

MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION MEETING

Manasquan Borough
New Jersey
July 31, 2012

Manasquan Elementary School
Cafeteria
7:00 p.m.

Agenda

1. Call to Order

Opening Statement: Pursuant to New Jersey Administrative Code, Title 10, Chapter 4, Subchapter 10, notice of this meeting has been provided by publication in the Asbury Park Press, and the Coast Star and posted in the Borough Hall of Manasquan and in the schools within the time limits prescribed by law.

2. Pledge of Allegiance

3. Roll Call

Julia Barnes, Thomas Bauer, Jack Campbell, Michele Degnan-Spang, Linda DiPalma, Mark Furey, Michelle LaSala, Michael Shelton, Katherine Verdi, Patricia Walsh, John Winterstella

4. Mission Statement

Manasquan School District's mission is to empower students to reach their potential and become life-long learners. We strive to ensure that students play an active role in their education, are guided by rigorous academic standards aligned to the New Jersey Core Curriculum Content Standards, and function within a community that regards students, educators, and parents as full participants in the educational process. We dedicate ourselves to the realization of a supportive learning environment that nurtures growth, personal integrity, and mutual respect.

5. Statement to Public

Often times it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases by unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education, it is then referred to the appropriate Board committee. The members of the Board committee work with the administration and the Superintendent of Schools to assure that the members fully understand the matter. When the committee is satisfied with the matter, it is presented to the Board of Education for discussion before any final action is taken. Only then is it placed on the agenda for action at a public meeting. In rare instances, matters are presented to the Board of Education for discussion at the same meeting that final action may be taken.

6. Acceptance of Minutes

07/31-01

Recommend **approval** of the acceptance of the minutes of the Open Agenda Work Session with Action Taken and Closed Executive Session of Tuesday, June 19, 2012, the Regular Open Business Meeting of Tuesday, June 26, 2012 Closed Session Minutes will be withheld from disclosure until such time as the reasons for discussing and acting on a matter in closed session no longer exist.

7. **Presentations**

8. **Reports**

9. **Superintendent's Report & Information Items**

07/31-02 Recommend **approval** of the acceptance of the Superintendent's Reports as listed below:

Enrollment Report – **Document A**
Suspension, Bus & Fire Drill Reports- **Document B**
HIB Report **Document C**

10. **Public Comment on Agenda**

Time may be allocated for public comment at this meeting. Each speaker may be allotted a limited time when recognized by the presiding officer. Individuals wishing to address the Board shall be recognized by the presiding officer and shall give their names, addresses and the group, if any, that they represent. Although the Board encourages public participation, it reserves the right, through its presiding officer, to terminate remarks to and/or by any individual not keeping with the conduct of a proper and efficient meeting. During the public participation portions of this meeting, the Board will not respond to questions from the public involving employment, appointment, termination of employment, negotiations, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific or prospective or current employee. This public forum is limited to comment on items included in this agenda only.

11. **Manasquan**

07/31-03 Recommend **approval** of the **Elementary School personnel as specified in Document D**.

07/31-04 Recommend **approval** of the **Elementary School Professional Days and Field Trips** submitted as per – **Document E**.

07/31-05 Recommend **approval** of the transportation contracts and agreements for 2012-2013 Extended School Year Transportation as per **Document F**.

07/31-06 Recommend **approval** for Advance, Inc. services to include a five week ESY Program for 2012, up to 5 hours BCBA @ \$150.00 per hour not to exceed \$750.00; 30 hours DTT instruction by therapist in home @ \$40.00 per hour not to exceed \$1,200.00; and 1:1 therapist support for 4.5 hours per day (Mon-Thurs) for 20 days, at a rate of \$40.00 per hour, not to exceed \$3,600.00; and 1:1 therapist support for 3 hours per day (Friday) for 5 days, at a rate of \$40.00 per hour, not to exceed \$600.00 (for a program total not to exceed \$6,150.00) for elementary student #091701.

07/31-07 Recommend **approval** for Advance, Inc. services to include September 2012 through June 2013, 6 hours week in home ABA @ \$40.00 per hour not to exceed \$9,600.00, 4 hours per month BCBA supervision @ \$150.00 per hour not to exceed \$6,000.00; 1:1 therapist support for 7.0 hours during school day @ \$40.00 per hour (180 school days), not to exceed \$50,400.00 (for a program total not to exceed \$66,000.00) for elementary student #091701.

07/31-08 Recommend **approval** for YCS Foundation, located in Hackensack - N.J., to provide home educational and behavioral supports for student #17272, ESY 2012 program (7/9-8/24/12), not to exceed \$14,668.33.

- 07/31-09 Recommend **approval** for YCS Foundation, located in Hackensack – N.J., to provide home educational and behavioral supports for student #17272, for the 2012-2013 SY, not to exceed an annual rate of \$146,683.30.
- 07/31-10 Recommend **approval** of placement for Manasquan student #12152 at the Monmouth County Vocational School for the 2012-13 SY at a cost of \$5,500.00.
- 07/31-11 Recommend **approval** of placement for Manasquan student #1425 at the Choices Regional Alternative School Program for the 2012-2013 SY at a yearly cost of \$20,079.00.
- 07/31-12 Recommend **approval to amend the motion of June 26, 2012** for Michael O’Boyle of **AA Physical Therapy** to provide physical therapy services for the **2012-2013 ESY** at a rate of **\$80.00** per hour, not to exceed 35 hours (**\$2,800.00**). (Formerly motioned at a rate of \$75.00 per hour, not to exceed \$2,625.00.)
- 07/31-13 Recommend **acceptance** of the following **Financial Reports, Elementary School Central Funds Report and Payment and Confirmation of Bills (Capital Expense)** as noted in **A, B, and C:**
A) Secretary’s Financial & Investment Report as per **Document G**.
B) Elementary School Central Funds Report as per **Document H**.
C) Bills and Confirmation of Bills (Capital Expense)
- A) The Business Administrator/Board Secretary certifies that as of **June 30, 2012** no budgetary appropriations account has obligations and payments, which in total exceed the amount appropriated by the Board of Education of the Borough of Manasquan.
- A) **Be It Resolved:** that the amount of **district taxes**, excluding debt services requirements, needed to meet the obligations of this Board for the next eight weeks is **\$ 2,109,325.16** and that the Manasquan Borough Council is hereby requested to place in the hands of the Treasurer of School Moneys that amount within the 30 days in accordance with the statutes relating thereto.
- Be It Resolved:** Pursuant to N.J.A.C. 6:20-2A.10(d), the Board of Education of the Borough of Manasquan accepts the **Business Administrator/Board Secretary’s** certification as of **June 30, 2012** that no budgetary appropriations account has obligations and payments, which in total exceed the amount appropriated by the borough of Manasquan Board of Education.
- Recommend acceptance** of the **Secretary’s Financial & Investment Report** and the **Treasurer’s Report**, for the month ending **June 30, 2012** per **Document G**. (The Treasurer of School Moneys Report for the month of **June 2012** is on file in the Business Office and is in balance with the Secretary’s Report)
- Pursuant to N.J.A.C. 6:20-2A.10(e), we the members of the Board of Education of the Borough of Manasquan, County of Monmouth, after having reviewed the Report of the Secretary and upon consultation with the appropriate officials, certify that as of **June 30, 2012** it is to the best of our knowledge that no major account fund has been expended and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year, and that the Board of Education further approves the **transfers** made with line item accounts of the current expense portion of the **2011-2012, and 2012-2013 budgets** for **June and July** as recommended by the Superintendent of Schools, as per **Document G**.

- B) **Recommend acceptance** of the **Elementary School Central Funds Report** for the month ending **June 30, 2012**, as per **Document H**.
- C) **Be it Resolved: Confirmation of Bills (Capital Expense)** for **June 2012** at **\$1035.26** and checks (**# 1261**). (**Account closed**)

12. Manasquan/Sending Districts

- 07/31-14 Recommend **approval** of the **High School personnel** as specified in **Document 1**.
- 07/31-15 Recommend **approval** of the **High School Professional Days and Field Trips** submitted as per **Document 2**.
- 07/31-16 Recommend **approval** of the students for treatment and/or placement as prescribed by the **Child Study Team** as per **Document 3**.
- 07/31-17 Recommend **approval** that the Manasquan Board of Education will no longer sign off on the purchase orders. The Board and/or Finance Committee will review the purchase order list monthly.
- 07/31-18 Recommend **approval** of the Facility Rental Agreement with The **Atlantic Club** for use of the Atlantic Club Fieldhouse for the 2012-2013 **Boy's and Girl's Varsity Soccer games** for approximately 20 hours at \$100.00 per hour, at the estimated total amount of **\$2,000.00**. The **High School Boys & Girls Soccer Team Parent Groups** will be responsible for payment of this expense.
- 07/31-19 Recommend **approval** of the Academic Year Annual Report for the **Comprehensive Equity Plan** for the **2011-2012 SY** as per **Document 4**.
- 07/31-20 Recommend **approval** of the **2nd reading** of revised Manasquan Board of Education Bylaws and Policies as listed below, available at the Board of Education office:
- 7510 – Use of School Facilities/Fields**
- 07/31-21 Recommend **approval** to accept the **donation of 45 MPC desktop computers** from the **U.S. Coast Guard** under the Computers for Learning Program.
- 07/31-22 Recommend **approval** of the agreement with **All American Gymnastics** for use of their facility for the Manasquan High School Gymnastics Practices for the **2012-2013** school year in the amount of \$60.00 per hour for approximately 30 hours – **not to exceed \$1,800.00**.
- 07/31-23 Recommend **approval** of **Dr. Stephen Rice** as **School Physician** for the 2012-13 School Year at a yearly cost of **\$7500.00**.
- 07/31-24 Recommend **approval** to permit the Manasquan Football team to begin practice sessions on **Monday, August 13**, (instead of Wednesday, August 15) **due to early scrimmage date**. (Board approval required as per NJSIAA requirement)
- 07/31-25 Recommend **approval** of mileage reimbursement at the State of New Jersey Standard rate of **\$.31/ per mile** for all employees.
- 07/31-26 Recommend **approval** for **Joanne K. Monroe, Ed.D.** to conduct professional development, Common Core Standards for Language Arts Literacy, 9:00 am – 4:00 pm, on October 8, 2012, at a cost of **\$1,200.00**.

- 07/31-27 Recommend **approval** for **Learning Sciences International** to conduct professional development for **iObservation-Danielson** (teacher evaluations), two half day sessions July 17, 2012, and a date to be determined, at a total cost of **\$5,000.00**. To be paid for by Manasquan, Avon, Sea Girt, Spring Lake and the Brielle school districts.
- 07/31-28 Recommend **approval** for the **Danielson Group** to conduct professional development for **Overview of Introduction to the Framework of Teaching** (a.m. and p.m. sessions) at a cost of \$8000.00, on October 8, 2012. To be partially paid for by funds from the Race To The Top Grant.
- 07/31-29 Recommend **approval** of the acceptance of bids and award of contract(s) to **Uerner Barry**, 182 Queens Blvd., Bayville, NJ, for **2012-2013 Printing Services**, in the total bid amount of **\$23,696.00**. (Bid also received from Centurion Printing, 761 Lexington Avenue, Kenilworth, NJ, in the amount of \$23,801.05.) Bid of Thursday, June 28, 2012.
- 07/31-30 Recommend **approval** of the acceptance of bids and award of contract(s) for **2012-2013 Athletic & Co-Curricular Transportation** as per **Document 5**.
- 07/31-31 Recommend **approval** of the **2012-2013 Resolution Indemnity and Trust Renewal Agreement** with the New Jersey School Boards Insurance Group for services and savings relating to insurance and self-insurance, as per agreement on file in the Business Office.
- 07/31-32 Recommend **approval** of up to an additional \$20,000.00 for legal services with **McOmber & McOmber**.
- 07/31-33 Recommend **approval** to purchase instructional software titles, subscriptions, and renewals as per **Document 6**.
- 07/31-34 Recommend **approval** of **exchange student (BVL)** from Germany, residing in Manasquan, to attend Manasquan High School for the **2012-2013 SY**.
- 07/31-35 Recommend **acceptance** of the following **High School Central Funds Report, Purchase Orders and Payment and Confirmation of Bills (Current Expense)** as noted in A, B, C and D.

