

**MANASQUAN PUBLIC SCHOOLS**  
**ENROLLMENT REPORT**  
**2014 - 2015 School Year**

DOCUMENT A

**ELEMENTARY SCHOOL**

Grade	Comparative Figures - ES				
Kdg	52	(4 sections)	September	2000	695
1st	72	(4 sections)	September	2001	695
2nd	59	(3 sections)	September	2002	691
3rd	72	(4 sections)	September	2003	691
4th	61	(3 sections)	September	2004	681
5th	78	(4 sections)	September	2005	703
6th	81	(4 sections)	September	2006	688
7th	71	(4 sections)	September	2007	684
8th	66	(4 sections)	September	2008	696
Pre-Schl.	4	(1 section)	September	2009	709
LLD	1		September	2010	684
MD	1		September	2011	677
PPD	2		September	2012	663
<b>Total</b>	<b>620</b>		September	2013	649
			<b>September</b>	<b>2014</b>	<b>619</b>

	Grade 9	Grade 10	Grade 11	Grade 12	Totals
Avon	5	10	7	4	26
Belmar	28	28	28	21	105
Brielle	56	68	46	71	241
Lake Como	6	12	7	10	35
Manasquan	85	71	82	62	300
Sea Girt	10	11	10	8	39
Spring Lake	16	17	12	12	57
Spring Lake Heights	30	38	28	39	135
Employee Child	0	0	1	0	1
Parent Paid	0	0	0	1	1
PTC 20 (LLD)	6	5	4	0	15
PTC 22 (ED)	0	0	0	0	0
PTC 23 (MD)	0	0	1	0	1
<b>Sub-totals</b>	<b>242</b>	<b>260</b>	<b>226</b>	<b>228</b>	<b>956</b>
<u>Shared-time:</u>					
Avon	0	0	0	0	0
Belmar	3	2	5	4	14
Brielle	2	1	2	3	8
Lake Como	1	1	0	4	6
Manasquan	1	3	3	0	7
Sea Girt	0	0	0	0	0
Spring Lake	0	0	2	0	2
Spring Lake Heights	0	2	3	0	5
LLD/Voc shared time	1	2	0	2	5
<b>Sub-totals</b>	<b>8</b>	<b>11</b>	<b>15</b>	<b>13</b>	<b>47</b>
<b>High School Totals</b>	<b>250</b>	<b>271</b>	<b>241</b>	<b>241</b>	<b>1003</b>

Comparative Figures - HS

September	2000	913
September	2001	971
September	2002	1059
September	2003	1078
September	2004	1063
September	2005	1047
September	2006	1052
September	2006	1052
September	2007	1025
September	2008	1028
September	2009	1016
September	2010	1028
September	2011	1021
September	2012	963
September	2013	1003
<b>September</b>	<b>2014</b>	<b>1007</b>

**MANASQUAN SCHOOL DISTRICT ATTENDANCE COMPARISON REPORT  
2014 - 2015 School Year**

<b>HIGH SCHOOL</b>		<u>ATTENDANCE PERCENTAGE</u>	<u>AVERAGE DAILY ENROLLMENT</u>	<u>AVERAGE DAILY ATTENDANCE</u>	
Oct-13		95.93	973.89	940.64	
Oct-14		96.15	979.77	942.09	
<b>ELEMENTARY SCHOOL</b>					
Oct-13		973.841	941.045	95.974	
Oct-14		97.307	619.409	603.182	

**MANASQUAN SCHOOL DISTRICT FIRE DRILL REPORT  
2014 - 2015 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>
October 6	1:33 P.M.	45 minutes	Fire Drill	
October 21	1:20 P.M.	25 minutes		Evacuation
<b>ELEMENTARY SCHOOL</b>				
<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILL</u>
October 14	11:50 A.M.	5 minutes	Fire Drill	
October 27	1:45 P.M.	30 minutes		Emergency Lockdown (exterior)

[illegible]

[illegible]

[illegible]

[illegible]

**All victims received counseling.**

# POLICY

## MANASQUAN BOARD OF EDUCATION

### BYLAWS

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#### BOARD MEMBER QUALIFICATIONS, PROHIBITED ACTS AND CODE OF ETHICS (M)

##### 0142 BOARD MEMBER QUALIFICATIONS, PROHIBITED ACTS AND CODE OF ETHICS (M)

### M

Each member of the Board of Education shall possess the qualifications required by law and shall be bound by the provisions of the School Ethics Act.

