

FEBRUARY 01, 2005

MONMOUTH REGIONAL HIGH SCHOOL
BOARD OF EDUCATION
ONE NORMAN J FIELD WAY
TINTON FALLS, NEW JERSEY 07724-3299
FEBRUARY 01, 2005
7:45 P.M.
PUBLIC MEETING

STATEMENT TO BE READ BY PRESIDING OFFICER:

Statement is hereby made that adequate notice of this meeting has been properly provided by the giving of a meeting notice, by mailing same to the Asbury Park Press on Wednesday, May 05, 2004, filing same on Wednesday, May 05, 2004 with the clerk of the Borough of Tinton Falls, Borough of Eatontown and the Township of Shrewsbury, and by prominently posting said notice on the Monmouth Regional High School Internet Web page and the main doors into the High School building in the Administration wing on Wednesday, May 05, 2004.

CALL TO ORDER

The meeting was called to order at 7:45 P.M. with the following members in attendance:

Yvonne H. Bova
Jonathan Cohen
Joseph P. Gaetano
Thomas C. Neff

Steven B. Seavey
Carl E. Sohl
Linda Thatcher
JoEllen L. Wernikowski
Anthony Schabile

James W. Cleary
M. Barger, Esq.

Patrick R. Collum

Absent: Stephen Slowinski, student rep
Stephanie Gottlieb, student rep

FLAG SALUTE

SUPERINTENDENT'S REPORT

Selection of Committee for Teacher of the Year – Mr. Collum requested that Mr. Schaible select a committee for representation from the Board for the “Teacher of the Year” process. Mr. Collum, Mr. Gaetano and Mr. Cohen will serve on the committee representing the Board with alternates; Mrs. Thatcher and Mr. Neff.

School Calendar – Mr. Collum reviewed the school calendar with the Board noting that we will request approval at the February 22nd Board meeting.

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Case # 2004/5 – 13 - Home Instruction pending Placement. Effective 1/18/05- Ten hours per week.

English, Math, Science, and Social Studies 2 ½ hours each subject area, all instruction provided by L. Massa.

Case #2004/5-14 – Home Instruction pending Placement. Effective 01/27/05 – Ten hours per week. Approximately three weeks.

English, Math, Science, Social Studies 2-1/2 hours each subject area, all instruction provided by S. Verdee

B) Private Placements

Recommend the Board approve the following Special Ed outside placement and tuitions:

Case No.	Placement	Tuition	Eff. Date
V392	Collier School	\$37,834.20 (prorated \$22,280.14)	1/14/05 – 6/30/05

C) Field Trips

Recommend the Board approve the following field trips:

Date: 02/01/05
Leave: MRHS 9:30 A.M.
Return: 2:00 P.M.
Dept: World Language
Course: Spanish Club
Purpose: Cultural
Destination: Zimmerli Museum and Taco Bell – New Brunswick
Teacher: J. Wardell
of Students: 40
Transportation: MRHS Board Vehicle \$157.50 All expenses paid by Club

Date: 2/10/05
Leave: MRHS 11:30 A.M.
Return: 2:30 P.M.
Dept: Applied Technology
Course: DECA
Purpose: Interview with State Officer Candidate
Destination: North Brunswick H.S.
Teacher: E. Cilino
of Students: 1
Transportation: Personal Vehicle

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Date: 02/11/05
Leave: MRHS 7:30 A.M.
Return: 4:00 P.M.
Dept: Applied Tech
Course:
Purpose: Academic Challenge Student Orientation
Destination: New York Federal Reserve
Teacher: S. Wolff
of Students: 5
Transportation: NJ Transit Cost per Student \$21.00
(\$13.00 train;\$3.00 Path; \$5.00 park)