- A) High School Central Funds Report as per **Document 7**.
- B) Purchase Orders as per **Document 8**.
- C) Cafeteria Report as per **Document 9**.
- D) Bills and Confirmation of Bills (Current Expense)

- A) **High School Central Funds Report** for the month ending **June 30, 2012** as per **Document 7**.
- B) **Purchase Orders** for the month of **July 2012**, be approved, as per **Document 8**.
- C) **Recommend acceptance** of the **Cafeteria Report** for the month ending **June 30, 2012**, as per **Document 9**.
- D) **Be it Resolved**: that the **Bills (Current Expense)** in the amount of **\$1,356,271.12** for the month of **July 2012** be approved. Records of

Checks (# 31120 - # 31222) and distributions are on file in the Business Office.

Confirmation of Bills (Current Expense) for June 2012 at \$ 2,508,875.19 and checks (# 30927 - # 31119).

13. Old Business/New Business

14. Public Forum

15. Sunshine Law Resolutions

The Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. allows for the exclusion of the public from that portion of a public meeting when certain matters which might endanger the public interest or risk the deprivation of individual rights are discussed; and

The Board of Education wishes to discuss the following matters in a non-public closed meeting with the resulting discussion being made public when a proper conclusion has been reached and there is no longer a need for confidentiality:

- ☐ 1. Matters rendered expressly confidential by state or federal law or a rule of court.
- ☐ 2. Matters in which the release of information would impair a right to receive funds from the United States Government.
- ☐ 3. Any matter the disclosure of which would constitute an unwarranted invasion of individual privacy unless the affected individual or his or her parent or guardian shall request in writing that the matter be disclosed at a public meeting.
- ☐ 4. Pending or anticipated negotiations concerning a collective bargaining agreement with the ☐ Association.
- ☐ 5. Any matter involving the purchase of real property with public funds, the setting of banking rates or investment of public funds.
- ☐ 6. Any tactics and techniques utilized in protecting the safety and property of the public or any investigations of violations or possible violations of law.
- ☒ 7. Any pending or anticipated litigation or contract negotiations other than collective bargaining contract negotiations in which the Board of Education is or may become a party or any matter falling within the attorney-client privilege to the extent confidentiality is required in order for the attorney to exercise his or her ethical duties as an attorney. (Petition to the Commissioner of Education)
- ☒ 8. Any matter involving the employment, appointment, termination of employment and the conditions of employment, evaluation or disciplining of any specific employee, unless the individual employee requests in writing that the matter be discussed at a public meeting. (possible increment withholding – certificated staff member)
- ☐ 9. Any deliberations that may result in the imposition of a civil penalty or suspension.
- ☐ 10. Any appointment of a public official.

NOW, THEREFORE, BE IT RESOLVED, the Manasquan Board of Education will hold a closed executive session immediately. It is anticipated that the closed session will not last longer than 60 minutes. [Action may be taken during the public portion of the meeting following the recess of the executive session] or [the Board of Education will not be returning to public session after the closed session].

16. Adjournment

07/31-36 Motion to Adjourn

MANASQUAN PUBLIC SCHOOLS
June 18, 2012 ENROLLMENT REPORT (GRADE SIZES)

ELEMENTARY SCHOOL

Grade			Comparative Figures - ES		
Kdg	76	(4 sections)	September	2000	695
1st	55	(3 sections)	September	2001	695
2nd	71	(4 sections)	September	2002	691
3rd	79	(4 sections)	September	2003	691
4th	68	(3 sections)	September	2004	681
5th	63	(3 sections)	September	2005	703
6th	87	(4 sections)	September	2006	688
7th	79	(4 sections)	September	2007	684
8th	95	(4 sections)	September	2008	696
Pre-Schl. Hand.	7	(1 section)	September	2009	709
LD	5		September	2010	684
Total	685		September	2011	677

HIGH SCHOOL

	Grade 9	Grade 10	Grade 11	Grade 12	Totals
Avon	3	6	6	9	24
Belmar	24	27	22	27	100
Brielle	70	69	55	63	257
Lake Como	18	17	12	8	55
Manasquan	64	75	62	73	274
Sea Girt	12	9	10	10	41
Spring Lake	9	17	18	15	59
Spring Lake Heights	31	34	21	40	126
Parent Paid	1	3	1	0	5
LLD (Learning/Lang. Disabilities)	5	5	1	1	12
Sub-totals	237	262	208	246	953
Shared-time:					
Avon	0	0	0	0	0
Belmar	2	1	4	4	11
Brielle	0	2	4	2	8
Lake Como	1	1	0	5	7
Manasquan	1	2	3	1	7
Sea Girt	0	0	0	0	0
Spring Lake	0	0	1	0	1
Spring Lake Heights	0	1	2	0	3
Parent Paid	0	0	0	0	0
PTC	0	0	1	0	1
LLD/Voc shared time	2	1	3	1	7
	6	8	18	13	45
High School Totals	243	270	226	259	998

Comparative Figures - HS

September	2000	913
September	2001	971
September	2002	1059
September	2003	1078
September	2004	1063
September	2005	1047
September	2006	1052
September	2006	1052
September	2007	1025
September	2008	1028
September	2009	1016
September	2010	1028
September	2011	1022

DISTRICT TOTAL: June 2012 = 1,683
(May, 2012 = 1,685)

MANASQUAN SCHOOLS
COMPARISON OF ATTENDANCE PERCENTAGES

HIGH SCHOOL				ELEMENTARY SCHOOL			
<u>PERCENTAGE</u>	<u>ADE</u>	<u>ABSENTEE AVERAGE</u>		<u>PERCENTAGE</u>	<u>ADE</u>	<u>ABSENTEE AVERAGE</u>	
Sep-10	95.9	1007.17	34	Sep-10	98.109	681.235	668.353
Sep-11	95.54	1003	40	Sep-11	97.745	679.944	665.056
Oct-10	94.22	957.18	50	Oct-10	97.392	684.55	667.7
Oct-11	94.7	991.48	48	October 2011	96.84	677.3	656.65
Nov-10	93.8	1012.31	52	Nov-10	96.304	685.444	661.222
Nov-11	95.3	985.94	42	Nov-11	95.682	681.944	653.167
Dec-10	93.07	1010.59	58	Dec-10	96.086	685.294	659.529
Dec-11	94.02	983.97	54	Dec-11	95.48	683.176	653.824
Jan-11	92.87	1011.47	57	Jan-11	95.779	687.105	658.526
Jan-12	94.29	985.4	50	Jan-12	95.383	683.4	654
Feb-11	92.89	1010.63	57	Feb-11	95.148	691.067	658.533
Feb-12	93.04	981.19	63	Feb-12	95.704	680.813	653.75
Mar-11	92.81	1009.35	55	Mar-11	95.198	691.739	659.609
Mar-12	93.24	975.98	61	Mar-12	95.539	682.682	654.227
Apr-11	93.29	957.9	50	Apr-11	95.046	689.067	655.933
Apr-12	93.26	977.33	35	Apr-12	96.051	683.667	659.933
May-11	91.53	1006.66	65	May-11	96.794	689.19	668.095
May-12	91.12	978	72	May-12	96.125	685	660.909
Jun-11	94.1	1006.36	40	Jun-11	96.211	630.094	607.111
Jun-12	92.56	976	56	Jun-12	95.766	685	658

MANASQUAN HIGH SCHOOL TARDIES 2011-2012										
TIMES TARDY	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE
1	129	171	179	222	207	185	203	187	198	155
2	54	66	61	69	72	65	102	71	92	44
3	24	48	37	29	63	38	57	24	37	11
4	14	26	10	12	14	18	28	9	25	7
5	7	13	7	14	3	14	22	4	10	4
6	2	7	4	5	2	5	9	2	9	0
7	1	3	2	4	3	2	7	0	5	0
8	0	2	2	0	2	4	5	3	1	2
9	0	0	0	0	0	0	3	1	0	0
10	1	1	1	0	1	1	2	0	1	0
11				1	0	0	1	0	2	
12				1	0	0	0	0	1	
13									0	
14									2	
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
TOTAL STUDENTS	232	337	303	357	367	332	439	301	383	223
TOTAL TARDIES	429	705	551	646	670	657	1001	502	812	340

	HIGH SCHOOL SUSPENSIONS BY MONTH										
	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	TOTAL
FIGHTING	2	2	1	2			4		1		12
DISRESPECTFUL TO STAFF/PROFANITY	1	1	1	1			2	1	2	3	12
POSSESSION & USE OF DRUGS	1	1	1				2		1	1	7
UNDER THE INFLUENCE	1	0	1		1		1	3			7
LEWD/OBSCENE BEHAVIOR		1					1				2
TRUANCY		1									1
CUTTING CLASS		2	1	2	3		5	2	1		16
FAILURE TO REPORT TO SATURDAY DETENTION		8	5	13	5	4		8	12	3	58
LEAVING SCHOOL GROUNDS		1		1					1		3
ACCUMULATION OF DEMERITS			3	1	4		2		1	1	11
VERBAL THREAT TO ANOTHER STUDENT				1							1
THEFT					9	2					11
FAILURE TO FOLLOW PROCEDURES FOR PUOD					1						1
EVIDENCE OF HIB							1				1
WILLFUL DISOBEDIENCE							1		1		2
INCITEMENT								1	1		2
NUMBER OF INDIVIDUAL SUSPENSIONS	5	17	13	21	23	6	19	15	21	8	148
SUSPENSION NO LOSS OF CLASS TIME											
SATURDAY DETENTION	0	19	15	21	40	15	12	29	39	27	217
SMOKING - INSIGHT PROGRAM	0										
STUDENTS SUSPENDED 1 TIME	51		STUDENTS SUSPENDED 5 TIMES						3		
STUDENTS SUSPENDED 2 TIMES	10		STUDENTS SUSPENDED 6 TIMES						1		
STUDENTS SUSPENDED 3 TIMES	8		STUDENTS SUSPENDED 7 TIMES						0		
STUDENTS SUSPENDED 4 TIMES	4		STUDENTS SUSPENDED 8 TIMES						2		
			STUDENTS SUSPENDED 9 TIMES								
TOTAL NUMBER OF SUSPENSIONS TO DATE					148						
TOTAL NUMBER OF INDIVIDUAL STUDENTS SUSPENDED TO DATE					79						

[illegible][illegible]

ELEMENTARY SCHOOL SUSPENSIONS BY MONTH

	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MARCH	APRIL	MAY	JUNE	TOTAL
Tardy											
Profanity											
Cut Detention/Cut Class											
Leaving School Grounds											
Smoking											
Willful Disobedience											
Truant		1									
Forged Note											
Fighting			2								
Conduct of Such Character							1				
Destruction of School and Personal Property											
Threatening Staff Member											
Threatening Student											
Disturbance in Class											
Harrassment of Student				1							
Possession of Drug/Alcohol											
Insubordination											
Possession of Stolen Property	1			1					1	1	
Possession of a Weapon											
Simple Assault	1		1								
TOTAL	2	1	3	2	0	0	1	0	1	1	11

