

MANASQUAN PUBLIC SCHOOLS
ENROLLMENT REPORT
2014 - 2015 School Year

DOCUMENT A

ELEMENTARY SCHOOL

		Comparative Figures - ES			
Grade					
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	79	(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
School PD	1		September	2013	649
Total	622		September	2014	619

	Grade 9	Grade 10	Grade 11	Grade 12	Totals
Avon	5	9	7	4	25
Belmar	29	28	27	21	105
Brielle	56	67	46	71	240
Lake Como	6	13	7	11	37
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	40	136
Employee Child	0	0	1	0	1
Parent Paid	0	0	0	1	1
PTC 20 (LLD)	5	6	5	1	17
PTC 22 (ED)	0	0	0	0	0
PTC 23 (MD)	0	0	1	0	1
Sub-totals	242	260	226	231	959

Shared-time:

Avon	0	0	0	0	0
Belmar	3	2	5	4	14
Brielle	2	1	2	3	8
Lake Como	0	1	0	4	5
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	2	2	0	2	6
Sub-totals	8	11	15	13	47
High School Totals	250	271	241	244	1006

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
September	2014	1007

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

HIGH SCHOOL	<u>ATTENDANCE PERCENTAGE</u>	<u>AVERAGE DAILY ENROLLMENT</u>	<u>AVERAGE DAILY ATTENDANCE</u>
Nov-13	95.17	974.7	934.94
Nov-14	94.67	981.63	929.31
ELEMENTARY SCHOOL			
Nov-13	95.821	654.588	629.059
Nov-14	95.917	620	594.688

**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>
NOVEMBER 5	2:08 P.M.	7 minutes	Fire Drill	
NOVEMBER 17	9:15 A.M.	25 minutes		Evacuation to another location
ELEMENTARY SCHOOL				
<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILL</u>
November 19	10:50 P.M.	30 minutes		Evacuation drill
November 24	8:05 A.M.	20 minutes		Roundtable Meeting

[illegible]

[illegible]

[illegible]

MANASQUAN SCHOOL DISTRICT HARRASSMENT, INTIMIDATION & BULLYING REPORT
DECEMBER 16, 2014

Case #	Date of report	ID Victim	ID accused	Determination	Discipline/remediation
MES					
MHS					
#11	11/13/2014	2212	1980	Confirmed HIB	Counseling

All victims received counseling.

Manasquan School District Organizational Chart

A school building requires all of its components, from the bricks and mortar of a firm foundation, to solid beams for support, and a secure roof to protect all within; all to provide a safe and functional learning place. The staff of our school district is much like the buildings that house them. Every member plays an important role in the education of our children. Some are designated as the leaders, but it requires all the staff, working cohesively, to provide students with a safe and functional learning space. Together we create and maintain a collaborative learning environment which fosters individual abilities and encourages all children to achieve their highest potential in order to prepare productive and responsible citizens.

DOCUMENT D

Board of Education

SUPERINTENDENT OF SCHOOLS

School Safety Officer

Courtesy Aides

Color Designates Administrator Responsible:

- = Superintendent
- = Business Administrator
- = Director of Curriculum & Instruction
- = Director of Technology
- = Supervisor of Special Services
- = Principals

Director of Curriculum & Instruction

Supervisors of Instruction
English/World Languages, Math/Business,
Art/Home Economics, Music/School Nurse/
ESL, Science, Social Studies, Special Ed.

Secretary

Lead Teachers

Grant

Writer

Supervisor of Special Services

CST Members, Special Education
Certificated Staff

Therapists

CST Secretary

Special Ed Paras

Administrative Assistant to the Superintendent

Business Administrator / Board Secretary

Administrative Assistant to Business Administrator

Book- Keeper

Payroll Clerk

Accounts Payable Clerk

Director of Technology

Network Engineer

Technology Specialist

District Data Manager

Technology Integration Coach

Technology Communications Assistant/
Custodian of Public Records

Food Service Manager*

Energy Specialist

Manager of Educational Facilities

Custodial Supervisor

Grounds Supervisor

Cafeteria Workers *

Custodial Staff

Grounds Staff

* Outsourced Food Service

Assistant Principals

Principals

Athletic Director*

Dean of Students*

Academy/ Grade Level Coordinators

All Building Staff: Teachers, Nurses, Counselors, Secretaries

* High School Only

POLICY

MANASQUAN BOARD OF EDUCATION

BYLAWS

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CONDUCT OF BOARD MEETING

0164 CONDUCT OF BOARD MEETING

Parliamentary Authority

Roberts' Rules of Order, Newly Revised, shall govern the Board of Education in its deliberations and acts in all cases in which it is not inconsistent with statutes of the State of New Jersey, rules of the State Board of Education, or these bylaws.

Presiding Officer

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice President shall act in his/her place; if neither person is present, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

Announcement of Adequate Notice

The person presiding shall commence each meeting with an announcement of the notice given for the meeting or a statement regarding the lack of adequate notice, in accordance with law.

Agenda

The Superintendent and School Business Administrator/Board Secretary, in consultation with the Board President, shall prepare an agenda of items of business to come before the Board at each meeting. The agenda shall be delivered to each Board member no later than two days before the meeting and shall include such reports and supplementary materials as are appropriate and available.

The order of business shall be as follows:

- Call to order
- 48 – Hour Notice
- Acceptance of Minutes
- Superintendent's Report & Information Items
- Public Forum
- Personnel
- General Motions
- Transportation
- Reports & Payments of Bills
- ~~Public Forum~~
- Old Business/New Business



POLICY

MANASQUAN BOARD OF EDUCATION

BYLAWS

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CONDUCT OF BOARD MEETING

Executive Session
Public Forum
Adjournment

N.J.S.A. 10:4-10
N.J.S.A. 18A:16-1.1

Adopted: 14 June 2011
Revised: 09 January 2014
Approved: 28 January 2014



Manasquan Public Schools

Central Administrative Offices, 169 Broad Street, Manasquan, New Jersey 08736

Dr. Frank Kasyan, Superintendent of Schools

Phone: (732) 528-8800 / Fax: (732) 223-6286

E-Mail: FKasyan@manasquanboe.org

December 15, 2014

To: Sending District Superintendents



From: Dr. Frank Kasyan

Re: Middle School Field Hockey Team

We are very excited to begin this new endeavor and look forward to expanding athletic choices for all of the girls in the Manasquan Sending District! Per our discussion, the Manasquan Board of Education is going to approve at the December 16, 2014 the creation of a 6th, 7th and 8th grade Middle School Field Hockey program for the 2015-2016 school year. We are extending an invitation to all sending districts to join us in this endeavor. Manasquan will be responsible for the coach, officials and equipment with the exception of uniforms. Manasquan will order and pay for the uniforms and each district will be responsible for reimbursing Manasquan for the cost of the uniforms for their students participating. In addition, we ask that your district request that your student accident insurance cover your student should a student injury occur. Home games will be played at Sea Girt Army Camp and when available the Manasquan High School Field Hockey Field.

DECEMBER 16, 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 **Jane Sheehan**, SEC.ES.SCHS.NA.01, School Secretary, for the purpose of retirement, effective March 1, 2015.

Recommend approval of **Samantha Oro**, Elementary School teacher, to stay beyond her contractual hours to attend IEP meetings with the Child Study Team for 3 hours at a rate of \$30.00 per hour, not to exceed \$90.00.

Recommend approval of **Nicole DeStefano**, Elementary School Speech Therapist, to work on 12/22/14 at a rate of \$248.05 per diem.

Recommend approval of the appointment of **Amy Young**, GUI.ES.GUID.FL.02, Elementary School Counselor, to begin once approved through criminal history through June 30, 2015 at a pro-rated salary of Step 5M \$54,016.00.

Recommend approval of the request for PARA.ES.CAID.NA.16 (4550) to take a paid medical leave of absence beginning November 5, 2014 through December 5, 2014.

MANASQUAN PUBLIC SCHOOLS

TITLE: **Bookkeeper**

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Detail and deadline oriented; demonstrated organization, communication and interpersonal skills
3. Knowledge of standard practices relating to accounting and business operations
4. Strong organization skills
5. Strong bookkeeping skills
6. Demonstrates ability to prioritize
7. Ability to multi-task
8. Excellent telephone skills and ability to communicate effectively
9. Maintains confidentiality as required and appropriate
10. Complete working knowledge of computer accounting software as used in a school business office
11. Experience Desirable: Systems 3000
12. Required criminal background check and proof of US citizenship or resident alien status

REPORTS TO: Business Administrator/Board Secretary

JOB GOALS: To assure the smooth and efficient operation of the business office by carrying out the tasks associated with the position and by organizing and assigning work to other staff, providing guidance and assistance as needed.

PERFORMANCE RESPONSIBILITIES:

1. Prepares all monthly financial reports and annual reports for review by the School Business Administrator.
2. Assists School Business Administrator in preparation of agenda materials, reports and special assignments.
3. Assist the School Business Administrator in the budget preparation, administration, supervision, and control of the budget.
4. Assist the School Business Administrator in the preparing the monthly report of the School Business Administrator/Board Secretary in accordance with state law and district procedures.
5. Records detail of District financial transactions into the District's financial accounting system.

