

District Enrollment as of 09-30-2015

Document A

DISTRICT	Full Time Students	Shared Time Students	Full Time Students PTC 20 LLD	Shared Time Students PTC 20 LLD	Total Student Count
Avon	33				33
Belmar	104	9	1	1	115
Brielle	226	6	6		238
Lake Como	31	4	2	1	38
Manasquan	292	9	5		306
Sea Girt	41		1		42
Spring Lake	53	1			54
Spr Lk Hts	124	6	1		131
Employee Child	2				2
Parent Paid	1				1
Totals	907	35	16	2	960
				Total MHS	960
				Total MES	630
				Total Enrollment	1,590

MANASQUAN SCHOOL DISTRICT ATTENDANCE COMPARISON REPORT
2015-2016 school year

HIGH SCHOOL		ATTENDANCE PERCENTAGE	AVERAGE DAILY ENROLLMENT	AVERAGE DAILY ATTENDANCE
Sep-14		96.14	986.00	947.9
Sep-15		96.4	978.71	946.24
ELEMENTARY SCHOOL				
Sep-14		97.824	620.35	607.6
Sep-15		97.681	629.176	615.529

MANASQUAN SCHOOL DISTRICT FIRE DRILL REPORT
2015 - 2016 School Year

HIGH SCHOOL

DATE OF DRILL	TIME OF DRILL	LENGTH OF DRILL	COMMENTS	SECURITY DRILLS
September 10	8:00 a.m.	7 minutes		Fire Drill
September 23	9:20 a.m.	25 minutes		Evacuation, Non-Fire
ELEMENTARY SCHOOL				
DATE OF DRILL	TIME OF DRILL	LENGTH OF DRILL	COMMENTS	SECURITY DRILL
September 14	10:30 a.m.	5 minutes		Fire Drill
September 29	1:15 p.m.	10 minutes		Interior Threat Lockdown

MANASQUAN SCHOOL DISTRICT HARRASSMENT, INTIMIDATION & BULLYING REPORT
October 20, 2015

	All victims received counseling.
--	----------------------------------

NJQSAC Statement of Assurance - School Year 2015-16

District Name: Manasquan School District			
Instruction and Program	Yes or N/A = 1 No = 0	Comments	
1. Reports to the district board of education and the public on the performance of all students on the New Jersey standardized testing system (N.J.A.C. 6A:8-3.1).	1		
2. Communicates district graduation requirements to all high school students, their families, and the community annually (N.J.A.C. 6A:8-5.1).	1		
3. Implements board-approved new and/or revised curricula that clearly and specifically align with the most recent State Board adopted version of the New Jersey Common Core Curriculum Standards (NJCCCS) and Common Core State Standards (CCSS) and with the timeline for implementation of curriculum for each content standard (N.J.A.C. 6A:3-3.1).			
Content Area and Date Standards Were Adopted by the State Board of Education:	Yes or N/A = 1 No = 0	In the boxes below, enter the district board adoption date for each content area. If the content area has not been aligned to the standards, provide an explanation.	
English Language Arts: (June 2010)	1	8/1/2014	
Math (June 2010)		8/1/2012	
Science (June 2009)		8/1/2012	
Social Studies (September 2009)		8/1/2015	
World Languages (June 2009)		8/1/2014	
Technology (June 2009)		8/1/2015	
21st Century Life and Careers (June 2009)		8/1/2015	
Visual and Performing Arts (June 2009)		8/1/2015	
Comprehensive Health and Physical Education (June 2009)		10/1/2015	
Instruction and Program	Yes or N/A = 1 No = 0	Comments	

NJQSAC Statement of Assurance - School Year 2015-16

Document J

District Name: Manasquan School District		
4. Aligns the approved career and technical education program with the State Plan for Career and Technical Education and evaluates the program annually, including the required safety and health program (<i>N.J.A.C. 6A:19 et seq.</i>).	1	