ELEMENTARY SCHOOL SUSPENSIONS BY GRADE

	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
Tardy						
Profanity						
Cut Detention/Cut Class						
Leaving School Grounds						
Smoking						
Willful Disobedience						
Truant						
Forged Note						
Fighting						
Conduct of Such Character	1					
Destruction of School and Personal Property						
Threatening Staff Member						
Threatening Student						
Disturbance in Class						
Harrassment of Student						
Possession of Drug/Alcohol						
Insubordination						
Possession of Stolen Property					1	
Possession of a Weapon						
Simple Assault						
TOTAL	1	0	0	0	0	1

MANASQUAN SCHOOL DISTRICT FIRE DRILL REPORT

2011 - 2012 School Year

HIGH SCHOOL

<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILLS</u>
SEPTEMBER 9	9:15	8 minutes	FireDrill	
SEPTEMBER 19	1:20 PM	25 minutes		Evacuation
OCTOBER 7	1:20 PM	8 minutes	FireDrill	
OCTOBER 26	9:23	28 minutes		Evacuation
NOVEMBER 21	8:08	8 minutes	Fire Drill	
NOVEMBER 18	1:19 PM			Bomb Threat
DECEMBER 6	1:32PM	7 minutes	Fire Drill	
DECEMBER 19	9:15			Lockdown
JANUARY 10	8:12	6 minutes	Fire Drill	
FEBRUARY 22	7:45			Lockdown
FEBRUARY 27	1:20	7 minutes	Fire Drill	
MARCH 12	7:55	8 minutes	Fire Drill	
APRIL 4	9:20	8 minutes	Fire Drill	
MAY 8	9:15	7 minutes	Fire Drill	
JUNE 11	1:27	6 minutes	Fire Drill	

ELEMENTARY SCHOOL

[illegible]

ELEMENTARY SCHOOL REQUESTS FOR PROFESSIONAL DAYS SUBMITTED JULY 2012

DOCUMENT E

<u>DATE</u>	<u>NAME</u>	<u>ASSIGNMENT / DESTINATION</u>	<u>PURPOSE</u>	<u>SUB</u>	<u>OTHER BD. COSTS</u>
21-Aug-12	Colleen Graziano	Monroe Township	NJ Principal Leadership	No	\$20 mileage

JULY 31, 2012

DOCUMENT F

**TRANSPORTATION CONTRACTS AND AGREEMENTS
2012-2013 EXTENDED SCHOOL YEAR
MANASQUAN BOARD OF EDUCATION**

BE IT RESOLVED by the Manasquan Board of Education that the following transportation contracts and agreements be approved beginning July 1, 2012 and ending August 31, 2012:

<u>ROUTE NO.</u>	<u>CONTRACTOR</u>	<u>SCHOOL</u>	<u>HOURS</u>	<u>NUMBER</u>	<u>COST</u>	<u>DATES</u>
6507 (ESY Program)	M-OESC Coast Answering	Harbor H.S. Eatontown	9 a.m. - 2:30 p.m.	1	\$1,577.40	7/5-8/15/12
J569 (ESY Program)	M-OESC GST	Rugby School Wall	9 a.m. - 2:15 p.m.	1	\$2,860.20	7/9-8/17/12
0517 (ESY Program)	M-OESC Kinderglide	CCMCO Neptune	9:00-2:30	1	\$1,545.96	7/2-8/24/12
J502 (ESY Program)	M-OESC Klarr	Primary School Manasquan E.S.	8 a.m.- 10 a.m.	6	\$3,427.20	6/25-7/27/12
8501 (ESY Program)	M-OESC Unlimited Auto	CPC HIGHPOINT Morganville	9 a.m. - 2:30 p.m.	1	\$4,439.68	7/9-8/10/12
<u>Total ESY Transportation:</u>					\$13,850.44	

TDOC12-SUMMER - ESY

HIGH SCHOOL REQUESTS FOR PROFESSIONAL DAYS SUBMITTED JULY 2012

DOCUMENT 2

<u>DATE</u>	<u>NAME</u>	<u>ASSIGNMENT / DESTINATION</u>	<u>PURPOSE</u>	<u>SUB</u>	<u>OTHER BD. COSTS</u>
21-Aug-12	Caitlin Gillmet	Kean University	Classroom Management	No	\$99 registration
17-Oct-12	Cheryl Bontales	Perth Amboy	Annual school health conference	Yes	\$195 registration \$8.82 mileage \$3 tolls
21-Aug-12	Rick Coppola	Monroe Township	NJ Principal Leadership	No	\$20 mileage
7-Aug-12	Margaret Polak	Eatontown	Demonstration of IEP Direct	No	\$8.37 mileage
9/14, 10/12, 11/2, 12/7, 1/11, 2/8, 3/8, 4/12, 5/10	Margaret Polak	Neptune	Monmouth County Assoc. of Directors in Special Education Monthly meetings	No	None

CENTRAL ADMINISTRATION REQUESTS FOR PROFESSIONAL DAYS

2-Aug-12	Geraldine Margin	Monroe Township	FEA Forum	No	\$20 mileage
21-Aug-12	Geraldine Margin	Monroe Township	NJ Principal Leadership	No	\$20 mileage
October 22, 23, 24, 2012	Geraldine Margin Michelle LaSala John Winterstella Tom Bauer Jack Campbell Linda DiPalma Mike Shelton Katherine Verdi Pat Walsh	NJSBA Annual Workshop Atlantic City	Instructional Workshop	No	\$900 Registration Estimated \$2,200 accommodations

HIGH SCHOOL REQUESTS FOR PROFESSIONAL DAYS SUBMITTED JULY 2012

DOCUMENT 2

January 31 & February 1, 2013	Geraldine Margin	Atlantic City	Techspo	No	Registration and accommodations amounts TBD
May 20 - 22, 2013	Geraldine Margin	Atlantic City	Annual NJASA Spring Conference	No	Registration and accommodations amounts TBD

COMPREHENSIVE EQUITY PLAN ANNUAL ASSURANCE

Academic Year 2011-2012

Manasquan School District

Legal Name of District/Charter School _____ Telephone # (732) 528-8800 _____ 2930 _____ Monmouth (25) _____
County

Address: 169 Broad Street _____ Telephone # (732) 528-8800

City: Manasquan, New Jersey Zip: 08736 FAX #: (732) 223-6286

Affirmative Action Office _____ Millie Sollecito Telephone #: (732) 528-8810 Ext. 2013

AAO Email msollecito@manasquanboe.org

Contact Person: Millie Sollecito Telephone #: (732) 528-8810 Ext. 2013

STATEMENT OF ASSURANCE OF CEP IMPLEMENTATION - Year 2011-2012

1. The district/charter school will achieve and maintain compliance with all applicable laws, codes, regulations, and guidelines governing equity in education including, but not limited to: N.J.S.A.18A:36-20; N.J.S.A.10:5; N.J.A.C. 6A:7; Guidelines for the Desegregation of Public Schools in New Jersey (1989); Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990; Individuals with Disabilities Education Act (I.D.E.A.) of 1997.
2. The district/charter school has reviewed its implementation strategies for academic year 2011-2012 and provides assurance that the implementation timeline has been met at each school within the district, if applicable. The mandated staff development training programs have been conducted and areas of noncompliance as indicated in the Plan have met specific indicators of achievement at each site, if applicable, during this academic year.

CERTIFICATION: By signing below, the Chief School Administrator certifies that all statements above are true and correct:

Name Geraldine Margin _____ Title Superintendent of Schools

Signature:  _____ Date: 6/18/12

Manasquan School District

Dr. C. Millie Sollecito
Affirmative Action Officer
Manasquan School District
168 Broad Street, New Jersey 08736
732-528-8810 Ext. 2013

June 2012

Dear Mrs. Margin,

Enclosed please find the Manasquan School District's Comprehensive Equity Plan for 2011-2013 school year.

I would like to report that our district is in total compliance with all Federal and State codes and continues to ensure equal educational opportunities for everyone. The administration and staff continue to be very helpful and cooperative in assisting me with my responsibilities. I am pleased that a positive attitude exists in this district in regard to implementing and fostering affirmative action programs.

As the Affirmative Action Officer for this district at the start of the school year I presented a program in which I informed the staff of the procedures by which students and employees may file discrimination complaints and the steps in the grievance process. The staff was informed that complaints may include issues regarding discrimination on the basis of race, color, creed, religion, national origin, affectional or sexual orientation, ancestry, socioeconomic status, as well as sex. I made them aware that my primary responsibility is to coordinate activities related to the investigation of discrimination complaints.

During the school year as the Affirmative Action Officer, I have coordinated activities related to the investigation of discrimination complaints. I have maintained records documenting the incidences and implemented corrective actions with the students involved. The recommendations include intervention, mediation, apology between grievants, or counseling on my part.

Our school district has maintained equity in curriculum, textbooks, library materials, technology software and multicultural computer catalogues. Our curriculum is aligned with the NJ Core Curriculum Content Standards/Equality and Equity in Curriculum. All technology/software and skills bases are non-biased in content. In addition, software is available in Spanish for ESL students.

Guidance and counseling is available to all students. Sexual harassment and grievance procedures are listed in our school handbooks. The Guidance Department provided adequate and appropriate counseling services to all students, including females, minority students, limited English proficient students, non-college bound students and students with disabilities. The Guidance Counselors presented a full range of possible career, professional, and/or vocational choices for all students, including careers in the science and technology industries and nontraditional careers.

Extra curricular programs are available to all students. Testing and other assessments-State and National Standardized-are nonbiased.

Classes are heterogeneously grouped based on academic ability. Males and females are in all classes and programs. Multicultural education is included in Social Studies and Reading/Literature. African American History is integrated in Grade 7 and 8 Social Studies ((Amistad-Grade 8 ,US History, Holocaust-Grade 6, Other genocides-Grades 6-7-8.).

Attached please find full description of programs and presentations for our school district during the school year 2011-2012.

Regards,
Millie Sollecito
Student Assistance Counselor
Affirmative Action Officer

COMPREHENSIVE EQUITY PLAN:

**Meeting targets for equity goals 2012*

II. STAFF DEVELOPMENT:

Multicultural Program for Staff:

“How to Identify with Culturally Diverse Students”

Marisol Mondaca – The Source – Red Bank Regional High School

Bullying and Harassment Program for Staff:

Legal One Presentation Video

Recommend webpage: tolerance.org for students, staff, and parents.

III. SCHOOL AND CLASSROOM PRACTICES:

A. EQUALITY AND EQUITY IN CURRICULUM

Curriculum is aligned with the NJ Core Curriculum Content Standards/Equality and Equity in Curriculum. Our school district has maintained equity in curriculum, textbooks, library materials, technology software and multicultural computer catalogues.

Technology/software-all skills bases are non-biased in content. In addition, software is available in Spanish for ESL students.

Testing and other assessments-State and National Standardized-nonbiased.

Multicultural education is included in Social Studies and Reading/Literature.

African American History is integrated in Grade 7 and 8 Social Studies ((Amistad-Grade 8 ,US History, Holocaust-Grade 6, Other genocides-Grades 6-7-8.).

Language Arts:

Grade 6

Maniac Magee by Jerry Spinelli-Prejudice/Tolerance.

