

MARCH 29, 2005

**MONMOUTH REGIONAL HIGH SCHOOL  
BOARD OF EDUCATION  
ONE NORMAN J FIELD WAY  
TINTON FALLS, NEW JERSEY 07724-3299**

**MARCH 29, 2005  
7:45 P.M.**

**PUBLIC MEETING**

**SPECIAL BUDGET HEARING MEETING NOTICE**

**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 Thursday, March 24, 2005, filing same on Thursday, March 24, 2005 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 Thursday, March 24, 2005.

**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  
Linda Thatcher  
JoEllen L. Wernikowski

James W. Cleary

Patrick R. Collum

Absent: Steven B. Seavey  
Carl E. Sohl  
Anthony Schaible  
Martin Barger, Esq.  
Stephen Slowinski  
Stephanie Gottlieb

**FLAG SALUTE**

**SUPERINTENDENT'S REPORT**

**Presentation of Diplomas**

Gaetano (Y), Neff, Sohl, Wernikowski (Y)

**Mr. Collum discussed with Board Members if anyone would be interested in handing diplomas out to their own children that are seniors during graduation program.**

**Jazz Band – MC States** – Mr. Collum noted that the Jazz Band has been invited to perform at the MC States.

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**Volunteers to go to other districts for Governance** – Mr. Collum noted that Eatontown public schools has been receiving help from MRHS music teachers; Mrs. Mindas and Mr. Romano along with Mr. Steve Kelly and Mr. Mike Rosa substituting at the elementary school.

Mr. Collum discussed that Millstone Township has some concerns about conducting board meetings and it was suggested by New Jersey School Boards and Ms. Kathy Webber that Millstone reach out to MRHS for some suggestions and advice on how MRHS conducts board business. Mr. Collum noted that Mr. Schaible will be volunteering to work with Millstone and Mr. Cohen and Mr. Gaetano offered to assist.

**Memorialization** - Mr. Collum noted he received an application to memorialize Mr. Russell Macaluso. The Board of Education selected a committee comprised of Mrs. Thatcher, Mr. Neff and Mr. Sohl with Mr. Gaetano as alternate to review this particular application and report back to the full board.

**APPROVAL OF MINUTES**

Recommend the Board approve the following minutes:

Public Meeting	March 15, 2005
Private Meeting	March 15, 2005

Motion: Mr. Gaetano                      Second: Mr. Cohen

Roll Call Vote: All in favor

**FINANCIAL**

**Outstanding Checks**

Recommend the Board authorize the Board Secretary to void the following list of checks from the General Account, Guidance Account, Athletic Account and Student Activity Account:

11/02	18233	\$5.44	General Account
3/03	18895	\$355.00	General Account
3/03	19046	\$125.00	General Account
3/03	19047	\$42.75	General Account
3/03	19124	\$5.54	General Account
5/03	19454	\$3.68	General Account
06/03	19883	\$3.27	General Account
06/03	19911	\$450.00	General Account
06/03	19930	\$34.70	General Account
10/03	20564	\$2.43	General Account
4/04	21775	\$2.05	General Account
5/04	21892	\$150.00	General Account
6/04	22167	\$375.50	General Account
6/04	22373	\$500.00	General Account
		<b>\$2,055.36</b>	

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00-01 sch yr	2175	\$7.25	Student activities
00-01 sch yr	2641	\$25.00	Student activities
00-01 sch yr	3059	\$50.00	Student activities
2/12/02	3918	\$35.00	Student activities
2/12/02	3919	\$35.00	Student activities
9/24/02	4183	\$70.00	Student activities
10/20/03	4700	\$34.00	Student activities
2/2/04	4857	\$20.00	Student activities
		<b>\$276.25</b>	

02/03 sch yr	203	\$8.50	Guidance acct
03/04 sch yr	256	\$10.50	Guidance acct
		<b>\$19.00</b>	

9/01	23067	\$58.00	Athletic Acct
9/01	23107	\$15.00	Athletic Acct
9/01	23113	\$98.00	Athletic Acct
10/01	23248	\$15.00	Athletic Acct
05/02	23759	\$320.00	Athletic Acct
10/02	23974	\$60.00	Athletic Acct
11/02	24040	\$15.00	Athletic Acct
10/03	24711	\$61.00	Athletic Acct
10/03	24721	\$17.00	Athletic Acct
10/03	24722	\$17.00	Athletic Acct
03/04	35069	\$61.00	Athletic Acct
		<b>\$737.00</b>	