6. Support accounts payable, payroll and tax operations. Develops competency in each of these areas to provide backup support.
7. Monitors daily cash balance and accounts receivables and reports same to School Business Administrator.
8. Maintains a regular filing system of correspondence and source documents which substantiate the District Financial transactions.
9. Serves as liaison with Treasurer of School Monies so as to insure monthly reconciliation of business office records with those of the Treasurer.
10. Keeps current with requirements of Department of Education and other governing agencies.
11. Assists School Business Administrator with preparation for the annual audit.
12. Assists School Business Administrator with finalizing records (closing the books) at the end of each school year in accordance with state and federal law and district procedures.
13. Maintains all the Financials for the District's Proprietary Funds and Fiduciary Funds.
14. Maintains the requests for Use of Building for the District.
15. Reconcile all Special Revenue Accounts for monthly reimbursement thru the State of New Jersey.
16. Attends various meetings concerning school finance, grants, GAAP accounting, and other topics to obtain current regulations, guidelines, and information, then shares information with appropriate personnel in the district.

TERMS OF EMPLOYMENT: 12-month position. Salary and benefits shall be paid consistent with District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Approved by: Manasquan Board of Education

Date: _____

MANASQUAN PUBLIC SCHOOLS

TITLE: **Administrative Assistant to the Business Administrator/Board Secretary**

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Knowledge of general and school business office operations
3. Familiarity with Word and Excel programs
4. Excellent clerical and organization skills
5. Demonstrate strong communication and interpersonal skills
6. Ability to multi-task, learn new skills, detail and deadline oriented
7. Maintains confidentiality as required and appropriate
8. Required criminal history background check and proof of U.S. citizenship or legal alien status

REPORTS TO: Business Administrator/Board Secretary

JOB GOALS: To assist with the efficient operation of the Business Office.

PERFORMANCE RESPONSIBILITIES:

1. Performs all secretarial and confidential work as assigned by the Business Administrator/Board Secretary.
2. Establishes and maintains a filing system for the “hard copy” and “computer filing” as well as confidential files.
3. Places and receives telephone calls, records messages and follows up on telephone requests in accordance with the procedures established by the Business Administrator/Board Secretary.
4. Maintains appointment schedule for Business Administrator/Board Secretary, makes arrangements for conferences, meetings and interviews, and follows up on arrangements to ensure greatest efficiency.
5. Assist the Business Administrator with the operation of the student transportation program, review of routes and handling of business aspects of contracted transportation services and state reports.
6. Assist the Business Administrator with the efficient operation of the district’s food services program to ensure that procedures are followed and are in accordance with law and regulation.
7. Assist the Business Administrator with the preparation of tuition contracts and collection of tuition fees.
8. Assist the Business Administrator with the retention and destruction of public documents in accordance with state law and retention schedules.
9. Assist with the notification of regular and special meetings of the Board of Education, prepares motions for agenda of board meetings, along with back-up materials.
10. Assists with preparation of materials for board committee meetings.

11. Maintains an administrative job calendar/tickler file and utilizes its content to keep Business Administrator informed.
12. Attendance at Board Meetings, transcription of board minutes and preparation of official Minute Books.
13. Assists the Business Administrator with the development and transmittal to the county superintendent of schools a list of school officials required to file Financial and Personal/Relative Disclosure Statements along with review and submission of completed statements to county office.
14. Assist the Business Administrator with the notification to New Jersey School Boards Association of newly elected or appointed school board members to ensure the fulfillment of mandated training.
15. Assist the Business Administrator with preparation of bids (typing, advertising, distribution of bid packets and logging of bids)
16. Assist the Business Administrator with budget development process and ASSA process.
17. Maintains student accident report file and workers' compensation reports file and preparation of Annual Survey of Occupational Injuries and Illness report.
18. Maintains Keypad Entry System and Phone System
19. Management of the Right to Know Training and Surveys and AHERA files
20. Management of the E-Rate Program and Tuition Reimbursement Program
21. Assist the Custodian of School Records with the compilation of material for requests and development and management of OPRA log.
22. Prepares invoices for Use of Facilities Rental and Custodial costs.
23. Provides input in the ordering of supplies as needed.
24. Processing of business office related purchase orders.

TERMS OF EMPLOYMENT: 12-month position. Salary and benefits shall be paid consistent with District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Approved by: Manasquan Board of Education

Date: _____

MANASQUAN PUBLIC SCHOOLS

TITLE: Payroll Clerk

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Experience Required: Payroll, Health Benefits, Pensions & Tax Shelters
3. Maintains confidentiality as required and appropriate
4. Computer Proficiency
5. Experience Desirable: Systems 3000

REPORTS TO: Business Administrator/Board Secretary

JOB GOAL: Considerable knowledge of principles and practices of payroll, bookkeeping and accounting procedures. Ability to apply knowledge to work situations. Skill in preparing financial resources. Ability to gather data and make judgments. Ability to communicate and work efficiently with District and School staff. Ability to utilize technology to accomplish assigned tasks.

PERFORMANCE RESPONSIBILITIES:

1. Collect, compile and process necessary employee payroll information as assigned.
2. Process information and maintain records of payroll deduction items and balance the monthly payroll.
3. Maintain records of employee status assignments, rates of pay and payroll benefit and other deductions.
4. Coordinate payroll schedules and associated reports.
5. Verify employment and other income reports.
6. Prepare final salary certification on retirees and process other employee leave benefit requests.

7. Assist in compiling relevant payroll data for budget preparation and other District functions.
8. Perform data entry of required information for processing all payrolls.
9. Prepare and verify all required payroll data for transmission to Department of Education.
10. Disseminate payroll warrants to schools and departments if directed.
11. Assist in training school and District personnel in payroll procedures.
12. Perform clerical tasks related to payroll operation.
13. Perform other incidental tasks consistent with the goals and objectives of this position.
14. Maintain all records and paperwork to assure accuracy for annual audit.

TERMS OF EMPLOYMENT: Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Approved by: Manasquan Board of Education

Date: _____

MANASQUAN PUBLIC SCHOOLS

TITLE: **Accounts Payable Clerk**

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Minimum experience as determined by the Board of Education
3. Strong Organizational skills
4. Strong bookkeeping skills
5. Excellent telephone skills and ability to communicate effectively
6. Maintains confidentiality as required and appropriate
7. Proficiency in the use of a computer system and software appropriate for the budge
8. Experience Desirable: Systems 3000
9. Required criminal background check and proof of US citizenship or resident alien status

REPORTS TO: Business Administrator/Board Secretary

JOB GOALS: To carry out all aspects of the purchasing function of the district in a systematic and efficient manner.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates and processes purchase orders from school buildings and other departmental areas.
2. Enters purchase orders into the budget and ensures that funds are available in the appropriate accounts.
3. Responsible for printing all completed purchase orders for Business Administrator to approve before mailing.
4. Accurately match and process invoices along with signed vouchers from vendors for payment at Board of Education meetings in a timely manner.
5. Generate checks and labels to mail checks out to vendors along with verifying they are registered to do Business in the State of New Jersey.
6. Receive, sort and open all outside and inter-office mail.
7. Maintain all records and paperwork to assure accuracy for annual audit.
8. Process all payments for all approved purchase orders.
9. Prepare purchase orders for all Building & Grounds Supervisor along with reconciling all monthly vendor statements.

10. Maintain vendor records including all required specifications.
11. Maintain an accurate filing system of purchase orders and paid invoices.
12. Assist district staff with purchasing of supplies, equipment and furniture.
13. Handle and organize general office work.
14. Input all new vendors.
15. Process all payment order requests from Elementary and High School Student Activity Funds, setting up new vendor accounts, preparing checks and processing monthly reconciliation of bank statements.
16. Maintain game receipts for all athletic games in preparation for annual audit.
17. Coordinating monthly reports for any monthly meetings.
18. Performs such other tasks and assumes such other responsibilities as the School Business Administrator/School Board Secretary or designee may assign.

TERMS OF EMPLOYMENT: 12-month position. Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Approved by: Manasquan Board of Education

Date: _____

MANASQUAN PUBLIC SCHOOLS

TITLE: NETWORK ENGINEER

QUALIFICATIONS:

1. Possesses high school diploma (required), training at technical institute or a minimum of two years experience on network systems.
2. Demonstrates knowledge of local area and wide area networks.
3. Demonstrates effective problem solving, communications, organization, record keeping and interpersonal skills.
4. Demonstrates knowledge of and experience with networking hardware and software.
5. Successfully completes required criminal history proof of U.S. citizenship or legal resident status.
6. Such alternatives to the above qualifications as the Board may find Appropriate and/or acceptable.

REPORTS TO: Director of Technology

JOB GOALS: To maintain the network within the district and outside connectivity, in particular the network hardware and software, in a condition of operating excellence so that full educational use of it may be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. Work Performance/Work Traits
 - a. Coordinates the design and implementation of local and wide area networks throughout the district.
 - b. Maintains the network infrastructure so it is operational at all times.
 - c. Establishes and maintains appropriate network security for server access and Internet access.
 - d. Troubleshoots and addresses problems on networking circuits, network hardware and client/server applications.
 - e. Repairs networking equipment and/or facilitates the repair of equipment, as needed, and maintains records of repairs.
 - f. Keeps abreast of current networking technologies to ensure that the district network can accommodate increasing demands on the access of information.

- g. Communicates with telecommunication vendors and/or cable companies to allow for implementation of high speed Internet access and distance learning connections.
- h. Coordinates with the Director of Technology to develop annual and multiyear plans for purchase, distribution and replacement of networking equipment.
- i. Recommends networking hardware and software purchases for the annual budget and requests the ordering of equipment and materials in accordance with district procedures and budget allocations.
- j. Conducts training sessions for district personnel on the use of the network when necessary.
- k. Establishes and maintains a disaster recovery plan, creating scheduled back ups, monitoring back up job results and performing restores.
- l. Maintains defenses against internal and external threats including viruses, spyware and malicious code by performing and acting upon periodic vulnerability assessments.
- m. Evaluates and implements filtering solutions to address inappropriate Internet content and spam.

