	-	33
<b>Elementary School Total</b>						<b>213</b>
5	2	27	-	-	-	27
6	2	29	-	-	-	29
7	2	37	-	-	-	37
8	2	37	1	-	-	38
<b>Middle School Total</b>						<b>131</b>
<b>District Total</b>	<b>23</b>	<b>343</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>344</b>

**4.2.2.** Staff Attendance for August 2024 (*Attachment: August 2024 Staff Attendance*)

**4.2.3.** Monthly Report on Harassment, Intimidation, & Bullying Incidents/Suspensions & Security Drills

	Drills				Suspensions				HIB			
	HBES		HBMS		HBES		HBMS		HBES		HBMS	
Month	Fire	Security	Fire	Security	In	Out	In	Out	Investigated	Affirmed	Investigated	Affirmed
July	07/10	07/18	07/08	07/09								
August	08/29	08/30	08/29	08/30								
Sept		09/05		09/05					2*			
Oct												
Nov												
Dec												
Jan												
Feb												
March												
April												
May												
June												
* Investigation is in progress												

#### 4.2.4. Superintendent Update

#### 5. REVIEW OF OFFICIAL CORRESPONDENCE

Name                      Date                      Subject  
*None at this time.*

#### 6. PUBLIC COMMENTS

This period of time provides an opportunity for the public to comment on agenda topics only. 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.

*None at this time.*

#### 7. BOARD OF EDUCATION DISCUSSION

*None at this time.*

#### 8. ADOPTION OF MINUTES FROM PREVIOUS MEETING

- 8.1. August 19, 2024 Work Session Meeting Minutes (*Attachment: 8 19 24 Work Session Meeting Minutes Signed*)
- 8.2. August 26, 2024 Regular Session Meeting Minutes (*Attachment: 8 26 24 Regular Session Meeting Minutes Signed*)

The Board President calls for a motion and a second to approve 8.1.-8.2:

Motion: <i>Erin Delgado</i>		Second: <i>Colleen Poles</i>		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger				X
Erin Delgado	X			
Robert Imhoff	X			
Michael McCasland				X
Colleen Poles	X			
Cynthia Sharkey	8.2			8.1
Karyn Gove	X			

*Motion passes 5-0-0-2*

## 9. REPORTS TO THE BOARD

### 9.1. Board President's Report

#### 9.1.1. Board of Education Self-Evaluation -

*Hold off on discussion until next meeting due to absent members*

#### 9.1.2. Board of Education Goals

#### 9.1.3. Student Achievement -

*Received individual student test scores and they will be sent out to families. Looking at having the test result presentation for the November BOE meeting. Karyn Gove enjoyed the student representative updates and the newly restructured PTSO / Student Leadership. Thanked the representatives for attending the Grounds For Art event over the weekend..*

#### 9.1.4. Sustainability Committee Update -

*Gathering data and will be putting together the information. Talk about NJ mandated regionalization once again and once again it may be "incentive driven" rather than mandated.*

#### 9.1.5. Negotiations Committee Update -

*Robert Imhoff will give an update in Executive Session.*

#### 9.1.6. School Security Committee Update -

*Robert Imhoff will give an update in Executive Session.*

#### 9.1.7. Hunterdon County School Boards Association Meeting Update - Robert Imhoff -

*September 30, 2024 next meeting*

## 10. HIB REPORTS

*None at this time.*

**11. ACTION ITEMS****11.1. Student Achievement - Curriculum, Instruction, Technology & Policy**

**11.1.1. Motion to approve** High Bridge School District goals for 2024-2025. (*Attachment: District Goal 2024*)

**11.1.2. Motion to approve** the following policy and regulation updates: (*Attachment: Alert 233 Summary, Alert 233 Policy - Recommendations Highlighted, Alert 233 Regulations - Recommendations Highlighted*)