NJQSAC Statement of Assurance - School Year 2015-16

District Name: Manasquan School District			
Instruction and Program	Yes or N/A = 1 No = 0	Comments	
5. Has a preschool program plan approved by NJDOE Div. of Early Childhood Education, as per <i>N.J.A.C. 6A:13A-3.1</i> (if district receives State preschool education aid). For those school districts receiving full State funding under the School Funding Reform Act (SFRA) funded per pupil amount determined by the formula, the preschool Self-Assessment Validation System is complete, per <i>N.J.A.C. 6A:13A-8.1</i> .	1	Not Applicable	
Instruction & Program Subtotal	5		
Fiscal Management	Yes or N/A = 1 No = 0	Comments	
The district:			
1. Follows a budget calendar that was developed and shared with the board annually and that reflects all applicable legal and management requirements.	1		
2. Bases the tuition estimate on an analysis of prior year expenditures and the current year schedule of out-of-district placements from existing contracts.	1		
3. Bases appropriations for capital projects on the district's Long Range Facilities Plan (<i>N.J.A.C. 6A:26-2.1</i>) and the comprehensive maintenance plan (<i>N.J.A.C. 6A:26-20</i>).	1		
4. Supports other budget lines by a trend analysis of historical expenditures.	1		
5. Includes only line-item transfers or appropriations of surplus for new programs and initiatives contained in the original budget certified for taxes (excluding transfers for health and safety related items and awards of additional state aid or grants for new purposes.	1		

NJQSAC Statement of Assurance - School Year 2015-16

District Name: Manasquan School District		
Fiscal Management	Yes or N/A = 1 No = 0	Comments
6. Submits initial applications, revisions and final reports for all entitlement and discretionary grants in a timely manner.	1	
7. Maintains separate accounts and keeps records, by grant (IDEA, Title I, IDEA-ARRA, Education Jobs Funds, etc.) and location as required (Title I, etc.), and/or consolidates accounts for approved school-wide programs as allowed in accordance with the approved budget.	1	
8. Expends federal funds consistent with the approved indirect cost rate.	1	
9. At a minimum, performs a semi-monthly review of the budget status (budget to actual) to ensure that sufficient appropriations are available.	1	
10. Approves purchase orders approved only by the purchasing agent and issued in advance of goods received or services rendered and encumbered for the full contractual amount. There are no confirming orders.	1	
Fiscal Management Subtotal	10	
Governance	Yes or N/A = 1 No = 0	Comments
The district:		
1. Establishes policies and procedures for the provision of educational programs and services to all students (N.J.A.C. 6A:7 et seq).	1	
2. Establishes a nepotism policy (N.J.A.C. 6A:23A-6.2)	1	
3. Follows all requirements for the annual organization meeting (N.J.S.A. 18A:10-3 et seq. and 15-1 et seq.).	1	

NJQSAC Statement of Assurance - School Year 2015-16

District Name: Manasquan School District		
Governance	Yes or N/A = 1 No = 0	Comments
4. Drafts minutes of all meetings, including executive sessions, that reflect all board actions and makes the minutes publicly available within two weeks or by the next board meeting (N.J.S.A. 18A:17-7). When appropriate, the board obtains public input and provides information to district staff as it relates to community expectations. The board also implements the Open Public Records Act (OPRA) pursuant to N.J.S.A. 47:1A-1 et seq.).	1	
5. Requires each board member and administrator to file a timely and properly completed financial and personal/relative disclosure statement each year (N.J.S.A. 18A:12-26). Annually discusses the School Ethics Act and has not been found in violation of the School Ethics Act (N.J.S.A. 18A:12-22).	1	
6. Establishes a travel and related expense reimbursement policy and ensures school board members and all employees operate in accordance with that policy (N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7).	1	
7. Submits new, renegotiated, amended, altered or extended contracts for superintendents, deputy superintendents, assistant superintendents and school business administrators to the Executive County Superintendent (ECS) for review and approval. Takes no formal action to approve or implement such contracts prior to ECS review and approval (N.J.S.A. 18A:7-8, N.J.A.C. 6A:23A-3.1).	1	