2. School and Community Relations

- a. Works cooperatively with the Director of Technology and Administrative Staff in providing services throughout the district.
- b. Works cooperatively with desktop support, technology support assistants and other district personnel, as well as vendors, in maintaining the district network.
- c. Cooperates and shares professionally with other members of the staff.
- d. Keeps the Director of Technology or designee informed about his/her activities and accomplishments.

3. Professional Improvement

Participates in staff development opportunities to enhance job related skills and knowledge in accordance with district procedures and budget allocations.

4. Other Assigned Tasks

Performs such other duties and assumes such other tasks as may be assigned by the Superintendent of Schools or designee.

TERMS OF EMPLOYEMENT: Twelve month year. Salary as established by the Manasquan Board of Education.

EVALUATION: Performance will be evaluated in accordance with the provision of the Board's policy on the Evaluation of Certified Personnel.

APPROVED BY: Manasquan Board of Education **DATE** _____

MANASQUAN PUBLIC SCHOOLS

TITLE: ENERGY SPECIALIST

QUALIFICATIONS:

1. Combination of education and/or experience equivalent to a Bachelor's degree
2. Experience facilitating/coaching/training activities for diverse groups toward goal accomplishment.

REPORTS TO: Superintendent of Schools

JOB GOALS: The Energy Specialist works to establish accountability for energy consumption at every level in the organization

PERFORMANCE RESPONSIBILITIES:

Publicity and Organization involvement:

1. With the assistance of Cenergistic, establish a program to promote energy conservation through positive feedback to all levels of the Organization and involve all personnel in taking ownership for success of program.
2. Coordinate with internal and external PR support to utilize all media opportunities to promote successes of the Organization's energy management program.
3. Serve as Organization representative at management-level meetings, seminars and conferences relating to energy use and conservation.
4. Advise, assist and make recommendations to the Chief Administrator on alternate energy sources, consumption and general energy conservation measures.
5. Develop and maintain contact with federal and state agencies and monitor state and national energy policy trends.
6. Provide input on contractual support activities (capital projects) related to energy management and the purchase of any products that affect energy consumption.
7. Prepare energy requirement estimates and budget allotments for all Organization facilities and develop procedures for efficient utilization of energy sources.
8. Maintain all energy and water consumption records and data. Maintain records of federal energy conservation grants received by the Organization.

Accountability and Reporting:

1. Report directly to a superior at least monthly as to status of the Organization's energy consumption.

2. Report quarterly to the Board on status and success of the energy program.
3. Provide regular communication with leadership and custodial staffs as to status of their buildings' energy consumption.
4. Report to the director of buildings and grounds any safety hazards observed.

Implementation and Compliance:

1. Conduct regular "walk-through" audits of all the Organization's facilities to insure operating efficiency, optimum educational environment, and compliance with Organization's energy policy.
2. Coordinate usage of facilities and insure proper space utilization consistent with energy conservation.
3. Take responsibility for the implementation of weekday, weekend, holiday, and summer shutdown checklists for every building in the Organization.
4. Insure building principal or custodian reads all meters on same days as utility companies.
5. Implement night setback program for every building on weeknights, weekends, holidays and summer recess.
6. Insure that the Organization is on proper utility rate schedule and is receiving correct billing.
7. Insure Organization participation in any rebate program offered.

Energy Management Systems:

1. Coordinate with the maintenance director the installation and/or repairs of energy management systems. Maintain wiring and installation diagrams of the systems.
2. Assist with the design and maintenance of the programming for computerized energy management system to insure operating efficiency. Update programs as necessary.
3. Work with building and maintenance personnel on proper operation of the systems and equipment. Attend all scheduled in-services on the energy management system.
4. Perform other duties as assigned as related to energy management.

TERMS OF EMPLOYMENT: Twelve month year. Salary and work year to be established by the Board.

EVALUATION: Performance will be evaluated in accordance with the provision of the Board's policy on the Evaluation of Certified Personnel.

APPROVED BY: Manasquan Board of Education **DATE** _____

MANASQUAN PUBLIC SCHOOLS

TITLE: Administrative Assistant to the Superintendent

QUALIFICATIONS:

1. High School diploma; secretarial training
2. Minimum experience in general or school office work as determined by the board
3. Knowledge of automated office equipment and excellent word processing and secretarial skills
4. Strong analytical, communication and human relations skills
5. Required criminal history background check and proof of U.S. citizenship or resident alien status

REPORTS TO: Superintendent

JOB GOAL: To serve as the superintendent's confidential secretary; to perform all administrative secretarial duties pertaining to personnel.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates the efficient workflow of the school system relative to the responsibilities of the superintendent.
2. Performs all secretarial and confidential work as assigned by the superintendent.
3. Receives and routes all incoming calls and records messages for the superintendent.
4. Maintains personnel records and personnel database (Systems 3000).
5. Maintains the daily staff attendance report on the computer and the records for substitutes. Runs monthly substitute payroll report.
6. Maintains certified staff professional development hours.
7. Maintains a regular filing system, as well as a set of locked confidential files and processes incoming correspondence.
8. Maintains a schedule of appointments for the superintendent and makes arrangements for conferences, meetings and interviews.
9. Oversees the hiring of substitute teachers: receives applications; verifies their credentials and prepares substitute teacher lists for board approval.

10. Acts as a liaison between the superintendent and administrative staff in screening and routing inquiries and requests.
11. Performs the usual office routines and practices associated with a busy, yet productive, and smoothly-run office.
12. Assists the superintendent in compiling data and preparing reports required by law, administrative code and board policy.
13. Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence as instructed.
14. Performs other related duties as may be assigned by the superintendent.

TERMS OF EMPLOYMENT: 12-month year. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.

Approved by: Manasquan Board of Education **Date:** June 16, 2009

Revised: _____

MANASQUAN PUBLIC SCHOOLS

TITLE: CHILD STUDY TEAM SECRETARY

QUALIFICATIONS:

1. High school diploma or equivalent training
2. Minimum experience as determined by the board
3. Good word processing skills
4. Knowledge of automated office equipment and efficient office procedures
5. Good telephone skills; strong ability to communicate effectively and strong organizational skills
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Supervisor /Director of Child Study Team

JOB GOALS: Perform difficult secretarial and clerical duties entailing a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient operation of the Child Study Team Office.

PERFORMANCE RESPONSIBILITIES:

1. Receives and routes incoming calls and correspondence. Records messages and responds appropriately for request for information.
2. Performs usual office routines, plus assembles confidential material according to instructions, prepares summaries of confidential documents, and maintains confidential files.
3. Types correspondence, notices and reports, and verifies the accuracy of the work done. Maintains confidentiality of sensitive correspondence.
4. Maintains a well-organized up-to-date filing system. Creates new files for Child Study Team as needed.
5. Receives evaluations, reports and IEPs from Child Study Team members and outside agencies for mailing and filing.
6. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
7. Arranges meetings for supervisor and CST members, prepares agendas, takes clear notes and handles follow-up activities as necessary. Makes sure the administrator has any necessary back-up materials needed. Prepares minutes when assigned.
8. Schedules appointments for supervisor and CST members including meetings and job interviews in a manner that protects confidentiality of students, parents, visitors and applicants.

9. Works cooperatively with other secretarial staff in accomplishing general and specific tasks and in covering the office as to not leave the CST/guidance suite unattended.
10. Maintains confidentiality as required and appropriate. Maintains highly confidential records and files, ensuring that the material is properly marked, secured and accessible for immediate use by administrators; Facilitates micro phishing of records with approved vendor.
11. Collects, collates, processes and receives orders for special education staff in elementary school, high school in high school and CST; completes and tracks purchase orders; maintains communication with board office in the processing of POs.
12. Performs specialized assignments as required, including other tasks related to the efficient operation of the Child Study Team Office as assigned such as facilitating motions from special education to the Board of Education for approval.

TERMS OF EMPLOYEMENT: Salary and work year to be determined by the board of education.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the board's policy on evaluation of noncertified personnel.

APPROVED BY: Manasquan Board of Education **DATE** _____

Legal References:	Criminal history record
N.J.S.A. 18A:6-7.1	Officers and employees in general
N.J.S.A. 18A:16-1	Physical examinations; requirements
N.J.S.A. 18A:16-2	Tenure of secretarial and clerical employees
N.J.S.A. 18A:17-2	School employee physical Examinations
N.J.A.C. 6A:32-6	

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

MANASQUAN PUBLIC SCHOOLS

TITLE: MANAGER OF EDUCATIONAL FACILITIES

QUALIFICATIONS:

1. Must possess a current Certified Educational Facilities Manager certificate (CEFM)
2. High school diploma required.
3. Minimum of 10 years experience in school plant maintenance and custodial operations, or an equivalent mix of maintenance and custodial experience of large corporate facilities including school maintenance.
4. Minimum of 10 years experience in direct supervision of maintenance personnel.
5. General knowledge of construction, maintenance of heating, ventilation, air conditioning, electrical, plumbing and carpentry.
6. General knowledge of building codes, state and federal OSHA and environmental codes
7. Experience in grounds care and maintenance.

