



**HIGH BRIDGE BOARD OF EDUCATION  
WORK SESSION MEETING MINUTES  
Monday, August 18, 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, August 18, 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 - *Absent*

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. 2025-2026 District Goals**

*Dr. Gregory Hobaugh provided an update on the successful completion of the extended school year program, along with the current status and projected completion date of the HVAC project. He then presented his proposed district goals for the upcoming school year. The first goal is to increase science competency to improve student performance on standardized tests. This involves enhancing the science curriculum to support greater student proficiency. In response to a question from Mr. Robert Imhoff about how progress would be measured, Dr. Hobaugh explained that growth and proficiency would primarily be assessed through state testing, though timelines for measurable progress may vary. The Board emphasized the importance of clear benchmarks and milestones, particularly for grades 5 through 8, and recommended incorporating internal metrics in addition to state assessments. The second goal focuses on improving overall student academic success by clarifying district standards for students, staff, and parents. Key initiatives include updating school handbooks, implementing a point-based middle school discipline system, providing professional development for staff, enhancing communication with families, and developing a district-wide curriculum map.*

## **5. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Alyssa Oliver (Attachment: Oliver Correspondence 7 29 25)	07/29/2025	Unpaid Leave
Owen Pomykacz (Attachment: Pomykacz Correspondence 8 7 25)	08/07/2025	Custodian Position

*Mr. Gregory Hodges requested clarification regarding Ms. Oliver's correspondence about unpaid leave. Dr. Gregory Hobaugh explained that the leave was Ms. Oliver's personal choice.*

## **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 noted that the next Hunterdon County School Boards Association meeting is scheduled for September 29th.*

## **7. HIB REPORTS**

*None to report*

## **8. ACTION ITEMS**

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

**8.1.1.** Policy updates: (*Attachments: Alert 235 Policy Recommendations, Alert 235 Regulation Recommendations, Policy 1110 - Organizational Chart*)

**8.1.1.1. N.J.A.C. 6A:23A – Fiscal Accountability, Efficiency, and Budgeting Procedures**

- 8.1.1.1.1.** P 0173 Duties of Public School Accountant (Revised)
- 8.1.1.1.2.** P 0174 Legal Services (M) (Revised)
- 8.1.1.1.3.** P 0177 Professional Services (M) (Revised)
- 8.1.1.1.4.** P & R 1570 Internal Controls (M) (Revised)
- 8.1.1.1.5.** P 1620 Administrative Employment Contracts (M) (Revised)
- 8.1.1.1.6.** P & R 6111 Special Education Medicaid Initiative (SEMI) Program (M) (Revised)
- 8.1.1.1.7.** P 6220 Budget Preparation (M) (Revised)
- 8.1.1.1.8.** R 6220 Budget Preparation (Revised)

**8.1.1.2. General Policy and Regulation Updates**

- 8.1.1.2.1.** P 0143 Board Member Election and Appointment (Revised)
- 8.1.1.2.2.** P 1648.15 Recordkeeping for Healthcare Settings In School Buildings – Covid-19 (M) (Abolished)
- 8.1.1.2.3.** P 2422 Statutory Curricular Requirements (M) (Revised)
- 8.1.1.2.4.** P & R 5117 Interdistrict Public School Choice (Revised)
- 8.1.1.2.5.** P 5339.01 Student Sun Protection (M) (New)
- 8.1.1.2.6.** P 1110 Organizational Chart

**8.1.2.** 2025-2026 Elementary School and Middle School Student Handbooks and 2025-2026 Elementary School Code of Conduct. (*Attachments: HBES & HBMS Handbooks and ES Code of Conduct*)

**8.1.3.** 2025-2026 Integrated Preschool Program Parent Handbook. (*Attachment: Integrated Preschool Program Parent Handbook*)

**8.1.4.** 2025-2026 Preschool Attendance Policy as required by the PEA Grant. (*Attachment: Preschool Attendance Policy*)

**8.1.5.** Create the stipend position of Middle School Disciplinary Coordinator as described in the attached job description. (*Attachment: Middle School Disciplinary Coordinator*)

**8.1.6.** Field trips:

Location	Grade	Cost	Cost Incurred By
DaVinci Science Center, Allentown, PA	2	\$17/student* Transportation Costs TBD	Parents / Guardians

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

**8.2.1.** Erin Wert as Community & Parent Involvement Specialist (CPIS) / Parent Liaison for the 2025-2026 school year, compensated by a \$4,500.00 stipend, funded through the PEA Grant.