Grade 7

Names/Nombres by Julia Alvarez-Personal experience of an immigrant from Dominican Republic-respect for foreign names and cultures.

The War of the Wall by Toni Cade Bambara is about respect for African American heroes and culture.

Amigo Brothers by Piri Thomas-Hispanic cultures.

The Giver by Lois Lowry-a scientific novel of utopian society with discussions about respect for differences among people, respect of the elderly, etc.

Hum by Naomi Shahib Nye

The Cay by Theodore Taylor

Grade 8

Author Study: Nikki Giovanni-African American woman poet-member of the New Black Poets of the 1960's with a discussion of the Civil Rights Movement of the period.

Raymond's Run by Toni Code Bambara-African American author who writes about growing up in NYC-family prides sense of community.

The Diary of Anne Frank, The Last Seven Months of Anne Frank, and All But My Life by Gerda Weissmann Klein with stories of the Holocaust survivors, treatment of the Jews, etc.

School Climate/Learning Environment:

Character Counts Program-Pillar of the Month, Posters, Character Counts

Program: K-8

Second Step Violence Prevention Program: Grades 3-8.

Textbooks (Statement of Commitment)

Scott Foresman K-6 (2000) Reading, Mathematics (2004), and Science (2003).

Macmillan/McGraw Hill-Social Studies K - 6 (1997)

Harcourt Brace (1999) - Your Health.

Prentice Hall World Explorer (1998)

The American Nation (1995).

Library Materials: Computer catalogue: multicultural.

II SCHOOL AND CLASSROOM PRACTICES:

B. EQUALITY AND EQUITY IN STUDENT ACCESS

Classes are heterogeneously grouped based on academic ability. Males and females are in all classes and programs. Extra-curricular programs and activities are available to all students.

III SCHOOL AND CLASSROOM PRACTICES:

C. EQUALITY AND EQUITY IN GUIDANCE PROGRAM SERVICES

Guidance and Counseling is available to all students. Sexual harassment and grievance procedures are placed on school website and in handbook. The Guidance Department provided adequate and appropriate counseling services to all students, including females, minority students, limited English proficient students, non-college bound students and students with disabilities. The Guidance Counselors presented a full range of possible

career, professional, and/or vocational choices for all students, including careers in the science and technology industries and nontraditional careers.

Peer Leadership Program:

In Manasquan high school the students in the peer leadership course of study learn skills that will help peers get along with others. The goal of this program is for the peer leaders to learn conflict resolving skills, empathy skills, peer mediation, and decision making skills. Students also learn the importance of effective listening skills and communicating positively in a verbal and nonverbal manner.

III SCHOOL AND CLASSROOM PRACTICES:

D. EQUITY IN PHYSICAL EDUCATION & ATHLETIC PROGRAMS

Physical Education-is provided equally for all students.

Extra-curricular programs and activities are available to all students.

MES and MHS Programs by Grades and Subjects

K-8	Character Counts Program	Ongoing
K-3	Conflict Resolution Puppet Shows	Nov.-Dec. 2011
K	Scrapbook on Differences	February 2012
	Book: Special People, Special Ways	
Health Classes	Current Health Magazine (Respect, Cultural Differences)	Ongoing
1-8	Martin Luther King Awareness	January 2012
1-2	Program on Cultural Diversity The Skin I'm In (A First Look at Racism) Everyone Matters (A First Look at Respect for Others)	
3-6	Second Step Violence Prevention Program	Ongoing
4-5	Bullies and How to Help Them (Cultural Differences)	May 2012
5	Broken Toy Video (Harassment)	October 2011
5, 6	Tolerance and Bias Crimes- Classroom Presentation Stop the Bullying Now	October 2011
6	Holocaust Studies	May 2012
7	Color of Friendship Video (Apartied)	January 2012
7	Second Step Violence Prevention Program	Ongoing
8	Second Step Violence Prevention Program	Ongoing
8	Dating Violence Video ("No one Would Tell")	Dec. 2011-June 2012
7-8, 11-12	Peer Leadership Workshop	October 2011 and June 2012
8-12	Health Classes SOS Signs of Suicide: Increase help-seeking by providing students with action steps (acknowledge, care, tell)	
10	Clear Choices – Dating Violence and Relationships	
9-12	Bullying, Harassment Poster and Brochures distributed by SAC Office	
9-12	Second Floor Youth Helpline Folders for all students	

Presentations, Assemblies and Algonquin Theater Performances

Grade 3 & 4

Anti-Bullying Program -

Topic: To learn that aggressive and anti-social behavior can be changed into positive and unselfish behavior.

Grade 6 Program - The Last Butterfly (Holocaust) Pushcart Players

Grades 5 -8

Motivational Media Three Screen Presentation

Message: "We need changes that will make our nation safe and supportive for all young people."

Parent Evening: Dr. M. Sollecito AAO: Affirmative
Action Procedures and Policy

Faculty Meeting: Dr. M. Sollecito AAO: Affirmative
Action Procedures and Policy

Staff Program:— Respect for Cultural Diversity Among Our
Hispanic Students — Marisol Mondaca

Algonquin Performances

The Rainbow Fish

The Missing Piece

A Seat for Rosa

Reading Material:

Language Arts:

Grade 6 Lisa K.

Maniac Magee by Jerry Spinelli-Prejudice/Tolerance.

Grade 7

Names/Nombres by Julia Alvarez-Personal experience of an immigrant from Dominican Republic-respect for foreign names and cultures.

The War of the Wall by Toni Cade Bambara is about respect for African American heroes and culture.

Amigo Brothers by Piri Thomas-Hispanic cultures.

The Giver by Lois Lowry-a scientific novel of utopian society with discussions about respect for differences among people, respect of the elderly, etc.

Grade 8

Author Study: Nikki Giovanni-African American woman poet-member of the New Black Poets of the 1960's with a discussion of the Civil Rights Movement of the period.

Grade 7

Andrea – Lisa K.

Raymond's Run by Toni Code Bambara-African American author who writes about growing up in NYC-family prides sense of community.

Grade 8

The Diary of Anne Frank, *The Last Seven Months of Anne Frank*, and *All But My Life* by Gerda Weissmann Klein with stories of the Holocaust survivors, treatment of the Jews, etc.

MES and MHS Programs by Grades and Subjects

K-8	Character Counts Program	Ongoing
K-3	Conflict Resolution Puppet Shows	Nov.-Dec. 2011
K	Scrapbook on Differences	February 2012
	Book: Special People, Special Ways	
Health Classes	Current Health Magazine (Respect, Cultural Differences)	Ongoing
6-8		
1-8	Martin Luther King Awareness	January 2012
Grade 1-2	Program on Cultural Diversity "Tar Beach" (equal rights/opportunities) Presenter: Blossom International	October 2011
3-6	Second Step Violence Prevention Program	Ongoing
4-5	Bullies and How to Help Them (Cultural Differences)	May 2012
5	Broken Toy Video (Harassment)	October 2011
5, 6	Tolerance and Bias Crimes- Classroom Presentation	October 2011
6	Holocaust Studies	May 2012
7	Color of Friendship Video (Apartied)	January 2012
7	Second Step Violence Prevention Program	Ongoing
8	Second Step Violence Prevention Program	Ongoing
8	Dating Violence Video ("No one Would Tell")	Dec. 2011-June 2012
7-8, 11-12	Peer Leadership Workshop	October 2011 & June 2012
8-12	Health Classes SOS Signs of Suicide: Increase help-seeking by providing students with action steps (acknowledge, care, tell)	
10	Clear Choices – Dating Violence and Relationships	
9-12	Bullying, Harassment Poster and Brochures distributed by SAC Office	
9-12	Second Floor Youth Helpline Folders for all students	

Assemblies, Programs, and Algonquin Theater Performances

Grade 3 & 4

Anti-Bullying Program presented by "Blue Sky Puppet Theater"

Title: "The Missing Piece"

Topic: To learn that aggressive and anti-social behavior can be changed into positive and unselfish behavior.

Grade 6 Program - The Last Butterfly (Holocaust) Pushcart Players

Grades 5 -8

October, 2011 Motivational Media Presentation

Message: "We need changes that will make our nation safe and supportive for all young people."

Parent Meeting and Faculty (MES & MHS) Meeting Presentation

September/October 2011– Dr. M. Sollecito AAO: Affirmative Action Procedures and Policy

Staff Program:– Respect for Cultural Diversity

Presenter: Marisol Mondaca "Respect for Cultural Diversity"

Presenter: Esther Nevarez Office of Civil Rights –Community Relations Coordinator

Algonquin Performances

Grade 4 Freedom Train

Reading Material:

Language Arts:

Grade 6

Maniac Magee by Jerry Spinelli-Prejudice/Tolerance.

Grade 7

Names/Nombres by Julia Alvarez-Personal experience of an immigrant from Dominican Republic-respect for foreign names and cultures.

The War of the Wall by Toni Cade Bambara is about respect for African American heroes and culture.

Amigo Brothers by Piri Thomas-Hispanic cultures.

The Giver by Lois Lowry-a scientific novel of utopian society with discussions about respect for differences among people, respect of the elderly, etc.

Hum by Naomi Shahib Nye (Embracing diversity in a world full of bigotry and racism.

The Cay by Theodore Taylor

Grade 8

Author Study: Nikki Giovanni-African American woman poet-member of the New Black Poets of the 1960's with a discussion of the Civil Rights Movement of the period.

Raymond's Run by Toni Code Bambara-African American author who writes about growing up in NYC-family prides sense of community.

The Diary of Anne Frank, The Last Seven Months of Anne Frank, and All But My Life by Gerda Weissmann Klein with stories of the Holocaust survivors, treatment of the Jews, etc.

DISTRICT/CHARTER SCHOOL NEEDS ASSESSMENT CHECKLIST
TO ACHIEVE EQUALITY AND EQUITY IN EDUCATIONAL PROGRAMS

Directions: Indicate compliance by checkmark. When a district is non-compliant, list the name of the school(s) not in compliance; specific areas identified as non-compliant MUST be addressed on the Comprehensive Equity Plan forms.