NJQSAC Statement of Assurance - School Year 2015-16

District Name: Manasquan School District		
Governance	Yes or N/A = 1 No = 0	Comments
8. Approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees only by a roll call majority vote of the full membership of the board upon the recommendation of the Chief School Administrator and acts within 60 days of the CSA's recommendation (N.J.S.A. 18A:27-4.1).	1	
9. Approves the monthly board secretary's and treasurer's reports within 60 days of month's end and certifies in the minutes that the major funds (general fund, special revenue and capital projects fund) have not been over-expended (N.J.A.C. 6A:23A-16.10).	1	
10. Conducts a public hearing on the proposed budget and formally adopts the budget at a public meeting (N.J.A.C. 18A:22-7 et seq. and N.J.A.C. 23A:8-1).	1	
Governance Subtotal	10	
Operations	Yes or N/A = 1 No = 0	Comments
The district:		
1. Conducts all required trainings for school district employees (N.J.S.A. 18A and N.J.A.C. 6A).	1	
2. Submits all required NJSMART files by the due dates and has an error rate of less than 2% for each file.	1	
3. Adopts and distributes to all school staff, students and parents a code of student conduct that contains all required elements (N.J.A.C. 6A:16-7.1).	1	

NJQSAC Statement of Assurance - School Year 2015-16

District Name: Manasquan School District		
Operations	Yes or N/A = 1 No = 0	Comments
4. Collects and reports annually, incidents of violence, vandalism, substance abuse and disruptive behavior to the NJDOE on the Electronic Violence and Vandalism Reporting System (EVVRS). Reports to the board all incidents from the previous year, annually at a public hearing. Analyzes these incidents and identifies activities to address them (<i>N.J.A.C. 6A:16-5.3</i>).	1	
5. Develops and implements policies and procedures prohibiting harassment, intimidation and bullying (HIB); distributes them to students, parents and staff; and posts the policies and procedures on the district's website (<i>N.J.S.A. 18A:37-14-18 and N.J.A.C. 6A:16-7.7</i>).	1	
6. Satisfies all requirements of the Gun-Free Schools Act, 20 USC 7151 and the Title IV Section 4141 of NCLB (<i>N.J.S.A. 18A:37-7-12 and N.J.A.C. 6A:16-5.5</i>).	1	
7. Provides for the safety and protection of students through the annual review, development and implementation of a memorandum of agreement (MOA) with law enforcement and implementation of board-approved policies to facilitate cooperation between school staff and law enforcement (<i>N.J.A.C. 6A:16-6.2</i>).	1	
8. Implements procedures to review and resolve transportation incidents to avoid safety violations and ensures the safety of children including but not limited to meeting Motor Vehicle Commission requirements for bus driver inspections before loading and after drop-off and evacuation drills (<i>N.J.A.C. 6A:27-11 and 12.1(g)</i>).	1	

NJQSAC Statement of Assurance - School Year 2015-16

Document J

District Name: Manasquan School District		
Operations	Yes or N/A = 1 No = 0	Comments
9. Adopts and implements policies and procedures designed to report missing and abused children to law enforcement and child welfare authorities. Appoints and school district liaison and provides training to district employees, volunteers and interns working in the school district (N.J.A.C. 6A:16-11).	1	
10. Provides school health services, screenings and examinations to identify the need for medical services for public and nonpublic students. Maintains student health records (N.J.A.C. 6A:16-2.1 et seq).	1	
11. Implements the NJDOE-approved school health nursing services plan (N.J.A.C. 6A:16-2.1(b)).	1	
12. Implements a board-approved comprehensive guidance and academic counseling program for all students (N.J.A.C. 6A:8-3.2).	1	
13. Coordinates a comprehensive career education and counseling program with transition services for students with disabilities beginning at age 14 or younger as determined by the Individualized Education Program team (N.J.A.C. 6A:14-3.7(e)11-13).	1	
14. Ensures that each school building has a multidisciplinary team (such as Intervention and Referral Services Team, Pupil Assistance Team and School Resource Committee) as part of its coordinated system for the planning and delivery of intervention and referral services (NJAC 6A:16-8.	1	