REPORTS TO: Business Administrator

JOB GOALS: Directly supervise the daily operations and maintenance requirements of the school district. Oversee and coordinate the responsibilities of the school custodians. (Day and Night)

PERFORMANCE RESPONSIBILITIES

1. Project management. Plan for, review and monitor all District operational and maintenance projects in conjunction with the Business Administrator.
2. Budget and financial records. Maintain budget control for all operational and maintenance accounts under the auspices of the Business Administrator.
 - a. Plan for, review and monitor all district capital projects.
 - b. Prepare and submit to the Business Administrator a preliminary plant operations and maintenance budget.
3. Daily operations. Supervise the daily operations of the District through the School Custodians with final responsibility to:
 - a. Maintain work schedules for proper maintenance in individual buildings;
 - b. Direct the preparation of playing fields and grounds, and other necessary facilities for athletics and other school activities;
 - c. Oversee repairs, ensure that preventive maintenance and lubrication schedules are met;
 - d. Assist in monitoring outside contractors to ensure contracts are adhered to;

- e. Implement preventive maintenance program to ensure safe operation of equipment;
- f. Ensure maintenance schedules and Department of Motor Vehicles inspections are conducted on district vehicles;
- g. Conduct periodic inspections of buildings.
- 4. Ensure Right-To-Know and AHERA compliance with maintenance personnel.
- 5. Supervises custodial staff
- 6. Plan landscaping and grounds care to ensure effective and attractive schools.
- 7. Recommend the hiring and/or termination of facilities staff.
- 8. Ensure that custodial/maintenance personnel are regularly training in the latest technology and safety procedures:
 - a. Monitors the time records of all custodians in the school and certifies them for salary payment;
 - b. Evaluates the performance of custodians in accordance with board policy
- 9. Recommend to the Business Administrator any agenda item of personnel, bidding, or matters relating to plant operations, maintenance for the Board of Education approval.
- 10. Supervise and oversee the improvement and renovation work performed by both in-house personnel and outside contractors, verifying that terms of all such contracts have been fulfilled before recommending final payment.
- 11. Work with the Board's architectural and or engineering firms on capital projects and district initiatives.
- 12. Assist with the NJ State Department of Education monitoring for facilities.
- 13. Attend appropriate board committee and other meetings.
- 14. Directly oversee district snow removal operations, notify radio/police stations and advise the Superintendent of Schools on conditions.
- 15. Assist in the preparation of the district's Long Range Facilities Plan.
- 16. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition, and make repairs and improvements pursuant to code and to building permits properly issued by the local municipal government.
- 17. Ensures that all fire/safety and environmental laws and regulations relating to the plant maintenance and operation are enforced.
- 18. Record keeping:
 - a. Completes custodial reports, building condition reports and other records as required;
 - b. Submit all necessary documentation to the Business Administrator relating to the State Department's QAAR report;
 - c. Inspection of inventory and review of recommendations to purchase supplies, tools, equipment, and fuel;
 - d. Analysis of preventative maintenance logs and other records as required.
- 19. Any other duties assigned by the Business Administrator.

TERMS OF EMPLOYMENT: Twelve month year

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State Law and the provisions of the board's policy on evaluations.

Approved by: Manasquan Board of Education **Date:** _____

LEGAL REFERENCES:

- N.J.S.A. 13:1E-99.1 Mandatory statewide source separation and recycling of solid waste through 99.39
- N.J.S.A. 18A:6-7.1 Criminal history record
- N.J.S.A. 18A:16-1 Officers and employees
- N.J.S.A. 18A:16-2 Physical examinations; requirement
- N.J.S.A. 18A:17-3, -4 Tenure of janitorial employees
- N.J.S.A. 18A:17-41 Rules and regulations governing janitorial employees
- N.J.S.A. 18A:41-2 Fire and smoke doors closed
- N.J.S.A. 34:5A-1 et seq. N.J. Worker and community Right to Know Act
- N.J.S.A. 34:7-1 License necessary
- N.J.A.C. 5:11-8.5 Licensing of operating engineers and boiler operators
- N.J.A.C. 6A:26 Educational facilities
- See particularly:
- N.J.A.C. 6A:26-12 Operation and maintenance of facilities
- N.J.A.C. 6A:26A Comprehensive maintenance plans
- N.J.A.C. 6A:32-6 School employee physical examinations
- N.J.A.C. 7:26A-1.1 et seq Source separation and recycling of solid waste
- N.J.A.C. 8:59-5,6 N.J. Worker and Community Right to Know Act
- N.J.A.C. 12:100-4.2 Adoption by reference
- N.J.A.C. 13:1F-19 School Integrated Pest Management Act
- 29 CFR 1910-1030 Bloodborne Pathogens Standard
- 8 U.S.C.A. 1100 et seq. Immigration Reform and Control Act of 1986

MANASQUAN PUBLIC SCHOOLS

TITLE: **CUSTODIAN SUPERVISOR**

QUALIFICATIONS:

1. Black Seal License; high school diploma or equivalent training
2. Minimum experience in plant operation and maintenance; cleaning methods and procedures; repairs; security, heating and ventilation as determined by the board.
3. Supervisory ability
4. Demonstrated knowledge of fire/safety laws and proper handling of hazardous materials.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: **Building Principal/Facility Director/Business Administrator**

SUPERVISES: All custodians under his/her authority

JOB GOALS: To oversee the custodial operations of individual school facilities and ensure a safe, clean, and comfortable school environment, to carry out administrative tasks required to maintain and operate the plant to the required standards.

PERFORMANCE RESPONSIBILITIES:

Supervision of Operations and Maintenance

1. Assumes responsibility for the opening and closing of the school each day.
2. Monitors and regulates heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water and electricity.
3. Plans and oversees all maintenance and repair work in the building.
4. Maintains an inventory and recommends purchase of supplies, tools, equipment, and fuel.
5. Completes custodial reports, building condition reports and other records as required.
6. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition.
7. Ensures that all fire/safety and environmental laws and regulations relating to the plant maintenance and operation are enforced.

8. Applies for permits before beginning work that requires permitting and inspection by a licensed code official.
9. Maintains records to allow the board to remain informed about the number and status of maintenance and repair projects being done pursuant to permits.
10. Maintains preventative maintenance logs and other records as required.
11. Performs related duties as required for daily operation of the school.
12. During fires, emergencies, fire drills and school security drills, coordinates with local emergency responders.
13. Assists in updating safety and security plans and procedures for drilling, managing and responding to school emergencies
14. Assists the Business Administrator with preparation and implementation of the Long Range Facilities Plan.

Supervision of Staff

1. Schedules daily tasks, supervises work of custodians and participates in daily cleaning of facilities.
2. Participates in the selection, assignment, scheduling and training of the custodial staff.
3. Monitors the time records of all custodians in the school and certifies them for salary payment.
4. Evaluated the performance of custodians in accordance with board guidelines, superintendent's instructions and contract requirements.
5. If the board adopts a dress code or uniforms for custodians in order to improve security, efficiency or morale, ensures that custodians conform to the dress code. Periodically informs the board of opportunities to improve the policy on uniforms

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board of education

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State Law and the provisions of the board's policy on evaluations.

Approved by: Manasquan Board of Education **Date:** _____

LEGAL REFERENCES:

N.J.S.A. 13:1E-99.1 Mandatory statewide source separation and recycling of solid waste
 through 99.39
N.J.S.A. 18A:6-7.1 Criminal history record
N.J.S.A. 18A:16-1 Officers and employees
N.J.S.A. 18A:16-2 Physical examinations; requirement
N.J.S.A. 18A:17-3, -4 Tenure of janitorial employees
N.J.S.A. 18A:17-41 Rules and regulations governing janitorial employees
N.J.S.A. 18A:41-2 Fire and smoke doors closed
N.J.S.A. 34:5A-1 et seq. N.J. Worker and community Right to Know Act
N.J.S.A. 34:7-1 License necessary
N.J.A.C. 5:11-8.5 Licensing of operating engineers and boiler operators
N.J.A.C. 6A:26 Educational facilities
 See particularly:
N.J.A.C. 6A:26-12 Operation and maintenance of facilities
N.J.A.C. 6A:26A Comprehensive maintenance plans
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 7:26A-1.1 et seq Source separation and recycling of solid waste
N.J.A.C. 8:59-5,6 N.J. Worker and Community Right to Know Act
N.J.A.C. 12:100-4.2 Adoption by reference
N.J.A.C. 13:1F-19 School Integrated Pest Management Act
29 CFR 1910-1030 Bloodborne Pathogens Standard

8 U.S.C.A. 1100 et seq. Immigration Reform and Control Act of 1986

MANASQUAN PUBLIC SCHOOLS

TITLE: CAFETERIA WORKERS

QUALIFICATIONS:

1. High School diploma
2. Minimum experience as determined by the board
3. Demonstrated ability to work successfully with children and adults and to perform assigned duties
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Cafeteria Manager

JOB GOAL: To assist in the maintenance of an orderly, safe and pleasant atmosphere in the cafeteria by helping and supervising students at mealtime.

PERFORMANCE RESPONSIBILITIES:

1. Supervises students in the cafeteria during meals.
2. Maintains a system for orderly food purchase by pupils, disposal of food waste, return of trays and utensils.
3. Sees that students are seated in assigned areas.
4. Circulates among the tables during the mealtime so as to be available to children who need help or to resolve any minor problems that arise.
5. Informs assigned teacher of any serious infractions of discipline rules by students.
6. Ensures the cleanliness of tables and surrounding areas.
7. Organizes groups for orderly dismissal from the cafeteria.
8. Performs other related duties as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board

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

Approved by: Manasquan Board of Education

Date: _____

MANASQUAN PUBLIC SCHOOLS

TITLE: K-12 LEAD TEACHER

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate and Subject Area Endorsement or eligibility
2. Demonstrated knowledge of subject specialty and effective teaching methods
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Valid New Jersey Administration Certificate

*As defined in N.J.A.C. 6A:9-9 Instructional certificates

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned evaluates and assists classroom teachers, student teachers and classroom aides

JOB GOAL:

To assist teachers in providing an approved education program and establishing a class environment that fosters learning and personal growth; assists teachers in helping pupils to develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and maintains good relationships among parents and other staff members.

