

MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION MEETING

Manasquan Borough
New Jersey
September 25, 2012

Manasquan High School
Media Center
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, Kenneth Clayton, 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

09/25-01

Recommend approval of the acceptance of the minutes of the Open Agenda Work Session and Closed Executive Session of August 21, 2012 and the Regular Open Business Meeting of August 28, 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

(9/18) 2011-2012 Audit

09/25-02

Recommend **approval** to accept the Audit and CAFRA Reports of the Financial Records of the Manasquan School District for the year ending June 30, 2012, as presented by Robert A. Hulsart of Robert A. Hulsart and Company, as per **Document 0**.

8. Reports

9. Superintendent's Report & Information Items

09/25-03

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

09/25-04

Recommend **approval** of the Elementary School personnel as specified in **Document D**.

09/25-05

Recommend **approval** of the Elementary School Professional Days and Field Trips submitted as per – **Document E**.

09/25-06

Recommend **approval** and **acceptance** of revised funds under the NCLB Act **Consolidated Formula Sub-Grant Allocations** for the 2012 SY in the amount of **\$ 122,566.00** as per **Document F**.

- 09/25-07 Recommend **approval** of the **Manasquan Elementary School Girls and Boys Soccer** schedule, for the **2012-13 SY** as per **Document G**.
- 09/25-08 Recommend **approval** of the **Manasquan Elementary School Cross Country** Schedule for the 2012-13 SY as per **Document H**.
- 09/25-09 Recommend **approval** of tuition for the **Multiply Disabled** class at **\$29,205.00** for school year **2012-2013**.
- 09/25-10 Recommend **approval** of the adoption of the **Manasquan School District's Goals for 2012-2013**, as per **Document I**.
- 09/25-11 Recommend **approval** of the adoption of the **Manasquan Board of Education Goals for 2012-2013**, as per **Document J**.
- 09/25-12 Recommend **re-approval** of **Manasquan Board of Education Policy # 2415.04**, Title I – District Wide Parental Involvement as per **Document K**.
- 09/25-13 Recommend **approval** of the 1st reading of new and revised **Manasquan Board of Education Bylaws and Policies** as listed below, available at the Board of Education office:

BYLAWS

- 0151 Organization Meeting (Revised)
- 0153 Annual Appointments (Revised)
- 0167 Public Participation in Board Meetings (Revised)

POLICIES

- 2361 Acceptable Use of Computer Networks/Computers and Resources (Revised)
 - 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (Revised)
 - 2622 Pupil Assessment (Revised)
 - 3282 Use of Social Networking Sites (New)
 - 4282 Use of Social Networking Sites (New)
 - 5536 Student Random Drug and Alcohol Testing (Revised)
 - 6470 Payment of Claims (Revised)
 - 9400 News Media Relations (Revised)
- 09/25-14 Recommend **approval** of the District's **Comprehensive Maintenance Plans** for the **2012-2013** school year, Facilities Checklists, M1 and Maximum Capital Reserve Amount, as specified in **Document L**.
- 09/25-15 Recommend **approval** of the updated **Long Range Facility Plan** as on file at the Board of Education office.
- 09/25-16 Recommend **approval** to dispose of one (1) Everett Acoustic piano located in the Elementary School Music Suite. (The piano is in poor condition, unable to stay in tune).

09/25-17

Recommend approval of the following Change Order # 3 for the Elementary School Boiler Project:

Original Contract Cost (DeSesa Engineering Co., Inc.): \$357,500.00

Approved 8/28/12: Change Order #1

4" Flanged Plug Valve Inc. Flanges \$ 2,541.00

16 Steam Fitter Manhours

Approved 8/28/12: Change Order #2

Change from welded fittings to Victaulic fittings \$ (3,900.00)

Change Order # 3

Removal of an abandoned air makeup in E.S.

boiler room

\$ 500.00

Revised Total:

\$ 356,641.00

09/25-18

Recommend acceptance of the following Financial Reports, Elementary **School Central Funds Report** as noted in **A and B**:

A) Secretary's Financial & Investment Report as per **Document M**.

B) Elementary School Central Funds Report as per **Document N**.

A) The Business Administrator/Board Secretary certifies that as of **August 31, 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.

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 **August 31, 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 **August 31, 2012** per **Document M**. (The Treasurer of School Moneys Report for the month of **August 31, 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 **August 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 **2012-2013 budgets** for **August** and **September** as recommended by the Superintendent of Schools, as per **Document M**.

B) **Recommend acceptance of the Elementary School Central Funds Report** for the month ending **August 31, 2012** as per **Document N**.

12. Manasquan/Sending Districts

- 09/25-19 Recommend **approval** of the **High School personnel** as specified in **Document 1**.
- 09/25-20 Recommend **approval** of the **High School Professional Days and Field Trips** submitted as per **Document 2**.
- 09/25-21 Recommend **approval** of the students for treatment and/or placement as prescribed by the **Child Study Team** as per **Document 3**.
- 09/25-22 Recommend **approval** of the revised **K-12 Curriculum** as per **Document 4**.
(complete curriculum available for review electronically at the BOE offices)
- 09/25-23 Recommend **approval** of **D. Wegeman & Associates, LLC** to provide consulting and counseling at an hourly rate of \$80.00 from September 2012 through June 2013 – **not to exceed \$40,000.00** paid for by the **2012-2013 School District Budget**.
- 09/25-24 Recommend **approval** of new **Manasquan High School Central Fund** as shown below:
- Boys and Girls Bowling Club**
- 09/25-25 Recommend **approval** of the contract agreement with **Sports Safe Testing Service Inc.** to provide a random drug testing program for the 2012-2013 SY, not to exceed \$20,000.00 as per **Document 5**.
- 09/25-26 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 6**.
B) Purchase Orders as per **Document 7**.
C) Bills and Confirmation of Bills (Current Expense)
- A) **High School Central Funds Report** for the month ending **August 31, 2012** as per **Document 6**.
- B) **Purchase Orders** for the month of **September 2012**, be approved, as per **Document 7**.
- C) **Be it Resolved:** that the **Bills (Current Expense)** in the amount of **\$1,315,540.24** the month of **September 2012** be approved. Records of checks (**#31531 - #31701**) and distributions are on file in the Business Office.
- Confirmation of Bills (Current Expense)** for **August 2012** at **\$655,870.34** and checks (**#31286 - #31530**).

13. Old Business/New Business

Field Project
Manasquan Board of Education Goals for 2012-2013
Mr. Robert Schatzman, President, Manasquan High School Endowment and Alumni Foundation

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. (HIB)
- ☐ 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.
- ☒ 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. (Personnel/HIB)
- ☐ 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 45 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

09/25-27 Motion to Adjourn

HIGH SCHOOL REQUESTS FOR PROFESSIONAL DAYS SUBMITTED SEPTEMBER 2012

DOCUMENT 2

<u>DATE</u>	<u>NAME</u>	<u>ASSIGNMENT / DESTINATION</u>	<u>PURPOSE</u>	<u>SUB</u>	<u>OTHER BD. COSTS</u>
9/21, 10/19, 11/16, 12/14, 1/18, 3/15, 4/19, 5/17. June TBD	Leigh Busco	Monthly meetings are held at different locations in Monmouth County	Association of Student Assistance Professionals monthly meetings	No	\$30 mileage
February 6, 7, 8, 2013	Leigh Busco	Long Branch	ASAP Convention	No	\$245 registration \$25.29 mileage
22-Oct-12	James Fagen	New Brunswick	NJ Bar Assoc. Mock Trial Workshop	Yes	\$22.21 mileage
October 4 & 5, 2012	Craig Murin	East Windsor	The Assoc. of Mathematics Teachers of NJ Annual Conference	Yes	\$200 registration \$36.10 mileage
September 22 & 23, 2012	Dotti Gerlach	Tindall Park, Middletown	Monmouth County Girls Tennis Tournament	No	\$29.14 mileage
9-Oct-12	Claire Kozic, Sue Tellone, Eric Wasnesky, Kevin Hyland	Scotch Plains	UMDNJ Teacher meeting	Yes - 4	\$28.71 mileage
11-Dec-12	Claire Kozic, Sue Tellone, Lauren Gilbert	Scotch Plains	UMDNJ Advisor meeting	Yes - 2	\$28.71 mileage
8-Oct-12	Leigh Busco	Touchstone Hall, Rockleigh, NJ	To visit adolescent rehab facility	No	\$24.40 mileage
21-Sep-12	Jason Minutoli	Rutgers Athletic Center	NJSIAA Basketball Clinic	Yes	\$150 registration \$12.28 mileage
1-Oct-12	Kevin Hyland	Spring Lake Country Club	Alexander Tozzi Memorial Foundation - Organ Donation Awareness	Yes	None