NJQSAC Statement of Assurance - School Year 2015-16

District Name: Manasquan School District		
15. Provides educational services, either in school or out of school, within five days of the student's removal for disciplinary reasons or absence due to chronic or temporary illness (<i>N.J.A.C. 6A:16-7.2; 7.3 and 10</i>). If the district is a County Special Services School District, it develops and implements procedures for notifying resident district of disciplinary removals or absences due to chronic or temporary illness.	1	

NJQSAC Statement of Assurance - School Year 2015-16

District Name: Manasquan School District		
Operations	Yes or N/A = 1 No = 0	Comments
16. Forwards all student records, including disciplinary records, to the school district to which the student has transferred within 10 school days after the transfer has been verified by the requesting school district. Forwards disciplinary records, with respect to suspensions and expulsions, to nonpublic schools (<i>N.J.A.C. 6A:32-7.5(f)10iii and 6A:16-7.10</i>).	1	
17. Provides services and programs to nonpublic school students in accordance with Chapter 192 Auxiliary Services (<i>N.J.S.A. 18A:46A-1 et seq. and N.J.A.C. 6A:14-6.1 et seq</i>) and Chapter 193 Remedial Services for the Handicapped (<i>N.J.S.A. 18A:46-19.1 et seq and N.J.A.C. 6A:14-6.1</i>).	1	
18. Disseminates information about and implements a comprehensive alcohol, tobacco and other drug abuse program. Adopts and disseminates to all school staff, students and parents policies and procedures for the prevention, assessment, intervention, referral for evaluation referral for treatment, discipline for students using alcohol or other drugs and continuity of care (<i>N.J.S.A. 18A:40A-B and N.J.A.C. 6A:16-1.4(a)18; 6A:16-3-4</i>).	1	
19. Annually reviews, revises or develops, and implements safety and security plans, procedures and mechanisms in consultation with law enforcement, health, social service and emergency management agencies and other community members, including parents (<i>N.J.A.C. 6A:16-5.1 et seq</i>).	1	
20. Implements the NJDOE-approved Comprehensive Equity Plan (CEP) designed to eliminate discrimination according to race, age, creed, color, national original, ancestry, marital status, affectional or sexual orientation, gender, religion, disability, socioeconomic status, pregnancy or parenthood (<i>N.J.A.C. 6A:7-1.4</i>).	1	
Operations Subtotal	20	

NJQSAC Statement of Assurance - School Year 2015-16

District Name: Manasquan School District			
Personnel		Yes or N/A = 1 No = 0	Comments
The district:			
1. Utilizes board-approved job descriptions and standards for appointment of each teaching staff member, substitute teacher and other staff including paraprofessional positions. Ensures that all staff are appropriately certified and credentialed for their assignment (<i>N.J.A.C. 6A:32-4 and N.J.A.C. 6A:9-6.5</i>).		1	
2. Confirms that new employees have a successful criminal history record check within three months of employment and that they have not been disqualified for employment (<i>N.J.S.A. 18A:6-7.1 et. seq., 18A:39-19.1 and 18A:6-4.13 et. seq.</i>).		1	
3. Adopts written policies and procedures for the physical examination of new and existing employees and maintains personnel health records in a secure separate location from personnel files (<i>N.J.A.C. 6A:32-6.2 and 6.3</i>).		1	
4. Adopts policies and procedures for the annual evaluation of all tenured and non-tenured teaching staff members by appropriately certified personnel. Distributes the policies to all tenured teaching staff members, including administrators and supervisor, by October 1 (<i>N.J.A.C. 6A:10</i>).		1	
5. Uses multiple data sources, (e.g., test scores, needs assessments, attendance data, violence reports) to address current and projected needs and priorities for all school/district staff when providing professional development opportunities. Uses the data sources to analyze the alignment of the district's Professional Development Plan with teaching staff needs (<i>N.J.A.C. 6A:9-15 et. seq.</i>).		1	
Personnel Subtotal		5	