PERFORMANCE RESPONSIBILITIES:

1. Works to achieve state core curriculum content standards and district educational goals and objectives by coordinating the efforts of certified staff to promote active learning and skills development in the classroom. Coordinates the efforts of certified staff to teach pupils through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.
2. Coordinates and assists the efforts of certified staff to develop lesson plans and instructional materials and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil, serving as a resource person to staff for this and other activities.
3. Coordinates and assists the efforts of certified staff to set specific objectives wherever possible in lesson preparation and weekly lesson plans and to carry through presentation to effectively achieve these objectives.

4. Coordinates and assists certified staff in their efforts to assess pupil academic progress and personal growth toward stated objectives of instruction, including acquisition of basic skills.
5. Coordinates and assists certified staff in their efforts maintain records of pupil's educational progress in class record books and/or board approved forms and to summarize these marks for reporting purposes.
6. Coordinates and assists certified staff in their efforts to identify pupil needs and to cooperate with other professional staff members in assessing and resolving learning problems.
7. Coordinates and assists certified staff in their efforts to establish and maintain standards of pupil behavior needed to achieve a classroom climate conducive to learning.
8. Coordinates and assists certified staff in their efforts to budget class time effectively.
9. Coordinates and assists certified staff in their efforts to communicate with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
10. Coordinates and assists certified staff in their efforts to devise written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
11. Coordinates and assists certified staff in their efforts to supervise and control pupils in out-of-classroom activities as assigned.
12. Coordinates and assists certified staff in their efforts to maintain professional competence and continuous improvement through in-service education and other professional growth activities.
13. Coordinates and assists certified staff in their participation in school-level planning, faculty meetings/committees and other school system groups. Builds consensus among staff concerning efficient delivery of educational services.
14. Coordinates and assists certified staff in their efforts to makes effective use of community resources to enhance the instructional program.
15. Upholds and enforces school rules, administrative regulations and board policy, and serves as a liaison to ascertain facts and make reports.
16. Continues to teach classes as assigned but with a reduced schedule in order to allow time for coordination and assistance to other certified staff.
17. Chairs certified staff meetings and portions of meetings on curriculum and operations, as assigned, serving in the stance of "PRIMUS INTER PARES" "First among equals" at such meetings.
18. Assists the building principal and district superintendent in assembling materials for reports, state required documents, annual plans, procedures, budgets, purchase orders, grant applications, news releases, and seminars and workshops for staff, as assigned.
19. Attends meetings as assigned and accurately reports back to certified staff on items related to achieving district educational goals.
20. In the event of an emergency, when supervisory staff are not present or are disabled, exercises leadership and good judgment to direct staff and students until assistance arrives and the emergency is over.
21. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF

EMPLOYMENT: Work year and salary to be determined by the board.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Manasquan Board of Education

Date: _____

LEGAL REFERENCES:

<u>N.J.S.A. 7F</u>	Comprehensive Educational Improvement and Financing Act
<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:25-2</u>	Authority over pupils
<u>K-12 LEAD TEACHER/CURRICULUM COORDINATOR</u> (continued)	
<u>N.J.S.A. 18A:25-4</u>	School register; keeping
<u>N.J.S.A. 18A:26-1</u>	Citizenship of teachers, etc.
<u>N.J.S.A. 18A:26-1.1</u>	Residence requirement prohibited
<u>N.J.S.A. 18A:26-2</u>	Certificates required; exception
<u>N.J.S.A. 18A:27</u>	Employment and contracts
<u>N.J.S.A. 18A:28-3</u>	No tenure for noncitizens
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:28-8</u>	Notice of intention to resign required
<u>N.J.A.C. 18A:37</u>	Discipline of pupils
<u>N.J.A.C. 6A:7</u>	Managing for equality and education in education
<u>N.J.A.C. 6A:8</u>	Standards and assessment
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
See particularly:	
<u>N.J.A.C. 6A:9-3.3</u>	Professional standards for teachers
<u>N.J.A.C. 6A:9-5</u>	General certification policies
<u>N.J.A.C. 6A:9-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9-9.1</u>	Authorizations-general
<u>N.J.A.C. 6A:9-9.2</u>	Endorsements and authorizations
<u>N.J.A.C. 6A:9-15</u>	Required professional development for teachers

<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:32-4 et seq.</u>	Employment and supervision of teaching staff
See particularly:	
<u>N.J.A.C. 6A:32-4.1</u>	Employment of teaching staff
<u>N.J.A.C. 6A:32-4.2</u>	Full-time employment of teachers
<u>N.J.A.C. 6A:32-4.4</u>	Evaluation of tenured teaching staff
<u>N.J.A.C. 6A:32-5.1</u>	Standards for determining seniority
<u>N.J.A.C. 6A:32-6 et seq.</u>	School employee physical examinations
<u>N.J.A.C. 6A:32-7 et seq.</u>	Student records
<u>N.J.A.C. 6A:32-8 et seq.</u>	Student attendance and accounting

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et. seq.

MANASQUAN PUBLIC SCHOOLS

TITLE: **Director of Curriculum and Instruction**

QUALIFICATIONS:

1. Valid state department of education license/certificate appropriate for the position.
2. Meets all mandated health screening requirements
3. A record free of criminal violations that would prohibit public school employment
4. Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
5. Commitment to keep current with workplace innovations that enhance personal productivity.
6. Successful teaching experience. Effective organizational planning and project management skills.
7. Demonstrates current knowledge of, and the ability to apply broad-based curriculum designs and instructional technology applications that support the diverse learning needs of students.

REPORTS TO: **Superintendent of Schools**

JOB GOAL: Directs the planning, delivery, assessment, and ongoing improvement of curriculum and instruction programs.

PERFORMANCE RESPONSIBILITIES:

1. Directs district-wide curriculum, instruction, assessment, and staff development programs.
2. Collaborates with building administrators to develop a curricular vision for the district.
3. Serves as an active member of the management team. Articulates a clear philosophy and shared vision of learning. Upholds board policies. Implements administrative guidelines/procedures.
4. Promotes the district's mission, philosophy, and vision. Builds internal/external partnerships that support district goals and enhance student learning.
5. Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.

6. Encourages innovations. Analyzes data to improve school operations. Serves as an information resource. Helps develop and implement the district's strategic plan.
7. Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
8. Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.
9. Chairs the district curriculum committee. Develops, implements, and evaluates curriculum for all K-12 courses. Recommends course additions and grade placements. Verifies graduation requirements.
10. Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.
11. Facilitates staff selection and orientation processes. Expresses high expectations and provides support to improve staff performance (e.g., observations, consultations, meetings, etc.).
12. Promotes professionalism. Implements state mandated and locally developed personnel appraisal standards. Participates in collaborative planning of effective staff development programs that improve teaching outcomes and student learning (e.g., methods, skills, commitment, etc.).
13. Serves on local professional growth committees as directed.
14. Helps manage the instructional program. Promotes academic excellence in a nurturing environment. Directs the development, assessment, and revision of curriculum guides and courses of study. Manages the planning process to select instructional materials and equipment.
15. Monitors education laws, rules, and regulations. Keeps current with state academic content standards, benchmarks, and indicators. Promotes the continuity of the instructional program. Provides insights about student skill progression and key contributions made by staff at each level.
16. Helps administer policies regarding immunization, age, attendance, legal residence, guardianship, classification, promotion, retention, testing, etc.
17. Oversees student testing programs. Works with staff to ensure consistent standards for the accurate collection, recording, and verification of student data. Analyzes test results.
18. Monitors the efficacy of instructional interventions that support continuous and measurable improvements in student achievement.

19. Organizes curriculum for summer school intervention programs.
20. Complies with federal/state policies/procedures for the education of students identified as having a disability. Ensures that services are provided in the least restrictive educational environment.
21. Participates in parent conferences and student planning meetings as needed (e.g., IAT, IEP, etc.).
22. Communicates expectations, provides guidance, and shows an active interest in student progress.
23. Helps staff resolve problems that impede student participation in appropriate learning activities.
24. Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares conduct reports and discipline recommendations.
25. Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
26. Upholds applicable local, state, and federal laws. Maintains effective relationships with community services (e.g., legal, health, welfare, etc.). Serves as a school contact for service providers.
27. Supervises the collection, verification, and data entry/recording of program information as directed.
28. Prepares/maintains accurate records. Submits required paperwork on time.
29. Maintains the confidentiality of privileged information.
30. Reports suspected child abuse and/or neglect to civil authorities as required by law.
31. Encourages parent organizations and promotes school-sponsored activities.
32. Pursues growth opportunities that enhance professional performance and advance district goals.
33. Strives to develop rapport and serve as a positive role model for others.
34. Helps students understand and embrace ethical conduct and democratic values.
35. Maintains a professional appearance. Wears work attire appropriate for the position.
36. Performs other specific job-related duties as directed.
37. Assists in the instruction of the student body by teaching and being responsible for assigned class section according to need.

38. Monitoring staff development and mentoring program.

TERMS OF EMPLOYMENT: Twelve month year. Salary and work year to be established by the Board.

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

Approved by: _____

Date: _____

MANASQUAN PUBLIC SCHOOLS

TITLE: FOOD SERVICES MANAGER

QUALIFICATIONS:

1. Baccalaureate degree recommended or equivalent training in business, administration, food services management or related field; Food Manager Certificate
2. Minimum experience in menu planning, food purchasing and food service as determined by the board
3. Demonstrated knowledge of principles of nutrition, food preparation, health and safety regulations and federal and state guidelines governing school food services programs
4. Ability to effectively market the food services program to students, staff and community, and manage the financial aspects of the program
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: School Business Administrator

SUPERVISES: Cook/Managers, Kitchen and Cafeteria Workers

JOB GOALS:

To provide leadership in developing and maintaining the district's food services program.