I.	<u>BOARD RESPONSIBILITY</u>	Compliant or Non- compliant	Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.	List name of noncompliant school(s) in the district
A.	N.J.A.C. 6A-7-1.7; <i>Booker v. Plainfield</i> , 461 NJ, 1965; Title VII, Civil Rights Act of 1964; Section 504, Rehabilitation Act of 1973; N.J.S.A. 10-5, Title IX Adopt or re-adopt written equality and equity policies, requiring the following:	✓	Documentation is in the CEP binder in the Elementary Guidance Office unless otherwise noted.	
1. (a)	Equality and Equity in School and Classroom Practices, that shall, as a minimum, do the following: Identify and address all forms of prejudice and discrimination in all district/charter school programs, practices, curricula, instructional materials and assessments.	✓	Board Policy #1140 Affirmative Action Program Adopted 6-14-2011 Revised 11-18-2011 Board Policy # 5750 Equal Educational Opportunity Adopted 6-14-2011	
(b)	Ensure equal access to all schools, facilities, programs, activities, and benefits for all students, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.	✓	Board Policy #1140 Affirmative Action Program Adopted 6-14-2011 Revised 11-18-2011	
(c)	Provide equitable treatment for pregnant and married students.	✓	Board Policy # 2416 Programs for Pregnant Pupils Adopted 6-14-2011 Board Policy # 5752 Marital Status and	

			Pregnancy Adopted 6-14-2011	
(d)	Prohibit or eliminate sexual harassment, and harassment.	✓ ✓	Board Policy # 4352 Sexual Harassment Adopted 6-14-2011 Board Policy # 5512 Harassment, Intimidation and Bullying Adopted 6-14-2011	
2.	Equality in Employment and Contract Practices for all persons, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.	✓ ✓	Board Policy # 1530 Equal Employment Opportunities Adopted 6-14-2011 Board Policy # 1550 Affirmative Action Program for Employment and Contract Adopted 6-14-2011	

3.	The appointment of an Affirmative Action Officer (AAO) who can also serve as, or coordinate with, the district/charter school's Section 504 Officer and/or the district/charter school's Title IX Coordinator.	✓	Board of Education Resolution _____ Board Policy #1140 Affirmative Action Program <i>Adopted 6-14-2011</i>	
4.	Provide staff development to ensure that all equity requirements are in compliance with N.J.A.C. 6A:7-1.6.	✓	Board Policy # 1550 Affirmative Action Program for Employment and Contract <i>Adopted 6-14-2011</i>	

B.	Authorize the Affirmative Action Officer team to develop a Comprehensive Equity Plan, implement the plan over a three-year period of time, submit an annual Statement of Assurance of its implementation and progress, and complete the District Performance Review in the NJ QSAC. Charter schools will report annual progress in the Charter School Annual Report.	✓	Board of Education Resolution _____ Board Policy #1140 Affirmative Action Program <i>Adopted 6-14-2011</i>	
		✓	Board Policy # 1523 Comprehensive Equity Plan <i>Adopted 6-14-2011</i>	
C.	Collect and analyze AYP data for underperforming subgroups disaggregated by gender, race, ethnicity, limited English proficiency, special education, migrant, date of enrollment, student suspension, expulsion, child study team referrals, Pre-K-12 promotion/retention data, Pre-K-12 completion rates and re-examination and re-evaluation of classification and placement of students in special education programs if there is over representation within certain groups; staffing practices; quality of program data; and stakeholder satisfaction data. Identify any school-level underperforming subgroups on annual AYP reports for state assessments.	✓	AYP Progress Status Report _____ Board Policy #1140 Affirmative Action Program <i>Adopted 6-14-2011</i>	
		✓	Board Policy # 1523 Comprehensive Equity Plan <i>Adopted 6-14-2011</i>	

D.	Adopt the Comprehensive Equity Plan (CEP) by board resolution, and facilitate and support implementation of the CEP, by undertaking or authorizing the following actions:	✓	Board of Education Resolution _____ Board Policy #1140 Affirmative Action Program <i>Adopted 6-14-2011</i>	
		✓	Board Policy #1523 Comprehensive Equity Plan <i>Adopted 6-14-2011</i>	
1.	Publicize throughout the community the local Board's policies prohibiting bias, harassment, discrimination and segregation; and ensuring equality in educational programs.	✓	Board Policy #1140 Affirmative Action Program <i>Adopted 6-14-2011</i> Manasquan District Webpage Board Policy HandbookCoast Star Newspaper Teacher and Student Handbook elementary and high school Affirmative Action statement on all school letterheads.	
2.	Define the responsibilities of the AAO (Affirmative Action Officer/504 Officer, and/or Title IX Coordinator), require that the AAO be a certificated staff person and train the AAO to handle the district/charter school's equity' responsibilities.	✓	Board Policy #1140 Affirmative Action Program <i>Adopted 6-14-2011</i> Board Policy #1550 Affirmative Action Program for Employment and Contract <i>Adopted 6-14-2011</i>	

3.	Inform students, staff and the community of the name, office address, and phone number of the district/charter school's AAO, and publicize the location and availability of the district/charter school's CEP, policy(ies), grievance procedures and annual reports.	✓ ✓	Board Policy #1140 Affirmative Action Program <i>Adopted 6-14-2011</i> Board Policy #1523 Comprehensive Equity Plan <i>Adopted 6-14-2011</i> All Policies and Grievance Report Forms on Manasquan District Webpage – manasquanboe.org Affirmative Action Notice displayed in all rooms in all school buildings. Information located in Teacher and Student Handbooks in elementary and high school	
4.	Investigate and resolve discrimination complaints, grievances and incidents between students and teachers or among students, based on race, national origin, sexual orientation, gender, religion, English proficiency, socio-economic status or disability.	✓ ✓	Affirmative Action Officer Files Superintendent of Schools Building Principals and Assistant Principal Board Policy # 4340 Grievance <i>Adopted 6-14-2011</i> Board Policy #1140 Affirmative Action Program <i>Adopted 6-14-2011</i>	
5.	Report on progress made in meeting the adequate yearly targets (as set by the Department of Education) for closing the achievement gap	✓ ✓ ✓	Board Policy #1140 Affirmative Action Program <i>Adopted 6-14-2011</i> Board Policy #5755 Equity in Educational Programs and Services <i>Adopted 6-14-2011</i> Board Policy # 2260 Affirmative Action	

			Program for School and Classroom Practices <i>Adopted 6-14-2011</i>	
			AYP Progress Status Report	
6.	Authorize the AAO to conduct yearly equity training for all staff.	✓	Board Policy # 1523 Comprehensive Equity Plan <i>Adopted 6-14-2011</i>	
II.	<u>STAFF DEVELOPMENT AND TRAINING</u> N.J.A.C. 6A:7-1.6 & N.J.S.A. 10:5	Compliant or Non- compliant	Documentation or Evidence to Substantiate Compliance	List name of noncompliant school(s) in the district
A.	Provide staff development, which will be open to parents and community members, to identify and resolve problems associated with the student achievement gap and other inequities arising from prejudice regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status every school year, as follows:	✓ Ongoing	Board Policy #1140 Affirmative Action Program <i>Adopted 6-14-2011</i> See attached Staff Development Program for SY 2011-2013 Marisol Mondaca Bi-Lingual Clinician mmondaca@rbrhs.org 732-842-8000 (Ext. 435) Esther Nevarez Community Relations Coordinator NJ Office of Civil Rights 973-648-4816 (see Staff Development Program)	
1.	To all certificated (administrative and professional) staff.	Ongoing	(see Staff Development Program)	
2.	To all non-certificated (non-professional) staff.	Ongoing	(see Staff Development Program)	
III.	<u>SCHOOL AND CLASSROOM PRACTICES</u>	Compliant or Non- compliant	Documentation or Evidence to Substantiate Compliance	List name of noncompliant school(s) in the district
A.	<u>Equality and Equity in Curriculum</u>			

1.	N.J.A.C. 6A:7-1.7 (b), Section 504, Rehabilitation Act of 1973; N.J.S.A. 10:5; Title IX, Education Amendments of 1972 Ensure that the district/charter school's curriculum and instruction are aligned to the State's Core Curriculum Content Standards and addresses the elimination of discrimination and the achievement gap, as identified by underperforming school-level AYP reports for State assessment, by providing equity in educational programs and by providing opportunities for students to interact positively with others regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status. Areas covered include, but are not limited to, the following:	✓	District Curricula K-12 aligned fully with the New Jersey Core Curriculum Content Standards Board Policy #2200 Curriculum Content Adopted 6-14-2011 Board Policy # 2260 Affirmative Action Program for School and Classroom Practices <i>Adopted 6-14-2011</i>	District Curricula K-12 aligned fully with the New Jersey Core Curriculum Content Standards Board Policy #2200 Curriculum Content Adopted 6-14-2011 Board Policy # 2260 Affirmative Action Program for School and Classroom Practices <i>Adopted 6-14-2011</i>
(a)	School climate/learning environment	✓ ✓	Board Policy #1140 Affirmative Action Program <i>Adopted 6-14-2011</i> Board Policy # 2260 Affirmative Action Program for School and Classroom Practices <i>Adopted 6-14-2011</i> Manasquan Elementary School and Manasquan High School Student Handbook Mission Statement and Philosophy on School Website.- manasquanboe.org Board Policy # 2260 Affirmative Action Program for School and Classroom Practices Adopted 6-14-2011 Character Counts Program Grades K-8.Second Step Program Grades 3-8. See Attachment: Programs, Assemblies on Cultural Diversity, Anti-Bullying, & Character Education	Board Policy #1140 Affirmative Action Program <i>Adopted 6-14-2011</i> Board Policy # 2260 Affirmative Action Program for School and Classroom Practices Adopted 6-14-2011 Character Counts Program Grades K-8.Second Step Program Grades 3-8. See Attachment: Programs, Assemblies on Cultural Diversity, Anti-Bullying, & Character Education
	Courses of study, including Physical Education	✓	Board Policy # 2260 Affirmative Action	Board Policy # 2260 Affirmative Action

(b)		✓	Program for School and Classroom Practices <i>Adopted 6-14-2011</i> Board Policy # 2425 Physical Education <i>Adopted 6-14-2011</i> All nine NJ Core Curriculum Content Standards are included in the courses of study. MES and MHS curriculum guides located in Principal's Office.
(c)	Library materials/Instructional materials and strategies	✓	Board Policy # 2260 Affirmative Action Program for School and Classroom Practices <i>Adopted 6-14-2011</i> List attached of Affirmative Action Library Materials and Textbooks for Manasquan Elementary School and Manasquan High School.
(d)	Technology/software and audio-visual materials	✓	Board Policy # 2260 Affirmative Action Program for School and Classroom Practices <i>Adopted 6-14-2011</i> List of Diversity/Equity/Bullying Videos-Manasquan Elementary School. Revisions are ongoing and reviewed by the supervisors of curriculum in the high school and administration in the elementary school.

			Student handbooks for elementary and high school include all programs and activities are available to all students.	
			Board Policy #5755 Equity in Educational Programs and Services <i>Adopted 6-14-2011</i> Board Policy # 1510 Rights of Persons With Handicaps or Disabilities/Policy on Non-Discrimination <i>Adopted 6-14-2011</i> Board Policy # 2423 Bilingual and ESL Education <i>Adopted 6-14-2011</i> All students are tested according to NJ state testing requirements. Accommodations for students with disabilities (according to 504 plan and IEP) and ESL students per status are provided in the elementary and high school. Class enrollment forms on file. Board Policy # 2310 Pupil Grouping <i>Adopted 6-14-2011</i> Board Policy # 2260 Affirmative Action Program for School and Classroom Practices <i>Adopted 6-14-2011</i> Courses of study on file and used in both schools. Social Studies Curriculum K-8 (Standards 6.1-6.5) High School English (Standard 4), World Language (Standard 2)	✓ ✓ ✓
(g)	Testing and other assessments			
(h)	Reducing or preventing the under representation of minority, female and male students in all classes and programs.		✓	
2.	Include Multicultural Education content and practices across the curriculum.		✓	