Motion: Mr. Gaetano

Second: Mr. Neff

Roll Call Vote: All in favor

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## STUDENT PROGRAMS

### C) Field Trips

Recommend the Board approve the following field trips:

Date: 4/8/05  
Leave: Matawan Train Station 7:30 A.M.  
Return: At end of Program  
Dept: Applied Technology  
Course:  
Purpose: Federal Challenge Program  
Destination: N.Y. Federal Reserve  
Teacher: Mrs. Wolff  
# of Students: 5  
Transportation: Train ( parents will drop and pick up students in Matawan)  
(cost per student round trip train \$12.70, path train \$3.00 and parking train station \$5.00 per car)

Date: 4/20/05  
Leave: MRHS 7:45 A.M.  
Return: 2:25 P.M.  
Dept: Science  
Course: Life Environmental Club  
Purpose: Training Session  
Destination: Forest Resource Educational Center, Jackson  
Teacher: M. Lapinski  
# of Students: 14  
Transportation: MRHS Vehicle \$210.00

Date: 04/22 – 04/23/2005  
Leave: 11:30 A.M.  
Return: 2:00 P.M.  
Dept: Futures  
Course: Futures  
Purpose: State Bowl Competition  
Destination: Woodbridge High School and Holiday Inn, Somerset  
Teacher: R. Liebenberg  
# of Students: 6  
Transportation: MRHS/\$280.00

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Date: 4/26/05  
Leave: MRHS  
Return: 05/03/05  
Dept: Applied Technology  
Course: DECA  
Purpose: International Career Development Conference  
Destination: Anaheim California  
Teacher: Eileen Cilino  
# of Students: 3  
Transportation: Personal Auto to Airport, Plane to California, all costs to be shared equally by DECA (\$1,937.75) & Board of Ed. (\$1,937.75)

Date: 05/05/05  
Leave: MRHS 8:00 A.M.  
Return: 6:30 P.M.  
Dept: Applied Tech  
Course: Club Activity  
Purpose: Mktg. Education Day  
Destination: Six Flags Great Adventure  
Teacher: E. Cilino  
# of Students: 30  
Transportation: MRHS/\$140.00

Date: 5/7/05  
Leave: MRHS 7:00 A.M.  
Return: 5:00 P.M.  
Dept: Science  
Course: Life Environmental Club  
Purpose: NJ Envirothon  
Destination: North Branch Park, Bridgewater NJ  
Teacher: M. Lapinski  
# of Students: 10  
Transportation: MRHS Vehicle \$350.00

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Date: 5/9/05  
Leave: MRHS 8:30 A.M.  
Return: 2:10 P.M.  
Dept: World Language  
Course: Spanish Club  
Purpose: Cultural  
Destination: Count Basie Theatre & Local Restaurant  
Teacher: J. Wardell  
# of Students: 40  
Transportation MRHS Vehicle \$ 225.00 All Costs Paid by Spanish Club

Motion: Mr. Neff Second: Mr. Gaetano

**ITEM C**

Roll Call Vote: All in favor

**STAFFING**

**A) Instructional –**

**1. Appointments**

Recommend the Board approve the appointment of Ms. Amy Knapp as Special Aide effective April 04, 2005 for three (3) hours per day five days a week at a stipend of \$13.00/hour.

**2. Resignations**

Recommend the Board accept the resignation of Mr. Kyle Johnson Special Aide effective March 23, 2005.

Motion: Mr. Cohen Second: Mr. Neff

**ITEM A1, A2**

Roll Call Vote: All in favor

## **OTHER BUSINESS**

### **A) Policy - Second Reading and Adoption**

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

POLICY: Parent/Guardian Involvement and Family Educational Rights Policy #6301

The Monmouth Regional High School -Board of Education believes that when schools, families, and community groups work together to support learning, children tend to do better in school, stay in school longer, and like school more. The Board recognizes parents/guardians as full partners with educators, administrators, and the Board to achieve the best possible learning experience for each child. Efforts must be toward lowering barriers to greater parent participation. The Monmouth Regional High School Board of Education supports the development, implementation and evaluation of a program in our high school which will involve parents and the community at all grade levels in a variety of roles. Parent and community involvement programs will be comprehensive and coordinated in nature. They will include, but not be limited to the following components of successful parent and community activities as presented in the National Standards for Parent / Family Involvement Programs:

- a. Communicating: Communication between home and school with the community will be regular and meaningful;
- b. Parents: Parent skills are promoted and supported;
- c. Student Learning: Parents and the Community are welcome in the school;
- d. Volunteering: Parents and the Community are welcome in the school;
- e. School Decision Making and Advocacy: Parents and the Community are full partners in the decisions that affect children, families and community.
- f. Collaborating with Community: Community resources are used to strengthen schools, families and student learning.