HIGH SCHOOL REQUESTS FOR PROFESSIONAL DAYS SUBMITTED SEPTEMBER 2012

DOCUMENT 2

15-Oct-12	Sue Tellone Rick Coppola	Monmouth County Office	County mental health advisor meeting	Yes - 1	None
25-Oct-12	Pam Puryear Jen Kackos	West Windsor	Strategies for teaching students with visual impairments	Yes - 2	\$24.18 ea. Mileage
30-Oct-12	Sue Tellone, Don Bramley, Erin Saponara	Mercerville	NJDOE - Improving School Climates and Conditions for Learning	Yes - 1	None
November 30 & December 1, 2012	Oriana Kopec	Long Branch	NJASL Annual Conference	Yes	\$95 registration \$28 mileage

CENTRAL ADMINISTRATION REQUESTS FOR PROFESSIONAL DAYS

19-Sep-12	Robert Mahon	Jackson Liberty High School	Commissioner's Convocation	No	None
2012 - 2013 School Year	Robert Mahon	To be reimbursed .31 a mile for mileage related to job duties	As per contract		Not to exceed \$2,000.00
2012 - 2013 School Year	Margaret Hom Margaret Polak Ron Kornegay Rick Coppola	To be reimbursed .31 a mile for mileage related to job duties	As per contract		Not to exceed \$600.00 Not to exceed \$600.00 Not to exceed \$700.00 Not to exceed \$200.00
2012 - 2013 School Year	Sandi Freeman	To be reimbursed .31 a mile for mileage related to job duties			Not to exceed \$100.00
2012 - 2013 School Year	Robert Kehoe Pamela Cosse Teresa Savage Susan VanNote Lorissa Voorhees	Reimbursement of .31 per mile for job related duties			Not to exceed \$300.00 Not to exceed \$300.00 Not to exceed \$300.00 Not to exceed \$300.00 Not to exceed \$300.00

HIGH SCHOOL REQUESTS FOR PROFESSIONAL DAYS SUBMITTED **SEPTEMBER 2012**

DOCUMENT 2

October 23, 24, 25, 2012	Robert Mahon	NJSBA Annual Workshop, Atlantic City	Instructional Workshop	No	\$43.91 mileage \$165 m/i
October 23, 24, 25, 2012	Robert Mahon	NJSBA Annual Workshop Atlantic City	Instructional Workshop	No	\$43.91 mileage \$165 m/i
	Margaret Hom				\$70.88 mileage
	Jack Campbell				\$43.91 mileage \$165 m/i
	Michelle LaSala				\$43.91 mileage \$165 m/i
	John Winterstella				\$43.91 mileage \$165 m/i
	Michael Shelton				\$43.91 mileage \$165 m/i
	Katherine Verdi				\$43.91 mileage \$165 m/i
	Patricia Walsh				\$43.91 mileage \$99 m/i
	Tom Bauer				\$131.74 mileage
	Linda DiPalma				\$131.74 mileage
	Kenneth Clayton				\$43.91 mileage \$165 m/i

HIGH SCHOOL REQUESTS FOR FIELD TRIPS SUBMITTED SEPTEMBER 2012

DOCUMENT 2

<u>DATE</u>	<u>NAME</u>	<u>SUBJECT</u>	<u>DESTINATION</u>	<u>PURPOSE</u>	<u>SUB</u>	<u>OTHER BD COSTS</u>	<u>OTHER FUND</u>
7-Dec-12	Claire Kozic	UMDNJ Program	Liberty Science Center	To expose the students to the various health careers available to them	Yes- 4	\$600 transportation	Students
March 2013 date TBD	Claire Kozic	UMDNJ	The Bodies	To explore further knowledge of the human body	Yes- 4	\$1,000 transportation	
6-Jun-13	Claire Kozic	UMDNJ	UMDNJ	Recognition ceremony for academic excellence	Yes - 4	None	
7-Oct-12	Alan Abraham	Marching Band	Seaside Heights	Columbus Day Parade	No	\$450 transportation	
11-Oct-12	Lisa Crowning	Science	MAST	To compete in academic trivia against other area schools	Yes	\$300 transportation	School Acct.
November 12 & 19, 2012	Lisa Crowning	Science	Monsignor Donovan	To compete in academic trivia against other area schools	Yes	\$300 transportation	School Acct.
2-Nov-12	Jill Santucci	Peers	St. Marks Church	High ppers will meet and train elementary school peers	Yes	None	

Manasquan High School Curriculum April 2012

Arts/Music	Supervisor - Donald Bramley
Graphic Design	Written: Aug 2001/Revised: June 2011
Foundations in Art	Written: May 1986/Revised: June 2010
Fine Arts	Written: May 1986/Revised: June 2010
Ceramics	Written: June 1998/Revised: January 2012
Crafts	Written: March 1986/Revised: March 1998/ Revised: August 2012
AP Studio Art	Written: July 1989/Revised: June 2007
Basic Foods	Written: June 2007/Revised: August 2012
Catering	Written: June 1990/Revised: July 1996/ Revised: August 2012
Gourmet Cooking	Written: June 1990/Revised: July 1996/ Revised: August 2012
Band	Written: Feb 1995/Revised: March 1998, Revised: August 2012
Chorus	Written: Jan 1995/Revised: January 2012
Jazz Improvisation I	Written: June 1998/Revised: June 1999, Revised: August 2012
Jazz Improvisation II	Written: June 1999, Revised: August 2012
TV Production	Written: July 1996/Revised: June 2010
English	Supervisor - Barbara Kerensky
English I	Written: July 2010; Revised: August 2011
English Mentor	Written: July 2010/ Revised: July 2012
English II Honors	Written: June 1984/Revised: July 2006/Revised: July 2012
English II	Written: July 2010; Revised: August 2011
English III Honors	Written: August 2011
English III	Written: July 2010; Revised: August 2011
English IV Honors	
Advanced Placement English: Literature & Composition	Written: May 1996/Revised: April 2007
Advanced Placement English: Language & Composition	Written for AP Audit June 2007
Introduction to Acting	Written: August 2000/ Revised: August 2012
Writing	Written: August 2011
Screenwriting	Written: 2004/Revised: August 2012
Yearbook	Revised: August 2012
Journalism	Written: May 1986/Revised: July 1999/ Revised: August 2012
English IV	Written: July 2010; Revised: August 2011
Health & Physical Education	Supervisor - Ron Kornegay
Physical Education I	Written: July 1997/Revised: 2009
Health I	Written: October 1985/Revised: July 2009
Physical Education II	Written: July 1997/Revised: 2009
Health II/Driver Ed	Written 1985/Revised: July 1997/Revised August 2012
Physical Education III	Written July 1997/Revised: 2009
Health III	Written: October 1985/Revised: July 1999/Revised August 2012

