

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

DOCUMENT A

ELEMENTARY SCHOOL

Grade	Comparative Figures - ES				
	2000	2001	2002	2003	2004
Kdg	52	(4 sections)	September	2000	695
1st	72	(4 sections)	September	2001	695
2nd	59	(3 sections)	September	2002	691
3rd	72	(4 sections)	September	2003	691
4th	61	(3 sections)	September	2004	681
5th	78	(4 sections)	September	2005	703
6th	81	(4 sections)	September	2006	688
7th	70	(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
Total	619		September	2013	649
			September	2014	619

	Grade 9	Grade 10	Grade 11	Grade 12	Totals
Avon	5	10	7	4	26
Belmar	28	28	28	22	106
Brielle	56	68	46	71	241
Lake Como	6	11	7	10	34
Manasquan	85	72	83	63	303
Sea Girt	10	11	10	8	39
Spring Lake	16	18	12	12	58
Spring Lake Heights	30	39	28	38	135
Employee Child	0	0	1	0	1
Parent Paid	0	0	0	1	1
PTC 20 (LLD)	6	5	4	0	15
PTC 22 (ED)	0	0	0	0	0
PTC 23 (MD)	0	0	1	0	1
Sub-totals	242	262	227	229	960

Shared-time:

Avon	0	0	0	0	0
Belmar	3	2	5	4	14
Brielle	2	1	2	3	8
Lake Como	1	1	0	3	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	1	2	0	3	6
Sub-totals	8	11	15	13	47
High School Totals	250	273	242	242	1007

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	ATTENDANCE PERCENTAGE	AVERAGE DAILY ENROLLMENT	AVERAGE DAILY ATTENDANCE
Sep-13	96.4	978.71	946.24
Sep-14	96.14	986	947.9
ELEMENTARY SCHOOL			
Sep-13	98.238	651.105	640
Sep-14	97.824	620.35	607.6

**MANASQUAN SCHOOL DISTRICT FIRE DRILL REPORT
2014 - 2015 School Year**

HIGH SCHOOL

DATE OF DRILL	TIME OF DRILL	LENGTH OF DRILL	COMMENTS	SECURITY DRILLS
September 4	9:30 A.M.	45 minutes	Fire Drill	
September 23	8:00 A.M.	15 minutes		Lockdown - interior
ELEMENTARY SCHOOL				
DATE OF DRILL	TIME OF DRILL	LENGTH OF DRILL	COMMENTS	SECURITY DRILL
September 9	8:45 A.M.	5 minutes	Fire Drill	
September 25	10:10 A.M.	30 minutes		Lockdown - interior

MANASQUAN SCHOOL DISTRICT HARRASSMENT, INTIMIDATION & BULLYING REPORT
 OCTOBER 21, 2014

Case #	Date of report	ID Victim	ID accused	Determination	Discipline/remediation
MES					
MHS					
#3	9/17/2014	182384	Out of district	Not HIB	
#4	9/23/2014	182425	12 students	Not HIB	Supportive Counseling
#5	9/26/2014	162503	162209 & 162534	Not HIB	Supportive Counseling & Meeting
#6	10/1/2014	162503	152397	HIB	Detention & Counseling
#7	9/24/2014	171840	151174, 2130, 171892, 171946	HIB	Counseling
#8	10/2/2014	162507	151415 & 151788	HIB	Counseling

All victims received counseling.

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ELECTRONIC COMMUNICATIONS BETWEEN TEACHING STAFF MEMBERS AND STUDENTS

3283 ELECTRONIC COMMUNICATIONS BETWEEN TEACHING STAFF MEMBERS AND STUDENTS

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The Board of Education recognizes electronic communications and the use of social media outlets create new options for extending and enhancing the educational program of the school district. Electronic communications and the use of social media can help students and teaching staff members communicate regarding: questions during non-school hours regarding homework or other assignments; scheduling issues for school-related co-curricular and interscholastic athletic activities; school work to be completed during a student's extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between teaching staff members and students. However, the Board of Education recognizes teaching staff members can be vulnerable in electronic communications with students.

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to teaching staff members to prevent improper electronic communications between teaching staff members and students.

The Commissioner of Education and arbitrators, appointed by the Commissioner, have determined inappropriate conduct may determine a teaching staff member unfit to discharge the duties and functions of their position. Improper electronic communications by teaching staff members may be determined to be inappropriate conduct.

For the purposes of this Policy, "electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. "Electronic communications" include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites.

For the purposes of this Policy, "professional responsibility" means a teaching staff member's responsibilities regarding co-curricular, athletic coaching, and any other instructional or non-instructional responsibilities assigned to the teaching staff member by the administration or Board of Education.

