

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
Monday, May 13, 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, May 13, 2024

Time: 6:30 pm

Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

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

Benjamin Bolger

Erin Delgado

Robert Imhoff

Michael McCasland

Colleen Poles

Cynthia Sharkey

Karyn Gove

Additional Members Present: Dr. Gregory Hobaugh, Superintendent
Karolina Cywa, SBA / Board Secretary

4. PRESENTATION ITEMS

4.1. Motion to recognize the winners of the Warren County Consortium for Student Enrichment's Young Writers' Competition 2024.

- Margot Kinsley - First Place Short Story - "A Gift That Costs No Money: Solitude"
- River Hoffmann - Second Place Short Story - "Charred Courage"
- Mackenzie Darman - Third Place Short Story - "Show Respect"
- Max Gutierrez - Honorable Mention Short Story - "The Noise"

- Zora Baldwin - First Place Essay - “Be Kind Online, No Matter What!”

4.2. Motion to adopt the following resolution naming the newly constructed outdoor structure at the High Bridge Elementary School in honor of Lynn Hughes. (*Attachment: Lynn Hughes Pavilion Resolution*)

WHEREAS, Lynn Hughes is a fourth-grade teacher at the High Bridge Elementary School; and

WHEREAS, Lynn Hughes has dedicated over fifty years to the education of High Bridge students; and

WHEREAS, Lynn Hughes has been a lifelong environmentalist, working as a member of the Green Team for both the school district and the Borough of High Bridge, and as a member of the High Bridge Borough Environmental Commission; and

WHEREAS, Lynn Hughes has planted the seeds of environmentalism in her students through lessons and her respect for the outdoors; now

THEREFORE BE IT RESOLVED, that the High Bridge Board of Education in recognition and celebration of her outstanding commitment to the district, the community, and the environment, shall name the newly constructed outdoor structure located at the High Bridge Elementary School, *The Lynn Hughes Pavilion*; and

BE IT FURTHER RESOLVED, that this resolution be recorded in the minutes of the Public Meeting of the Board of Education of the Borough of High Bridge on May 13, 2024, and that the resolution become part of the permanent and lasting record of the High Bridge Board of Education.

The Board President calls for a motion and a second to approve 4.1.-4.2.:

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

4.3. Superintendent’s Report

4.3.1. 2023-2024 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	4	52	-	-	-	52
K	2	43	-	-	-	43
1	2	24	-	-	-	24
2	2	31	-	-	-	31
3	2	34	-	-	-	34
4	2	27	-	-	-	27
Elementary School Total						211
5	1	32	-	-	-	32
6	2	34	-	-	-	34
7	2	38	1	-	-	39
8	2	33	-	-	-	33
Middle School Total						138
District Total	21	348	1	-	-	349

4.3.2. Projected 2024-2025 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	4	55	-	-	-	55
K	2	27	-	-	-	27
1	2	43	-	-	-	43
2	2	24	-	-	-	24
3	2	31	-	-	-	31
4	2	34	-	-	-	34
Elementary School Total						214
5	1	27	-	-	-	27
6	2	32	-	-	-	32
7	2	33	-	-	-	34
8	2	38	1	-	-	39
Middle School Total						131
District Total	21	344	1	-	-	345

4.3.3. Staff Attendance for April 2024 (Attachment: April 2024 Staff Attendance)

4.3.4. Monthly Report on Harassment, Intimidation, and Bullying Incidents/Suspensions and Security Drills

Month	Drills				Suspensions				HIB			
	HBES		HBMS		HBES		HBMS		HBES		HBMS	
	Fire	Security	Fire	Security	In	Out	In	Out	Investigated	Affirmed	Investigated	Affirmed

July	07/06	07/31	07/05	07/11								
August	08/01	08/10	08/01	08/02								
Sept	09/06	09/14	09/06	09/14							1	
Oct	10/13	10/27	10/03	10/05				1				
Nov	11/21	11/06	11/14	11/06				1				
Dec	12/20	12/14	12/08	12/13				2				2
Jan	01/12	01/26	01/11	01/25				1		1	2	2
Feb	02/08	02/28	02/08	02/23					2			
March	03/25	03/15	03/07	03/22							2	
April	04/22	04/29	04/15	04/26				1	1			1
May	05/01		04/09									
June												
* Investigation is in progress												