Regular communication is the foundation of effective parental involvement. It is important for parents to know their children's academic strengths and weaknesses, professional qualifications of teachers, and the quality of the schools they attend so they can make well-informed decisions for their children, more effectively share responsibility with their children's schools, and help those schools develop effective and successful academic programs.

## Educational Rights

The Superintendent shall implement an effective parent outreach program that shall be evaluated annually not later than the end of the school year. Information shall be disseminated using broad means, including the internet and media, in understandable and uniform formats, and alternative formats upon request and to the extent practicable, in a language that parents can understand. The Superintendent shall ensure communications with parents with disabilities are as effective as communications with other parents and pay particular attention to parents of lowest-achieving students so they may better assist in the education of their child. Parents shall not be discriminated against on the basis of race, color, national origin, sex, disability, or age, consistent with federal and state laws.

### **Parents/guardians are entitled to:**

1. a description of all curriculum course materials; forms of academic assessments used to measure student progress, including alternate assessments; textbooks, and other teaching aids, including printed or representational materials; audio-visual materials; and materials in electronic or digital formats used in the classrooms with explanations as to how they are used to instruct students and measure a child's progress;
2. proficiency levels students are expected to meet and timely communication to parents so they can work with educators to improve a child's achievement utilizing screening and test results, as well as other performance indicators;
3. assistance in understanding academic standards, assessments and accountability systems in place within the state, district, and local school levels;
4. assistance with understanding their child's individual student interpretive, descriptive, and diagnostic reports and test results to address specific academic needs of each student;
5. give informed, written parental consent prior to a child's participation in the administration of a survey or any instrument used in the collection of personal information, pursuant to federal and state laws, and upon request of the parent, inspect a survey or instrument created by a third party or the district prior to administration or distribution of such to a student.
6. be provided, upon request to the appropriate school official, notification of records, reports, and educational data directly related to their child and maintained by the state and local school which the student attends or has attended;
7. access all of their child's written student records, upon request directed to the appropriate school official, and be given the opportunity to seek having the records amended, as well as rights related to disclosure of information from the records in accordance with the Family Educational Rights and Privacy Act (FERPA);

8. full information regarding the school activities of a child;
9. their privacy and their children's privacy being respected.

## **Notifications to Parents/Guardians**

### **A. Participation in Specialized Programs of Study**

The Board directs the notification of parents/guardians when their child qualifies to be in a program such as special education, advanced/honors, remediation or limited English language instruction. Notification shall include.

#### **Upon Request**

1. the student's level of proficiency and how such level was determined;
2. the reason the student was identified for the program;
3. what instructional methods are used in a program to meet a student's educational needs; use of English and native language instruction; and how such methods differ in content and instructional goals from other programs;
4. instructional goals and exit requirements of the program, how it is anticipated to help the student within associated timelines, and how a student's progress will be reported to the parents/guardians;
5. who is available to assist parents in selecting among various programs and methods of instruction, if more than one program or method is offered;
6. sufficient information on the characteristics, benefits and past academic results of a program so a parent can effectively participate in an admission, review, or denial of a child's participation;
7. how the services provided in the program meet the objectives of a child's Individualized Education Plan (IEP) or Individual Pupil Improvement Plan (IPIP), if applicable, and how those plans are developed;
8. how a parent/guardian may give consent and/or exercise refusal rights for their child's participation in a program;
9. details on the parent/guardian's rights and responsibilities concerning the process.

## **B. Educator Qualifications**

At the beginning of each school year, the Superintendent shall inform parents of their right and the procedure to request information about the professional qualifications of educators who teach and work with their children including, but not limited to:

1. whether a teacher and paraprofessional meet requirements to be considered highly qualified based upon academic qualifications and experience in the academic subject(s) and grade level(s) in which the educator provides instruction;
2. whether a teacher is teaching with emergency or other provisional credentials, due to state certification or licensing criteria having been waived;
3. if a substitute teacher who is not highly qualified is assigned to a child's class for four (4) or more consecutive weeks;

## **C. Policies and Major Initiatives**

The Superintendent shall provide information related to and opportunities for parents to discuss and comment on the continued use, revision and adoption of policies and major initiatives (such as reorganization or building referendum) prior to final adoption or approval by the Board. Formal written comment from individuals or parent organizations submitted to the district shall be given to the Superintendent and all members of the Board of Education.

**D. School-level and Accountability Plans** School-level goals, objectives, and improvement plans shall be developed or revised in consultation with parents and school staff prior to completion and shall include data analyses from assessments, other examples of students' work, if needed, and educator qualifications to help identify underlying problems that need to be addressed to improve student learning. Information about Monmouth Regional shall be included in district wide reports with data analyses indicating strengths and weaknesses in the instructional program. School-level and district wide plans and reports shall be broadly disseminated, including posting on the district website.

If Monmouth Regional has been identified as "in need of improvement," for corrective action or restructuring pursuant to applicable federal and state laws, the district shall publish and broadly disseminate to both parents and the public information explaining:

1. reasons for the identification;
2. the school's progress in meeting the state's student academic achievement standards;
3. a description of what the school is doing to address the problem of low achievement;

4. what the district and state department of education are doing to help the school address the problem.

#### E. Specific Events

The district shall directly notify the parent of a student, at least annually at the beginning of the school year, of the specific or approximate dates when the following activities are expected to be scheduled:

1. activities involving the collection, disclosure, or use of personal information, including name, address, phone number, collected from students for the purpose of marketing or for selling that information (or for otherwise providing that information to others for that purpose);
2. the administration of any survey, assessment, analysis or evaluation used for the collection of personal information.

#### Parental Involvement Plan and Evaluation

The Monmouth Regional High School shall develop jointly with, agree upon with, and distribute to parents a written parental involvement plan when requested. The Superintendent shall create procedures and regulations reflecting the district's expectations for parental involvement as expressed in this policy and in accordance with all applicable federal and state laws. The plan shall include:

1. the recognition of the value and utility of the contributions of parents and if needed, training parents to enhance the involvement of other parents;
2. the development of preparation programs and specialized courses, if necessary, for school employees and administrators to educate staff in how to reach out to, communicate and work with parents as equal partners; plan and implement effective parental involvement activities to improve student academic achievement and school performance;
3. the promotion of meaningful and timely communication between the School and parents concerning the academic progress of the child and School programs;
4. efforts to encourage the development of parenting skills to assist the child's learning experience in the home such as monitoring a child's progress, attendance, homework completion; how to work with educators to improve achievement.

5. how to obtain information about the range of options, programs, services and resources available at the national, state and local levels; coordination of all programs, community groups, and supplemental service providers, as necessary;
6. identifying opportunities for parents to participate in activities at the school and providing flexibility when scheduling meetings;
7. efforts to, with appropriate training, support parents as shared decision makers by encouraging membership in school organizations, participation on planning committees, attendance at Board of Education meetings and other school activities;
8. conducting, with the involvement of parents, an annual evaluation of the content, implementation and effectiveness of the parental involvement policy and plan for improving the academic quality of the schools. The evaluation may include surveying individual parents as to their experiences during the school year and soliciting input from parent organizations. Findings of the evaluation shall be broadly distributed and used to design strategies for more effective parental involvement in subsequent years.

### **Allocating Resources**

The Superintendent shall appropriate resources necessary to effectively implement this policy and shall report to the Board annually the results of evaluation of parental involvement activities, the budgeted amount and funding sources to support this policy.

In Committee:            March 1, 2005  
First Reading:            March 15, 2005  
Second Reading:        March 29, 2005  
Adoption:                 March 29, 2005

Motion: Mr. Cohen

Second: Ms. Bova

#### **ITEM A**

Roll Call Vote: All in favor



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## **ADDENDUM**

### **MRHS Track**

Recommend the Board authorize the Business Administrator to enter into an agreement with M. Disko Associates for all services pertaining to bid specifications for advertising, awarding and supervising construction of the MRHS track

Further, enter into any necessary arrangements with Hazlet and Matawan/Aberdeen Boards of Education for shared services for similar projects at a fee not to exceed ten (10) percent of the cost of the project.

Motion: Mr. Gaetano

Second: Mr. Cohen

Roll Call Vote: All in favor

## **COMMITTEE REPORTS**

There will be no Policy Committee next week ( April 05<sup>th</sup>)

## **COMMENTS FROM THE PUBLIC**

Mr. Wernikowski commented on the information provided in the 2005/06 budget and asked for clarification on the funding source for one of the approved field trips.

## **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 March 29, 2005 for discussion of student matters

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

Motion: Mr. Cohen

Second: Mrs. Thatcher

Roll Call Vote: All in favor

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**ADJOURNMENT: 9:30 P.M.**

Motion: Mr. Cohen

Second: Mr. Neff

Roll Call Vote: All in favor

Respectfully submitted:

James W. Cleary  
Assistant Superintendent for Business/Board Secretary

JWC/cs

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