For the purposes of this Policy, "improper electronic communications" means an electronic communication between a teaching staff member and any student of the school district when:



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MANASQUAN BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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ELECTRONIC COMMUNICATIONS BETWEEN TEACHING STAFF MEMBERS AND STUDENTS

1. The content of the communication is inappropriate as defined in this Policy; and/or
2. The manner in which the electronic communication is made is not in accordance with acceptable protocols for electronic communications between a teaching staff member and a student as defined in this Policy.

Inappropriate content of an electronic communication between a teaching staff member and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the teaching staff member's or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or bullying;
6. Communications requesting or trying to establish a personal relationship with a student beyond the teaching staff member's professional responsibilities;
7. Communications related to personal or confidential information regarding another school staff member or student; and
8. Communications between the teaching staff member and a student that the Commissioner of Education or an arbitrator would determine to be inappropriate in determining the teaching staff member is unfit to discharge the duties and functions of their position.



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TEACHING STAFF MEMBERS

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ELECTRONIC COMMUNICATIONS BETWEEN TEACHING STAFF MEMBERS AND STUDENTS

The following acceptable protocols for all electronic communications between a teaching staff member and a student shall be followed:

1. E-Mail Electronic Communications Between a Teaching Staff Member and a Student
 - a. All e-mails between a teaching staff member and a student must be sent or received through the school district's e-mail system. The content of all e-mails between a teaching staff member and a student shall be limited to the staff member's professional responsibilities regarding the student.
 - b. A teaching staff member shall not provide their personal e-mail address to any student. If a student sends an e-mail to a teaching staff member's personal e-mail address, the staff member shall respond to the e-mail through the school district e-mail system and inform the student his/her personal e-mail address shall not be used for any electronic communication between the teaching staff member and the student.
 - c. A teaching staff member's school district e-mail account is subject to review by authorized school district officials. Therefore, a teaching staff member shall have no expectation of privacy on the school district's e-mail system.
2. Cellular Telephone Electronic Communications Between a Teaching Staff Member and a Student
 - a. Communications between a teaching staff member and a student via a personal cellular telephone shall be prohibited.
 - (1) However, a teaching staff member may, with prior approval of the Principal or designee, communicate with a student using their personal cellular telephone if the need to communicate is directly related to the teaching staff member's professional responsibilities for a specific purpose such as a field trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.



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ELECTRONIC COMMUNICATIONS BETWEEN TEACHING STAFF MEMBERS AND STUDENTS

3. Text Messaging Electronic Communications Between Teaching Staff Members and Students
 - a. Text messaging communications between a teaching staff member and an individual student are prohibited.
 - (1) However, a teaching staff member may, with prior approval of the Principal or designee, text message students provided the need to text message is directly related to the teaching staff member's professional responsibilities with a class or co-curricular activity. Any such text message must be sent to every student in the class or every member of the co-curricular activity. Any such approval for text messaging shall not extend beyond the class or activity approved by the Principal or designee.
4. Social Networking Websites and other Internet-Based Social Media Electronic Communications Between Teaching Staff Members and a Student
 - a. A teaching staff member is prohibited from communicating with any student through the teaching staff member's personal social networking website or other Internet-based website. Communications on personal websites are not acceptable between a teaching staff member and a student.
 - b. A teaching staff member shall not accept "friend" requests from any student on their personal social networking website or other Internet-based social media website. Any communication sent by a student to a teaching staff member's personal social networking website or other Internet-based social media website shall not be responded to by the teaching staff member and shall be reported to the Principal or designee by the teaching staff member.
 - c. If a teaching staff member has a student(s) as a "friend" on their personal social networking website or other Internet-based social media website they must permanently remove them from their list of contacts upon Board adoption of this Policy.



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ELECTRONIC COMMUNICATIONS BETWEEN TEACHING STAFF MEMBERS AND STUDENTS

- d. Communication between a teaching staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or designee and all communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee.

Reporting Responsibilities

In the event a student sends an improper electronic communication, as defined in this Policy, to a teaching staff member, the teaching staff member shall report the improper communication to the Principal or designee by the next school day. The Principal or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a teaching staff member or a student may result in appropriate disciplinary action.

[Optional: District may select one of the following exemption options

_____ A teaching staff member and student may be exempt from the provisions outlined in this Policy if a teaching staff member and student are relatives. The parent of a student and the teaching staff member requesting an exemption from the provisions of this Policy must submit a written request to the Principal of the student's school indicating the family relationship between the student and the teaching staff member. The Principal will provide written approval of the request to the teaching staff member and the student. If the Principal does not approve the request, the teaching staff member and the student must comply with all provisions of this Policy. The Principal's approval of a request for this exemption shall only be for the individual teaching staff member and student included in the request and for the school year in which the request is submitted.