PERFORMANCE RESPONSIBILITIES

Overall

1. Assumes responsibility for the operation of the district's food services program in accordance with board policies and local, state/federal requirements.
2. Purchases and maintains an inventory of all foods, supplies and equipment; is responsible for the purchase, transport and distribution of government commodities.
3. Maintains cafeteria accounting procedures in accordance with district standards and state/federal regulations; and coordinates the audit of cafeteria accounts with the board's auditor.
4. Conducts the required annual survey to determine eligibility for free and reduced price meals or free milk, verifies applications.
5. Determines if the student population requires the development of a school breakfast program and prepares a plan for submission to the state department of agriculture.
6. Process all applications, records and reports required under state/federal laws and regulations.
7. Evaluates the food services program, keeps the administration and the board informed of the food services operation and makes recommendations for changes in programs, procedures, facilities and equipment that would improve quality and efficiency.

8. Cooperates with school principals and custodians in maintaining healthful and sanitary conditions in the school cafeteria.

Supervision of food preparation

1. Plans and supervises the preparation and serving of menus at all schools and special meals required for district-sponsored events and insures that state and federal nutritional guidelines are met.
2. Consults with the school nurse regarding special dietary needs and serious food allergies of students and staff.
3. Conducts frequent inspections of all school kitchens and cafeterias to ensure that high standards of nutrition, cleanliness, health and safety are being maintained, makes recommendations for improvement.
4. Develops and implements standards for food storage and meal preparation and service, including health and safety regulations, standardized recipes and menus, portion control system and prices charged for meals and other food items.
5. Checks all bills and purchase orders for accuracy before presenting them to the school business administrator for payment.
6. Supervision of food service staff.
7. Determines personnel needs; interviews and recommends appointment of all food service employees.
8. Observes and evaluates the performance of all food service personnel.
9. Establishes standards for the professional development of food service personnel. Arranges for relevant in-service training, including nutrition, food storage and preparation, sanitation and safety and equipment use and care.

Other

1. Develops and maintains effective communication with parents, students and the community
2. Maintains a high level of professional competency through participation in workshops, seminars, meetings and other appropriate activities.
3. Performs other related duties as assigned by the school business administrator or superintendent.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board of education

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State Law and the provisions of the board's policy on evaluations.

Approved by: Manasquan Board of Education

Date: _____

LEGAL REFERENCES:

N.J.S.A. 18A:18A-1 et seq

Public School Contracts Law

<u>N.J.S.A. 18A:4-14</u>	Uniform system of bookkeeping for school districts
<u>N.J.S.A. 18A:6-7.1</u> grounds for	Criminal history record; employee in regular contact with pupils; disqualification from employment; exception
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:18A-5s. (6)</u>	Exceptions to requirements for advertising
<u>N.J.S.A. 18A:18A-6</u> regulations	Standards for purchase of fresh milk; penalties; rules and
<u>N.J.S.A. 18A:27-3</u>	Employment for school year
<u>N.J.S.A. 18A:33-3</u>	Cafeteria for pupils
<u>N.J.S.A. 18A:33-4</u>	School lunch; availability to all children
<u>N.J.S.A. 18A:33-9 through 14</u>	Mandated breakfast for certain schools
<u>N.J.S.A. 18A:58-7.1</u>	School lunch program
<u>N.J.A.C. 2:36</u> See Particularly:	Child nutrition programs
<u>N.J.A.C. 2:36-1.7</u>	Local school nutrition policy
<u>N.J.A.C. 2:55</u>	School milk purchase regulations
<u>N.J.A.C. 5:18-3.4(e)</u>	Fire protection systems
<u>N.J.A.C. 6A:23-2</u> school districts	Double entry bookkeeping and GAAP accounting in local
<u>N.J.A.C. 6A:23-2.6</u>	Supplies and equipment
<u>N.J.A.C. 6A:23-7</u>	Management of public school contracts
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>N.J.A.C. 8:24</u> chapter XII	Retail food establishments and food beverage vending machines
<u>N.J.A.C. 8:24-11.3</u>	Food manager certification
<u>N.J.A.C. 8:52-3.4</u>	Food surveillance

National School Lunch Act. 7 CFR 210, 215, 220 and 245

Occupational Safety and Health Standards, 29 CFR 1910.263,

MANASQUAN PUBLIC SCHOOLS

TITLE: TECHNOLOGY INTEGRATION COACH

QUALIFICATIONS:

1. Valid New Jersey Teaching Certificate
2. Advanced degree in computer technology or a related area of study
3. Strong knowledge of mobile technology, instructional applications and teaching practices related of technology integration
4. A strong knowledge of 21st century skills
5. Interpersonal, problem-solving and organizational skills required to effectively facilitate coaching and staff development
6. Ability to design high quality professional development

REPORTS TO: Director of Technology

JOB GOAL: To work directly with teachers to incorporate instructional technology into the classroom. The Technology Integration Coach plays an essential role in establishing a digitally rich school culture that fosters the district's 21st century learning outcomes and is an integral part of the district's professional development program; conducting research, recommending innovative technology applications, establishing a collaborative global network for professional development, and training, coaching, modeling, and mentoring staff.

PERFORMANCE RESPONSIBILITIES:

1. Works directly with classroom teachers to develop lesson plans that encompass the use of technology applications to enhance learning
2. Provides direct support to teachers on implementing technology applications and teaching strategies through modeling, coaching, and co-teaching
3. Supports teachers who request assistance in implementing specific technology infused activities
4. Works with supervisors and teachers to assist in the design of curriculum units that integrate technology applications and foster the district's 21st century learning outcomes
5. Assists in training teachers, supervisors, and administrators on the use of mobile technology and related instructional applications
6. Works collaboratively with the tech staff and turnkey teacher trainers to support and promote technology integration

7. Assists in providing workshops and training for students to support technology integration and educational applications
8. Introduces and supports new and emerging technology applications and instructional practices
9. Demonstrates and provides assistance and support in curating digital instructional resources
10. Facilitates the use and creation of technologies to replace and enhance traditional textbooks and other print content
11. Provides assistance in developing a digital citizenship curriculum; models, coaches, and facilitates safe, healthy, legal, and ethical uses of digital information and technologies
12. Identifies instructional technology needs and facilitates quality professional development
13. Assists in establishing professional networks, both local and global, to support the development of a digitally-rich school culture and effective professional development
14. Assists in evaluating the effectiveness of technology integration through a variety of formative and summative assessments, analysis of student data, needs assessments, and other feedback
15. Engages in ongoing acquisition of knowledge and skills related to technology, technology applications, instructional practices, and coaching
16. Works collaboratively and communicates effectively with building and district level directors, administrators, and supervisors to ensure rigorous, relevant curricula and instructional practices that promote the district's 21st century learning outcomes and a high level of student achievement
17. Performs other duties as assigned by the superintendent

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board of Education

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the Board's policy on evaluation of certified staff.

Approved by: Manasquan Board of Education **Date:** _____

MANASQUAN PUBLIC SCHOOLS

Manasquan, New Jersey

TITLE: Grant Writer

QUALIFICATIONS:

1. New Jersey teacher certification.
2. Ability to seek and write grants.
3. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

PRIMARY FUNCTION:

The Grant Writer shall have the responsibility for the development, coordination, supervision of program, maintenance of budgets and filing of all grant applications and reports. It is expected that this position is self-funded through the proceeds of awarded grants. Salary and benefits if applicable

PERFORMANCE RESPONSIBILITIES:

1. Reviews legislation, guidelines, regulations and publications of all Federal and State funded programs. Communicates and makes recommendations to the District Administrator for Assessment and Accountability.
2. Directs and coordinates the operation of funded grant programs.
3. Integrates funded programs with existing school programs.
4. Prepares and files grant applications, interim and final reports.
5. Monitors services to non-public schools.
6. Develops budgets according to Federal, State, and Local guidelines for all grant programs.
7. Monitors the fiscal accounting and proper and timely expenditure of all grant monies.
8. Coordinates testing components of funded programs to comply with program requirements.
9. Attends workshops and seminars on funded grant programs.
10. Assists in providing in-service opportunities for staff in the areas of Drug Education, IKE, Basic Skills, School Based Youth Services, Vocational Education, and Title I and Titles II programs.

11. Assists supervisory personnel in the evaluation of district funded programs.
12. Evaluates project proposals submitted by staff to determine eligibility for funding and relevance to the district plans, goals, and needs.
13. Serves as a liaison between the school, community or other agencies on funded projects.
14. Assists with needs assessment, program planning, proposal writing, dissemination of information to staff, evaluation, personnel and public relations for these programs.
15. Prepares an annual report for the Superintendent summarizing the program accomplishments and highlighting goals and objectives for the next fiscal year.
16. Works with designated teachers, principals and ancillary persons in specific programs, projects or events.
17. Monitors all program components and acts as a resource person for all funded grant projects.
18. Demonstrates professional growth through continuing education and membership in professional organizations.
19. Performs related duties as required or directed by the Superintendent of Schools or his designee.

TERMS OF EMPLOYMENT: Twelve months.