Date: 02/25/05
Leave: MRHS 7:30 A.M.
Return: 3:00 P.M.
Dept: Applied Tech/Science
Course: Smart Gems
Purpose: "teentech" connecting girls and technology
Destination: DeVry University, North Brunswick
Teacher: M. Lapinski/K. Kenney
of Students: 17
Transportation: Murphy Bus \$450.00

Date: 03/23/05
Leave: MRHS 8:00 A.M.
Return: 2:00 P.M.
Dept: World Language
Course: Spanish Club
Purpose: Cultural
Destination: West Orange Jewish Community Center
Teacher: J. Wardell
of Students: 40
Transportation: MRHS Board Vehicle \$210.00 All expenses paid by club activity

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STAFFING

A) Instructional

1. Appointments

Substitutes

Recommend the Board approve the appointment of the following substitute teachers for the 2004/2005 School Year, at a compensation rate of \$70.00 for the first fifteen (15) days and \$75.00 thereafter. Further recommend the Board approve their emergent hiring during the fingerprint clearance period.

Mullins, Thomas Certificate of Eligibility
Rucker, Lorainne 117 Credits Widner University

2. Resignations

Recommend the Board accept the resignation of Mrs. Spangler, ESL Teacher, effective June 30, 2005.

3. Graduate Credits

Recommend the Board approve the payment for Graduate Credit Reimbursement as submitted and documented according to Article XXII of the Agreement with MREA.

Wardell, Ted 6/\$275.00 Total \$1,650.00
Monmouth University
Research Methodology & Application
Practicum Administration Org. of Public Schools

Kelly, Amy 6/\$275.00 Total \$1,650.00
Monmouth University
Career Development & School Counseling
EDL Internship I

4. Other – Change of Guide

Recommend the Board approve a change of Guide for Mr. Michael Botti from BA+30 Step 8 Annual Salary \$44,750.00 to MA Step 8 Annual Salary \$ 46,725.00. Effective February 1, 2005 through June 30, 2005.

ADDENDUMS

Substitutes

Recommend the Board approve the appointment of the following substitute teachers for the 2004/2005 School Year, at a compensation rate of \$70.00 for the first fifteen (15) days and \$75.00 thereafter. Further recommend the Board approve their emergent hiring during the fingerprint clearance period.

Harris, David Certificate of Eligibility Mathematics 00358797
BA University of Kentucky

Willman, Mary 77 Credits
Brookdale /Rowen University

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OTHER BUSINESS

Policy - Second Reading and Adoption Honor Code & Policy 7150 Memorials

Recommend the Board conduct Second Reading and Adoption of the following Code:

Monmouth Regional Honor Code

All the members of the Monmouth Regional community are expected to act with integrity and honor. Cheating, plagiarism, and any act of dishonesty violate these expectations. If violations occur, the teacher and department supervisor will investigate the situation. After they have both completed their investigation, the infraction of the Monmouth Regional Honor Code, regardless of the level of severity, must be reported to the student's parents, guidance counselor, and case manager. Written documentation of the violation will be provided by the teacher to the Honor Code Committee via the principal's office in a timely manner. Appropriate disciplinary measures will be taken.

Monmouth Regional Philosophy

Monmouth Regional is a comprehensive high school serving the communities of Eatontown, Shrewsbury Township and Tinton Falls. The military and naval facilities of Fort Monmouth and Earle contribute to the creation of a student body that is highly mobile and culturally diverse. We honor this diversity and believe it to be among our intrinsic strengths.

We are committed to the premise that all students have the right to be taught without partiality and with teaching strategies suited to their individual needs. To that end, we provide a curriculum of required and elective courses, including vocational and life skills designed to encourage problem solving, critical thinking, and intellectual inquiry. We encourage and support professional growth as integral to this curricular success. We will use current technology in our teaching to prepare students to be technologically literate in society, the workplace, and future academia. Careful guidance of course and career planning and interdisciplinary cooperation are essential to the success of this learning process.