#### Qualification of Office

A Board member must be a citizen of the United States.

A Board member must be a resident of the district the member represents and must have been such for at least one year immediately preceding the member's election or appointment.

A Board member may not be convicted of a felony.

A Board member must be able to read and write.

A Board member must be registered to vote in the district and not disqualified from voting pursuant to N.J.S.A. 19:4-1.

A Board member cannot concurrently hold office as mayor or a member of the governing body of Manasquan.

#### Prohibited Acts

"Business" means any corporation, partnership, firm, enterprise, franchise, association, trust, sole proprietorship, union, political organization, or other legal entity but does not include a school district or other public entity.

"Interest" means the ownership of or control of more than ten percent of the profits, assets, or stocks of a business but does not include the control of assets in a labor union.

"Immediate family" means the person to whom the Board member is legally married and any dependent child of the Board member residing in the same household.

No Board member or member of his/her immediate family shall have an interest in a business organization or engage in any business, transaction, or professional activity that is in substantial conflict with the proper discharge of his/her duties in the public interest.



# POLICY

## MANASQUAN BOARD OF EDUCATION

### BYLAWS

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#### BOARD MEMBER QUALIFICATIONS, PROHIBITED ACTS AND CODE OF ETHICS (M)

No Board member shall use or attempt to use his/her official position to secure unwarranted privileges, advantages, or employment for him/herself, members of his/her immediate family, or others.

No Board member shall act in his/her official capacity in any matter where he/she, a member of his/her immediate family, or a business organization in which he/she has an interest, has a direct or indirect financial or personal involvement that might reasonably be expected to impair his/her independence of judgment in the exercise of official duties. No Board member shall act in his/her official capacity in any matter where he/she or a member of his/her immediate family has a personal involvement that is or creates some benefit to the Board member or a member of his/her immediate family.

No Board member shall undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his/her independence of judgment in the exercise of official duties.

No Board member or member of his/her immediate family or business organization in which he/she has an interest shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing him/her, directly or indirectly, in the discharge of his/her official duties, except that the member may have solicited or accepted contributions to his/her campaign for election to public office if he/she had no knowledge or reason to believe that the campaign contribution, if accepted, was given with the intent to influence him/her in the discharge of official duties. Board members may not accept offers of meals, entertainment or hospitality which are limited to clients/customers of the individual providing such hospitality. Board members may attend hospitality suites or receptions at conferences only when they are open to all persons attending the conference.

No Board member shall use, or allow to be used, his/her public office or any information not generally available to the members of the public which he/she receives or acquires in the course of and by reason of his/her office, for the purpose of securing financial gain for him/herself, any member of his/her immediate family, or any business organization with which he/she is associated.

No Board member shall release to the make public any confidential emails, communiques, or any other documents and information provided only to Board members in their responsibility as a Board member. In addition, a Board member shall not release to the public any Board or committee meeting agendas, agenda





# POLICY

## MANASQUAN BOARD OF EDUCATION

### BYLAWS

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#### BOARD MEMBER QUALIFICATIONS, PROHIBITED ACTS AND CODE OF ETHICS (M)

**supporting documentation, or Board meeting minutes. In the event a Board member receives a public request for such information provided to the Board member from the administration, the Board member shall forward the request to the School Business Administrator/Board Secretary, who is the school district's custodian of open public records. The releasing or forwarding of such documents and or information electronically or through hard copy is prohibited. In, a Board member's as is the verbal dissemination of information obtained and available to only Board members is not permitted until such information becomes public.**

No Board member or business organization in which he/she has an interest shall represent any person or party other than the Board of Education or this school district in connection with any cause, proceeding, application, or other matter pending before this school district or in any proceeding involving this school district, except that this provision shall not be deemed to prohibit representation within the context of official labor union or similar representational responsibilities.