3.	Ensure that instruction on African-American History, including the Amistad and the history of other cultures is taught as part of the history of the United States. (NJSA 18A:35-1)	✓	Board Policy # 2260 Affirmative Action Program for School and Classroom Practices Adopted 6-14-2011 Social Studies Curriculum Grades 7/8 Prentice Hall <i>The American Nation</i> US History II (High School)	Board Policy # 2260 Affirmative Action Program for School and Classroom Practices Adopted 6-14-2011
4.	Include instruction on the Holocaust and other genocides in the curriculum for elementary and secondary school students. (N.J.S.A. 18A:35-28)	✓	Board Policy # 2260 Affirmative Action Program for School and Classroom Practices Adopted 6-14-2011 Grade 6-Social Studies Curriculum Textbook: Adv. in Time & Place Assembly Program: The Very Last Butterfly Holocaust elective-High School US History II (High School)	Board Policy # 2260 Affirmative Action Program for School and Classroom Practices Adopted 6-14-2011
E.	Equality and Equity in Student Access N.J.A.C. 6A:7-1.7 & (g); Titles VI & VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; N.J.S.A. 10:5 IDEA of 1997; Guidelines for Eliminating Discrimination and Denial of Services in Vocational Education (1989), U.S. Supreme Court, 1982; <i>Flyer v. Doe</i> Provide equal and bias-free access for all students to all school facilities, courses, programs, activities and services, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status, as follows:	✓ ✓ ✓ ✓	Board Policy #2260 Affirmative Action Program for School and Classroom Practices Adopted 6-14-2011 Board Policy #5700 Pupils Rights Adopted 6-14-2011 Board Policy # 5750 Equal Educational Opportunity Adopted 6-14-2011	Board Policy # 2260 Affirmative Action Program for School and Classroom Practices Adopted 6-14-2011 Board Policy # 5751 Sexual Harassment Adopted 6-14-2011

1.	Ensure equal and barrier-free access to all school and classroom facilities.	✓	Board Policy #5755 Equity in Educational Programs and Services Adopted 6-14-2011 Structural accommodations, i.e. ramps, elevator in High School, bathroom facilities, and transportation vehicles. Handicapped parking. Elementary school and high school are barrier free	
2.	Attain minority representation, including racial and ethnic balance, within each school that approximates the district/charter school's overall minority racial and ethnic representation.	✓ ✓	Board Policy # 5750 Equal Educational Opportunity Adopted 6-14-2011 Board Policy # 2310 Pupil Grouping Adopted 6-14-2011 Heterogeneous groupings throughout curricula. Enrollment forms-elementary and high school	
3.	Refrain from locating new facilities in areas that will contribute to imbalanced, isolated, or racially identifiable school enrollments.	✓	Board Policy #2260 Affirmative Action Program for School and Classroom Practices Adopted 6-14-2011 Ongoing inspection and areas comply with the above board policies.	
4.	Ensure that students are not separated or isolated by race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status, resulting in inappropriate placement within schools, courses, classes, programs or extracurricular activities.	✓ ✓	Board Policy # 5750 Equal Educational Opportunity Adopted 6-14-2011 Board Policy # 2310 Pupil Grouping Adopted 6-14-2011	

			Enrollment forms on file Heterogeneous groupings. Classes are open to all who are interested. Enrollment forms for extracurricular activities with staff members.		
(a)	Ensure that minority and female students are not disproportionately represented in gifted and talented or accelerated/advanced courses, including math and science.		✓ Board Policy #5750 Equal Educational Opportunity Adopted 6-14-2011 ✓ Board Policy #5700 Pupils Rights Adopted 6-14-2011 Class enrollment lists on file		
(b)	Ensure that minority and male students are not disproportionately represented in detentions, suspensions, expulsions, dropouts, or special need classifications.		✓ Board Policy #5750 Equal Educational Opportunity Adopted 6-14-2011 ✓ Board Policy #5700 Pupils Rights Adopted 6-14-2011 Monthly reports on file for elementary and high school.		
(c)	Ensure equal and bias-free access for all students to computers, computer classes, vocational ed classes, and technologically-advanced instructional assistance, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional/sexual orientation, gender, religion, disability or socioeconomic status.		✓ Board Policy #5750 Equal Educational Opportunity Adopted 6-14-2011 ✓ Board Policy #2423 Bilingual and ESL Education Adopted 6-14-2011 ✓ Board Policy #2310 Pupil Grouping Adopted 6-14-2011 Heterogeneous groupings All students have equal access to computers,		

			technology, etc. All high school freshmen take a computer class. All elementary students take a computer class grades K-8.	
(d)	Ensure that all limited English-proficient students have equal and bias-free access to all school programs and activities.	✓ ✓ ✓	Board Policy # 2423 Bilingual and ESL Education <i>Adopted 6-14-2011</i> Board Policy #2200 Curriculum Content <i>Adopted 6-14-2011</i> Manasquan School District ESL Curriculum Board Policy #5755 Equity in Educational Programs and Services <i>Adopted 6-14-2011</i> Classes open to all students. Enrollment forms and lists on file.	
(e)	Ensure that all students with disabilities have equal and bias-free access to all school programs and activities.	✓ ✓	Board Policy #5755 Equity in Educational Programs and Services <i>Adopted 6-14-2011</i> Board Policy # 1510 Rights of Persons With Handicaps or Disabilities/Policy on Non-Discrimination <i>Adopted 6-14-2011</i> All programs and activities are open to all students and are equal and bias free. A list of activities and programs are in the elementary and high school student handbooks.	
(f)	Ensure that all schools' registration procedures are in compliance with State and Federal regulations.	✓	Board Policy #5755 Equity in Educational Programs & Services <i>Adopted 6-14-2011</i>	

		✓	Board Policy #5700 Pupils Rights <i>Adopted 6-14-2011</i> Manasquan Public Schools Registration Form	
5.	Utilize a State approved language proficiency measure on an annual basis for determining the special needs of language-minority students.	✓	Board Policy # 2423 Bilingual and ESL Education <i>Adopted 6-14-2011</i> Idea Proficiency Test-Elementary School MAC II Test of English Language Proficiency- High School ACCESS-Elementary and High School	
6.	Utilize bias-free measures for determining the special needs of students with disabilities.	✓	Board Policy # 1510 Rights of Persons With Handicaps or Disabilities/Policy on Non-Discrimination <i>Adopted 6-14-2011</i> Wisc-4 Woodcock Johnson 3	
7.	Ensure that support services (e.g. school-based youth services, health care, tutoring and mentoring) are available to all students, including limited English-proficient students.	✓	Board Policy # 2423 Bilingual and ESL Education <i>Adopted 6-14-2011</i> Open and available to all in need of services All LEP students have access to support services.	
8.	Ensure that all pregnant students are permitted to remain in the regular school program and activities. If not permitted to attend school by her doctor, ensure that equivalent instruction is provided the student.	✓	Board Policy # 2416 Programs for Pregnant Pupils <i>Adopted 6-14-2011</i>	
C.	Equality and Equity in Guidance Programs and Services	✓	Board Policy # 2411 Guidance Counseling	

	N.J.A.C. 6A:7-1.7(c) Title IX, Education Amendments of 1972, & Carl D. Perkins Vocational & Technical Education Act of 1998 Ensure that the district/charter school's guidance program provides the following:		<i>Adopted 6-14-2011</i>	
1.	Access to adequate and appropriate counseling services for all students, including females, minority students, limited English proficient students, non-college bound students, and students with disabilities.	✓	Information found in Board Policy on <i>Guidance Services</i> Board Policy # 2411 Guidance Counseling <i>Adopted 6-14-2011</i> Manasquan School District Statement of Assurance Manasquan High School Guidance Brochure MES Guidance Brochure	
2.	The presentation of a full range of possible career, professional, and/or vocational choices for all students, including careers in the science and technology industries and nontraditional careers.	✓	Board Policy # 2411 Guidance Counseling <i>Adopted 6-14-2011</i> Naviance Computer Program for MES and MHS Career Programs Grades 6-8 & Grades 9-12 Vocational Programs in Manasquan High School Freshman high school students all take a Humanities course for career planning.	
3.	Guidance Counselors are not using biased materials.	✓	Board Policy # 2411 Guidance Counseling <i>Adopted 6-14-2011</i> List of multicultural books and materials used in school district. Guidance materials have been reviewed and found to be bias-free. Guidance Survey Inventory	

D.	Equality and Equity in Physical Education N.J.A.C. 6A:7 (d) and Title IX, Education Amendment of 1972 Ensure that the district/charter school's physical education program is co-educational, as follows: 1. All instructional activities are equitable and are co-educational.	✓	K-12 curriculum aligned with the NJ Core Curriculum Content Standards. All classes and activities are coeducational. Board Policy #5755 Equity in Educational Programs and Services <i>Adopted 6-14-11</i> Board Policy # 2425 Physical Education <i>Adopted 6-14-2011</i>	
E.	Equality and Equity in Athletic Programs Athletic Guidelines 1986; N.J.A.C. 6A:7(d) and Title IX, Education Amendments of 1972 Ensure that the district/charter school's Athletic Program accomplishes the following: 1. An interest survey has been completed in the last three years to ensure equitable opportunities for female and male students to participate in athletics.	✓	Board Policy # 2431 Athletic Competition <i>Adopted 6-14-2011</i> Board Policy # 2431.3 Practice and Pre-Season Heat Acclimation for Interscholastic Athletics <i>Adopted 6-14-2011</i> Board Policy # NJSIAA Random Testing for Interscholastic Athletics <i>Adopted 6-14-2011</i> Grades 7-12 Interest Inventory Survey completed	
2.	Ensures relatively equal numbers of varsity and sub-varsity teams for male and female students.	✓	Board Policy #5755 Equity in Educational Programs and Services <i>Adopted 6-14-11</i> Board Policy # 2425 Physical Education <i>Adopted 6-14-11</i> Board Policy # 2431 Athletic Competition <i>Adopted 6-14-2011</i> List of sports and number of boys and girls in each program on file in Athletic Director's	

			Office in high school and Assistant Principal's office in elementary school.	
3.	Ensures equitable scheduling of night games, practice times, locations and numbers of games for male and female teams.	✓ ✓ ✓	Board Policy #5755 Equity in Educational Programs and Services <i>Adopted 6-14-11</i> Board Policy # 2425 Physical Education <i>Adopted 6-14-11</i> Board Policy # 2431 Athletic Competition <i>Adopted 6-14-2011</i> Schedule of games on file in Athletic Director's Office	
4.	Ensures that athletic programs receive equitable treatment that includes staff salaries, purchase and maintenance of equipment, etc.	✓ ✓ ✓	Board Policy #5755 Equity in Educational Programs and Services <i>Adopted 6-14-11</i> Board Policy # 2425 Physical Education <i>Adopted 6-14-11</i> Board Policy # 2431 Athletic Competition <i>Adopted 6-14-2011</i> Staff Salaries (Addendum C Positions) Budgets on file with Board Secretary.	

5.	Provides comparable facilities for male and female teams.	✓ ✓ ✓	Board Policy #5755 Equity in Educational Programs and Services <i>Adopted 6-14-11</i> Board Policy # 2425 Physical Education <i>Adopted 6-14-11</i> Board Policy # 2431 Athletic Competition <i>Adopted 6-14-2011</i> Schedule for male and female teams. Equal facilities-schedules.	List name of noncompliant school(s) in the district
IV.	<u>EMPLOYMENT/CONTRACT PRACTICES</u> N.J.A.C. 6A:7-1.8; Title VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; N.J.S.A. 10:5, Equal Pay Act 1973	Compliant or Non-compliant	Documentation or Evidence to Substantiate Compliance	
A.	1.	✓ ✓	Board Policy # 1140 Affirmative Action Program <i>Adopted 6-14-2011</i> Board Policy # 1530 Equal Employment Opportunities <i>Adopted 6-14-2011</i> All postings of this district being an equal opportunity employer are on all correspondence, advertising, and staff lists. Employment application on website	

2.	Target under-utilized groups in every category of employment.	✓	Board Policy # 1400 Job Descriptions <i>Adopted 6-14-2011</i> Board Policy # 1530 Equal Employment Opportunities <i>Adopted 6-14-2011</i> Newspaper ads for Star Ledger, Asbury Park Press and Coast Star as well as NJHire.com, NJSchoolJobs.com.	
3.	Ensure that the district/charter school's employment applications and pre-employment inquiries conform to the guidelines of the New Jersey Division on Civil Rights.	✓	Board Policy # 1400 Job Descriptions <i>Adopted 6-14-2011</i> Board Policy # 1530 Equal Employment Opportunities <i>Adopted 6-14-2011</i> Sample Job Vacancy Secretarial application Teacher application	
4.	Monitor promotions and transfers to ensure non-discrimination.	✓	Board Policy # 1530 Equal Employment Opportunities <i>Adopted 6-14-2011</i> All positions are posted and must be applied for according to qualifications. Recommendations of most qualified to Superintendent.	
5.	Ensure equal pay for equal work among members of the district/charter school's staff, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.	✓	Board Policy # 1530 Equal Employment Opportunities <i>Adopted 6-14-2011</i> Salary guides for secretaries, paraprofessionals, teachers, administrators, custodians, Addendum C positions.	