Physical Education IV	Written: July 1997/Revised: 2009
Health IV	Written: Sept 1985/Revised: June 2009/Revised August 2012
Athletic Training & Sports Injury Management	Written: June 1999/Revised: 2001
Peer Leadership Training	Written: July 1992/Revised: July 1997/Revised: August 2012
Introduction To Nutrition	Written: August 2004/Revised: June 2009
Principles Of Officiating & Coaching Team Sports	Written: August 1993/Revised August 2012
Emergency Clinical Care	Written: August 2012
Industrial Technology	Supervisor - Pete Cahill
Architecture And Construction	Written: June 1984/Revised: March 2008/ Revised: August 2012
Woodworking	Written: May 1986/Revised: June 1998/Revised: August 2012
Graphic Technology	Written: July 2004/Revised: August 2011
Advanced Woodworking	Revised: May 1986/Revised: August 2011
Mathematics	Supervisor - Craig Murin
Algebra I	Written: July 2011
Algebra II Honors	Written: May 1986/Revised: January 2006
Algebra II	Written: April 2011
Algebra Concepts	Written: July 2011
Geometry Honors	Written: August 2011
Geometry	Written: August 2011
Geometry Concepts	Written: August 2011
Pre-Calculus Honors	Written: August 2011
Pre-Calculus	Written: August 2011
Integrated Mathematics	Written: 1999/Revised: April 2004/ Revised: August 2012
Calculus	Written: Oct 1999/Revised: 2004/ Revised: August 2012
Statistics	Written: August 2011
Honors Calculus	Written: August 2012
Consumer Math	Written: August 1991/Revised: Jan 2006/Revised: August 2012
AP Calculus	Written: August 2010
Science	Supervisor - Jesse Place
Integrated Science	Written: June 2000/Revised: June 2010
Advanced Placement Biology	Written: June 1997/Revised: June 2005/ Revised: August 2012
Laboratory Biology Honors	Written: June 1983/Revised: June 2005/ Revised: August 2012
Laboratory Biology	Written: June 1983/Revised: June 2010
Lab Biology Concepts	Written: June 1986/Revised: June 2005/ Revised: August 2012
Advanced Placement Chemistry	Written: June 1983/Revised: June 2005/ Revised: August 2012
Laboratory Chemistry Honors	Written: June 1986/Revised: June 2005/ Revised: August 2012
Laboratory Chemistry	Written: June 1986/Revised : June 2010
Laboratory Physics Honors	Written: June 1986/Revised : June 2005/ Revised: August 2012
Laboratory Physics	Written: June 1986/Revised: June 2010
Environmental Science	Written: June 1986/Revised: June 2010

Laboratory Anatomy & Physiology	Written: June 1986/Revised: June 2005/ Revised: August 2012
Laboratory Marine Science	Written: June 1986/Revised: June 2010
Astronomy/Meteorology	Written: June 1986/Revised: June 2011
Social Studies	Supervisor - Pete Cahill
World History	Written: March 1988/ Revised: August 2011
World History, Mentor	Written: July 1989/Revised: Jan 2004/ Revised: August 2012
AP World History	Written: June 2001/Revised: April 2007
United States History I	Written: March 1986/Revised: April 2011
United States History I, (H)	Written: June 1990/Revised: June 2011
United States History II	Written: March 1986/Revised: April 2011
United States History II, (H)	Written: June 1991/Revised: August 2011
AP United States History	Written: July 1992/Revised: April 2007
Economics	Written: March 1986/Revised: June 2010
Entrepreneurship	Written: June 2001/Revised: June 2010
Financial Planning	Written: June 1999/Revised: July 2003/ Revised: August 2012
Holocaust/Genocide Studies	Written: January 1991/Revised: July 1998/ Revised: August 2012
Psychology	Written: March 1986/Revised: June 2010
AP Psychology	Written: June 1993/Revised: April 2007
Sociology	Written: March 1986/Revised: June 2010
Vietnam	Written: June 2001/ Revised: June 2010
Technology/Business	Supervisor - Craig Murin
Introduction To Business	Written: June 2004 Revised: August 2010/ Revised: August 2012
College Accounting	Written: June 2004 Revised: August 2010
Computer Applications	Written: June 2004 Revised: August 2010
MultiMedia Technology	Revised: June 2007 Revised: August 2010
MultiMedia Workshop	Revised: June 2007, Revised: August 2012
Computer Networking Independent Study	Written: June 2004/ Revised: August 2012
Advanced Placement Computer Science	Written: June 2007
World Language	Supervisor - Barbara Kerensky
French I	Written: August 2007/Revised: August 2011
French II Honors	Written: May 1986/Revised: 1998/ Revised: August 2012
French II	Written: August 2011
French III Honors	Written: May 1986/Revised: July 1996/ Revised: August 2012
French III	Written: May 1986/Revised: July 1997/ Revised: August 2012
French IV Honors	Written: July 2012
French IV	Written: May 1986/Revised: July 1997/ Revised: August 2012
French V	Written: July 2012
Advanced Placement French	Written: July 1996/Revised: January 2012
Spanish I	Written: July 2010, /Revised: July 2011/ Revised: July 2012
Spanish II Honors	Written: May 1986/Revised: 2000/ Revised: August 2012
Spanish II	Written: August 2011/ Revised: August 2012
Spanish III Honors	Written: May 1986/Revised: 2000/ Revised: August 2012

Spanish III	Written: July: 2005/Revised: August 2012
Spanish IV	Written: July 2011
Spanish V	Written: July 2005/Revised: August 2012
Spanish IV H	Written: August 2011
Advanced Placement Spanish	Written: 2007/ Revised: January 2011

Manasquan Elementary School Curriculum April-2012

Language Arts Literacy	Written: Oct 2005/ Revised: August 2012
Mathematics	Written: August 2011/ Revised: August 2012
Algebra I (HS Course of Study)	Written: Jan 2003 /Revised: July 2011
Science	Written: May 2006/Revised: August 2010
Social Studies	Written: May 2006/ Revised: August 2012
Visual and Performing Arts	Written: March 1998/Revised: August 2009
Technological Literacy	Written: Dec 2005/ Revised: August 2012
Comprehensive Health and Physical Education	Written: May 1997/ Revised: August 2009
French I (HS Course of Study)	Written: August 2007/Revised: August 2011
Spanish I (HS Course of Study)	Written: July 2010, /Revised: July 2011/ Revised: July 2012

MANASQUAN PUBLIC SCHOOLS

9/17/12

September 2012 - Beginning Enrollment

ELEMENTARY SCHOOL

	9/5/2012	9/7/2011	9/14/2012	9/9/2011	9/21/2012	9/16/2011
Grade						
Pre K	5	6	5	6	5	6
Kdg	67	76	68	77	61	76
1st	74	56	75	56	75	56
2nd	54	71	54	71	52	71
3rd	75	82	76	82	75	82
4th	83	71	84	71	83	71
5th	72	64	72	64	69	65
6th	61	86	61	86	60	86
7th	89	78	89	78	86	78
8th	78	92	79	92	76	92
Total	658	682	663	682	642	683

HIGH SCHOOL

Grade						
Grade 9	236	241	233	241	235	241
Grade 10	246	287	244	285	242	280
Grade 11	267	240	267	240	264	239
Grade 12	227	267	226	267	222	265
Total	976	1035	970	1033	963	1025

ELEMENTARY SCHOOL REQUESTS FOR PROFESSIONAL DAYS SUBMITTED SEPTEMBER 2012

DOCUMENT E

<u>DATE</u>	<u>NAME</u>	<u>ASSIGNMENT / DESTINATION</u>	<u>PURPOSE</u>	<u>SUB</u>	<u>OTHER BD. COSTS</u>
12-Sep-12	Margaret Polak Kindle Kuriscak	West Windsor	Mandatory training for APA	Yes - 1	\$24.18 mileage
October 1 & 2, 2012	Teri Trumpbour	New Brunswick	Art Educators of NJ Fall Conference	Yes	None
12-Oct-12	Erin Saponara	Stockton College	Presenter at the School Counselors Assoc. Mini Conference	No	\$29.85 mileage
19-Oct-12	Margaret Polak Lorissa Voorhees	Woodbridge	New Jersey Special Education Workshop	No	\$23.87 mileage
October 4, November 1, December 6, January 3, February 7, March 7, April 4, May 2, June 6	Nancy Sanders	Freehold	Traumatic Loss Coalition Monthly Meetings	No	\$101.10 total mileage for all meetings
30-Oct-12	Erin Saponara	Mercerville	NJDOE - Improving School Climates and Conditions for Learning	No	None

ELEMENTARY SCHOOL REQUESTS FOR FIELD TRIPS SUBMITTED SEPTEMBER 2012

DOCUMENT E

<u>DATE</u>	<u>NAME</u>	<u>SUBJECT</u>	<u>DESTINATION</u>	<u>PURPOSE</u>	<u>SUB</u>	<u>OTHER BD COSTS</u>	<u>OTHER FUND</u>
18-Oct-12	Mary VanWickle	Kindergarten	Wemrock Orchards	Children will experience fall activities	No		Students
20-Dec-12	Lauren Kelly	Grade 3	Algonquin Theater	The students will see a theatrical performance	No		Students
1-May-13	Cathy Taft	Grade 4	Trenton	To enhance the study of NJ	No		Students
21-May-13	Cathy Taft	Grade 4	Algonquin Theater	To enhance learning on the Holocaust	No		Students
June 2013 Date TBD	Cathy Taft	Grade 4	Bailey Reed House	To enhance the learning about the history of Manasquan	No		

[Close Printer Friendly Page](#)


STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

EWEG

Electronic Web-Enabled Grant System

Applicant: 25 2930 MANASQUAN Monmouth
County

Application: 2012-2013 NCLB Consolidated - 00
Cycle: Original Application

Project Period: 9/1/2012 -
8/31/2013

Application Sections
[NCLB Consolidated](#)
[Printer-Friendly](#)
[Click to Return to Application Select](#)
[Click to Return to Menu List / Sign Out](#)
NCLB Allocations
[Instructions](#)

	NCLB Title I Part A	NCLB Title I Part D	NCLB Title I SIA Part A	NCLB Title II Part A	NCLB Title III	NCLB Title III Immigrant	NCLB Title VI
Public Allocation	80034			23467	9400		0
Part A Neglected	0						
Nonpublic Allocation							
ReAllocated Curr Year(+)	0	0	0	0	0	0	0
ReAllocated Prior Year (+)	0	0	0	0	0	0	0
Release (-)	0	0	0	0	0	0	0
Total	80034	0	0	23467	9400		0
Carryover	0	0	0	0	0		0
Consortium							
Funds Received	0	0	0	0	9665		0
Funds Contributed	0	0	0	0	0		0
Applicant LEA					252930		
Total Adjusted	80034	0	0	23467	19065		0
Transfers:							
Available for Transfer				11734			
From NCLB Title II Part A	0						
Total Available	80034	0	0	23467	19065		0
	NCLB Title I Part A	NCLB Title I Part D	NCLB Title I SIA Part A	NCLB Title II Part A	NCLB Title III	NCLB Title III Immigrant	NCLB Title VI

[Calculate Totals](#)
[Save Page](#)

MANASQUAN GIRLS'

SOCCER 2012

25-Sep	MANASQUAN	VS.	BRADLEY BEACH	AWAY
27-Sep	MANASQUAN	VS.	ANTRIM	HOME
2-Oct	MANASQUAN	VS.	H.W. MOUNTZ	HOME
5-Oct	MANASQUAN	VS.	ST. CATHARINE	AWAY
12-Oct	MANASQUAN	VS.	SEA GIRT	HOME
15-Oct	MANASQUAN	VS.	BRIELLE	AWAY
18-Oct	MANASQUAN	VS.	AVON	AWAY
23-Oct	MANASQUAN	VS.	BELMAR	HOME
25-Oct	MANASQUAN	VS.	SPRING LAKE HTS.	HOME
29-Oct	MANASQUAN	VS.	NEPTUNE CITY	AWAY
30-Oct	MANASQUAN	VS.	BAY HEAD	HOME



GAME TIME: 3:30



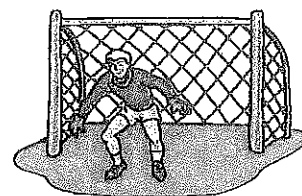
MANASQUAN BOYS'

SOCCER 2012

21-Sep	MANASQUAN	VS	BAY HEAD	AWAY
25-Sep	MANASQUAN	VS	BRADLEY BEACH	HOME
27-Sep	MANASQUAN	VS	ANTRIM	AWAY
1-Oct	MANASQUAN	VS	H.W. MOUNTZ	HOME
5-Oct	MANASQUAN	VS	ST. CATHARINE	HOME
12-Oct	MANASQUAN	VS	SEA GIRT	AWAY
15-Oct	MANASQUAN	VS	BRIELLE	HOME
18-Oct	MANASQUAN	VS	AVON	HOME
23-Oct	MANASQUAN	VS	BELMAR	AWAY
25-Oct	MANASQUAN	VS	SPRING LAKE HTS.	AWAY
29-Oct	MANASQUAN	VS	NEPTUNE CITY	HOME



GAME TIME: 3:30



MANASQUAN ELEMENTARY SCHOOL 2012 CROSS COUNTRY SCHEDULE

*SEPT. 24	VS	BELMAR/BRIELLE	H
OCT. 3	VS	ASBURY PARK	H
OCT. 9	VS	EATONTOWN	A
OCT. 11	VS	WEST LONG BRANCH	H
OCT. 15	VS	WALL	H
*OCT. 18	VS	PT. BEACH	H
OCT. 24	LEAGUE CHAMPIONSHIPS @ Colts Neck or Holmdel (TBA)		
OCT. 25	LEAGUE CHAMPIONSHIPS (RAIN DATE)		

STARTING TIME FOR ALL MEETS APPROX. 3:30PM
HOME LOCATION IS THE SEA GIRL ARMY CAMP
*INDICATES A TRI- MEET.

Schedule subject to availability of Sea Girt Army Camp
and MHS XXC meets.

Manasquan District Goals 2012-2013

ACADEMIC

1. The district will ensure that all students achieve to their full potential academically and acquire the essential 21st century life skills necessary to be successful in higher education or the workforce. To accomplish this:
 - a. The district will meet the New Jersey State annual measurable objectives (AMOs) at each grade level of the NJASK and the HSPA.
 - b. The district will meet or exceed the DFG in all areas and grade levels of the NJASK and HSPA.
 - c. All students will be reading at or above grade level by the end of third grade as determined by the Fountas & Pinnell Benchmark Assessment System.
 - d. All teachers will receive professional development on implementing the Common Core Standards to meet state requirements.
 - e. All certified staff will receive professional development on the Charlotte Danielson Frameworks for Professional Practice for implementation of the new teacher evaluation model in the 2013-2014 school year.
 - f. Evaluate the effectiveness of the inclusion model by examining and monitoring student academic growth using data from report cards, state tests, IEP progress reports and evaluations by the Child Study Team.
 - g. In collaboration with the sending districts develop a plan to ensure all freshman have the opportunity to enroll in Biology.
 - h. Increase the average daily attendance at MHS and MES to 96% to meet the benchmark set by the state.
 - i. To develop a plan for implementation at the end of the 2012-2013 school year, for increasing the number of eighth grade students selecting to attend Manasquan High School.

FACILITIES

The district will use the results of the energy audit by DomeTech and advice from FVHD Engineering to determine projects that will improve energy efficiency of our buildings.

1. Implement suggestions from the Energy Audit that are fiscally achievable.
2. Continue to monitor the market for appropriate time to move forward with a solar project.
3. Investigate the repair/replacement of the aging HVAC units in Manasquan High School and the replacement of the control system in the media center addition.
4. The administration will evaluate classroom space and athletic facilities for better utilization of all high school buildings and grounds.

Manasquan District Goals 2012-2013

ASSET MANAGEMENT

The district will develop an asset management plan/five-year facilities plan and determine a method of funding the plan.

COMMUNITY

The district will embark on the creation of a three to five-year Strategic Plan to be completed and presented to the Board of Education for adoption and implementation by the beginning of the 2014-2015 academic year. The plan, built with input from students, parents, staff and community members, will serve as the Manasquan School District's vision of the future.

TECHNOLOGY

1. The district will implement a revised 3 to 5 year technology plan with the primary goal of providing cutting edge, 21st century tools to all students and staff and incorporating more effective communications tools for the students, staff and community with updates to the web-site and learning portals.
2. The district will successfully implement and manage a bid process to accommodate the appropriate access and wiring necessary for Manasquan Elementary School, with a completion of work date no later than the start of the 2013-2014 school year.

MANASQUAN SCHOOL DISTRICT

2010-2012 Board of Education Goals

- The Board will review all Board policies as they are developed by Strauss Esmay.
- The Board will have regular reports on K-12 curriculum and other instructional initiatives in the district.
- The Board will participate in the development of the annual budget and will monitor the current year budget quarterly. The Board will ensure that the public has an opportunity for input in its development and opportunities for budget information, prior to the annual school election.
- The Board will successfully negotiate new contracts with the Manasquan Education Association and the Manasquan Administrators Association.
- The Board will improve communication within the Board and with the public in an effort to ensure greater transparency.

Amended/Adopted 7.26.11

POLICY

MANASQUAN BOARD OF EDUCATION

PROGRAM

2415.04/page 1 of 5

Title I – District-Wide Parental Involvement

M

2415.04 TITLE I – DISTRICT-WIDE PARENTAL INVOLVEMENT

GENERAL EXPECTATIONS

The school district will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with Section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.

Consistent with Section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of Section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with Section 1118(d) of the ESEA.

The school district will incorporate this District-Wide Parental Involvement Policy into its school district's plan developed under Section 1112 of the ESEA.

In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language parents understand.