**8.2.2.** Unpaid leave for Alyssa Oliver beginning on or about September 25, 2025, with a tentative return date of January 20, 2025. She will utilize unpaid days in accordance with NJFLA.

- 8.2.3.** Jerry Morrison for the stipend position of Preschool Maintenance Support at \$80 per day, not to exceed 180 days, effective August 28, 2025.
- 8.2.4.** Coleen Conroy for up to twenty (20) days of summer pay at the rate of \$228.72 per day. (\$28.59 per hour)
- 8.2.5.** Aimee Luster for up to twenty (20) days of summer pay at the rate of \$204.07 per day. (\$25.51 per hour)
- 8.2.6.** Melissa Betz as Teachers in Charge on an as-needed basis, as per the responsibilities of the Middle School Discipline Coordinator role.
- 8.2.7.** Teachers in Charge at the contracted rate of \$115.00 per day, on an as-needed basis.
- Megan Gulevski
  - Danielle Weber
- 8.2.8.** Caldwell University student Megan Scotchlas to complete her student teaching requirements at High Bridge Elementary and Middle Schools from September 2025 through December 2025, with Jana Brown (MS) and an ES teacher to be named at a later date, serving as cooperating teachers.
- 8.2.9.** Staff members for co-curricular funded activities:

<b>Co-Curricular Position</b>	<b>Rate</b>	<b>Total Hours</b>	<b>Total Compensation</b>	<b>Staff Member(s)</b>
Art Club - MS	\$32.00	10	\$320.00	Jana Brown
Athletic Director	Contracted Rate	75	\$2,400.00	Emma Alparone
Boys' Baseball Coach	Contracted Rate		\$1,516.80	Jeff Capone
Boys' Basketball Coach	Contracted Rate		\$2,619.60	Jeff Capone
Cheerleading Coach	Contracted Rate		\$1,264.00	Jana Brown
Cross Country Coach	Contracted Rate		\$1,516.80	Jeff Capone
Drama Club	\$32.00	45	\$1,440.00	TBD
Drama Club	\$32.00	45	\$1,440.00	TBD
ES Band	\$32.00	6	\$192.00	TBD
ES Choir	\$32.00	6	\$192.00	Courtney Bursztyn
Environmental Club - ES Fall	\$32.00	11	\$352.00	Lynn Huges
Environmental Club - ES Fall	\$32.00	11	\$352.00	Michele Gomez
Environmental Club - ES Spring	\$32.00	11	\$352.00	Lynn Hughes
Environmental Club - ES Spring	\$32.00	11	\$352.00	Michele Gomez
Environmental Club - MS Fall	\$32.00	11	\$352.00	Kayla Turner
Environmental Club - MS Fall	\$32.00	11	\$352.00	TBD
Environmental Club - MS	\$32.00	11	\$352.00	Kayla Turner

Spring				
Environmental Club - MS Spring	\$32.00	11	\$352.00	TBD
Girls' Basketball Coach	Contracted Rate		\$2,620.00	Carl Katzenberger
Girls' Softball Coach	Contracted Rate		\$1,264.00	TBD
Girls' Volleyball Coach	Contacted Rate		\$1,517.00	Carl Katzenberger
HBMS TV Production	\$32.00	60	\$1,920.00	Danielle Weber
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	Danielle Weber
Homework Club - ES	\$32.00	60	\$1,920.00	Kim Sandorff
Homework Club - ES	\$32.00	60	\$1,920.00	Marisa Monaco
Jazz Band - MS	\$32.00	30	\$960.00	TBD
MS TREP\$ Coordinator	\$32.00	14	\$448.00	TBD
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	Amy Miller
Student Leadership			\$1,187.00	Carl Katzenberger
Unified Club Advisor	\$32.00	18	\$576.00	Jana Brown
Unified Club Advisor	\$32.00	18	\$576.00	Coleen Conroy
Video Club Advisor Fall - ES	\$32.00	14	\$448.00	Courtney Bursztyn
Video Club Advisor Fall - ES	\$32.00	14	\$448.00	Megan Wheeler
Video Club Advisor Spring - ES	\$32.00	14	\$448.00	Courtney Bursztyn
Video Club Advisor Spring - ES	\$32.00	14	\$448.00	Megan Wheeler
Yearbook - ES	\$32.00	20	\$640.00	Aimee Luster
Yearbook - ES	\$32.00	20	\$640.00	Courtney Bursztyn
Yearbook - MS	\$32.00	25	\$800.00	Danielle Weber
Yearbook - MS	\$32.00	25	\$800.00	Amy Miller