EVALUATION: Evaluated annually by the Superintendent

Approved by: Manasquan Board of Education Date:

MANASQUAN PUBLIC SCHOOLS

TITLE: Supervisor of Special Services

QUALIFICATIONS:

1. Masters Degree in special education or educational administration/leadership; demonstrated familiarity with special education law and regulations
2. Minimum experience as determined by the board in the areas of (a) special education services and (b) supervision of staff
3. Broad knowledge of state and federal special education laws, regulations, procedures and reporting requirements
4. Demonstrated ability to effectively administer special education programs and to work with parents, community groups and agencies
5. Strong leadership and communication skills
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Superintendent

SUPERVISES: Child study team members, certified and non-certified special education.

JOB GOAL: To enable all pupils to benefit from their educational opportunities to the fullest by eliminating or ameliorating those problems that prevent or interfere with student learning.

PERFORMANCE RESPONSIBILITIES:

1. Provides leadership in the development of the district's special education program; coordinates and supervises related activities. Evaluates existing programs and makes recommendations for improvements.
2. Assumes responsibility for the recruitment, assignment, supervision and evaluation of all certified and non-certified special education staff.
3. Keeps informed of all legal requirements governing special education, keeps staff informed of legal requirements and ensures that all requirements under administrative code, state/federal law and board policy are met.
4. Recommends policies and programs essential to the needs of special education children.
5. Establishes procedures for evaluation, placement and reappraisal of students in need of special education and/or related services.

6. Supervises and coordinates the activities of child study team members and ensures the placement of individual students with special needs in those educational situations best suited to their requirements.
7. Supervises and coordinates home instruction for homebound or hospitalized special education pupils.
8. Assumes responsibility for district compliance with regulations regarding school special education programs. Plans, develops and coordinates the district's system of special education services.
9. Oversees the development and effective delivery of the district's special education program, including the development and maintenance of the cumulative records of students receiving special services.
10. Initiates, facilitates and maintains liaison with community agencies and other resources to meet pupils' special needs. Refers parents and child to agencies when appropriate.
11. Interprets the objectives of the district's special education program to parents, students, staff and the community.
12. Cooperates with building principal to plan, coordinate and evaluate the special services program and to evaluate the performance of special education staff assigned to each school.
13. Participates in the development and implementation of in-service and training programs.
14. Prepares and administers the departmental budget.
15. Attends child study team meetings and assumes responsibility for the preparation and timely submission of all required documents and reports, in order to assure district compliance with legal requirements of this process.
16. Performs other duties within the scope of his/her employment and certification as may be assigned by the superintendent under the authority of the Board of Education.
17. Cooperates with the sending districts by coordinating periodic meetings and discussing student needs and placements.

TERMS OF EMPLOYMENT: Twelve month year; twenty-one days' vacation.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and provisions of the board's policy on evaluation of certified staff.

Approved by: Manasquan Board of Education **Date:** February 26, 2008

Revised: _____

MANASQUAN PUBLIC SCHOOLS

TITLE: **SUPERVISOR OF INSTRUCTION – 12 Months**

QUALIFICATIONS:

1. Valid New Jersey Supervisor, School Administrator or Principal Certificate
2. Minimum experience as determined by the board
3. Demonstrated leadership in school improvement, program development and curriculum integration and application of technology across the curriculum
4. Ability to plan, organize and administer a district level professional development program
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: **Building Principal and Superintendent of Schools**

SUPERVISES: Instructional Staff as assigned

JOB GOAL: To provide leadership in the development, implementation and coordination of the district's 9 – 12 curriculum

PERFORMANCE RESPONSIBILITIES:

1. Works with principals, department heads, subject matter specialists and teachers in developing the total school curriculum, and assists in the formulation of a philosophy and objectives for the instructional plan.
2. Studies, evaluates, and, as appropriate, recommends to the superintendent the adoption of new instructional materials, methods and programs.
3. Provides leadership in the development of the K-12 instructional program and achievement of state core curriculum content standards and district goals and objectives.
4. Assists in the implementation of the district's in-service education program for the instructional staff and recommends teacher attendance at conferences participation in other professional growth activities.
5. Participates in the work of state and national curriculum study organizations and groups.
6. Recommends to the superintendent the addition of new courses, grade placement and credit allowance, and graduation requirements.

7. Produces curriculum bulletins, guides or directories to be distributed to the staff as required.
8. Schedules and organizes grade level and departmental meetings in order to effect horizontal and vertical continuity and articulation of the instructional program of the schools.
9. Plans and presents a series of meetings each year for the purpose of interpreting to the board of education and to the parents and public at large the educational program of the schools.
10. Maintains a curriculum reference library for the use of the staff and collaborates with principals and teachers to develop a common file of community resources to enhance the instructional program.
11. Secures and makes available to the staff samples of various instructional materials, textbooks and curriculum guides.
12. Coordinates the selection of textbooks and instructional materials throughout the district through the use of faculty committees and recommends those selected to the superintendent for adoption by the board of education.
13. Keeps abreast of and interprets to the staff the current research in the area of curriculum development, teaching and learning.
14. Cooperates with the school counseling services director, principals and staff in planning the instructional program and support services for special education pupils and other students with special needs.
15. Meets on a regular basis with all department chairpersons and subject area, special area and guidance directors for the purpose of maintaining ongoing supervision of the coordination and implementation of the district curriculum.
16. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as requested by building principals or central office administrative staff.
17. Assists in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
18. Assists in the recruitment, screening, hiring, training and assigning of instructional personnel.
19. Assumes responsibility for reviewing and evaluating results of district-wide testing programs, and for other evaluative measures used by the schools.

20. Performs other duties within the scope of his/her employment and certification as may be assigned by the superintendent under the authority of the Board of Education.
21. Cooperates with the sending districts by coordinating periodic meetings and discussing student needs and placements.
22. Assists in the instruction of the student body by teaching and being responsible for assigned class sections according to need.

TERMS OF EMPLOYMENT: 11-month year. Salary to be established by the Board.

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

Approved by: Manasquan Board of Education **Date:** October 30, 2007

Revised: _____

MANASQUAN PUBLIC SCHOOLS

TITLE: **DIRECTOR OF TECHNOLOGY**

QUALIFICATIONS:

1. Valid New Jersey, School Administrator or Principal Certificate
2. Formal training or relevant experience with computer technology and networked information Systems.
3. Broad knowledge of instructional technology equipment and applications; on-line services; technology resources and integration of technology across the curriculum
4. Demonstrated ability to develop long-range plans for technology application in the schools and conduct related budget analysis
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: District Superintendent of Schools

SUPERVISES: Instructional Staff as assigned:

- Network Engineer
- Technology Specialists
- District Data Manager
- Technology Communications Assistant

JOB GOAL: To provide leadership in the development, implementation and coordination of the district's technology plan; enhance instruction through technology across the curriculum; and, to promote efficiency in the schools with the use of technology.

PERFORMANCE RESPONSIBILITIES:

1. Works with principals, department heads, subject matter specialists and teachers in developing the district's technology program to achieve state core curriculum content standards and district educational goals and objectives.
2. Studies, evaluates, and, as appropriate, recommends to the superintendent the adoption of new technology instruction materials, methods and programs, the purchase of computer hardware, software and other instructional technology tools, and the software and hardware for district student data management.
3. Works cooperatively with the supervisors of instruction and other professional staff in planning and implementing the effective use of instructional technology across the curriculum.

4. Works with the Business Administrator in submitting state and federal reports.
5. Responsible for state reports and grants as assigned by the Superintendent of Schools.
6. Assists in the planning and implementation of the district's technology in service education program for the district staff.
7. Evaluates the district's technology plan and education program; recommends changes as appropriate.
8. Provides leadership in the development of district policies related to the use of instructional technology, computer software and online services.
9. Cooperates with central office administrators and school principals in the development of a district wide electronic information system and provides technical assistance, as needed.
10. Maintains a catalog of available instructional software and works cooperatively with the media specialist to provide access to appropriate software for teacher and student use.
11. Analyzes pupil progress and teaching methods in the content area.
12. Represents the district's computer education program to the public through computer workshops and other presentations.
13. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as requested by the Superintendent of Schools.
14. Performs other duties within the scope of his/her employment and certification as may be assigned by the superintendent under the authority of the Board of Education.

TERMS OF EMPLOYMENT: 12-month year. Salary to be established by the Board.