It is not a conflict of interest if, merely by reason of his/her participation in any matter voted upon by the Board, a Board member accrues material or monetary gain that is no greater than the gain that could reasonably be expected to accrue to any other member of the member's business, profession, occupation, or group.

No elected Board member shall be prohibited from making an inquiry for information on behalf of a constituent, if no fee, reward, or other thing of value is promised to or given to or accepted by the member or a member of his/her immediate family, whether directly or indirectly, in return for the information so requested.

Nothing shall prohibit a Board member or members of his/her immediate family from representing him/herself or themselves in negotiations or proceedings concerning his/her or their own interests, except that Board members shall disqualify themselves from participating in negotiations and voting on collective bargaining agreements where their spouse or dependent children are members of the bargaining unit.

Each Board member shall annually, in accordance with N.J.S.A. 18A:12-25 and 18A:12-26, file a disclosure statement regarding potential conflicts of interest.

#### Ineligibility for District Employment

A Board member cannot be appointed to a paid office or position required to be filled by the Board, except where law permits or requires that the office or position be filled by a Board member, and is ineligible for appointment to a paid office or position in the district



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## MANASQUAN BOARD OF EDUCATION

### BYLAWS

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#### BOARD MEMBER QUALIFICATIONS, PROHIBITED ACTS AND CODE OF ETHICS (M)

for at least six months after the member's retirement, resignation, or removal from Board membership.

#### Code of Ethics

In accordance with N.J.S.A 18A:12-24.1 every Board member will abide by the following Code of Ethics. The Board member will:

1. Uphold and enforce all laws, rules and regulations of the State Board of Education and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
2. Make decisions in terms of the educational welfare of children and seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
3. Confine his/her Board action to policy making, planning and appraisal, and help to frame policies and plans only after the Board has consulted those who will be affected by them.
4. Carry out his/her responsibility not to administer the schools, but together with fellow Board members, insure they are well run.
5. Recognize that authority rests with the Board of Education and make no personal promises nor take any private action that may compromise the Board.
6. Refuse to surrender his/her independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. Hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals, or the schools. In all other matters, he/she will provide accurate information and, in concert with fellow Board members, interpret to the staff the aspirations of the community for its school.
8. Vote to appoint the best-qualified personnel available after consideration of the recommendation of the chief administrative officer.



# POLICY

## MANASQUAN BOARD OF EDUCATION

### BYLAWS

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#### BOARD MEMBER QUALIFICATIONS, PROHIBITED ACTS AND CODE OF ETHICS (M)

9. Support and protect school personnel in proper performance of their duties.
10. Refer all complaints to the chief administrative officer and act on the complaints at public meetings only after failure of an administrative solution.

Each Board member is required to sign an acknowledgment that he/she received a copy, read and will become familiar with the Code of Ethics for School Board Members contained within N.J.S.A. 18A:12-21 et seq. The Board Secretary will provide each Board member with a copy of the Code of Ethics and the required acknowledgement on an annual basis and will maintain the original signed acknowledgment(s) in the Board office.

The Board will receive a copy of and discuss the School Ethics Act and the Code of Ethics for School Board Members, pursuant to N.J.S.A. 12-21 et seq., at a regular scheduled public meeting each year. The discussion may include presentations by school administrative staff, the Board attorney, Board members and/or other professionals familiar with the School Ethics Act and the Code of Ethics. In addition, the Board Attorney, Superintendent, and/or School Business Administrator/Board Secretary will keep the Board informed of decisions by the School Ethics Commission, Commissioner of Education, State Board of Education and courts.