FOR BOARD APPROVAL					
Town	Student No.	Student Name	Placement	Effect. Date	Annual Tuition
Manasquan					
	181434		Bonnie Brae (residential)	\$	59,400.00
	2285		Collier Middle School	\$	53,471.00
	171335		Harbor School	\$	49,249.71
	100896		The Woods School (residential w/Aide)	\$	110,128.72
			{7/2015 through 6/2016 plcmnt.}		
	42795		Children's Center	\$	50,986.00
	12795		Children's Center	\$	50,986.00
	11700		Cambridge (2x45 speech, billed separately)	\$	47,598.00
	60798		Lewis School	\$	40,000.00
	121197		Hampton Academy	\$	46,868.00
	252126		Rugby School (7/2015 through 6/2016 plcmnt.)	\$	74,512.20
	1715		LifeWorks	\$	56,117.00
	22271		Alpha School (w/Aide)	\$	79,055.74
	282564		Shrewsbury Boro School	\$	35,575.00
	50101		Howell Twp. Middle School North	9/8/2015	77,164.00
			(tuition + rel. svcs., 1:1 Aide)		
Manasquan S.E. Students					
	282460		8:15 - 2:50 (two sessions)	Parent Paid Tuition Students 8:15 - 10:30 - Tuition \$2,321.00	11:15 - 2:50 - Tuition \$3,630.00
	282568		8:15 - 10:30	302910	292799
	282396		11:15 - 2:50		292916
	282567		11:15 - 2:50		292917
					282546
					272551
					292911
					292913
					(transportation provided by parent)
Received S.E. Students					
	292579		8:15 - 10:30		
	302890		Sea Girt \$20,929 (tuition + related service)		
			SLH \$11,668 (tuition +related services)		
			(transportation provided by sending district)		

Town	Student No.	Student Name	Placement
Belmar	82694	Hawkswood	
	171334	Harbor School	
	171336	Eden Institute	
	53196	Wall High School	
	30498	Collier	
	102898	Lehmann	
	132074	Collier High School	
	121676	CPC High School	
	161640	Collier High School	
Lake Como	101996	Wall High School	
	182525	Collier	
	182561	Oakwood	
Brielle	111194	Lehmann	
	52695	Southern Regional High School	
	121494	Hawkswood	
	51396	Point Pleasant Boro	
	92797	Douglass Developmental Center	
	52097	Jackson Memorial H.S.	
	182556	Red Bank Regional	
Sea Girt	50498	Bridge Academy	
	182296	Wall H.S.	
Avon	92797	Wall Life Skills	
	82697	Children's Center	
	182560	CPC Behavioral	

[illegible]

OCTOBER 20, 2015

ELEMENTARY SCHOOL PERSONNEL

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

Grant Salary

Recommend approval of the following salary for staff members paid in 2015-2016 SY as per the grant listed:

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

Leave of Absence

Recommend approval for **TCH.ES.ELEM.KD.11** (4157) to take a paid medical leave of absence beginning on or about February 1, 2016 through on or about April 8, 2016 and an unpaid Family Medical Leave of Absence beginning on or about April 11, 2016 through on or about May 31, 2016, with an expected return on June 1, 2016.