4.3.5. Superintendent Update

4.4. School Business Administrator’s Report.

5. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Judy LaGreca	4/29/24	Letter to HBBOE from HBEA
<i>(Attachment: LaGreca Correspondence 4 29 24)</i>		
Ben Walck	4/30/2024	HBMS Baseball Coach
<i>(Attachment: Walck Correspondence 4 30 24)</i>		

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.

7. BOARD OF EDUCATION DISCUSSION

8. ADOPTION OF MINUTES FROM PREVIOUS MEETING

- 8.1.** April 15, 2024 Work Session Minutes *(Attachment: 4 15 24 Work Session Meeting Minutes Signed)*
- 8.2.** April 29, 2024 Regular Meeting Minutes *(Attachment: 4 29 24 Regular Session Minutes Signed)*

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

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

9. REPORTS TO THE BOARD

9.1. Board President’s Report

- 9.1.1.1. Policy Audit
- 9.1.1.2. Student Achievement
- 9.1.1.3. Sustainability Committee Update - Karyn Gove
- 9.1.1.4. Negotiations Committee Update
- 9.1.1.5. School Security Committee Update
- 9.1.1.6. Hunterdon County School Boards Association Meeting Update - Robert Imhoff

10. HIB REPORTS

None to Report

11. ACTION ITEMS

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

11.1.1. Motion to approve the following class trips and transportation:

Grade	Location	Cost	Incurred By
5	Echo Hill Park, Flemington, NJ	\$10.00	Parents/Guardians

11.2. Human Resources - Personnel, Management & Community Relations

- 11.2.1. **Motion to reappoint** tenured certificated staff members for the 2024-2025 school year. *(Attachment: 2024-2025 All Staff Reappointments)*
- 11.2.2. **Motion to reappoint** the certificated staff member(s) earning tenure during the 2024-2025 school year. *(Attachment: 2024-2025 All Staff Reappointments)*
- 11.2.3. **Motion to reappoint** non-tenured certificated staff members for the 2024-2025 school year. *(Attachment: 2024-2025 All Staff Reappointments)*
- 11.2.4. **Motion to appoint** custodial staff, for the 2024-2025 school year. *(Attachment: 2024-2025 All Staff Reappointments)*
- 11.2.5. **Motion to appoint** cafeteria aides for the 2024-2025 school year. *(Attachment: 2024-2025 All Staff Reappointments)*
- 11.2.6. **Motion to reappoint** support staff non-association members for the 2024-2025 school year. *(Attachment: 2024-2025 All Staff Reappointments)*
- 11.2.7. **Motion to reappoint** administrative staff members for the 2024-2025 school year. *(Attachment: 2024-2025 All Staff Reappointments)*

- 11.2.8. **Motion to appoint** Treasurer of School Monies for the 2024-2025 school year. *(Attachment: 2024-2025 All Staff Reappointments)*
- 11.2.9. **Motion to approve** the summer custodian pay rate to \$18 per hour, effective June 15, 2024.
- 11.2.10. **Motion to approve** the following summer custodians, at the following pay rate, not to exceed 32 hours per week.

Name	Start Date	Pay Rate
Philip Apsley	06/14/24	\$18hr
Mike Doerwang	6/14/24*	\$18/hr

- 11.2.11. **Motion to approve** Sharon Tryon and Amy Miller as chaperones for the middle school spring concert on May 14, 2024 at the contracted rate of \$72.53.
- 11.2.12. **Motion to approve** Megan Gulevski and Lynn Hughes as chaperones for the elementary school spring concert on May 22, 2024 at the contracted rate of \$72.53.
- 11.2.13. **Motion to approve** Alexis Morrison as paraprofessional for the middle school spring concert on May 14, 2024, in accordance with students’ IEP, to be compensated at the contracted rate of \$19.00 per hour, not to exceed two (2) hours for a total of \$38.00.
- 11.2.14. **Motion to approve** staffing for the 2024-2025 Extended School Year. *(Attachment: ESY & ESSR Staffing 2024-25)*
- 11.2.15. **Motion to approve** staffing for Summer Enrichment Camps to be funded by ESSR funds. *(Attachment: ESY & ESSR Staffing 2024-25)*