If the school district's plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the New Jersey Department of Education.

In the event the school district is required to reserve and spend at least one percent of the district's Title I, Part A allocation, the school district will involve the parents of children served in Title I, Part A schools in decisions about how these funds will be spent and will ensure that not less than ninety-five percent of the one percent reserved goes directly to the schools.

The school district will be governed by the following statutory definition of parental involvement, and expects Title I schools in the district will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving pupil academic learning and other school activities, including ensuring-



POLICY

MANASQUAN BOARD OF EDUCATION

PROGRAM

2415.04/page 2 of 5

Title I – District-Wide Parental Involvement

1. That parents play an integral role in assisting their child's learning;
2. That parents are encouraged to be actively involved in their child's education at school;
3. That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
4. The carrying out of other activities, such as those described in Section 1118 of the ESEA.

In the event the State of New Jersey or the New Jersey Department of Education has a Parental Information and Resource Center, the school district will inform parents and parental organizations of its purpose and existence.

Below is a description of how the district will implement or accomplish each of the following components outlined below (Section 1118(a)(2), ESEA):

1. The district will take the following actions to involve parents in the joint development of its district-wide parental involvement plan under Section 1112 of the ESEA:
 - a. Convene an annual meeting, at a convenient time, to which all parents of participating pupils shall be invited and encouraged to attend, to inform parents of their school's participation and the requirements of this Policy, and the right of the parents to be involved.
 - b. Involve parents, in an organized, ongoing, and timely way, in the planning, review and improvement of programs, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school wide program plan.
2. The district will take the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA:
 - a. Involve parents, in an organized, ongoing, and timely way, in the planning, review and improvement of programs, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school wide program plan.



POLICY

MANASQUAN BOARD OF EDUCATION

PROGRAM

2415.04/page 3 of 5

Title I – District-Wide Parental Involvement

- b. Provide parents of participating pupils with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
3. The district will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve pupil academic achievement and school performance:
 - a. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual pupil's achievement.
 - b. Frequent reports to parents on their children's progress.
 - c. Reasonable access to staff, opportunities to volunteer and participate in their child's class observation of classroom activities.
4. The school district will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this Parental Involvement Policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its Parental Involvement Policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
 - a. The building principal will hold an annual meeting of parents of participating pupils to discuss the effectiveness of the Parent Involvement Policy and suggest ways of improving the involvement of parents.

The school district will build the school's and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve pupil academic achievement, through the following activities specifically described below:



1. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described below:
 - New Jersey's academic content standards;
 - New Jersey's pupil academic achievement standards;
 - The New Jersey and local academic assessments including alternate assessments;
 - The requirements of Part A;
 - How to monitor their child's progress; and
 - How to work with educators.
 - a. Shall provide assistance to parents of pupils served by the school in understanding such topics as the State's academic content standards and State student academic achievement standards. State and local academic assessments, the requirements of this Policy, and how to monitor a child's progress and work with educators to improve the achievement of their children.
 - b. Shall educate teachers, pupil services personnel, Building Principals, and other staff with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
2. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
 - a. May provide such as literacy training and using technology, as appropriate, to foster parental involvement



POLICY

MANASQUAN BOARD OF EDUCATION

PROGRAM

2415.04/page 5 of 5

Title I – District-Wide Parental Involvement

- b. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions
3. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, Principals and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
 - a. Providing workshops which include parents and staff
4. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in fully participating in the education of their children, by holding regular meetings for parents and staff of participating students in the above program.
5. The school district will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.

ADOPTION

This District-Wide Parental Involvement Policy has been developed jointly, and agreed on with parents of children participating in Title I, Part A programs. This Policy will be distributed to all parents of participating Title I, Part A children in an understandable and uniform format and, to the extent practicable, in a language the parents understand, at the beginning of each school year or when the child is determined eligible and begins participating in Title I, Part A programs.

United States Department of Education Non-Regulatory Guidance – Appendix D - District-Wide Parental Involvement Policy

Adopted: 14 June 2011



MANASQUAN SCHOOL DISTRICT
County 2930, State 25
Comprehensive Maintenance Plan Report
Actual FY 12 – Budgeted Current FY 13 – Planned FY 14

MANASQUAN H.S. - 050

11-12 ACTUAL
\$189,954

Localized repairs, refinishing and replacement of parts and equipment as required. Replacement and repair of any and all HVAC equipment. Repair and inspection of boilers and elevator. Inspection of fire suppression system in building and cafeteria. Replacement of tile, stair treads, carpet, and refinishing of gym floor. Replacement of valves, hardware, thermostats, piping, etc. Repair, replace frames, sash, caulk, hardware etc. on doors and windows. Inspection and repair or replacement of roofs and flashings. Repair and replacement of fencing. Repair of gym partitions. Painting, patching, ceiling repair and tile replacement. Electrical interior and exterior including emergency lighting and signs and all other signs and all other electrical equipment. Repair or replacement of all building materials/equipment and systems as required.

Annual service and inspection of all systems and all required facilities testing. Annual evaluation and upgrading of all fields and property. Seeding, fertilizing, pest control, field layouts, evaluation of sprinklers and wells and other outside conditions. Repair of bleachers, scoreboards, public address system, other outside structures and equipment.

12-13 BUDGETED
\$850,000

Localized repairs, refinishing and replacement of parts and equipment as required. Replacement and repair of any and all HVAC equipment. Repair and inspection of boilers and elevator. Inspection of fire suppression system in building and cafeteria. Replacement of tile, stair treads, carpet, and refinishing of gym floor. Replacement of valves, hardware, thermostats, piping, etc. Repair or replace frames, sashes, caulk, hardware etc. on doors and windows. Inspection and repair or replacement of roofs and flashings. Repair and replacement of fencing. Repair of gym partitions. Painting, patching, ceiling repair and tile replacement. Electrical interior and exterior including emergency lighting and signs and all other electrical equipment. Repair or replacement of all building materials/equipment and systems as required.

Annual service and inspection of all systems and all required facilities testing. Annual evaluation and upgrading of all fields and property. Seeding, fertilizing, pest control, field layouts, evaluation of sprinklers and wells and other outside conditions. Repair of bleachers, scoreboards, public address system, other outside structures and equipment.

13-14 PROJECTED
\$110,000

Localized repairs, refinishing and replacement of parts and equipment as required. Replacement and repair of any and all HVAC equipment. Repair and inspection of boilers and elevator. Inspection of fire suppression system in building and cafeteria. Replacement of tile, stair treads, carpet, and refinishing of gym floor. Replacement of valves, hardware, thermostats, piping, etc. Repair or replace frames, sashes, caulk, hardware etc. on doors and windows. Inspection and repair or replacement of roof and flashings. Repair and replacement of fencing. Repair of gym partitions. Painting, patching, ceiling repair and tile replacement. Electrical interior and exterior including emergency lighting and signs and all other electrical equipment. Repair or replacement of all building materials/equipment and systems as required.

Annual service and inspection of all systems and all required facilities testing. Annual evaluation of all fields and property. Seeding, fertilizing, pest control, field layouts, evaluation of sprinklers and wells and other outside conditions. Repair of bleachers, scoreboards, public address system, other outside structures and equipment.

MANASQUAN SCHOOL DISTRICT
County 2930, State 25
Comprehensive Maintenance Plan Report
Actual FY 12 – Budgeted Current FY 13 – Planned FY 14

MANASQUAN E.S. – 060

11-12 ACTUAL
\$ 24,356

Localized repairs, refinishing and replacement of parts and equipment as required. Replacement and repair of HVAC equipment. Repair and inspection of boilers. Inspection of fire suppression system in building and cafeteria. Replacement of tile, stair treads, carpet, and refinishing of gym floor. Replacement of valves, hardware, thermostats, piping, etc. Repair or replace frames, sashes, caulk, hardware etc. on doors and windows. Inspection and repair or replacement of roofs and flashings. Repair and replacement of fencing. Repair of gym partitions. Painting, patching, ceiling repair and tile replacement. Electrical interior and exterior including emergency lighting and signs and all other electrical equipment. Repair or replacement of all building materials/equipment and systems as required.

Annual service and inspection of all systems and all required facilities testing. Annual evaluation and upgrading of all fields and property. Seeding, fertilizing, pest control, field layouts, evaluation of sprinklers and wells and other outside conditions. Repair of bleachers, scoreboards, public address system, other outside structures and equipment.