Monmouth Regional High School believes that an extensive co-curricular program is equally essential to the social, physical, and emotional development of all students. In an effort to foster school spirit, promote interpersonal relationships, and challenge students to participate in varied activities, we encourage and support a co-curricular program *that* reflects student interests.

We recognize the necessity of assisting students to value the importance of honesty, ethics, and integrity in their daily lives, to develop civic responsibility and to respect others, oneself, and the environment. We model as well as teach across the curricula the responsibilities and obligations of citizens in a participatory democracy. We recognize our responsibilities not only to our local, state, and national communities, but also to the global community.

Monmouth Regional High School will provide a nurturing environment in which students and staff can thrive and where positive peer relationships are promoted. It is our obligation to provide the school community with clearly defined rules and regulations and to enforce them with consistency and equity. We believe that parents and school share a mutual obligation to communicate regarding student progress, behavior and school policies.

The vision of Monmouth Regional is to recognize the worth and dignity of each individual and to provide a quality education to ensure that all students acquire the requisite skills to function successfully as contributing members of a global society.

The Honor Code Committee

The Honor Code Committee will include the Principal, Guidance Director, and three (3) faculty representatives from various departments and when appropriate a member of Special Services . These members will serve on staggered terms. No member excluding the Principal and Guidance Director, can serve more than two consecutive one year terms on the committee. In September, the Principal will appoint members to the Honor Code Committee for the upcoming year.

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Cheating

According to The New Lexicon Webster's Dictionary of the English Language, to cheat is to trick or deceive; to use unfair methods; to practice fraud. Cheating includes but is not limited to:

1. Obtaining test or quiz materials prior to assessment without the instructor's knowledge.
2. Inappropriately using graphing calculators, programmable watches, palm pilots, cell phones and other computer or electronic devices.
3. "Sharing" student work that should be individually/independently produced.
4. Using crib notes during test situations.
5. Substituting another source, such as Spark Notes study guides, in place of completing an assignment.
6. Discussing information about a quiz or test with students who have not completed the assessment.

Consequences of Cheating

Consequences may include, but not limited to:

1. A grade reduction on the assignment in question at Teachers discretion
2. A grade of zero for the assignment in question with no opportunity to make up that work in any way, including extra credit work at Teachers discretion .
3. If the severity of the situation merits it, the Honor Code Committee will determine whether or not the student shall be given a failing grade for the quarter in the course which the infraction occurred.
4. If the Honor Code Committee determines that the situation is severe, the National Honor Society advisor will be notified.
5. For any subsequent occurrence at Monmouth Regional, the student, at the discretion of the Honor Code Committee, may be dropped from the course and receive a failing grade. Students dropped from any course are not eligible to enroll in a summer school program for that course.

Plagiarism

According to The New Lexicon Webster's Dictionary of the English Language, to plagiarize is to use or pass off (someone else's ideas, inventions, writings, etc.) as one's own.

If a student has any concerns or questions about how to cite material for a particular assignment, the student has the responsibility to consult his/her teacher.

Plagiarism is cheating. It is academically dishonest as well as an ethical offense. It violates the school's philosophy and expectations for students, and will not be tolerated.

Levels of Plagiarism

A *level 1* occurrence would involve the student's use of phrases or a few lines of text or a paragraph without proper citation. Most of the student's work is his or her own. Consequences may include allowing the student to redo all or part of the work. Teachers will use their discretion to give full or a diminished grade for the assignment, providing this would give him/her a beneficial experience. Teachers will notify the parent/guardian and the Honor Code Committee to inform them of this "learning experience."

A *level 2* occurrence is more serious. It involves the student's use of multiple paragraphs of someone else's work, and/or the use of someone else's ideas without the proper attribution, and/or repeated paraphrasing without proper attribution. While some of the work is the student's own, it has been determined/verified that significant portions of the student's work are not his or her own.

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Level 3 occurrence involves most, if not all, work that has been copied from another source. Examples may include but are not limited to, papers taken/purchased from the internet or submission of a paper written by someone other than the student claiming it as his/her own work.