11.3. Educational Resources - Finance and Facilities

- 11.3.1. **Motion to approve** the following travel expenditure for workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Other	Total
Christina Harding	Centenary University 2024 Literary Conference	June 7, 2024	\$95.00	N/A	N/A	\$95.00

- 11.3.2. **Motion to accept** the donation of \$1,147.06 for a commemorative bench to be placed in front of the Middle School from the High Bridge High School Alumni Association.
- 11.3.3. **Motion to accept** the donation of \$1,371.94 for playground equipment for both Elementary and Middle Schools from the High Bridge High School Alumni Association to be deposited to the Student Activity account.
- 11.3.4. **Motion to approve** B&H Foto & Electronic Corp, New York, New York to purchase a Digital on-site two-way Radio at the cost of \$8,904. (BID#HCESCCAT2201)
- 11.3.5. **Motion to approve** Direct Flooring, Flemington, New Jersey to replace the gym floor in the Elementary School at the cost of \$94,562.91. (BID#CO-OP #MCESCCPS)
- 11.3.6. **Motion to approve** BRG Corporation, Rochester, New York to install vestibules in Elementary and Middle Schools at the cost of \$71,804. (Ed Data Bid#11668)
- 11.3.7. **Motion to approve** Advantage Security, Inc., Hamilton, New Jersey to install security cameras in Elementary and Middle Schools at the cost of \$22,506.06. (bid#HCESC-Tech-R22-07)
- 11.3.8. **Motion to approve** the disposal of outdated and/or damaged library books. *(Attachment: Damaged Books to be Removed & Recycled 5 9 24)*

11.3.9. Motion to 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 07/01/2024 - 06/30/2025 and accept the award of \$ 9,623.16 directly applied to Service Provider. (Attachment: E-Rate Requests, FY 2024)

11.3.10. Motion to approve the allocation of 22 - 23 Extraordinary and Supplemental Aides as listed in the attachment (Attachment: 22 - 23 Allocations)

11.3.11. Payment of Bills

Audit of Invoices (Attachment: 5 9 24 bill list)

Approve invoices for Current Expenses in the following amounts:

Check Register	April 30, 2024 - May 9, 2024	\$ 171,347.61
Payroll	April 30, 2024	\$ 246,979.15
Total		\$ 418,326.76

Payment of Bills Cafeteria Account:

Richard E. Yard	May 2, 2024	\$ 442.16
Total		\$ 442.16

11.3.12. Line Item Transfers for April 2024 (Attachment: April 2024 Transfer Report Signed) Resolved, that the Board of Education approve the budget transfers as listed in the Attachment.

The Board President calls for a motion and a second to approve 11.1-11.3.12.:

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

12. NEW BUSINESS

13. 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.

14. BOARD OF EDUCATION DISCUSSION

15. EXECUTIVE/CLOSED SESSION

Board President calls for a motion _____ and a second _____, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- Superintendent Evaluation
- Personnel
- Collections
- Security

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.

16. RECONVENE PUBLIC SESSION

The Board President calls for a motion _____ and a second _____ to reconvene the public session.

17. ADOPTION OF MINUTES FROM PREVIOUS EXECUTIVE SESSION

17.1.1. April 15, 2024 Executive Session Minutes (*Attachment: 4 15 24 Executive Work Session Minutes Signed*)

17.1.2. April 29, 2024 Executive Session Minutes (*Attachment: 4 29 243 Executive Session Minutes Signed*)

The **Board President** calls for a motion and a second to approve 17.1.1.-17.1.2:

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

18. ADJOURNMENT

Board President calls for a motion _____ and a second _____ to adjourn the meeting.