12-13 BUDGETED
\$ 143,928

Localized repairs, refinishing and replacement of parts and equipment as required. Replacement and repair of HVAC equipment. Repair and inspection of boilers. Inspection of fire suppression system in building and cafeteria. Replacement of tile, stair treads, carpet, and refinishing of gym floor. Replacement of valves, hardware, thermostats, piping, etc. Repair or replace frames, sashes, caulk, hardware etc. on doors and windows. Inspection and repair or replacement of roofs and flashings. Repair and replacement of fencing. Repair of gym partitions. Painting, patching, ceiling repair and tile replacement. Electrical interior and exterior including emergency lighting and signs and all other electrical equipment. Repair or replacement of all building materials/equipment and systems as required.

Annual service and inspection of all systems and all required facilities testing. Annual evaluation and upgrading of all fields and property. Seeding, fertilizing, pest control, field layouts, evaluation of sprinklers and wells and other outside conditions. Repair of bleachers, scoreboards, public address system, other outside structures and equipment.

13-14 PROJECTED
\$15,000

Localized repairs, refinishing and replacement of parts and equipment as required. Replacement and repair of HVAC equipment. Repair and inspection of boilers. Inspection of fire suppression system in building and cafeteria. Replacement of tile, stair treads, carpet, and refinishing of gym floor. Replacement of valves, hardware, thermostats, piping, etc. Repair or replace frames, sashes, caulk, hardware etc. on doors and windows. Inspection and repair or replacement of roofs and flashings. Repair and replacement of fencing. Repair of gym partitions. Painting, patching, ceiling repair and tile replacement. Electrical interior and exterior including emergency lighting and signs and all other electrical equipment. Repair or replacement of all building materials/equipment and systems as required.

Annual service and inspection of all systems and all required facilities testing. Annual evaluation and upgrading of all fields and property. Seeding, fertilizing, pest control, field layouts, evaluation of sprinklers and wells and other outside conditions. Repair of bleachers, scoreboards, public address system, other outside structures and equipment.



**Annual Maintenance
Budget Amount Worksheet
Per N.J.A.C. 6A:26A**

\$	143.00
3 x4	
quanboe.org	

[illegible]

\$	1,309,628
\$	-

Sign

9/19/20128:17 AM

BYLAWS

MANASQUAN BOARD OF EDUCATION

BYLAWS
0151/page 1 of 3
Organization Meeting

0151 ORGANIZATION MEETING

- A. **Organization Meeting:** the Board shall organize annually at a regular meeting held the first week in Janaury. If the organization meeting cannot take place on the date(s) above by reason of a lack of quorum or for any other reason, said meeting shall be held within three days thereafter.
- B. **Officers:** the organization meeting shall be called to order by the Board Secretary, who shall serve as presiding officer pro tempore until the election of a president, or in his/her absence the Superintendent, who shall act as chairman pro tempore. The Board Secretary shall administer the oath of office to new members. The Board shall then proceed to the election of a president (who shall then take the chair) and a vice-president. Election shall be by a majority of those present and voting. Where no such majority exists on the first ballot, a second ballot shall be cast for the two candidates who received the greatest number of votes.
1. Officers shall serve for one year and until their respective successors are elected and shall qualify.
 2. Officers may be removed by a majority vote of the full Board should either officer refuse to perform the duties of office imposed by law.
 3. In case the office of president or vice-president becomes vacant, the Board shall, within thirty days thereafter, fill the vacancy for the unexpired term.
- C. **Appointees:** the Board may appoint, at the organization meeting but must appoint before July 1 of the year in which it organizes:
1. A secretary, who shall be elected by a recorded roll call majority vote of the full Board for a term to expire not later than the following June 30, except as subject to the tenure laws, but he/she shall continue to serve after the expiration of his/her term until the successor is appointed and qualified.
 2. A custodian of school monies, who shall be the custodian of municipal funds or the tax collector, provided however, that if both the custodian of monies of the municipality and the tax collector of the municipality submit written notifications to the Board that they do not wish to serve as custodian of school monies. The Board then shall appoint any other suitable person (except a member or employee of the Board). The term of office may be from July 1 through June 30.



BYLAWS

MANASQUAN BOARD OF EDUCATION

BYLAWS
0151/page 2 of 3
Organization Meeting

3. A public school accountant, who shall make the annual audit of the district's accounts and financial transactions and whose term of office shall be the term of the Board.
 4. A medical inspector.
 5. An attendance officer, unless exempt from such appointment by the Executive County Superintendent of Schools.
 6. A psychological examiner.
 7. A member to serve as delegate to the New Jersey School Boards Association, and another to serve as alternate delegate.
 8. A member to serve as delegate to the Monmouth County School Boards Association.
 9. An attorney to the Board, whose term of office shall coincide with the life of the Board.
 10. An insurance adviser, whose term of office shall coincide with the life of the Board.
- D. Motions: the Board shall, at the organization meeting:
1. Designate a depository(s) for school funds and those persons authorized to sign school warrants.
 2. Designate a newspaper(s) published in the district as the official newspaper(s) and, if there is no such newspaper, one which is published in the county or State and circulates in the district.
 3. Designate a second newspaper for the purpose of publication of Board meetings.
 4. Designate a day, place, and time for regular meetings. Within seven days following the annual organization meeting of the Board, the secretary shall post and maintain posted throughout the year in the Board Secretary's office, the school buildings of the district, and the municipal building, mail to the newspapers, and submit to the persons described in the "Notice Section" of these



BYLAWS

MANASQUAN BOARD OF EDUCATION

BYLAWS
0151/page 3 of 3
Organization Meeting

bylaws for the purpose of public inspection a schedule of the regular meetings of the Board to be held during the succeeding year. Such schedule shall contain the location of each meeting to the extent that it is known and the time and date of each meeting. In the event such schedule is thereafter revised, the Board within seven days following such a revision shall post, mail, and submit such revision in the manner described above. The Board shall meet for the transaction of business at least once every two months during the periods schools are in session.

5. Designate a day for regular informal work sessions of the Board, which shall be public.
 6. Adopt existing bylaws and policies for its own operation and the operation of the school system.
 7. Adopt a code of ethics as approved by the New Jersey School Boards Association.
- E. Committees: the Manasquan Board shall function as a committee of the whole. When it is deemed necessary, committees of Board members shall (when specifically charged to do so by the Board) conduct studies, make recommendations to the Board, and act in an advisory capacity, but shall not take action on behalf of the Board.
1. Committees shall consist of no more than four members.
 2. Members shall be appointed to committees by the president, at the organization meeting (or as soon after the organization meeting as practicable).
 3. A member may request or refuse appointment to a committee.
 4. Each Board committee shall be convened by a chairperson appointed by the president, who shall report for the committee.
 5. Ad hoc committees may be created and charged at any time by the president. Committees shall meet at regularly scheduled intervals, as determined by the committee chairperson.

N.J.S.A. 18A:10-3; 18A:10-5

N.J.S.A. 41:1-1; 41:1-3

Adopted: 14 June 2011

Revised:



BYLAWS

MANASQUAN BOARD OF EDUCATION

BYLAWS
0153/page 1 of 1
Annual Appointments

0153 ANNUAL APPOINTMENTS

The Board of Education may appoint at the organizational meeting, but shall appoint before July 1 of the year in which the Board organizes:

1. A Board Secretary,
N.J.S.A. 18A:17-2, 17-5;
2. A Treasurer of School Moneys,
N.J.S.A. 18A:17-31;
3. A public school accountant,
N.J.S.A. 18A:23-1;
4. A medical inspector,
N.J.S.A. 18A:40-1;
5. A psychological examiner,
N.J.S.A. 18A:46-11;
6. A member to serve as delegate to the New Jersey School Boards Association,
N.J.S.A. 18A:6-46;
7. An attendance officer,
N.J.S.A. 18A:38-32;
8. A member to serve as delegate to the Monmouth County School Boards Association;
9. An attorney;

Adopted: 14 June 2011
Revised:



BYLAWS

MANASQUAN BOARD OF EDUCATION

BYLAWS
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Public Participation in Board Meetings

0167 PUBLIC PARTICIPATION IN BOARD MEETINGS

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

In order to permit the fair and orderly expression of such comment, the Board shall set aside a portion of every Board meeting, the length of the portion to be determined by the Board, for public comment on any school or school district issue that a member of the public feels may be of concern to the residents of the school district.