- 11.1.2.1.** P 0141 Board Member Number & Term (Revised)
- 11.1.2.2.** P 0141.1 Board Member Number & Term - Sending District (Revised)
- 11.1.2.3.** P 0141.2 Board Member Number & Term - Receiving District (Revised)
- 11.1.2.4.** P 0164.6 Remote Public Board Meetings During a Declared Emergency (M) (Abolished)
- 11.1.2.5.** P 2200 Curriculum Content (M) (Revised)
- 11.1.2.6.** P&R 3160 Physical Examination (M) (Revised)
- 11.1.2.7.** P&R 4160 Physical Examination (M) (Revised)
- 11.1.2.8.** R 5200 Attendance (M) (Revised)
- 11.1.2.9.** P 5337 Service Animals (Revised)
- 11.1.2.10.** P 5350 Student Suicide Prevention (M) (Revised)
- 11.1.2.11.** P 7231 Gifts From Vendors (M) (Abolished)
- 11.1.2.12.** P 8420 Emergency and Crisis Situations (M) (Revised)
- 11.1.2.13.** P&R 8467 Firearms and Weapons (M) (Revised)
- 11.1.2.14.** P 9181 Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants (Revised)

**11.1.3. Motion to approve the following field trips:**

Location	Grade	Cost	Cost Incurred By
Grow-A-Row	MS & 4th Grade Student Leadership	\$266.50 for Transportation	Student Leadership
Clinton Twp. Middle School - Michael Fowlin Presentation	8th	\$164.00 for transportation	BOE
Multiple Locations (Attachment: Vocational Trips 24-25)	ERI Vocational Classes	See Attached for Transportation Costs	BOE
Washington DC	8th	\$525.00 per student \$3,000 total for staff	Parents/Guardians BOE for Staff
Sandy Hook Education Program at NJ Sea Grant Consortium	7th	\$25.00 per student	Parents/Guardians
Clinton Twp. Middle School - Rachel's Challenge	7th	\$143.50 for Transportation	BOE

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

**11.2.1. Motion to approve** Rachel Katzenberger and Jessica Katzenberger as volunteer middle school volleyball coaches for the 2024-2025 school year.

- 11.2.2. Motion to approve** Alyssa Oliver as Community & Parent Involvement Specialist (CPIS) / Parent Liaison for the 2024-2025 school year, compensated by a \$3,500.00 stipend, funded through the PEA Grant.
- 11.2.3. Motion to approve** Caryn Rinehart as Acting Board Secretary, to serve on an emergency basis only for the 2024 - 2025 school year at an hourly rate of \$27.53.
- 11.2.4. Motion to approve** course reimbursement for:

Staff	Course	College/University	Semester	Tuition
Ian Harris	Low-Pressure Black Seal License	The Training Center	Sept, 2024	\$600.00

### 11.3. Educational Resources - Finance and Facilities

#### 11.3.1. Payment of Bills

##### Audit of Invoices

Approve September 16, 2024 bill list: *(Attachment: 9 16 24 bill list)*

##### Check Register

	August 27, 2024 - September 16, 2024	\$129,824.95
Payroll	August 30, 2024	\$ 53,795.93
Payroll	September 13, 2024	<u>\$257,089.54</u>
	<b>Total:</b>	<b>\$440,710.42</b>

##### Payment of Bills Cafeteria account:

Northwest Refrigeration LLC

September 9, 2024	<u>\$8,276.98</u>
<b>Total:</b>	<b>\$8,276.98</b>

#### 11.3.2. Financial Reports *(Attachment: August 2024 Board Secretary Signed - Fund 10, 20, 40 and August 2024 Treasurer's Report Signed)*

##### Report of the Board Secretary and Treasurer's Report for August 2024.

**Resolved**, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the months of August 2024 as per the procedure instituted by the State Department of Education, wherein the required certification by the Board Secretary is adhered to in the attachment.