**8.2.10.** 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.

## Inservice Dates:

August 25, 2025	August 26, 2025	August 27, 2025	August 28, 2025
August 29, 2025	September 26, 2025	October 13, 2025	November 19, 2025
December 10, 2025	January 28, 2026	February 2, 2026	

## Staff Members:

Thea Anaston	Andrea Anderson-Miller	Anna Dieterly	Lauren DiLanno
Elizabeth Kouriatas	Kathryn Miller	Alyssa Oliver	Kimberly Reig
Melissa Volturo	Erin Wert	Maureen Woerner	Kimberly Ziegler

- 8.2.11.** 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
Amy Miller	GED 615 - Collaborative Practices	Centenary University	Aug - Dec, 2025	\$2,193.90

**8.3. Educational Resources - Finance and Facilities**

- 8.3.1.** Following plans and procedures for the 2025 - 2026 school year.

- 8.3.1.1.** Professional Development Plans (*Attachments: 2025 - 2026 ES Professional Development Plan, 2025 - 2026 MS Professional Development Plan, and 2025 - 2026 District Professional Development Plan*)

- 8.3.2.** Registration fees and travel expenditures for workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage Tolls, Etc.	Total
Jerry Morrison	NJ Educational Facility Management Certification Training - Management Supervision & HR (Virtual)	9/6 - 10/11/25 (Saturdays)	\$853.00	N/A	\$853.00
Jerry Morrison	NJ Educational Facility Management Certification Training - Information Systems (Virtual)	10/18 - 11/01/25 (Saturdays)	\$483.00	N/A	\$483.00
Jerry Morrison	NJ Educational Facility Management Certification Training - Structural & Mechanical Systems	11/15-12/6/25 (Saturdays)	\$483.00	N/A	\$483.00

	(Virtual)				
Jerry Morrison	NJ Educational Facility Management Certification Training - Energy Management (Virtual)	12/13-12/20/25 (Saturdays)	\$205.00	N/A	\$205.00
Katherine Franks	Danielson for Administrators - Virtual	09/16/25	\$106.00	NA	\$106.00

### 8.3.3. SUBMISSION OF THE WATER INFRASTRUCTURE IMPROVEMENT GRANT APPLICATION

**WHEREAS**, the High Bridge Board of Education recognizes the importance of providing safe and healthy drinking water for its students and staff;

**WHEREAS**, the Water Infrastructure Improvement Grant Program offers funding opportunities to remediate water contamination in school buildings, including upgrades to drinking water outlets and whole-system remediation, as determined by recent water quality testing;

**WHEREAS**, the High Bridge School District has completed the necessary water quality testing and identified areas requiring improvement, as detailed in the attached consultant certification;

**WHEREAS**, the proposed scope of work and estimated costs for the project have been reviewed and certified by a qualified consultant;

**WHEREAS**, a sustainability plan for proposed filtration solutions, including testing and maintenance schedules, has been developed;

**WHEREAS**, the High Bridge School District is committed to providing local funds to cover any project costs exceeding the grant allocation;

**NOW, THEREFORE, BE IT RESOLVED**, that the High Bridge School District Board of Education approves the submission of the Water Infrastructure Improvement Grant Application;

**BE IT FURTHER RESOLVED**, that the Karolina Cywa, School Business Administrator, is authorized to sign and submit the application and any related documentation on behalf of the Board of Education.

8.3.4. Payment of Bills

8.3.5. Financial Reports

8.3.6. Line Item Transfers

8.3.7. Referees' and umpires' rates for the 2025 - 2026 school year.

Sport(s)	A Games	A&B Games
Soccer, Volleyball, Basketball, Softball, Baseball	\$67.50	\$101.25

### 8.3.8. 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 - 2026, whereby Readington Township School District will be the host district and High Bridge Board of Education will be a participant district. Districts with an allocation of less than \$10,000 in Title III must join a consortium to receive the funds.