_____ A teaching staff member and student may be exempt from the provisions outlined in this Policy if a teaching staff member and student are relatives. The teaching staff member and the student's parent shall submit notification to the Principal of the student's school of their family relationship and their exemption from the provisions outlined in this Policy.]

The provisions of this Policy shall be applicable at all times while the teaching staff member is employed in the school district and at all times the student is enrolled in the school district, including holiday and summer breaks.



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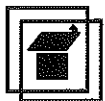
ELECTRONIC COMMUNICATIONS BETWEEN TEACHING STAFF MEMBERS AND
STUDENTS

A copy of this Policy will be made available on an annual basis, to all parents, students, and school employees either electronically or in school handbooks.

N.J.S.A. 18A:36-40

Adopted: 14 October 2014

Approved:



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SUPPORT STAFF

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ELECTRONIC COMMUNICATIONS BETWEEN SUPPORT STAFF MEMBERS AND STUDENTS

4283 ELECTRONIC COMMUNICATIONS BETWEEN SUPPORT STAFF MEMBERS AND STUDENTS

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The Board prohibits all electronic communications between a support staff member and a student. However, based on a support staff member's professional responsibilities electronic communications between a support staff member and a student may be permitted with written approval of the Superintendent or designee. The approval is only for the school year in which the approval is granted. If the Superintendent or designee approves electronic communications between a support staff member and a student, the support staff member shall be required to comply with all the provisions of this Policy.

The Commissioner of Education has determined inappropriate conduct may determine a school staff member unfit to discharge the duties and functions of their position. Improper electronic communications by school staff members may be determined to be inappropriate conduct.

For the purposes of this Policy, "electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. "Electronic communications" include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites.

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2. The manner in which the electronic communication is made is not in accordance with acceptable protocols for electronic communications between a support staff member and a student as defined in this Policy.

Inappropriate content of an electronic communication between a support staff member, who has been approved by the Superintendent or designee to have electronic communications, and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the support staff member's or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
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8. Communications between the support staff member and a student that the Commissioner of Education would determine to be inappropriate in determining the support staff member is unfit to discharge the duties and functions of their position.

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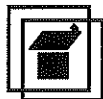
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 - c. If a support staff member has a student(s) as a "friend" on their personal social networking website or other Internet-based social media website they must permanently remove them from their list of contacts upon Board adoption of this Policy.



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ELECTRONIC COMMUNICATIONS BETWEEN SUPPORT STAFF MEMBERS AND STUDENTS

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Reporting Responsibilities

1. In the event a student sends an electronic communication to a support staff member who has not been approved by the Superintendent or designee to have electronic communications, the support staff member shall report the communication to the Principal or designee. The Principal or designee will take appropriate action to have the student discontinue such electronic communications. Electronic communications by a support staff member or a student where such communications are not approved by the Superintendent or designee may result in appropriate disciplinary action.
2. In the event a student sends an improper electronic communication, as defined in this Policy, to a support staff member who has been approved by the Superintendent or designee to receive electronic communications, the support staff member shall report the improper electronic communication to the Principal or designee. The Principal or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a support staff member or a student may result in appropriate disciplinary action.

[Optional: District may select one of the following exemption options

— A support staff member and student may be exempt from the provisions outlined in this Policy if a support staff member and student are relatives. The parent of the student and the support staff member requesting an exemption from the provisions of this Policy must submit a written request to the Principal of the student's school indicating the family relationship between the student and the support staff member. The Principal will provide written approval of the request to the support staff member and the student. If the Principal does not approve the request, the support staff member and the student must comply with all provisions of this Policy. The Principal's approval of a request for this exemption shall only



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be for the individual support staff member and student included in the request and for the school year in which the request is submitted.

_____ A support staff member and student may be exempt from the provisions outlined in this Policy if a support staff member and student are relatives. The support staff member and the student's parent shall submit notification to the Principal of the student's school of their family relationship and their exemption from the provisions outlined in this Policy.]

The provisions of this Policy shall be applicable at all times while the support staff member is employed in the school district and at all times the student is enrolled in the school district, including holiday and summer breaks.

A copy of this Policy will be made available on an annual basis, to all parents, students, and school employees either electronically or in school handbooks.

N.J.S.A. 18A:36-40

Adopted: 14 October 2014



OCTOBER 21, 2014

ELEMENTARY SCHOOL PERSONNEL

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

Recommend approval to amend the mentor stipend of the following mentor assignment for the 2014-2015 SY: *monies will be payroll deducted from mentees in order to pay mentors – all mentors will be paid in the June 2015 payroll. (Previously approved on September 23, 2014)*

Traditional Route

Kathryn Collins	Andrew Manser	\$275.00 (15 weeks)
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Recommend approval that the following part time teachers receive compensation of \$25.00 per hour (contracted rate of pay) for the full day in-service on October 13, 2014:

- Kate Marvel** - 2.5 hours for a total on \$62.50
- Brenan Gordon** - 3.5 hours for a total of \$87.50
- Samantha Oro** - 3.5 hours for a total of \$87.50

Recommend approval of the request for NRS.ES.NURS.FL.02 (4091) to take an unpaid Family Medical Leave of Absence extension beginning September 30, 2014 to approximately December 15, 2014.