#### Oath of Office

Each Board member shall, before entering upon the duties of the office, swear or affirm under oath that he/she qualifies for membership and will faithfully discharge the duties of the office of Board member.

N.J.S.A. 18A:12-1; 18A:12-1.1; 18A:12-2; 18A:12-2.1;  
18A:12-21 through 18A:12-34

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

School Ethics Commission Policy Guideline 1.

Adopted: 14 June 2011

Revised: 18 November 2014



**DRAFT****Manasquan Board of Education Meetings****January 2015 – December 2015**

All Meetings will be held on the 3<sup>rd</sup> and 4<sup>th</sup> Tuesday of the month and start at 6:00 p.m. in the High School Media Center unless otherwise noted. Meetings during the summer months and in December will be Combined Committee of the Whole and Regular Public Meetings.

**Reorganization Meeting**

Monday, January 5, 2015

**Committee of the Whole Meetings**

January 20, 2015 - 5:00 p.m.  
 February 17, 2015  
 March 17, 2015  
 April 21, 2015  
 May 19, 2015

**Regular Public Meetings**

January 27, 2015 - 5:00 p.m.  
 February 24, 2015 - 5:00 p.m.  
 March 24, 2015  
 April 28, 2015  
 May 26, 2015'

**Combined Committee of the Whole & Regular Public Meeting**

June 23, 2015  
 July 28, 2015  
 August 25, 2015

**Committee of the Whole Meetings**

September 15, 2015  
 \*October 13, 2015  
 November 17, 2015

**Regular Public Meetings**

September 22, 2015  
 \*October 20, 2015  
 November 24, 2015

**Combined Committee of the Whole & Regular Public Meeting**

\*\*December 15, 2015

\*Scheduled for the 2<sup>nd</sup> and 3<sup>rd</sup> Tuesday to not conflict with NJSBA Workshop typically scheduled for last week in October.

\*\*The December meeting is scheduled for the 3<sup>rd</sup> Tuesday so the meeting is not close to the Holiday recess.

Some meetings may require a change in schedule due to state timelines for budget submission.

NOVEMBER 25, 2014

## **ELEMENTARY SCHOOL PERSONNEL**

THE CHIEF SCHOOL ADMINISTRATOR RECOMMENDS THE FOLLOWING ELEMENTARY SCHOOL PERSONNEL TO THE BOARD OF EDUCATION:

**Recommend** approval to accept the resignation of Erin Saponara, GUI.ES.GUID.FL.02, Student Assistance Counselor, effective November 7, 2014.

**Recommend** approval of the following salary for staff members paid in 2014-2015 SY as per the grant listed:

	<u>Grant Title</u>	<u>Salary Paid by Grant</u>	<u>% of Salary Paid by Grant</u>	<u>Total Salary</u>
<b><u>Kindle Kuriscak</u></b>	NCLB, Title I, Part A	\$52,016.00	100%	\$52,016.00

**Recommend** approval of the request of an unpaid Family Medical Leave of Absence extension for NRS.ES.NURS.FL.02 (4091) to approximately February 15, 2015. *(Previously approved to return approximately December 15, 2014)*

**Recommend** approval of the appointment of **Gina Melillo**, TLR.ES.LTRT.01.10, as an **Elementary School Nurse** *(long term replacement)* beginning November 10, 2014 through February 15, 2015 at Step 1B \$47,610.00 (pro-rated).

**Recommend** approval of the appointment of **Amanda Matyas**, as a Part Time Paraprofessional, to begin once approved through criminal history through June 30, 2015 at Step 1 \$18.64 per hour for 2 ½ hours per day. (Salary to be paid by the Spring Lake Heights Board of Education)

NOVEMBER 25, 2014

## **HIGH SCHOOL PERSONNEL**

THE CHIEF SCHOOL ADMINISTRATOR RECOMMENDS THE FOLLOWING HIGH SCHOOL/DISTRICT PERSONNEL TO THE BOARD OF EDUCATION:

**Recommend** approval of the appointment of **John Driscoll**, as a Detention Proctor – Tuesday/Wednesday/Thursday – 2:30 – 4:30 -- \$31.00/hour for the 2014 – 2015 SY.