Public participation shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate;
2. **In the event it appears the public comment portion of the meeting may exceed 45 minutes, the presiding officer may limit each statement made by a participant to 3-5 minutes duration.**
3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
4. All statements shall be directed to the presiding officer; no participant may address or question Board members individually;
5. The presiding officer may:
 - a. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;
 - b. Request any individual to leave the meeting when that person does not observe reasonable decorum;



BYLAWS

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Public Participation in Board Meetings

- c. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
- d. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
- e. Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.

N.J.S.A. 2C:33-8

N.J.S.A. 10:4-12

Adopted: 14 June 2011

Revised:



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Acceptable Use of Computer Networks/
Computers and Resources

June 96

May 12

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2361 ACCEPTABLE USE OF COMPUTER NETWORKS/ COMPUTERS AND RESOURCES

The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; **these** changes will alter the nature of teaching and learning. Access to **technology** will allow pupils to explore databases, libraries, Internet sites, **and** bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to **these** information sources but reserves the right to limit in-school use to materials appropriate **for** educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes **technology** allows pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to computer networks/computers at any time, for any reason. **School** district personnel **will** monitor networks **and** online activity to maintain the integrity of the networks, ensure **their** proper use, **and ensure compliance with Federal and State laws that regulate Internet safety.**

Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations.



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Acceptable Use of Computer Networks/ Computers and Resources

Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.

- B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network(s) in a manner that:
 - 1. Intentionally disrupts network traffic or crashes the network;
 - 2. Degrades or disrupts equipment or system performance;
 - 3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
 - 4. Steals data or other intellectual property;
 - 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another **person**;
 - 6. Gains or seeks unauthorized access to resources or entities;
 - 7. Forges electronic mail messages or uses an account owned by others;
 - 8. Invades privacy of others;
 - 9. Posts anonymous messages;
 - 10. Possesses any data which is a violation of this **Policy**; and/or
 - 11. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.



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Acceptable Use of Computer Networks/
Computers and Resources

Internet Safety Protection

As a condition for receipt of certain Federal funding, the school district shall be in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. The technology protection must block and/or filter material and visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other material or visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the **material and** visual depictions prohibited in the Children's Internet Protection Act **and the Neighborhood Children's Internet Protection Act**, the Board shall determine other Internet material that is inappropriate for minors.

In accordance with the provisions of the Children's Internet Protection Act, the Superintendent of Schools or designee will develop and ensure education is provided to every pupil regarding appropriate online behavior, including pupils interacting with other individuals on social networking sites and/or chat rooms, and cyberbullying awareness and response.



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MANASQUAN BOARD OF EDUCATION

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Acceptable Use of Computer Networks/ Computers and Resources

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly **Board** meeting or during a designated special **Board** meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361. **Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.**

The school district will certify on an annual basis, that the schools, including media centers/libraries in the district, are in compliance with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act and the school district enforces the requirements of these Acts and this Policy.

Consent Requirement

No pupil shall be allowed to use the **school districts'** computer networks/**computers** and the Internet unless they have filed with **the Director of Technology** a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

Violations

Individuals violating this Policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;



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Acceptable Use of Computer Networks/
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7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

N.J.S.A. 2A:38A-3

Federal Communications Commission: Children's Internet Protection Act:

**Federal Communications Commission: Neighborhood Children's Internet
Protection Act**

Adopted: 14 June 2011

Revised:



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MANASQUAN BOARD OF EDUCATION

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2431.4/page 1 of 4

Prevention and Treatment of Sports-Related
Concussions and Head Injuries

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2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. In order to ensure the safety of pupils that participate in interscholastic athletics **and cheerleading programs**, it is imperative that student-athletes, **cheerleaders**, coaches, and parents are educated about the nature and treatment of sports-related concussions and other head injuries. Allowing a student-athlete **or cheerleader** to return to play before recovering from a concussion increases the chance of a more serious brain injury.

Every school district that participates in interscholastic athletics **or cheerleading programs** is required to adopt a policy concerning the prevention and treatment of sports-related concussions and other head injuries among student-athletes **and cheerleaders** in accordance with the provisions of N.J.S.A. 18A:40-41.1 et seq. For the purpose of this Policy, "interscholastic athletics" shall be Kindergarten through twelfth grade school-sponsored athletic programs where teams or individuals compete against teams or individuals from other schools or school districts. **For the purpose of this Policy, "cheerleading program" shall be Kindergarten through twelfth grade school-sponsored cheerleading programs.**

The school district will adopt an Interscholastic Athletic **and Cheerleading** Head Injury Training Program to be completed by the team or school physician, licensed athletic trainer(s) involved in the interscholastic athletic program, all staff members that coach an interscholastic sport **or cheerleading program**, designated school nurses, and other appropriate school district personnel as designated by the Superintendent. This Training Program shall be in accordance with guidance provided by the New Jersey Department of Education and the requirements of N.J.S.A. 18A:40-41.2.



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Prevention and Treatment of Sports-Related
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The Principal or designee shall distribute the New Jersey Department of Education Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form to every student-athlete who participates in interscholastic sports **and every cheerleader who participates in a cheerleading program**. The Principal or designee shall obtain a signed acknowledgement of the receipt of the Fact Sheet by the student-athlete **or cheerleader's** parent and keep on file for future reference.

Prevention of a sports-related concussion and head injuries is an important component of the school district's program. The school district may require pre-season baseline testing of all student-athletes **and cheerleaders** before the **pupil** begins participation in an interscholastic athletic **or cheerleading** program.

Any student-athlete **or cheerleader** who exhibits the signs or symptoms of a sports-related concussion or other head injury during practice or competition shall be immediately removed from play and may not return to play that day. Emergency medical assistance shall be contacted when symptoms get worse, loss of consciousness, direct neck pain associated with the injury, or any other sign the supervising school staff member determines emergency medical attention is needed. If available when the student-athlete **or cheerleader** is exhibiting signs or symptoms, the **pupil** will be evaluated by the school or team physician. The Principal or designee shall contact the **pupil's** parent and inform the parent of the suspected sports-related concussion or other head injury.

Possible signs of a concussion can be observed by any school staff member or the school or team physician. Any possible symptoms of a concussion can be reported by the student-athlete **or cheerleader** to: coaches; licensed athletic trainer; school or team physician; school nurse; and/or parent. The Principal or designee shall provide the student-athlete **or cheerleader** with Board of Education approved suggestions for management/medical checklist to provide to their parent and physician or other licensed healthcare professional trained in the evaluation and management of sports-related concussions and other head injuries.



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Prevention and Treatment of Sports-Related
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A student-athlete **or cheerleader** who participates in interscholastic athletics **or a cheerleading program** and who sustains or is suspected of sustaining a concussion or other head injury shall be required to have a medical examination conducted by their physician or licensed health care provider. The **pupil's** physician or licensed health care provider shall be trained in the evaluation and management of concussion to determine the presence or absence of a sports-related concussion or head injury.

The **pupil's** physician or licensed health care provider must provide to the school district a written medical release/clearance for the **pupil** indicating when the **pupil** is able to return to the activity. The medical release/clearance must indicate the student-athlete **or cheerleader** is asymptomatic at rest and either may return to the interscholastic athletic activity **or cheerleading program** because the injury was not a concussion or other head injury or may begin the district's graduated return to competition and practice protocol outlined in Regulation 2431.4. A medical release/clearance not in compliance with this Policy will not be accepted. The medical release/clearance must be reviewed and approved by the school or team physician.

The school district shall provide a copy of this Policy and Regulation 2431.4 to all youth sports team organizations that operate on school grounds. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that operates on school grounds, if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence insuring the youth sports team organization against liability for any bodily injury suffered by a person and a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

For the purposes of this Policy a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which



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Prevention and Treatment of Sports-Related
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are member teams in a league organized by or affiliated with a county or municipal recreation department.

This Policy and Regulation shall be reviewed and approved by the school physician and shall be reviewed annually, and updated as necessary, to ensure it reflects the most current information available on the prevention, risk, and treatment of sports-related concussion and other head injuries.

N.J.S.A. 18A:40-41.1; 18A:40-41.2; 18A:40-41.3; 18A:40-41.4; 18A:40-41.5

Adopted: 14 June 2011

Revised:



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2622 PUPIL ASSESSMENT

The New Jersey Statewide assessment program has been designed to measure the extent to which all pupils at the elementary, middle, and secondary levels have attained New Jersey's Core Curriculum Content Standards. The Board of Education will comply with implementing the schedule of the New Jersey State Board of Education Statewide assessment program.