**8.3.9. SCHOOL ALLIANCE INSURANCE FUND - RESOLUTION FOR MAINTENANCE OF MEMBERSHIP**

**WHEREAS**, the **High Bridge Board of Education**, hereafter referred to as "**Educational Facility**," is a member of the School Alliance Insurance Fund, hereinafter referred to as "**Fund**"; and

**WHEREAS**, said renewal membership terminates as of July 1, 2025, at 12:01 a.m. standard time, unless earlier renewed by agreement between the **Educational Facility** and the **Fund**; and

**WHEREAS**, the **Educational Facility** is afforded the following types of coverages:

- ☐ Workers Compensation
- ☐ Supplemental Indemnity - Compensation
- ☐ Package - Property, Boiler & Machinery, General and Auto Liability,
- ☐ Environmental Impairment Liability, Cyber Liability
- ☐ Excess Liability (AL/GL)
- ☐ School Leaders Professional Liability
- ☐ Excess Liability (SLPL)

**WHEREAS**, the **Educational Facility** desires to maintain said membership;

**NOW THEREFORE, BE IT RESOLVED** as follows:

1. The **Educational Facility** agrees to maintain its membership in the **Fund** for a period of three years beginning July 1, 2025, and ending July 1, 2028 at 12:01 a.m. eastern standard time, and to be subject to the coverages, operating procedures, bylaws, and other organizational and operational documents of the **Fund** presently existing or as from time to time amended by the **Fund** and/or the Department of Banking and Insurance.

2. The Educational Facility's Business Official, Karolina Cywa, is hereby appointed as the **Educational Facility's** Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement, thereby evidencing annexed hereto and made a part hereof, and to deliver same to the **Fund** the **Educational Facility's** renewal of its membership.

**8.3.10. NURSING SERVICES CONTRACT**

Health Source Group, Hicksville, NY, and High Bridge Board of Education for the school year 2025 - 2026 to provide professional health care personnel to the district when required (*Attachment: 2025 - 2026 Health Source Group Contract*)

**8.3.11. Contracts between the Mountain Lakes Board of Education and the High Bridge Board of Education for Itinerant Services paid from the IDEA grant. (*Attachment: K.B. Mountain Lakes Board of Education Mainstream Support Program Agreement & P.B. Mountain Lakes Board of Education Mainstream Support Program Agreement*).**



**8.3.12. USE OF FACILITIES** - the following use of facilities request:

<b>Organization</b>	<b>Dates</b>	<b>Day / Times</b>	<b>Location</b>
St. Joseph Church Religious Ed. Program	Sept 7, 2025-May 3, 2025	Sundays, 8:10 am – 11:00 am	ES 7 Classrooms & Library
HB PTO–Trunk or Treat	October 24, 2025	Friday, 4:00 pm - 8:30 pm	Parking lot/ ES Blacktop
HB PTO Meetings	9/3, 9/17, 11/19, 1/21/26, 3/18/26 & 5/20/26	Wednesdays, 7 pm -8 pm	ES Library
HB Adult Volleyball	Sept 2025 – May 2026	Mondays & Wednesdays Fall & Spring 6:30 pm - 8:15 pm Winter 7:30 pm - 8:45 pm	MS Gym
HB Youth Basketball	November 3, 2025, through March 14, 2026	Mon thru Friday, 6:30 pm - 8:30 pm Saturday 8 am - 4 pm	ES & MS Gym
HB Cub Scout Pack 149	Sept 2, 4, Oct 2,7 Nov 4, 6 Dec 2,4 Jan 6, 8 Feb 3, 5 Mar 3, 5 Apr 2, 7 May 5, 7 June 2, 4	Tuesday & Thurs 6:30 pm - 8:00 pm	ES Library

**9. NEW BUSINESS**

*Mr. Robert Imhoff noted that the High Bridge Newsletter will be published soon and invited Board members to submit topic suggestions for publication.*

**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.

**11. BOARD OF EDUCATION DISCUSSION****12. EXECUTIVE/CLOSED SESSION**

**Board President calls for a motion at 8:37 p.m. Robert Imhoff and a second Caitlin Bawring unanimously approved,** in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Legal
- Executive Session Minutes

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 8:49 p.m. Gregory Hodges** and a second **Colleen Poles** *unanimously approved* to reconvene the public session.

**14. ADJOURNMENT**

**The Board President calls for a motion at 8:57 p.m. Robert Imhoff** and a second **Michael McCasland** *unanimously approved* to adjourn the meeting.

Respectfully submitted



Karolina Cywa

School Business Administrator/Board Secretary