MANASQUAN PUBLIC SCHOOLS

TITLE: COURTESY AIDE (Full Time/Part Time)

QUALIFICATIONS:

- Strong interpersonal skills and the ability to interact with people in a positive manner.
- Demonstrated aptitude or competence for assigned responsibilities.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL:

- Is responsible for the supervision and security of the corridors in the school. Observes students and behavior patterns; communicate with staff members, supervisor and administration in performing routine duties.
- Assists students and/or staff with problems which arise regarding security of the school.

PERFORMANCE RESPONSIBILITIES:

- Provides, encourages, and promotes a positive school community image.
- Establishes and maintains rapport with administration, teachers, students and other members of the building staff.
- Is objective when involved with students/parent confrontation(s); elicits positive responses from individuals; attempts to correct students discreetly as the need arises; seeks to aid students in problem resolution.
- On a regular basis patrols halls and all areas of the school grounds including lavatories and exits, check on authorized visitors and students violating any rules and regulations of the building.
- Delivers all information from the main office to classrooms regarding teacher/student information; i.e. notes, lunches, notices, bus information.
- Conducts patrol inspections of doors, windows, and gates to determine that they are secure and reports any unusual conditions of malfunctioning of heating, plumbing, or electrical systems.
- Report any areas of concern immediately to the Principal
- Maintains accurate and complete records as required.
- Employees are required to dress appropriately and professionally, i.e., slacks, shirt and collar, sweater, blouse, sport coat optional.

EMPLOYMENT TERMS: Ten (10) months.

EVALUATION: Principal

APPROVED BY: Manasquan Board of Education

DATE:

OCTOBER 21, 2014

HIGH SCHOOL PERSONNEL

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

Recommend approval to accept the resignation of **Kevin DeForge**, CUS.DS.SUPV.NA.02, Night Custodial Supervisor effective November 3, 2014.

Recommend approval for **Martin Januario** to teach an additional French Class for the Fall Semester beginning October 8, 2014 through January 23, 2015 at a stipend \$5,130.00 (pro-rated).

Recommend approval of the placement of the following student teacher:

Justin Morello – January 26, 2015 through May 8, 2015 – Georgian Court University –
Grade Level/Subject: 9-12 Social Studies

Recommend approval of the following home instructor providers:

Home Instructor	Student #	Subject	Time Period
Jerry Joyce	1809	US History II (H)	9/22 – 10/17/2014
Paula Gilligan	1809	Algebra II	9/22 – 10/17/2014
Jerry Joyce	171956	US History I	10/1 – 10/30/2014
Jerry Joyce	171956	Intro to Business	10/1 – 10/30/2014
Gail Condon	171956	Lab Biology	10/1 – 10/30/2014
Paula Gilligan	171956	Geometry	10/1 – 10/30/2014
Jerry Joyce	171826	US History I	9/26 – 10/8/2014
Gail Condon	171826	Biology	9/26 – 10/8/2014
Jason Snyder	171826	Integrated Math	9/26 – 10-8/2014
Susan Cousins	171826	Computer Apps	9/26 – 10/8/2014
Flora Bates	151072	English IV	10/2 – 11/2/2014
Jerry Joyce	151072	Psychology	10/2 – 11/2/2014
Jerry Joyce	151072	Entrepreneurship	10/2 – 11/2/2014
Jason Snyder	182289	Algebra Concepts	9/12 - TBD
Gretchen Boodey	182289	English I	9/12 - TBD
Tom Glenn	182289	Lab Integrated Science	9/12 - TBD
Jerry Joyce	182370	World History	10/15 – 11/15/2014
Paula Gilligan	182370	Geometry	10/15 – 11/15/2014

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

Mark Lamb - Teacher
Kathryn Stevenson - Nurse

October 21, 2014

ATHLETICS

Recommend approval to accept the resignation of **Lauren Pappa** as the Girls' Assistant Basketball Coach for the 2014-2015 season at a stipend of \$3,140.00 (Step 2).

Recommend approval to accept the resignation of **John Menafra** for the 2014 – 2015 season as the Assistant Wrestling Coach at a stipend of \$2,400.00 (Step 1) and the Boys' Assistant Lacrosse Coach at a stipend of \$2,400 (Step 1).