Assessments

The Superintendent shall develop and present to the Board annually for its approval an assessment program that complies with rules of the State Board of Education.

Records

The Board shall maintain an accurate record of each pupil's performance on Statewide assessments in accordance with N.J.A.C. 6A:8-4.2. Notwithstanding Policy 8330, information regarding individual pupil test scores shall be released only to the pupil, his/her parent(s) or legal guardian(s), or individuals eligible by court order and school personnel and school officials deemed **authorized by Federal and State law.**

Dissemination of Information

In accordance with the requirements of N.J.A.C. 6A:8-4.5, the school district is required to report annually to the State Board of Education and the public on the progress of all pupils and pupil subgroups in meeting the Core Curriculum Content Standards as measured by the Statewide assessment system by publishing and distributing the Department of Education's annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 6 and the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq.



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Pupil Assessment

Parental Notification

Parent(s) or legal guardian(s) shall be informed of the district assessment program and of any special tests that are to be administered to their children.

PROGRAM EXCEPTIONS

Pupils With Disabilities

Pupils with disabilities shall participate in all State assessments systems in accordance with provisions as outlined in N.J.A.C. 6A:14-4.10 Accommodations and modifications approved by the New Jersey Department of Education for the administration of the Statewide assessment shall be provided when determined necessary by the Individual Education Plan (IEP) team to pupils with disabilities who participate in general Statewide assessments. Pupils with disabilities shall participate in the Alternative Proficiency Assessment (APA) as provided for in N.J.A.C. 6A:14-4.10(a)2.

English Language Learner (ELL)

An English language learner is a person who is in the process of acquiring English and has a first language other than English. ELLs are the same pupils who are sometimes referred to as limited English proficient (LEP). All ELLs shall participate in all Statewide assessments and may be provided appropriate accommodations or modifications as approved by the New Jersey Department of Education.

All ELLs shall satisfy the requirements for high school graduation according to N.J.A.C. 6A:8-5.1, except that any ELL may demonstrate they have attained State minimum levels of proficiency through:

1. Passage of the **Alternative High School Assessment (AHSA)** process in their native language and passage of an English fluency assessment approved by the New Jersey Department of Education; or



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Pupil Assessment

2. Passage of the AHSA process in English with appropriate accommodations.

Pupils with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act and who participate in the AHSA process are not required to participate in repeated administrations of the High School Proficiency Assessment (HSPA).

N.J.S.A. 18A:7C-6.2

N.J.A.C. 6A:7-1.7; 6A:8-4.1; 6A:8-5.1 ;;

6A:14-1.1 et seq.; 6A:14-3.7; **6A:14-4.10**; 6A:14-4.12; 6A:15-1.11

Adopted:



TEACHING STAFF MEMBERS

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Use of Social Networking Sites

Jun 12

3282 USE OF SOCIAL NETWORKING SITES

The Board of Education has a strong commitment to quality education and the well-being of all pupils, as well as the preservation of the school district's reputation. The Board believes staff members must establish and maintain public trust and confidence and be committed to protecting all pupils attending the school district. In support of the Board's strong commitment to the public's trust and confidence, the Board holds all staff members to the highest level of professional responsibility.

The Commissioner of Education has determined inappropriate conduct outside a staff member's professional responsibilities may determine them as unfit to discharge the duties and functions of their position. Staff members should be advised communications, publications, photographs, and other information appearing on social networking sites deemed inappropriate by the Board could be cause for dismissal of a non-tenured staff member or to certify tenure charges against a tenured staff member to the Commissioner of Education.

Staff members are advised to be concerned and aware such conduct deemed inappropriate may include, but is not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other form of electronic communication that is directed and/or available to pupils or for public display or publication.

While the Board respects the right of staff members to use social networking sites, staff members should recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. It is important that a staff member's use of these sites does not damage the reputation of the school district, employees, pupils, or their families. Staff members who utilize, post or publish images, photographs, or comments on social networking sites, blogs, or other forms of electronic communication outside their professional responsibilities shall ensure their use, postings, or publications are done with an appropriate level of professionalism and are appropriate conduct for a school staff member. Staff members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public even without their knowledge or consent.



TEACHING STAFF MEMBERS

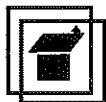
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Use of Social Networking Sites

The school district strongly encourages all staff members to carefully review the privacy settings on social networking sites they use and exercise care and good judgment when posting content and information on such sites. Staff members should adhere to the following guidelines, which are consistent with the district's workplace standards on harassment, pupil relationships, conduct, professional communication, and confidentiality.

When using personal social networking sites, school staff members:

1. Should not make statements that would violate any of the district's policies, including its policies concerning discrimination or harassment;
2. Must uphold the district's value of respect for the individual and avoid making defamatory statements about the school district, employees, pupils, or their families;
3. May not disclose any confidential information about the school district or confidential information obtained during the course of his/her employment, about any individual(s) or organization, including pupils and/or their families;
4. Shall not use social networking sites to post any materials of a sexually graphic nature;
5. Shall not use social networking sites to post any materials which promote violence;
6. Shall not use social networking sites which would be detrimental to the mission and function of the district;
7. Are prohibited from using their school district title as well as adding references to the district in any correspondence including, but not limited to, e-mails, postings, blogs, and social networking sites unless the communication is of an official nature and is serving the mission of the district. This prohibition also includes signature lines and personal e-mail accounts;



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MANASQUAN BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Use of Social Networking Sites

8. Shall not post updates to their status on any social networking sites during normal working hours including posting of statements or comments on the social networking sites of others during school time unless it involves a school project. Employees must seek approval from the Superintendent of Schools for such use; and
9. Shall not post or publish any information the Commissioner of Education would deem to be inappropriate conduct by a school staff member.

The Policy of this district is to maintain a level of professionalism both during and after the school day. Any publication through any means of electronic communication which is potentially adverse to the operation, morale, or efficiency of the district, will be deemed a violation of this Policy. If the Board or Superintendent believes that a staff member's activity on any social networking site violates the district's policies, the Board or Superintendent may request that the employee cease such activity. Depending on the severity of the incident, the staff member may be subject to disciplinary action.

This Policy has been developed and adopted by this Board to provide guidance and direction to staff members on how to avoid actual and/or the appearance of inappropriate conduct toward pupils and/or the community while using social networking sites.

Adopted:



SUPPORT STAFF MEMBERS

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Use of Social Networking Sites

Jun 12

4282 USE OF SOCIAL NETWORKING SITES

The Board of Education has a strong commitment to quality education and the well-being of all pupils, as well as the preservation of the school district's reputation. The Board believes staff members must establish and maintain public trust and confidence and be committed to protecting all pupils attending the school district. In support of the Board's strong commitment to the public's trust and confidence, the Board holds all staff members to the highest level of professional responsibility.

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Staff members are advised to be concerned and aware such conduct deemed inappropriate may include, but is not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other form of electronic communication that is directed and/or available to pupils or for public display or publication.

While the Board respects the right of staff members to use social networking sites, staff members should recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. It is important that a staff member's use of these sites does not damage the reputation of the school district, employees, pupils, or their families. Staff members who utilize, post or publish images, photographs, or comments on social networking sites, blogs, or other forms of electronic communication outside their professional responsibilities shall ensure their use, postings, or publications are done with an appropriate level of professionalism and are appropriate conduct for a school staff member. Staff members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public even without their knowledge or consent.



TEACHING STAFF MEMBERS

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Use of Social Networking Sites

The school district strongly encourages all staff members to carefully review the privacy settings on social networking sites they use and exercise care and good judgment when posting content and information on such sites. Staff members should adhere to the following guidelines, which are consistent with the district's workplace standards on harassment, pupil relationships, conduct, professional communication, and confidentiality.

When using personal social networking sites, school staff members:

1. Should not make statements that would violate any of the district's policies, including its policies concerning discrimination or harassment;
2. Must uphold the district's value of respect for the individual and avoid making defamatory statements about the school district, employees, pupils, or their families;
3. May not disclose any confidential information about the school district or confidential information obtained during the course of his/her employment, about any individual(s) or organization, including pupils and/or their families;
4. Shall not use social networking sites to post any materials of a sexually graphic nature;
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TEACHING STAFF MEMBERS

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Use of Social Networking Sites

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Adopted:

