

Manasquan High School Enrollment for BOE Agenda: April 28, 2022Month: **March 2022**

DISTRICT	Full Time Students	Shared Time Students	Full Time Students PTC 20 LLD	Shared Time Students PTC 20 LLD	Full Time Students ABA	Total Student Count
Avon	25	2	1	0	0	28
Belmar	118	10	10	4	1	143
Brielle	212	5	2	1	3	223
Lake Como	42	5	4	1	0	52
Manasquan	266	8	0	0	1	275
Sea Girt	33	1	1	0	0	35
Spring Lake	43	0	1	0	0	44
Spr Lk Hts	144	1	2	0	1	148
Parent Paid	24	0	0	0		24
Employee Child	8	0	0	0		8
Paid by Another Agency						
Tuition Free	1					1
Neptune/Pt. Plsnt					2	2
Totals	916	32	21	6	8	983
					TOTAL MHS	983
					TOTAL MES	517
					TOTAL ENROLLMENT	1,500

**MANASQUAN SCHOOL DISTRICT FIRE DRILL REPORT
2021-2022 school year**

	<u>ATTENDANCE PERCENTAGE</u>	<u>AVERAGE DAILY ENROLLMENT</u>	<u>AVERAGE DAILY ATTENDANCE</u>	
HIGH SCHOOL				
Mar-21	91.59	973.41	891.5	
Mar-22	93.92	964.30	905.8	
ELEMENTARY SCHOOL				
Mar-21	97.101	526.348	495.522	
Mar-22	95.782	516.391	478.826	

**MANASQUAN SCHOOL DISTRICT FIRE DRILL REPORT
2021-2022 school year**

HIGH SCHOOL

<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILLS</u>
March 8th	1:40 p.m.	5 minutes		Fire Drill
March 7th	1:45 p.m.	17 minutes		Evacuation Drill
March 8th	2:00 p.m.	5 minutes		Fire Drill - CLI/ABA School
March 7th	1:45 p.m.	17 minutes		Evacuation Drill - CLI/ABA School
ELEMENTARY SCHOOL				
<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	
March 3rd	1:15 p.m.	10 minutes		Non active Shooter drill
March 22nd	10:08 a.m.	4 minutes		Fire Drill

Manasquan High School

2021 - 2022 Suspensions by Month

OUT OF SCHOOL SUSPENSIONS:	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	TOTAL
DISREPECTFUL TO STUDENT											0
DISREPECTFUL TO STAFF			1	1							2
THREAT		1									1
POSSESION OF OTHERS PROPERTY		1									1
UNLISTED OFFENSE				2			1				3
THROWING OF OBJECTS		1									1
UNDER THE INFLUENCE											0
PUSHING / SHOIVING						2	2				4
VERBAL ABUSE / PROFANITY						1					1
MARIJUANA	1					1	1				3
DEFIANCE				1			1				2
VOC BUSS MISCONDUCT			2								2
DAMAGE TO SCHOOL PROPERTY	1										1
Totals	2	3	3	4	0	4	5	0	0	0	21
IN SCHOOL SUSPENSIONS:											
VERBAL ABUSE / PROFANITY											0
SATURDAY DETENTION NO SHOW											0
SMOKING / POSSESSION		1				2	1				4
ACC. OF DEMERITS											0
LATE TO SCHOOL, EXCESSIVE											0
CUT CLASS / TRUANCY	4	6	4			1					15
HIB CONFIRMED											0
DEFIANCE				1							1
UNLISTED OFFENSE		2									2
DISREPECTFUL TO STUDENT			2								2
PUSHING / SHOIVING			1				2				3
Totals	4	9	7	1	0	3	3	0	0	0	27
TOTAL STUDENTS SUSPENDED	6	12	10	5	0	7	8	0	0	0	48
TOTAL SATURDAY DETENTIONS	0	3	5	9	5	1	0				23
STUDENTS SUSPENDED 1 TIME	30	TOTAL NUMBER OF SUSPENSIONS TO DATE									
STUDENTS SUSPENDED 2 TIMES	6										
STUDENTS SUSPENDED 3 TIMES	2										
STUDENTS SUSPENDED 4 TIMES											
STUDENTS SUSPENDED 5 TIMES											
STUDENTS SUSPENDED 6 TIMES		TOTAL NUMBER OF INDIVIDUAL STUDENTS SUSPENDED TO DATE									
STUDENTS SUSPENDED 7 TIMES											
STUDENTS SUSPENDED 8 TIMES											
STUDENTS SUSPENDED 9 TIMES											

Manasquan High School

2021 - 2022 Suspensions by Grade

OUT OF SCHOOL SUSPENSIONS:	9	10	11	12	TOTALS
DISREPECTFUL TO STUDENT					0
DISREPECTFUL TO STAFF			1	1	2
THREAT	1				1
POSSESSION OF OTHERS PROPERTY		1			1
UNLISTED OFFENSE		1		2	3
THROWING OF OBJECTS				1	1
UNDER THE INFLUENCE					0
PUSHING / SHOVING	3		1		4
VERBAL ABUSE / PROFANITY		1			1
MARIJUANA	1	1	1		3
DEFIANCE			2		2
VOC BUSS MISCONDUCT	2				2
DAMAGE TO SCHOOL PROPERTY		1			1
Totals	7	5	5	4	21
IN SCHOOL SUSPENSIONS:					
VERBAL ABUSE / PROFANITY					0
SATURDAY DETENTION NO SHOW					0
SMOKING / POSSESSION		4			4
ACC. OF DEMERITS					0
LATE TO SCHOOL, EXCESSIVE					0
CUT CLASS / TRUANCY	1		3	11	15
HIB CONFIRMED					0
DEFIANCE			1		1
UNLISTED OFFENSE		2			2
DISREPECTFUL TO STUDENT	1			1	2
PUSHING / SHOVING		2		1	3
					0
Totals	2	8	4	13	27
TOTAL STUDENTS SUSPENDED	9	13	9	17	48
TOTAL SATURDAY DETENTIONS	4	1	10	8	23

Manasquan High School

2021 - 2022 Tardy Report

	Sept.	Oct.	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Number of Students Tardy 1 time	162	187	240	240	229	209	208			
Number of Students Tardy 2 times	91	141	126	130	76	116	117			
Number of Students Tardy 3 times	41	78	64	52	32	47	66			
Number of Students Tardy 4 times	28	46	24	33	22	13	37			
Number of Students Tardy 5 times	15	27	28	12	7	8	25			
Number of Students Tardy 6 times	7	9	12	9	7	15	16			
Number of Students Tardy 7 times	6	8	6	6	3	8	14			
Number of Students Tardy 8 times	5	6	1	1	2	4	13			
Number of Students Tardy 9 times	4	7	1	3	2	2	7			
Number of Students Tardy 10 times	2	1	2	2	1	0	2			
Number of Students Tardy 11 times	1	0	1			1	2			
Number of Students Tardy 12 times	0	0	2				3			
Number of Students Tardy 13 times	1	1	1				1			
Number of Students Tardy 14 times		2	1				0			
Number of Students Tardy 15 times		1					1			
Number of Students Tardy 16 times							1			
Number of Students Tardy 17 times										
Number of Students Tardy 18 times										
Number of Students Tardy 19 times										
Number of Students Tardy 20 times										
Totals	363	514	509	488	381	423	513	0	0	0

MANASQUAN SCHOOL DISTRICT HARRASSMENT, INTIMIDATION & BULLYING REPORT
April, 2022

Case #	Date of Report	ID Victim	ID Accused	Determination	Discipline/remediation
MES					
#5	03/23/2022	1091863681	6257508908 7192837185 4933577520 6499355323 4866867012 9707586337 8906470109	Not HIB	Counseling with school counselor
#6	04/08/2022	8906470109	1732652625	Not HIB	Counseling with school counselor
MHS					
#7	03/24/2022	7189925468	2094594181	Confirmed HIB	Suspension Counseling with school counselor
#8	04/01/2022	2505072343	1909150872 5383516346 4045043010 3651774237	Not HIB	Counseling with school counselor

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USE OF SCHOOL FACILITIES/FIELDS

R 7510 USE OF SCHOOL FACILITIES/FIELDS

M

A. Classification of Users

Organizations and individuals using school facilities will be classified as Class I, II, or III users as follows:

1. Class I users will be given priority for the use of school facilities over other users and may use school district facilities without payment of a use fee or charge for custodial and service (fuel, water, and electricity) costs. Class I users include the following organizations and individuals:
 - a. Users and groups directly related to the school and the operations of school.
 - b. Users and organizations indirectly related to the school.
2. Class II users will be given priority for the use of school facilities over Class III users and may use school district facilities without payment of a use fee but will be charged custodial and service costs. Class II users include the following organizations and individuals:
 - a. Dept. or agencies of the municipal government
 - b. Other government agencies
 - c. Community organizations formed for charitable, civic, or educational purposes.
3. Class III users will be given lowest priority for the use of school facilities and may use school district facilities only on payment of a use fee and charges for custodial and service costs. Class III users include the following organizations and individuals:
 - a. Other organizations/agencies at the discretion of the Superintendent or School Business Administrator.
4. No other organizations or individuals will be permitted to use school facilities.



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B. Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available on the District website.
2. Application for use of school facilities must be submitted to the School Business Administrator not less than 7 working days before the date of the requested use.
3. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization.
4. The application must include all the facilities that the applicant wishes to use and all the dates and times of the requested use. Approval of any application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly requested.
5. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy No. 7520, Loan of School Equipment.

C. Approval

1. The School Business Administrator will review each application and check the school calendar to determine whether the facility requested is available at the date and time requested, that is, the facility has not been scheduled
 - a. For use in the instructional or co-curricular program,
 - b. For maintenance, repair, or capital improvement, or
 - c. For use by another organization.



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2. If the facility is not available for use, the School Business Administrator will so inform the representative of the organization and may suggest alternative dates, times, or facilities.
3. If the facility is available for use and the applicant meets the standards set by Policy No. 7510 and these regulations, the School Business Administrator will note his/her approval on the application form and will record the classification of the applicant organization and forward the application to the appropriate schools for final approval or for referral to the Board for requests that may be approved only by the Board.
4. Standards for approval include the following limitations on use:
 - a. School facilities are available for use only on weekdays, including school vacations.

School facilities may be available for use on Sundays, and other public holidays depending on appropriate and adequate custodial coverage.
 - b. School facilities are available for use only during the hours of 3 p.m. and 9:30 p.m. School facilities are not available for use during the school day or for any use that may interfere with the school district's educational or co-curricular programs.
 - c. The use of school facilities will generally not be granted for observances or celebrations that are essentially private in nature or for meetings of small groups that can conveniently convene in private homes.
 - d. In accordance with Policy No. 7510, the use of school facilities will not be granted for the advantage of any commercial or profit-making organization or partisan political activity, or any purpose that is prohibited by law.
5. The School Business Administrator will determine the classification (I, II, or III) of the applicant organization and the



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fees and costs, if any, to be charged for the use of the facility. This information will be provided on the application form.

6. In the event of a conflict between requesting organizations within the same class, the request received earlier by the district will be honored first.
7. A copy of each approved or disapproved application will be distributed to the representative who signed the application form.
8. The application form will include the rules governing the use of school facilities, and the representative's signature on the application will signify notice of those rules and the organization's agreement to be bound by those rules.
9. The Board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after the use has commenced. Permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.
10. Permission to use school facilities is not transferable.
11. The organization representative must inform the School Business Administrator of any canceled use request as soon as he/she is aware of the cancellation. An organization's failure to inform the School Business Administrator of a canceled use at least five working days in advance of the scheduled time of the use may result in imposition of service charges.
12. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency.

D. Insurance and Indemnification

1. The representative of an organization granted permission to use a school facility must assume responsibility for the orderly and



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careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.

2. The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity for which permission has been granted.
3. The user shall furnish evidence of the purchase of liability insurance in the amount of

Each Occurrence Limit: \$1,000,000

Aggregate Limit: \$2,000,000

Products/Completed Operations Aggregate: \$1,000,000

Personal and Advertising Injury Limit: \$1,000,000

Fire Legal Limit:
\$50,000 any one fire

Medical Payments: \$5,000 any
one person

4. Any youth sports team organization that is granted permission to use school facilities must provide the school district proof of an insurance policy against liability for any bodily injury 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. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries, which



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will be provided to the adult representative of the requesting organization with the application to use school facilities.

For the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

E. Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.
 - a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
 - b. The use must not exceed the established capacity of the facility used.
 - c. The use must not involve gambling or games of chance.
 - d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
 - e. Smoking is prohibited in accordance with Policy No. 7434.
 - f. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.
2. Users of school facilities will respect Board property.
 - a. The user will not damage, destroy, or deface school property. The facility shall be used with care and left in an orderly and neat condition.



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- b. The user must request in the application and receive permission to bring and use equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property or grounds.
- c. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such materials left on school premises beyond the time period approved in the application may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.
- d. The user must request in the application and receive permission to use, move, or tune a district piano. A piano may be moved only by school district staff or by a competent and experienced commercial mover approved by the Board and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user.
- e. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.
- f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
- g. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.
- h. The user must request in the application and receive permission to serve and consume food and/or beverages on school premises. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted. If food and/or beverages are served,



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the user must clean all utensils, equipment, serving dishes, and the like and restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.

- i. No signs, posters, advertisements, or other displays may be placed in a school building without prior approval.
 - j. No school keys shall be issued to a user.
 - k. No animal shall be allowed on school premises without prior approval.
 - l. An authorized school district staff member shall examine the school facilities and/or grounds after the use and will inform the user of any loss or damage that must be corrected.
 - m. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, word processors, and office equipment.
 - n. No vehicles of any type shall be operated in any area that is not designed for such vehicles without prior permission.
3. Uses Must be Properly Supervised.
- a. A school custodian must be on duty during the entire time a use occurs. The custodian is present for the purpose of ensuring the security and proper functioning of the facility and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is needed to perform extra services as an accommodation to the user, the user may be charged an additional fee and the custodian will be compensated accordingly by the district.



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- b. The use of certain school facilities (such as kitchen and auditorium stage) require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.
- c. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity. The district, depending on the activity, may require as a condition of approval, a certain number of chaperones, law enforcement officials, and/or a school district representative(s) to be present at the activity.
- d. The user must, in consultation with the Principal, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Principal, the Principal may recommend that permission to use the facility be withdrawn.
- e. Board members and school officials are entitled to full and free access to any part of the school premises during any use. No user may exclude a Board member or school official from a school facility for any reason.

F. Fee Schedule

- 1. The following schedule comprises rental charges and custodial fees for facilities use. These fees are set and will not be prorated. Hourly fees will be charged on a per hour basis only.

High School	
Auditorium (public performance including stage) (up to 6hrs/day)	\$500/day
Auditorium beyond 6hrs/day for a	\$85/hr



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public performance including stage	
Auditorium (rehearsal only, no public attendance) (up to 6hrs/day)	\$250/day
Auditorium (rehearsal only, no public attendance) (beyond 6 hrs/day)	\$45/hr
Cafeteria (kitchen use is prohibited) (under 3hrs/day)	\$100/day or \$500/wk (5days)
Cafeteria (kitchen use is prohibited) (under 3-6 hrs/day)	\$200/day or \$1,000/wk (5days)
Cafeteria (beyond 6hrs/day)	\$35/hr
Gymnasium (3-6 hrs/day)	\$200/day or \$1,000/wk (5days)
Gymnasium (beyond 6 hrs/day)	\$35/hr
Gymnasium (under 3 hrs/day)	\$100/day or \$500/wk (5days)
Large Group Area (Music Suite, Media Ctr. Etc.) (up to 6 hrs/day)	\$100/day
Large Group Area (Music Suite, Media Ctr. Etc.) (beyond 6 hrs/day)	\$20/hr
Classroom (up to 6 hrs/day)	\$60/day
Classroom (beyond 6 hrs/day)	\$10/hr
Fields (under 3 hrs/day)	\$100/day or \$500/wk (5 days)
Fields (3-6 hrs/day)	\$200/day or



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	\$1,000/wk (5days)
Fields (beyond 6 hrs)	\$35/hr
Fieldhouse – Turf Field (up to 6 hrs/day)	\$200/day
Fieldhouse – Weight Room	\$50/hr
Fieldhouse – Wrestling Room (up to 6 hrs/day)	\$60/day

Elementary School	
Music Suite (public performance including stage) (up to 6hrs/day)	\$200/day
Music Suite (public performance including stage) (beyond 6hrs)	\$35/hr
Music Suite (rehearsal only, no public attendance) (up to 6hrs/day)	\$100/day
Music Suite (rehearsal only, no public attendance) (beyond 6hrs)	\$20/hr
Cafeteria (kitchen use is prohibited) (under 3 hrs/day)	\$100/day or \$500/wk (5days)
Cafeteria (kitchen use is prohibited) (3-6 hrs/day)	\$200/day or \$1,000/wk (5 days)
Cafeteria (kitchen use is prohibited) (beyond 6 hrs)	\$35/hr
Gymnasium (under 3 hrs/day)	\$100/day or \$500/wk (5days)
Gymnasium (3-6 hrs/day)	\$200/day or



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	\$1,000/wk (5 days)
Gymnasium (beyond 6 hrs)	\$35/hr
Large Group Area (Media Ctr. Etc.) (up to 6hrs/day)	\$100/day
Large Group Area (Media Ctr. Etc.) (beyond 6 hrs)	\$20/hr
Classroom (up to 6hrs/day)	\$60/day
Classroom (beyond 6 hrs)	\$10/hr
Fields (under 3 hrs/day)	\$100/day or \$500/wk (5 days)
Fields (3-6 hrs/day)	\$200/day or \$1,000/wk (5 days)
Fields (beyond 6 hrs)	\$35/hr

Any area that is scheduled for use under 3 hours will be charged in accordance with the above schedule. However, if the users exceed 3 hours they will automatically be subject to the fee for the 3-6 hours period. The hourly rate will not apply until after you exceed the 6 hours. Users cannot change their approved times or add additional areas to be used without prior approval and receipt of payment for the event.