Level 4 plagiarism occurs when the student has plagiarized, in any way, for the second time.

Consequences of Plagiarism

Consequences for *Level 2, Level 3, and Level 4* Plagiarism will be determined by the Honor Code Committee and may include, but not limited to:

1. A grade reduction on the assignment in question.
2. A grade of zero for the assignment in question with no opportunity to make up that work in any way, including extra credit work.
3. If the severity of the situation merits it, the Honor Code Committee will determine whether or not the student shall be given a failing grade for the quarter in the course which the infraction occurred.
4. If the Honor Code Committee determines that the situation is severe, the National Honor Society advisor will be notified.
5. For any subsequent occurrence at Monmouth Regional, the student, at the discretion of the Honor Code Committee, may be dropped from the course and receive a failing grade. Students dropped from any course are not eligible to enroll in a summer school program for that course.

Teacher Procedures for Cheating & Plagiarism

The teacher, in consultation with the department supervisor, must determine whether the violation was unintentional or intentional on the part of the student.

If it is determined by the teacher and the supervisor the violation was unintentional, and can be treated as a “teachable moment” then:

1. The teacher will notify the parent/guardian.
2. The teacher and the supervisor will determine what consequence(s) seem(s) appropriate and educationally sound. The consequences may include: allowing the student to redo all or part of the work; if doing this would give him/her a beneficial experience and either give a full grade for the assignment or a diminished grade for the assignment. If uncertain of appropriate consequences, the teacher and the supervisor should consult with the Honor Code Committee.
3. Notify the Honor Code Committee by submitting the Honor Code Violation Form to the Principal’s office. This is for record keeping purposes only. The Honor Code Committee will keep track of student infractions across the curriculum.

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If the violation is determined to be intentional, then the teacher and the supervisor must refer the case, in writing, to the Honor Code Committee and the teacher notify the parent/guardian . Honor Code Violation forms can be found in each department office. The Honor Code Committee will speak with the teacher and student, conduct an investigation, and determine the appropriate consequence. Consequences may include but are not limited to:

1. A grade reduction on the assignment in question.
2. A grade of zero for the assignment in question with no opportunity to make up that work in any way, including extra credit work.
3. If the severity of the situation merits it, the Honor Code Committee will determine whether or not the student shall be given a failing grade for the quarter in the course which the infraction occurred.
4. If the severity of the situation merits it, The National Honor Society advisor shall be notified for possible action.
5. For any subsequent occurrence in the same course during the same school year at Monmouth Regional, the student, at the discretion of the Honor Code Committee, may be dropped from the course and receive a failing grade. Students dropped from any course are not eligible to enroll in a summer school program for that course.

Works-cited and referenced:

<http://shs.westport.k12.ct.us>

<http://www.tenj.edu>

<http://northport.k12.ny.us>

<http://auburn.org>

<http://www.sfja.org>

<http://www.libpurdue>

<http://www.regent.edu>

Webster's Dictionary of the English Language: Lexicon Publications, 1991 ed.

Board Approved February 1, 2005

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**Monmouth Regional High School
Honor Code Violation**

After the teacher and supervisor have both completed their investigation, all infractions of the Monmouth Regional Honor Code must be reported to: the student's parents, guidance counselor, and case manager. In addition, it is the teacher's responsibility to provide written documentation to the Honor Code Committee via the principal's office in a timely manner.

Documented By: _____ Today's Date: _____

Name of Student: _____ Grade: _____

Name of Course: _____ Department: _____

Date and description of assignment/infraction: _____

"X" that the following have been contacted about the violation
_____ Parent(s)

_____ Department Supervisor

_____ Guidance Counselor

_____ Case Manager (when appropriate)

Additional notes/comments (if applicable) _____

For Honor Code Committee use only

Identified level of infraction: _____

Action taken: _____

Confidential

FEBRUARY 01, 2005

**MONMOUTH REGIONAL HIGH SCHOOL
BOARD OF EDUCATION**

***MEMORIALS AND RECOGNITIONS
FOR OUTSTANDING CONTRIBUTIONS TO
THE MRHS COMMUNITY***

7150

The Monmouth Regional High School Board of Education recognizes that when a school community experiences the death of a member of the school community, it is important to the school community and to those who are personally affected by the death to acknowledge the event and the contributions of those who have died. Additionally, it is fitting that our district recognizes the outstanding contributions of those who are still living and/or events that have greatly impacted our school community.

As places designated primarily to support learning, school sites will not serve as the main venue for memorializing or honoring students, staff or community members.

Permanent recognition for students, staff or community members are encouraged to be in the form of perpetual awards or scholarships, plantings, monuments, or collections of books or items of historical or educational significance. Memorials and recognitions shall be limited to one per individual or event. Plaques may be created and given to the family at the time of the memorialization or recognition, or they may be displayed until the end of the school year and then returned to the family.

Plaques or monuments may also be permanently placed in the school building or on school grounds if approved by the Board of Education. In making the decision for the permanent placement of a plaque or monument the board will consider the contributions of the individual, the size and design of the plaque, or monument and the appropriate location of the plaque or monument.

Requests may be made to the Board of Education in writing to memorialize or recognize an individual or event, at graduation, at other district activities, or to erect a permanent memorial. Activities that will not detract from the scheduled classroom activity or the celebrations of student accomplishments are the only ones that will be considered. Offers for memorials or recognitions that may require additional maintenance or costs to the district will also require Board of Education approval.

In considering requests, the Board of Education will balance memorializing or commemorating the individual or event while not creating an atmosphere that glamorizes a traumatic event or self-destructive behavior.

Requests to the board of education for memorialization or recognition shall be made on the attached form.

First Reading:	January 18,2005
Second Reading:	February 1, 2005
Adoption:	Februray 1, 2005

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APPLICATION FOR MEMORIALIZATION OR PERMANENT RECOGNITION

DATE: _____

NAME OF INDIVIDUAL TO BE RECOGNIZED _____

living deceased

1. List the contributions of the aforesaid individual:

2. List dates of employment and/or enrollment at Monmouth Regional:

3. List dates of service to Monmouth Regional for individuals who did not attend Monmouth Regional or were not employed by Monmouth Regional.

4. Method of recognition suggested by the individual or individuals making this request.

- Scholarship (*explain on an attached sheet the nature, amount and selection criteria*)
- Plantings (explain on the proposal for plantings, flowers, location etc.)
- Collection (explain on an attached sheet the nature of the collection)
- Monument (explain on an attached sheet a description of the proposed monument, materials, wording, and location)
- Other (explain on an attached sheet)

NOTE: THIS REQUEST SHOULD BE FILED WITH THE BOARD SECRETARY WHO WILL IN TURN SUBMIT THE REQUEST TO THE BOARD OF EDUCATION.

UPON RECEIPT A COMMITTEE OF THE BOARD WILL BE FORMED TO REVIEW THE REQUEST.

THEIR RECOMMENDATION WILL COME BEFORE THE FULL BOARD FOR CONSIDERATION.

NO ACTION CAN BE TAKEN UNTIL THE SECOND MEETING AFTER THE COMMITTEE MAKES A RECOMMENDATION TO THE FULL BOARD.