##### Certification of Fund Balances

**Resolved**, that pursuant to N.J.A.C. 6A:23A-16.10(b), the Board of Education certify for the months of August 2024, after review of the Secretary's monthly financial reports (appropriations section), and upon consultation with the appropriate district officials, shall certify in the minutes of the Board each month that no major account or fund has been over expended in violation of N.J.A.C.6A:23A-16:10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

September 16, 2024

*Karolina Cywa*

Business Administrator

**11.3.3. Motion to approve** the partial allocation of 2023 - 2024 Extraordinary Aid as listed in the attachment (*Attachment: 23 - 24 EX Aid Allocations*)

**11.3.4. Line Item Transfers** for August 2024 (*Attachment: August 2024 Transfer Report - Signed*)

**Resolved**, that the Board of Education approve the budget transfers as listed in the Attachment.

**11.3.5. Motion to approve** Travel Expenditure for Workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage Tolls, Etc.	Total
Karolina Cywa	NJASBO Seminar - OPRA /Negotiations /Arbitration/ Fact Finding & Records Retention	09/12/2024	\$145.00	N/A	\$145.00
Karolina Cywa	NJASBO Seminar - DOL & DOT Refresher & Updates	10/17/2024	\$145.00	\$29.05	\$174.05
Karolina Cywa	NJASBO Seminar - Green Purchasing	11/12/2024	\$145.00	\$29.05	\$174.05
Karolina Cywa	NJASBO Seminar - Ethics & the BA	12/10/2024	\$145.00	\$29.05	\$174.05

#### **11.3.6. USE OF FACILITIES**

**Motion to approve the following use of facilities request:**

Organization	Dates	Day / Times	Location
Girl Scout Troop 80117	TBD	Monday, 3:30 pm - 5 pm	ES Art Room

**The Board President** calls for a motion and a second to approve 11.1-11.3.6.:

Motion: <i>Robert Imhoff</i>		Second: <i>Erin Delgado</i>		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger				X
Erin Delgado	X			
Robert Imhoff	X			
Michael McCasland				X
Colleen Poles	X			
Cynthia Sharkey	X			
Karyn Gove	X			

*Motion passes 5-0-0-2*

## **12. 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.

*None at this time.*

### 13. BOARD OF EDUCATION DISCUSSION

*None at this time.*

### 14. EXECUTIVE/CLOSED SESSION

***Board President calls for a motion at 6:57 pm Cynthia Sharkey moved and seconded by Colleen Poles, unanimously approved,*** in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- 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.

### 15. RECONVENE PUBLIC SESSION

***Board President calls for a motion at 7:09 pm Colleen Poles moved and seconded by Erin Delgado, unanimously approved,*** to reconvene the public session.

### 16. ADOPTION OF EXECUTIVE MINUTES FROM PREVIOUS MEETING

**16.1.** August 19, 2024 Executive Session Meeting Minutes (*Attachment: 8 19 24 Executive Work Session Meeting Minutes Signed*)

**16.2.** August 26, 2024 Executive Session Meeting Minutes (*Attachment: 8 26 24 Executive Regular Session Meeting Minutes Signed*)

**The Board President** calls for a motion and a second to approve 16.1.-16.2:

Motion: <i>Robert Imhoff</i>		Second: <i>Cynthia Sharkey</i>		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger				X
Erin Delgado	X			
Robert Imhoff	X			
Michael McCasland				X
Colleen Poles	X			
Cynthia Sharkey	16.2			16.1
Karyn Gove	X			

*Motion passes 5-0-0-2*



*Robert Imhoff had a question regarding the second district goal. How are we going to measure the progress of increasing student academic success? Gregory Hobaugh stated he is looking to continue the parent meetings, reviewing student attendance and tardiness, and looking at Back to School Night parent attendance numbers to chart student growth. Robert Imhoff suggested tightening up the goal or creating another goal. Discussion regarding measuring student experiences as opposed to student growth may be a better factor to measure goal achievement.*

**17. ADJOURNMENT**

*Board President calls for a motion at 7:33 pm Erin Delgado moved and seconded by Robert Imhoff, unanimously approved to adjourn the meeting.*

*Motion approved. Meeting adjourned at 7:33 pm.*

Respectfully submitted by,

A handwritten signature in dark ink, appearing to read 'Caryn Rinehart', written over a horizontal line.

Caryn Rinehart, Acting Board Secretary