2. There will be no fee for custodial coverage for rentals taking place on weekdays from 8:00 AM – 11:00 PM on weekdays that school is in session or on from 8:00 AM – 3:00 PM on weekdays that school is not in session. During all other times, a rate of \$35/hr will be charged for custodial coverage.



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3. For events requiring the supervised use of school equipment (A/V, internet, lighting and sound, etc.) a rate of \$50/hr will be charged for the associated labor
4. An itemized bill for the use of school facilities will be prepared based on the approved application form. The bill will be sent to the representative of the applicant organization in advance of the use and payment may be requested in advance of the use.
5. On a case-by-case basis, the Superintendent may approve a reduction or waiver of fees associated facility rental and/or labor charges associated with the rental request.

G. Provision of Training on School Safety and Security

1. In accordance with the provisions of N.J.S.A. 18A:41-7.c., the Board of Education shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information.
2. It shall be the responsibility of the organization that sponsors the youth program to train the program's employees and volunteers on the school security and emergency procedures in effect in the school building in which the youth program is located.
3. The organization that sponsors the youth program shall file a statement of assurance with the Superintendent or designee that it has complied with the training requirements prior to the district authorizing the use of the school building.



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- a. The statement of assurance shall be developed by the Commissioner of Education and shall be filed with the school district on an annual basis.

Issued: 14 June 2011

Revised: 11 December 2018

Revised: 15 December 2020



MANASQUAN PUBLIC SCHOOLS

Job Description

TITLE: Mechanic/Maintenance Technician

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Three years minimum experience in auto mechanic work and maintenance of buildings and office equipment and furnishings.
2. Have excellent integrity and demonstrate good moral character and initiative.
3. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
4. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Custodial Supervisor

JOB GOAL: The Mechanic/Maintenance Technician is responsible for the routine maintenance of District vehicles and motorized equipment as well as general maintenance projects on the buildings and grounds as directed by his/her supervisor. This work will not exceed an average of five hours per week.

PERFORMANCE RESPONSIBILITIES:

1. Develops a maintenance schedule for the District's vehicles and motorized equipment including oil changes, tire rotations, part replacement, etc.
2. Performs maintenance pursuant to the maintenance schedule on the District's vehicles and motorized equipment.
3. Diagnosis and repair of non-routine issues with the District's vehicles and motorized equipment.
4. Completes maintenance projects in and around District buildings including, but not limited to, carpentry, electrical, and plumbing work.

TERMS OF EMPLOYMENT: 5 hours per week, 12-month stipend position.
Stipend to be established by the Board of Education.

ANNUAL EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Staff.

Approved by: Manasquan Board of Education

Date: April 28, 2022

MANASQUAN PUBLIC SCHOOLS

Job Description

TITLE: Facilities Use Coordinator

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Have excellent integrity and demonstrate good moral character and initiative.
3. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
4. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: School Business Administrator

JOB GOAL: The Facilities Use Coordinator will be responsible for maintaining the schedule and coordinating the use of all facilities for both the District and external organizations.

PERFORMANCE RESPONSIBILITIES:

1. Maintains a comprehensive schedule of the use of all District facilities by both District and external organizations using District facilities use scheduling software.
2. Communicates with all pertinent District employees to ensure the use of facilities by District organizations/groups are up-to-date and accurate within the scheduling software.
3. Assists in the training of District employees in the use of the scheduling software.
4. Serves as the point of contact and liaison for all external organizations seeking to reserve District facilities.
5. Ensures external organizations using District facilities meet all requirements for the use of such facilities as dictated by Board policy or administration including payment of fees and adequate insurance coverage.
6. Coordinates between users of facilities and the building and grounds department to ensure events are adequately prepared for and staffed.

TERMS OF EMPLOYMENT: 12-month stipend position.
Stipend to be established by the Board of Education

ANNUAL EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Staff.

Approved by: Manasquan Board of Education

Date: April 28, 2022