			MEA contracts are negotiated with school and board administrators.	
B.	Ensure that the district/charter school does not enter into, or maintain, contracts with persons, agencies, or organizations that discriminate in employment or in the provision of benefits or services, on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.	✓ ✓	Board Policy # 1530 Equal Employment Opportunities <i>Adopted 6-14-2011</i> Board Policy # 1550 Affirmative Action Program for Employment and Contract Practices/Employment Practices Plan <i>Adopted 6-14-2011</i> Division of Contract Compliance & Equal Employment Opportunity Employee Information Report Sample purchase order Vendor contracts (Board Office)	
C.	Equality in Employment and Contract Practices for all persons, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.	✓ ✓	Board Policy # 1550 Affirmative Action Program for Employment and Contract Practices/Employment Practices Plan <i>Adopted 6-14-2011</i> Board Policy # 1620 Administrative Employment Contracts <i>Adopted 6-14-2011</i>	

NJ State Division on Civil Rights website: <http://www.state.nj.us/lps/dcr/>
 U.S. Dept. of Education Office for Civil Rights website: <http://www.ed.gov/about/offices/list/ocr/index.html?src=mr>
 U.S. Commission on Civil Rights website: <http://www.usccr.gov/>
 U.S. Dept. of Justice Civil Rights Division website: <http://www.usdoj.gov/crt/crt-home.htm>

The following Affirmative Action Team (AAT) members and other stakeholders participated in the development of the needs assessment and Comprehensive Equity Plan. PLEASE NOTE: The AAT must consist of a minimum of three personnel and is comprised of diverse stakeholders. FORMS WITHOUT SIGNATURES WILL BE RETURNED TO THE DISTRICT.

DISTRICT/CHARTER SCHOOL NAME: Manasquan Public Schools

NAME	TITLE	GRADE LEVEL (if applicable)	GENDER	SIGNATURE
Millie Sollecito	Affirmative Action Officer Guidance Counselor	K-12 K-8	Female	
Margaret Polak	Director of Psychological and Student Personnel Services	K-12	Female	
Donald Bramley	Assistant Principal, Manasquan High School	9-12	Male	
Richard Coppola	Principal, Manasquan High School	9-12	Male	
Robert Kehoe	School Psychologist	K-12	Male	
Nancy Sanders	Guidance Counselor	K-8	Female	
Leigh Busco	Student Assistance Counselor	9-12	Female	

COMPREHENSIVE EQUITY PLAN FOR AREAS OF NONCOMPLIANCE

Academic Years 2011 – 2013

BOARD RESPONSIBILITIES

DISTRICT/CHARTER SCHOOL: Manasquan

OBJECTIVE: Describe the district/charter school's plan to be implemented for Academic Years 2007-2010 to ensure that the Board of Education follows through with its responsibilities as defined on pages 12 and 13 of this document, including adoption or re-adoption of written equality and equity policies; the authorization of the AAO to develop a CEP; collection of disaggregated data; and adoption of the CEP and facilitate and support its implementation.

NON-COMPLIANT AREAS: Use more than one page as needed.

Section/sub-section from needs assessment	Implementation Strategies	Staff Responsible	Implementation Timeline	Indicator of Accomplishment
Compliant			2011 2012 2013 Ongoing	
			Δ Δ Δ Δ	

g/mary/cep/draftCEP2007-2010

COMPREHENSIVE EQUITY PLAN FOR AREAS OF NONCOMPLIANCE

Academic Years 2011 – 2013

STAFF DEVELOPMENT PROGRAM

DISTRICT/CHARTER SCHOOL: Manasquan

OBJECTIVE: Describe the plan to be implemented for Academic Years 2011-2013 to provide in-service training for school personnel on a continuing basis to identify and resolve problems arising from prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.

STAFF DEVELOPMENT IS ONGOING (see above): Use more than one page as needed.

Section/sub-section from needs assessment	Implementation Strategies	Staff Responsible	Implementation Timeline					Indicator of Accomplishment
			2011	2012	2013	Ongoing		
Staff in-service on implementing an integrated program on preventing harassment related to ethnic diversity, and sexual orientation. The goal is to foster academic improvement and reduce bullying, harassment, substance abuse, truancy and victimization. Aligned with NJAC 6A-16-7 Student Code of Conduct Training for Leadership Team School climate needs assessment including staff,	Staff in-service on implementing an integrated program on preventing harassment related to ethnic diversity, and sexual orientation. The goal is to foster academic improvement and reduce bullying, harassment, substance abuse, truancy and victimization. Aligned with NJAC 6A-16-7 Student Code of Conduct Training for Leadership Team School climate needs assessment including staff,	Principals, Assistant Principals (High School and Elementary School) Affirmative Action Officer (AAO) Affirmative Action Officer Leadership Team AAO/Principals	Δ	Δ	Δ	Δ		Staff evaluations, program outline
			October 2012					Log discipline referrals and incidents of bullying and harassment.
			Fall 2012					Complete training program
			December 2012					Needs Assessment for

students, and parents grades 3-12 Staff discussion at faculty meetings to review feedback from climate data.	AAO Principals	ongoing Fall 2012	grades 3-12. Minutes from faculty meeting Report on possible projects Determine and plan training
<u>Multicultural Program for Staff:</u> "How to Identify with Culturally Diverse Students"	Marisol Mondaca Bi-lingual Clinician mmondaca@rbrihs.org	Fall 2012 & 2013	
<u>Staff Presentation</u> Civil Rights Coordinator: Equal Opportunity Rights & Respect	Esther Nevarez- Community Relations Coordinator Office of Civil Rights (973) 648-4816		
Plan any training on programs for staff.	AAO Leadership Team	Fall 2012 & 2013	Staff evaluations, program outline, and materials.
Integrate programs and continue working on climate improvement plans.	AAO Leadership Team	September 2011 (ongoing)	Present current programs available and process of implementation of programs to all staff.
Evaluate current programs and reassess plan for further staff development.	AAO Leadership Team	2012/ Ongoing	Staff evaluations, materials, and program outline Proposal for evaluation and plan for future staff development.
<u>Faculty Meeting Presentations</u> - Preventing Sexual Harassment : What Educators Need to Know - Ethnicity Within the School System- Presentation - Embracing Equality to Recognize Diversity including Sexual Orientation and Gender Identity in Our School	AAO/School Counselors Videos & Handouts	2012 & 2013	Data-Reduce incidents of bullying, sexual harassment, bias.

COMPREHENSIVE EQUITY PLAN FOR AREAS OF NONCOMPLIANCE

Academic Years 2011 – 2013

SCHOOL AND CLASSROOM PRACTICES: EQUALITY AND EQUITY IN CURRICULUM

DISTRICT/CHARTER SCHOOL: Manasquan

OBJECTIVE: Describe the district/charter school's plan to be implemented for Academic Years 2011-2013 for developing and/or revising curriculum to eliminate discrimination, add multicultural content, and promote understanding and mutual respect among all students.

NON-COMPLIANT AREAS: Use more than one page as needed.

Section/sub-section from needs assessment	Implementation Strategies	Staff Responsible	Implementation Timeline			Indicator of Accomplishment
			2011	2012	2013 Ongoing	
Compliant			Δ	Δ	Δ	

COMPREHENSIVE EQUITY PLAN FOR AREAS OF NONCOMPLIANCE

Academic Years 2011 – 2013

SCHOOL AND CLASSROOM PRACTICES: EQUALITY AND EQUITY IN STUDENT ACCESS

DISTRICT/CHARTER SCHOOL: Manasquan

OBJECTIVE: Describe the district/charter school's plan to be implemented for Academic Years 2011-2013 to provide equal and bias-free access for all students to all school facilities, courses, programs, activities and services, regardless of race, national origin, sexual orientation, gender, religion, English proficiency, socio-economic status or disability

NON-COMPLIANT AREAS: Use more than one page as needed.

Section/sub-section from needs assessment	Implementation Strategies	Staff Responsible	Implementation Timeline			Indicator of Accomplishment
			2011	2012	2013 Ongoing	
Compliant			Δ	Δ	Δ	Δ

COMPREHENSIVE EQUITY PLAN FOR AREAS OF NONCOMPLIANCE

Academic Years 2011 – 2013

SCHOOL AND CLASSROOM PRACTICES: EQUALITY AND EQUITY IN GUIDANCE PROGRAM SERVICES

DISTRICT/CHARTER SCHOOL: Manasquan

OBJECTIVE: Describe the district/charter school's plan to be implemented for Academic Years 2011-2013 to provide equitable treatment, adequate and appropriate counseling services for ALL students, including females, minority students, limited English-proficient students, non-college bound students, and students with disabilities, and to ensure exposure and counseling services focused on careers in the science and technology industries, non-traditional career options and post-secondary opportunities for minority and female students

NON-COMPLIANT AREAS: Use more than one page as needed.

Section/sub-section from needs assessment	Implementation Strategies	Staff Responsible	Implementation Timeline	Indicator of Accomplishment
Compliant			2011 2012 2013 Ongoing	
			Δ Δ Δ Δ	

COMPREHENSIVE EQUITY PLAN FOR AREAS OF NONCOMPLIANCE

Academic Years 2011 – 2013

SCHOOL AND CLASSROOM PRACTICES: EQUITY IN PHYSICAL EDUCATION & ATHLETIC PROGRAMS

DISTRICT/CHARTER SCHOOL: Manasquan

OBJECTIVE: Describe the district/charter school's plan to be implemented for Academic Years 2011-2013 to ensure that there is gender equity in all physical education and athletic programs, and to ensure equitable opportunities for all students to participate in athletics regardless of race, national origin, gender, sexual orientation, religion, English proficiency, socio-economic status or disability.

NON-COMPLIANT AREAS: Use more than one page as needed.

Section/sub-section from needs assessment	Implementation Strategies	Staff Responsible	Implementation Timeline		Indicator of Accomplishment
			2011	2012	2013 Ongoing
Compliant			Δ	Δ	Δ

COMPREHENSIVE EQUITY PLAN FOR AREAS OF NONCOMPLIANCE

Academic Years 2011 – 2013

EMPLOYMENT AND CONTRACT PRACTICES

DISTRICT/CHARTER SCHOOL: Manasquan

OBJECTIVE: Describe the district/charter school's plan to be implemented for Academic Years 2011-2013 to ensure equitable practices in employment at all levels of responsibility, and to avoid engaging in business with firms that discriminate on the basis of race, national origin, sexual orientation, gender, religion, English proficiency, socio-economic status, or disability.

NON-COMPLIANT AREAS: Use more than one page as needed.

Section/sub-section from needs assessment	Implementation Strategies	Staff Responsible	Implementation Timeline 2010 2012 2013 Ongoing	Indicator of Accomplishment
Compliant			Δ Δ Δ Δ	

COMPREHENSIVE EQUITY PLAN ANNUAL ASSURANCE

Academic Year 2011-2012

Legal Name of District/Charter School _____

Code _____

County _____

Address: _____

Telephone # (____) _____

City: _____

Zip: _____

FAX #: (____) _____

Affirmative Action Officer: _____

Telephone #: (____) _____

AAO Email _____

Contact Person: _____

Telephone #: (____) _____

Ext. _____

STATEMENT OF ASSURANCE OF CEP IMPLEMENTATION – Year 2011-2012

1. The district/charter school will achieve and maintain compliance with all applicable laws, codes, regulations, and guidelines governing equity in education including, but not limited to: N.J.S.A.18A:36-20; N.J.S.A.10:5; N.J.A.C. 6A:7; Guidelines for the Desegregation of Public Schools in New Jersey (1989); Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990; Individuals with Disabilities Education Act (I.D.E.A.) of 1997.
2. The district/charter school has reviewed its implementation strategies for academic year 2011-2012 and provides assurance that the implementation timeline has been met at each school within the district, if applicable. The mandated staff development training programs have been conducted and areas of noncompliance as indicated in the Plan have met specific indicators of achievement at each site, if applicable, during this academic year.

CERTIFICATION: By signing below, the Chief School Administrator certifies that all statements above are true and correct:

Name _____ Title _____

Signature: _____ Date: _____

Comprehensive Equity Plan (Summary)

I. BOARD RESPONSIBILITY:

Adopt written equality and equity policies. All policies posted on Manasquan School District Website.

II. STAFF DEVELOPMENT:

We provide staff development, which will be open to parents and community members, to identify and resolve problems associated with the student achievement gap and other inequities arising from prejudice regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status every school year. We provide this information to all certificated (administrative and professional) staff and to all non-certificated (non-professional) staff.

III. SCHOOL AND CLASSROOM PRACTICES:

A. **EQUALITY AND EQUITY IN CURRICULUM** (details on page 4-10)
Curriculum is aligned with the NJ Core Curriculum Content Standards/Equality and Equity in Curriculum. Technology/software-all skills bases are non-biased in content. In addition, software is available in Spanish for ESL students.
Testing and other assessments-State and National Standardized-nonbiased. Multicultural education –Social Studies and Reading/Literature

B. EQUALITY AND EQUITY IN STUDENT ACCESS

Classes are heterogeneously grouped based on academic ability. Males and females are in all classes and programs.

C. EQUALITY AND EQUITY IN GUIDANCE PROGRAM SERVICES

Guidance and Counseling is available to all students. Sexual harassment and grievance procedures are placed on school website and in handbook.

D. EQUALITY AND EQUITY IN PHYSICAL EDUCATION

Physical Education-equal for all students. Extra-curricular programs and activities available to all students.

E. EQUALITY AND EQUITY IN ATHLETIC PROGRAMS

Equal numbers of varsity teams for males and females

Equality in facilities for male and female teams

Equitable scheduling of games, practices, etc.

Equitable treatment for staff of athletic programs.

IV. EMPLOYMENT AND CONTRACT PRACTICES

Our school district has maintained equity in curriculum, textbooks, library materials, technology software and multicultural computer catalogues. Our curriculum is aligned with the NJ Core Curriculum Content Standards/Equality and Equity in Curriculum. All technology/software and skills bases are non-biased in content. In addition, software is available in Spanish for ESL students.

Guidance and counseling is available to all students. Sexual harassment and grievance procedures are listed in our school handbooks. The Guidance Department provided adequate and appropriate counseling services to all students, including females, minority students, limited English proficient students, non-college bound students and students with disabilities. The Guidance Counselors presented a full range of possible career, professional, and/or vocational choices for all students, including careers in the science and technology industries and nontraditional careers.

Extra-curricular programs and activities are available to all students.

Testing and other assessments-State and National Standardized-are nonbiased. Classes are heterogeneously grouped based on academic ability. Males and females are in all classes and programs. Multicultural education is included in Social Studies and Reading/Literature. African American History is integrated in Grade 7 and 8 Social Studies ((Amistad-Grade 8 ,US History, Holocaust-Grade 6, Other genocides-Grades 6-7-8).).

Details.....III. SCHOOL AND CLASSROOM PRACTICES:

A. Equality and Equity in Curriculum

Curriculum is aligned with the NJ Core Curriculum Content Standards/Equality and Equity in Curriculum.

School Climate/Learning Environment:

Character Counts Program K-8 Pillar of the Month, Posters,
Classroom presentations, Kids for Character Pledge (K-4).
Physical Education-equal for all students.
Second Step Violence Prevention Program: Grades 3-8.

Assemblies:

K/1: "Respect:" (The Magical Songwriter)
Grades 4/5/6: Meet the Musicians (Friend of Scott Joplin)
Grade 5: Stereotyping
Grade 6: "The Last...Buttefly"-Holocaust
Grades 7/8: Sexual Harassment, Dating Violence, Domestic Violence. Motivational Media Presentation
Teen Truth – Anti-Bullying Program Grades 5 – 8
Grades 7/8: "Three Cheers for America" - Multicultural
Imagine Character: Grades 2-5
Living a Legacy: Grades 6-7-8.

Class Trips:

Grade 5: Harriet Tubman and the Underground Railroad
Grade 6: Freedom Train (Civil Rights/Tolerance)

Course of Study:

1. Classes are heterogeneously grouped based on academic ability. Males and females are in all classes and programs.
2. Technology/software-all skills bases are non-biased in content. In addition, software is available in Spanish for ESL students.
3. Guidance and Counseling
Available to all students.
Sexual harassment and grievance procedures in handbook.
4. Extra-curricular programs and activities available to all students.
5. Testing and other assessments-State and National Standardized-nonbiased.
6. Multicultural education –Social Studies and Reading/Literature in all grades:
 - Grades 1- 2 Program on Cultural Diversity
 - Grades 3-4 Respect for Diversity
 - Grade 6 – Holocaust Studies – other genocides

Grades 7 - 8

African American History-integrated in Grade 7 and 8 Social Studies.

Amistad-Grade 8 - US History

7. Language Arts: Reading Materials:

Grade 6

Maniac Magee by Jerry Spinelli-Prejudice/Tolerance.

Grade 7

Names/Nombres by Julia Alvarez-Personal experience of an immigrant from Dominican Republic-respect for foreign names and cultures.

The War of the Wall by Toni Cade Bambara is about respect for African American heroes and culture.

Amiggg Brothers by Piri Thomas-Hispanic cultures.

The Giver by Lois Lowry-a scientific novel of utopian society with discussions about respect for differences among people, respect of the elderly, etc.

Grade 8

Author Study: Nikki Giovanni-African American woman poet-member of the New Black Poets of the 1960's with a discussion of the Civil Rights Movement of the period.

Raymond's Run by Toni Code Bambara-African American author who writes about growing up in NYC-family prides sense of community.

Born Worker by Gary Soto is a Hispanic author who writes about experiences of the Mexican American.

The Diary of Anne Frank, The Last Seven Months of Anne Frank, and *All But My Life* by Gerda Weissmann Klein with stories of the Holocaust survivors, treatment of the Jews, etc.

MES and MHS Programs by Grades and Subjects

K-8	Character Counts Program	Ongoing
K-3	Conflict Resolution Puppet Shows	Nov.-Dec. 2011
K	Scrapbook on Differences	February 2012
Health	Book: Special People, Special Ways	
Classes		
1-8	Current Health Magazine (Respect, Cultural Differences)	Ongoing
	Martin Luther King Awareness	January 2012
1-2	Program on Cultural Diversity	
3-6	"Tar Beach" (equal rights/opportunities)	October, 2011
4-5	Second Step Violence Prevention Program	Ongoing
	Bullies and How to Help Them (Cultural Differences)	May 2012
3,4,5, 6	Stop the Bullying Now	Spring 2012
5	Broken Toy Video (Harassment)	October 2011
5, 6	Tolerance and Bias Crimes-Classroom Presentation	October 2011
6	Holocaust Studies	May 2012
7	Color of Friendship Video (Apartheid)	January 2012
7	Second Step Violence Prevention Program	Ongoing
8	Second Step Violence Prevention Program	Ongoing
8	Dating Violence Video ("No one Would Tell")	2011-2012

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|------------|---|--------------|
| 7-8, 11-12 | Peer Leadership Workshop | October 2011 |
| 7 - 12 | Health Classes <u>SOS Signs of Suicide</u> : Increase help-seeking by providing students with action steps (Acknowledge, Care, Tell)
<u>Lifelines Curriculum</u> | |
| 9-12 | Clear Choices – Dating Violence and Relationships
Combating Substance Abuse/Random Drug Testing Policy Presentation | |
| 9-12 | Bullying, Harassment Poster and Brochures distributed by SAC Office | |
| 9-12 | Second Floor Youth Helpline Folders for all students | |

School Climate/Learning Environment

Character Counts Program-Pillar of the Month, Posters, Character Counts Program: K-8
Second Step Violence Prevention Program: Grades 3-8.

Textbooks (Statement of Commitment)

Scott Foresman K-6 (2000) Reading, Mathematics (2004), and Science (2003).
Macmillan/McGraw Hill-Social Studies K - 6 (1997)
Harcourt Brace (1999) - Your Health.
Prentice Hall World Explorer (1998)
The American Nation (1995).

Library Materials

Removes or replaces books if a problem is noted.

Review synopsis of books.

Recommendations from: Professional magazines, letters to editors, other librarians, checks books on shelves.

Computer catalogue: multicultural.

African American History-integrated in Grade 7 and 8 Social Studies.

Amistad-Grade 8.

US History

Holocaust-Grade 6

Other genocides-Grades 6-7-8.

[illegible]

Instructional Software Licensing, Subscriptions, and Renewals for School Year 2012-2013

Software Title, Vendor, License Type	Building	Cost
Naviance , web-based guidance program Purchased from Hobsons Annual Renewal <i>(Previously BOE Approved 5/29/2012 at 2011-12 rate of \$3,270)</i>	HS	\$1,743.00
AutoDesk Design Academy , drafting and design software Purchased from Synergis Permanent License & Annual Subscription	HS	\$4,668.00
Scala System Maintenance & Support Purchased from Lighthouse Computers Annual Renewal	HS	\$2,270.00
Accelerated Reader , online reading software for elementary grades Purchased from Renaissance Learning Annual Renewal	ES	\$3,372.00
Math XL , online math software for integrated math students Purchased from Pearson Annual Renewal	HS	\$1,325.00
Glogster Subscription , educational blogging software Purchased from Glogster EDU Annual Subscription	ES	\$405.00
MathType , interactive equation editor software Purchased from Design Science Annual Renewal	HS & ES	\$327.00
Casper Suite for iOS , mobile device management software Purchased from Jamf Software Annual Subscription & Initial Training Fee	HS & ES	\$1,470.00
Finale 2012 upgrade , music editing software Purchased from MakeMusic Permanent License	HS	\$709.95
Avid Pro Tools 10 , audio editing software Purchased from Sweetwater Permanent License	HS	\$570.00
Sound Forge Pro 10 , audio editing software Purchased from Academic Superstore Permanent License	HS	\$1,619.90
Starfall Education , online school license Purchased from Starfall Education Annual Subscription	ES	\$270.00