REQUEST SUBMITTED BY: _____

(print and sign)

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Recommendation of the Board Committee:

Date: _____

- Approval for
 - Scholarship
 - Plantings
 - Collection
 - Monument
 - Other _____

Denial

Referred *back to sponsor for more information:*

_____.

Finances:

Estimated total cost \$ _____

Portion to be paid by sponsor or others _____

Portion to be paid by MRHS Board of Education: _____

Annual Maintenance cost \$ _____

Motion: Mr. Cohen Second: Mrs. Wernikowski

Items Honor Code & Policy 7150 + Forms

Roll Call Vote: All in favor – exception: Mr. Sohl “NO” on Memorial Policy

FEBRUARY 01, 2005

2005/06 Budget and Election Information

Open Board Seats

Eatontown – one seat – two year unexpired term

Eatontown – one seat – three year term

Tinton Falls – one seat – three year term

Shrewsbury Twsp. – one seat – two year unexpired term

Nominating Petitions

February 28, 2005 at 4:00 P.M. deadline for candidates to file nominating petitions

FEBRUARY 01, 2005

Polling Places

Recommend the Board approve the following polling places:

BOROUGH OF TINTON FALLS

Polling place at the Tinton Falls Fire House for legal voters residing within General Election District No. 1.

Polling place at the Tinton Falls Emergency Medical Squad-South for legal voters residing within the General Election District No. 2 & 7.

Polling place at the North Side Firehouse for legal voters residing in General Election District No. 3.

Polling place at the Monmouth Regional High School for legal voters residing within General Election District No. 4.

Polling place at the Lutheran Memorial Evangelical Lutheran Church for legal voters residing within General Election District No. 5.

Polling place at the Church of Christ for legal voters residing within General Election District No. 6.

Polling place at the Tinton Falls Borough Hall for legal voters residing within General Election District No. 8.

Polling place at the St. Anselm Roman Catholic Church for legal voters residing within General Election District Nos. 9 & 10.

Polling place at Seabrook Village (Music Rm.) for legal voters residing within General Election District No. 11.

BOROUGH OF EATONTOWN

Polling place at the Eatontown Community Center for legal voters residing within General Election District Nos. 1 & 2.

Polling place at the Meadowbrook School for legal voters residing within General Election District Nos. 3, 7, & 8.

Polling place at the Woodmere School for legal voters residing within General Election District Nos. 4 & 9.

Polling place at the Memorial School for legal voters residing within General Election District Nos. 5 & 6.

TOWNSHIP OF SHREWSBURY

Polling place at the Shrewsbury Township Municipal Center for legal voters residing within General Election District No. 1.

ELECTION WORKERS PAY RATE

Set the rate of pay for election workers at the state mandated rate, half of which will be reimbursed by the Elementary Districts.

ELECTION HOURS

Recommend and establish the hours of election to be from 3:00 PM to 9:00 PM.

FEBRUARY 01, 2005

COMMITTEE REPORTS

Mr. Neff reported on the Policy Committee meeting noting that the next meeting will take place at 6:45 P.M. on February 22nd.

Mrs. Wernikowski will represent our school as the Legislative Delegate.

Mr. Collum and Mrs. Thatcher discussed the program provided by MCSBA on the topics of Superintendent Evaluations and Board Goals.

CORRESPONDENCE

Thank you note – Weingartner Family – Mr. Cleary read a thank you note from the Weingartner Family.

RESOLUTION TO ENTER PRIVATE SESSION

WHEREAS, Chapter 231 of Public Laws of 1975 authorize a public body to meet in Private Session under certain limited circumstances and

WHEREAS, said law requires a public body to take resolution at a Public Meeting before it can meet in such an executive or private session

NOW, THEREFORE, BE IT RESOLVED by the Monmouth Regional Board of Education that it does hereby determine it is necessary to meet in Private Session on February 01, 2005 for discussion of personnel

BE IT FURTHER RESOLVED that these matters will be made public when confidentiality is no longer required

Motion: Mrs. Wernikowski

Second: Mr. Sohl

Roll Call Vote: All in favor

ADJOURNMENT: 8:45 P.M.

Motion: Mr. Sohl

Second: Mrs. Thatcher

Roll Call Vote: All in favor

Respectfully submitted:

James W. Cleary
Assistant Superintendent for Business

JWC/cs

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PAGE NOT BEING USED