Personnel Appointments

Recommend approval of the transfer of **Sarah DeMicco**, TLR.ES.LTRT.FL.XX, from **Elementary School Paraprofessional** to **Special Education Teacher**, (*long term replacement*) as revised, on October 22, 2015 through March 15, 2016 at **Step 1B \$47,610.00** (*pending negotiations*) pro-rated. (*previously approved on October 13, 2015*)

Athletics/Addendum "C" Advisors

Recommend approval of following Addendum "C" coaching staff for the 2015 – 2016 SY (*final salary to be determined when contract negotiations are finalized*):

Girls Basketball Coach, Courtney Larkin – Step 2 - \$3,100.00

Tennis Coach, Luke Akins - \$2,000.00

October 20, 2015

OCTOBER 20, 2015

HIGH SCHOOL PERSONNEL

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

Additional Compensation

Recommend approval of the **revised** list of teachers as presenters on October 12, 2015 for the Teachers Teaching Teachers program, at a rate of **\$60.00 per hour for workshops** and **\$60.00 per prep period**:

Paul Battaglia	1 workshop 1 prep period	\$150.00
Jason Bryant	1 workshop 1 prep period	\$150.00
Amy Edwards	2 workshops 2 prep periods	\$300.00
James Fagen	1 workshop 1 prep period	\$150.00
Monica Fenlon	3 workshops 1 prep period	\$330.00
Thomas Glenn	3 workshops 1 prep period	\$330.00
Harry Harvey	2 workshops 1 prep period	\$240.00
Brett Lomas	3 workshops 1 prep period	\$330.00
Gina Martucci	1 workshop 1 prep period	\$150.00
Erin O'Connor	3 workshops 2 prep periods	\$390.00

Recommend approval of **John Driscoll** as After School Detention Proctor for 3 days per week (Tuesday, Wednesday, Thursday) as needed for **2 hours each day at \$31.00 per hour**.

Recommend approval of **John Driscoll** as Saturday Detention Proctor, as needed, for **4 hours each day at \$31.00 per hour**.

Athletics/Addendum "C" Advisors

Recommend approval of the following as **Site Managers** for the 2015-2016 school year at a rate of **\$90.00 per event** on an as needed basis:

- **Justin Roach**
- **Rodney Ravaioli**

October 20, 2015

DOCUMENT 5

Recommend approval of following Addendum “C” coaching staff for the 2015 – 2016 SY (*final salary to be determined when contract negotiations are finalized*):

Assistant Football Coach, Matthew Voskian – Step 3 - \$4,200.00

Girls Cross Country Coach, Justin Roach – Step 3 - \$3,400.00

Boys Assistant Lacrosse Coach, James Fagen – Step 8 - \$4,400.00

Baseball Coach, Robert Waldeyer – Step 1 - \$5,000.00

Recommend approval of following Addendum “C” coaching staff for the 2015 – 2016 SY (*final salary to be determined when contract negotiations are finalized – previously approved on September 22, 2015*):

Varsity Girls Soccer Coach, Bailey Juska – Step 1 - \$4,350.00 (*pro-rated start date effective September 12, 2015*)

Assistant Girls Soccer Coach, Kelsey Clayton – Step 3 - \$3,075. (*pro-rated start date effective September 12, 2015*)

Assistant Girls Soccer Coach, Elizabeth Walling – Step 2 - \$2,900.00

Recommend approval to rescind the following Addendum “C” coaching staff for the 2015 – 2016 SY due to resignation:

Assistant Girls Soccer Coach, Chryseis McHugh

Recommend approval of following Addendum “C” advisors for the 2015 – 2016 SY:

***Garden Advisor – Lisa Crowning - \$1,200.00 annually (*pro-rated*), July 1 – June 30**

***Garden Advisor – Claire Kozic - \$1,200.00 annually (*pro-rated*), July 1 – June 30**

***Grant funded by Sustainable Jersey for Schools – no cost to district.**

Leave of Absence

Recommend approval for TCH.HS.SCNC.FL.07 (4075) to take a paid medical leave of absence beginning on October 16, 2015 through November 19, 2015.