**Recommend** approval of the appointment of **John Driscoll**, as a Saturday Detention Proctor – every other week from 8:00 a.m. to 12:00 p.m. -- \$31.00/hour for the 2014 – 2015 SY.

**Recommend** approval **Robert Waldeyer** to cover **Block 3C** for the **Fall Semester** beginning **September 3, 2014** through **January 23, 2015** at a stipend of **\$28.50 per day**.

**Recommend** approval of the retirement of **Arthur Gordon**, Business Teacher, effective July 1, 2015.

**Recommend** approval of the appointment of **Karen Jansen**, as a Paraprofessional, to begin December 1, 2014 through June 30, 2015 at Step 1 \$18.64 per hour for 7 hours per day. (Salary to be paid by the Belmar Board of Education)

**Recommend** approval of the appointment of **Ryan Lewis**, CUS.DS.SUPV.NA.02, as the Night Custodial Supervisor, to begin December 1, 2014 through June 30, 2015, at a salary of \$43,555.00 + \$450.00 boiler license stipend.

**Recommend** approval of the appointment of **Richard Read**, PARA.HS.CAID.NA.02, High School Courtesy Aide, for the 2014-2015 SY for 7 hours per day at Step 1 \$18.64/hour.

**Recommend** approval of the appointment of **Bailey Juska**, PARA.HS.CAID.NA.03, High School Courtesy Aide, for the 2014-2015 SY for 5 hours per day at Step 1 \$18.64/hour.

**Recommend** approval of the following home instructor providers:

<u>Home Instructor</u>	<u>Student #</u>	<u>Subject</u>	<u>Time Period</u>
Linda Hoeler	16295	Architecture & Construction	10/15 – 10/30/2014
Faith DeRoos	16295	Spanish II	10/15 – 10/30/2014
Gail Condon	16295	US History II	10/15 – 10/30/2014
Jane Wassmer	16295	Spanish II	4 hours
Flora Bates	151072	English IV	11/3 – 12/16/2014
Jerry Joyce	151072	Psychology Entrepreneurship	11/3-12/16/2014
Gretchen Boodey	121403	English	11/18 – 12/19/2014
Robert Waldeyer	121403	Intro to Business	11/18 – 12/19/2014
Meredith Morris	121403	Basic Foods	11/18 – 12/19/2014

November 25, 2014

**Recommend** approval of the following substitutes for the 2014-2015 SY:

<u>Theresa Bowers</u>	-	Teacher
<u>Matthew Conte</u>	-	Teacher
<u>Sean Cunningham</u>	-	Teacher ( <i>pending substitute certification</i> )
<u>Joshua Pigman</u>	-	Teacher

**ATHLETICS**

**Recommend** approval to accept the resignation of Allyson Boucher as the Assistant Softball Coach for the 2014-2015 season at a stipend of \$3,300.00 (Step 4).

**Recommend** approval of the resignation of Steven Schwartz as the Boys Track and Field Coach for the 2014-2015 season at a stipend of \$6,250.00 (Step 8).

**Recommend** approval of the following coaching appointments for the 2014-2015 SY:

<u>Brenan Gordon</u>	-	Girls' Assistant Basketball Coach at a stipend of \$2,800.00 (Step 1)
<u>Sean Cunningham</u>	-	Assistant Wrestling Coach at a stipend of \$2,400.00 (Step 1) ( <i>pending substitute certification</i> )
<u>Justin Roach</u>	-	Site Manager - \$90.00 per event on an as needed basis
<u>Rod Ravaoli</u>	-	Site Manager - \$90.00 per event on an as needed basis

**Recommend** approval of the following non-paid volunteers for the 2014-2015 SY:

<u>Matthew Conte</u>	-	Ice Hockey Coach
<u>Luke Sinkhorn</u>	-	Girls' Assistant Basketball Coach