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

Approved by: Manasquan Board of Education **Date:** June 16, 2009

Revised: _____

MANASQUAN BOARD OF EDUCATION - REQUEST FOR OBSOLETE EQUIPMENT DISPOSAL

DATE	ITEM	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	TAG NUMBER	DONATED Y/N	WORKING Y/N	STRIPPED FOR PARTS Y/N
12/11/2014	Printer	Lexmark	Optra S 2450	N/A	572	N	N	N
12/11/2014	Printer	Ricoh	SP 3300	S44098600444	N/A	N	N	N
12/11/2014	Printer	Ricoh	SP 3300	S4089501206	N/A	N	N	N
12/11/2014	Printer	Ricoh	SP 3300	S4098600891	N/A	N	N	N
12/11/2014	Printer	Ricoh	SP 3300	S4089501219	N/A	N	N	N
12/11/2014	Printer	Ricoh	SP 3300	S4098600450	N/A	N	N	N
12/11/2014	Printer	Ricoh	SP 3300	S4098600871	N/A	N	N	N
12/11/2014	Printer	HP	LJ3800	CNYBB11026	2562	N	N	N
12/11/2014	Printer	HP	DeskJet 895	MY9431B0HG	3509	N	N	N
12/11/2014	Printer	Lexmark	Optra S 2450	N/A	326	N	N	N
12/11/2014	Printer	Ricoh	SP 3300	S4098600900	3609	N	N	N
12/11/2014	Printer	Ricoh	SP 3300	N/A	3594	N	N	N
12/11/2014	Printer	Ricoh	SP 3300	S4098600346	N/A	N	N	N
12/11/2014	Printer	HP	P3005d	CND1F45619	1996	N	N	N
12/11/2014	Printer	HP	P3005d	CNR1D07428	3329	N	N	N
12/11/2014	Printer	HP	LJ4600	JPDAD04257	1387	N	N	N
12/11/2014	Printer	Samsung	ML2850	4F61BKFA00107Z	3671	N	N	N
12/11/2014	Printer	Dell	V313	OP297N	N/A	N	N	N
12/11/2014	Projector	Sanyo	Sanyo XW55	66208998	2590	N	N	N
12/11/2014	Projector	Notevision	PG-A20X	408319674	1411	N	N	N
12/11/2014	Projector	Sanyo	Sanyo XW55		2282	N	N	N
12/11/2014	Projector	Sanyo	Sanyo XW55	66901191	2267	N	N	N
12/11/2014	Projector	Sanyo	Sanyo XW55	66901194	2772	N	N	N
12/11/2014	Projector	Sanyo	Sanyo XW55	68935406	3586	N	N	N
12/11/2014	Projector	Sanyo	Sanyo XW55	67215480	2324	N	N	N
12/11/2014	Projector	Sanyo	Sanyo XW55	67215424	2327	N	N	N
12/11/2014	Projector	Sanyo	Sanyo XW55	68318628	2309	N	N	N
12/11/2014	Projector	Sanyo	Sanyo XW55	67215483	2293	N	N	N
12/11/2014	VCR/DVD	Samsung	DVD-V5650B	6RAL618792J	N/A	N	N	N
12/11/2014	VCR/DVD	Samsung	DVD-V5650B	6RBL815108F	N/A	N	N	N
12/11/2014	VCR/DVD	Go Video	DV1130	323113000 1849	N/A	N	N	N
12/11/2014	VCR/DVD	Toshiba	SD-V394SU	BCB909150353	3597	N	N	N
12/11/2014	VCR/DVD	Toshiba	SD-V394SU	BCB9092271957	3600	N	N	N
12/11/2014	VCR/DVD	Toshiba	SD-V394SU	AD15616319	3604	N	N	N
12/11/2014	VCR/DVD	Toshiba	SD-V394SU	BCB909271234	3608	N	N	N
12/11/2014	VCR/DVD	Zenith	ZDX313	591-43281539	N/A	N	N	N

12/11/2014	VCR/DVD	Toshiba	SD-V394SU		N/A	N	N	N	N
12/11/2014	Printer	Ricoh	SP 3300	N/A	3510	N	N	N	N
12/11/2014	Printer	Ricoh	SP 3300	S4089501174	N/A	N	N	N	N
12/11/2014	Printer	Ricoh	SP 3300	S4098600895	3590	N	N	N	N
12/11/2014	Printer	Ricoh	SP 3300	S4089501154	3732	N	N	N	N
12/11/2014	Printer	Ricoh	SP 3300	S4098600885	3709	N	N	N	N
12/11/2014	Fluke	Fluke	1TouchS2 10/100	7896024	N/A	N	N	N	N
12/11/2014	VCR/DVD	Zenith	ZDX313	591-43281486	3923	N	N	N	N
12/11/2014	VCR/DVD	Go Video		328113000 1211	3493	N	N	N	N
12/11/2014	VCR/DVD	Toshiba	SD-V394SU	BCB909271828	N/A	N	N	N	N
12/11/2014	Laserdisc	Pioneer		RKEA027294CC	924	N	N	N	N
12/11/2014	Access Point	Cisco	AP 1010	FTX1211N26D	N/A	N	N	N	Y
12/11/2014	Access Point	Cisco	AP 1010	FTX1636N0K8	N/A	N	N	N	Y
12/11/2014	Access Point	Cisco	AP 1010	WCN092601CE	N/A	N	N	N	Y
12/11/2014	Projector	Sanyo	Sanyo XW55	68833823	2455	N	N	N	N
12/11/2014	Projector	Sanyo	Sanyo XW55	67215474	2291	N	N	N	N
12/11/2014	Projector	Sanyo	Sanyo XW55	68934998	3308	N	N	N	N
12/11/2014	Projector	Sanyo	Sanyo XW55	68934933	3611	N	N	N	N
12/11/2014	Projector	Sanyo	Sanyo XW55	67215477	2334	N	N	N	N
12/11/2014	Projector	Sanyo	Sanyo XW55	67215478	2318	N	N	N	N
12/11/2014	Projector	Sanyo	Sanyo XW55	67215423	2290	N	N	N	N
12/11/2014	Projector	Sanyo	Sanyo XW55	68934953	3579	N	N	N	N
12/11/2014	Projector	Sanyo	Sanyo XW55	67215486	2294	N	N	N	N
12/11/2014	Projector	Sanyo	Sanyo XW55	67215475	2292	N	N	N	N
12/11/2014	Projector	Sanyo	Sanyo XW55	68833042	3372	N	N	N	N
12/11/2014	VCR/DVD	Toshiba	SD-V394SU	BC926004883	2145	N	N	N	N
12/11/2014	VCR/DVD	Toshiba	SD-V394SU	BCB909271243	3699	N	N	N	N

PLEASE NOTE THAT THIS FORM MUST BE FILLED OUT COMPLETELY. SUPERVISOR/PRINCIPAL MUST SIGN PRIOR TO SUBMITTING TO THE BUSINESS OFFICE. THANK YOU.

Principal/Supervisor

J. Place

Lynn Coates, School Business Administrator

Dr. Frank Kasyan, Superintendent

Board of Education Approval Date

Lynn Coates

12-16-14

PLEASE NOTE THAT THIS FORM MUST BE FILLED OUT COMPLETELY. SUPERVISOR/PRINCIPAL MUST SIGN PRIOR TO SUBMITTING TO THE BUSINESS OFFICE. THANK YOU.

Lynn Coates, School Business Administrator

Board of Education Approval Date

DECEMBER 16, 2014

HIGH SCHOOL PERSONNEL

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

Recommend approval to extend the appointment of **Dylan Caci** for **computer maintenance** for up to **20 hours each week** at **\$10.00/hour** through June 30, 2015. (Originally approved through December 31, 2014)

Recommend approval of the request for TCH.HS.WLAN.FL.02 (4033) to take a paid medical leave of absence beginning December 17, 2014 through December 23, 2014.

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

<u>Louis Brzozowski</u>	-	Teacher
<u>John Smith</u>	-	Custodian

Recommend approval of the following student teacher placement for the 2014-2015 SY:

Megan Teufel – January 26, 2015 to May 8, 2015 – Georgian Court University – Math Grades 9-12

ATHLETICS

Recommend approval of the following pay rates for sub-varsity clock operators for the 2014-2015 SY:

\$40.00 (for district employees)

\$25.00 (for other than district staff)

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

<u>Sean Cunningham</u>	-	Varsity Lacrosse Coach at a stipend of \$3,800.00 (Step 1)
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MANASQUAN PUBLIC SCHOOL DISTRICTEXTERNAL PLACEMENTS2014-2015

<u>TOWN</u>	<u>STUDENT NO.</u>	<u>STUDENT</u>	<u>PLACEMENT</u>
<u>Belmar:</u>	082694		Hawkswood
	171334		Harbor School
	171336		Eden Institute
	053196		Wall High School
	030498		Collier
	102898		Lehmann
	070197		Harbor School
	132074		Collier High School
	061398		Collier High School
	182561		Collier High School
<u>Lake Como:</u>	101996		Wall High School
	15262		LifeWorks
	182525		Collier
<u>Brielle:</u>	111194		Lehmann
	052695		Southern Regional High School
	121494		Hawkswood
	051396		Point Pleasant Boro
	092797		Douglass Developmental Center
	052097		Jackson Memorial H.S.
	182556		Red Bank Regionsl
<u>Manasquan:</u>	083095		(a.m.-CPC High Pt.(& p.m. Career Center)
	171335		Bonnie Brae (<i>residential</i>)
	100896		The Woods School (<i>residential- effect. 12/15/14</i>)
	042795		Children's Center
	012795		Children's Center
	011700		Cambridge
	060798		Lewis School
	121197		East Mountain (<i>residential</i>)
			Day School
	252126		Rugby School
	1715		LifeWorks/FRA
	22271		Alpha School(with Aide)

**MHS/EXTERNAL PLACEMENTS
2014-2015**

<u>TOWN</u>	<u>STUDENT NO.</u>	<u>STUDENT</u>	<u>PLACEMENT</u>
<u>Sea Girt:</u>	050498		Bridge Academy
	171044		Riverview School (<i>residential</i>)
	182296		Wall High School
<u>Avon:</u>	092797		Wall Life Skills
	08/26/97		Children's Center
	182560		Adolescent Therapeutic Day School - Rutgers
<u>Spring Lake:</u>	011299		½ day Oakwood (a.m.); ½ Career Center (p.m.)
	021398		Deron School
	012098		½ day Oakwood (a.m.); ½ Career Center (p.m.)
	182558		Search Day School
	182562		Search Day School
	010297		Collier High School
	013198		Woodcliff Academy
<u>Spring Lake Hgts:</u>	070795		Willowglen Academy(<i>residential</i>)
	050594		Hawkswood
	020497		Harbor School
	031194		Brick Twp. H.S.
	121498		Collier High School
	151177		Collier High School/HI
	182555		Collier High School
	182275		Shepard Prep. High School
Manasquan (MES)			
<u>Pre-School:</u>			
8:10 - 11:10 am	100909		
	282396		
	282460		
	272533		
	292579		

Revised: 12/08/2014