

DOCUMENT A

District Enrollment as of 09/30/2016

DISTRICT	Full Time Students	Shared Time Students	Full Time Students PTC 20 LLD	Shared Time Students PTC 20 LLD	Total Student Count
Avon	37	0	0		37
Belmar	97	14	1	1	113
Brielle	233	7	8		248
Lake Como	42	6	2	1	51
Manasquan	277	6	5		288
Sea Girt	36		1		37
Spring Lake	52	0	1		53
Spr Lk Hts	116	2	3	1	122
Employee Child	1				1
Parent Paid	1				1
Totals	892	35	21	3	951
				TOTAL MHS	951
				TOTAL MES	628
				TOTAL ENROLLMENT	1,579

**MANASQUAN SCHOOL DISTRICT ATTENDANCE COMPARISON REPORT
2016-2017 school year**

HIGH SCHOOL	<u>ATTENDANCE PERCENTAGE</u>	<u>AVERAGE DAILY ENROLLMENT</u>	<u>AVERAGE DAILY ATTENDANCE</u>
Sep-15	95.90	900.41	939.00
Sep-16	95.05	935.00	888.76
ELEMENTARY SCHOOL			
Sep-15	97.681	629.176	615.529
Sep-16	97.552	627.789	613.316

**MANASQUAN SCHOOL DISTRICT FIRE DRILL REPORT
2016 - 2017 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>
September 8	9:15 a.m.	7 minutes		Fire Drill
September 22	1:25 p.m.	20 minutes		Evacuation, Non-Fire
ELEMENTARY SCHOOL				
<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILL</u>
September 16	9:00 a.m.	4 minutes		Fire Drill
September 29	10:15 a.m.	10 minutes		Exterior Threat Lockdown

[illegible]

**Manasquan High School
2016-2017**

[illegible]

	SUSPENSIONS BY GRADE					
	9	10	11	12	TOTAL	
OUT OF SCHOOL SUSPENSIONS:						
Under the Influence				1	1	
Fighting			1		1	
					0	
					0	
					0	
					0	
					0	
					0	
IN-SCHOOL SUSPENSIONS:						
Disrespectful to Another Student			2		2	
Fighting	1				1	
Leaving School Grounds without Permission			2		2	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
TOTAL	1	0	5	1	7	
SATURDAY DETENTION SMOKING - INSIGHT PROGRAM					0	0

2016-2017



RECEIVED:

2016-2017

025 30 2016

	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	March	MARCH	April	MAY	JUNE
Profanity											
Cut Detention/Cut Class									SUPERINTENDENT'S OFFICE		
Leaving School Grounds											
Smoking											
Willful Disobedience											
Truant											
Forged Note											
Fighting											
Conduct of Such Character											
Destruction of School and Personal Property											
Threatening Staff Member											
Threatening Student											
Disturbance in Class											
Harrassment of Student											
Possession of Drug/Alcohol											
Insubordination											
Possession of Stolen Property											
Possession of a Weapon											
Simple Assault											
TOTAL	0	0	0	0	0	0	0	0	0	0	0

ELEMENTARY SCHOOL SUSPENSIONS BY GRADE

GRADE	1	2	3	4	5	6	7	8
Tardy								
Profanity								
Cut Detention/Cut Class								
Leaving School Grounds								
Smoking								
Willful Disobedience								
Truant								
Forged Note								
Fighting								
Conduct of Such Character								
Destruction of School and Personal Property								
Threatening Staff Member								
Threatening Student								
Disturbance in Class								
Harrassment of Student								
Possession of Drug/Alcohol								
Insubordination								
Possession of Stolen Property								
Possession of a Weapon								
Simple Assault								
TOTAL	0	0	0	0	0	0	0	0

RECEIVED:

SEP 30 2005

SUPERINTENDENT'S OFFICE

MANASQUAN SCHOOL DISTRICT HARRASSMENT, INTIMIDATION & BULLYING REPORT

October 18, 2016

Case #	Date of report	ID Victim	ID accused	Determination	Discipline/remediation
MES					
#1	9/13/2016	22571	222153, 22512 22524, 22592 22554, 22529	Not HIB (Code of Conduct Violation)	Counseling with School Counselor Detention Counseling with School Counselor
#2	9/15/2016	23936	222153	Confirmed HIB	
MHS					
#2	9/14/2016	193257	192969 172029	Not HIB	Counseling with School Counselor
#3	9/21/2016	171900	17300 182342	Not HIB (Code of Conduct Violation)	In-School Suspension (17300) Counseling with School Counselor
#4	9/30/2016	192768	192726	Confirmed HIB	Counseling with School Counselor

All victims received counseling.

NJQSAC Statement of Assurance - School Year 2016-17

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)		2014 standard-based curriculums were adopted 9/2012-9/2015; Curricula modifications to align with modifications in LAL NJ Student Learning Standards will be adopted 9/2017
Math (June 2010)		2014 standard-based curricula were adopted 9/2012-9/2015; Curricula modifications to align with modifications in Math NJ Student Learning Standards will be adopted 9/2017
Science (June 2009)		Curricula K-8 aligned to NGSS/adopted 9/2015; Grades 9-12 aligned to NGSS/adopted 9/2016
Social Studies (September 2009)		Aligned to 2014 standards; approved 9/2015
World Languages (June 2009)		Aligned to 2014 standards; approved 9/1/2015

NJSAC Statement of Assurance - School Year 2016-17

District Name: Manasquan School District		
Technology (June 2009)	1	Grade K-8 curriculum aligned to 2014 standards/approved 9/2016; Grades 9-12 aligned to 2010 standards/approve 9/2010; during the 2016-2017 school year all tech curriculum will be re-written to align with 2014 standards/approval date 9/2017
21st Century Life and Careers (June 2009)		9/1/2010; curriculums which are already aligned to the 2014 standards are noted & incorporate the 2014 standards; the remaining courses will be updated during the 2016-2017 school year and approved 9.2017which incorporate these skills approval dates have been noted
Visual and Performing Arts (June 2009)		All curriculum approved 9/2010 for 2010 standards; some courses are aligned 2014 standards with approval 9/2016; the remaining course curriculums will be re-written 2016-2017 school year with approval 9.2017
Comprehensive Health and Physical Education (June 2009)		PE curriculums aligned with 2014 standards with approval 9.2016;Health curriculums aligned with 2010 standards and will be re-written 2016-7 school year with approval 9.2017
Instruction and Program	Yes or N/A = 1 No = 0	Comments
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 2016-17

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.</i> 6A:13A-3.1 (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.</i> 6A:13A-8.1.	1	
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.</i> 6A:26-2.1) and the comprehensive maintenance plan (<i>N.J.A.C.</i> 6A:26-20).	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 2016-17

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 2016-17

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 2016-17

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 (<i>N.J.S.A. 18A:27-4.1</i>).	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 (<i>N.J.A.C. 6A:23A-16.10</i>).	1	
10. Conducts a public hearing on the proposed budget and formally adopts the budget at a public meeting (<i>N.J.A.C. 18A:22-7 et seq. and N.J.A.C. 23A:8-1</i>).	1	
Governance Subtotal	10	
Operations	Yes or N/A = 1 No = 0	Comments
The district:		
1. Conducts all required trainings for school district employees (<i>N.J.S.A. 18A and N.J.A.C. 6A</i>).	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 (<i>N.J.A.C. 6A:16-7.1</i>).	1	

NJQSAC Statement of Assurance - School Year 2016-17

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 2016-17

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	

NJSAC Statement of Assurance - School Year 2016-17

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 2016-17

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 origin, 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 2016-17

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	

Tuesday, October 18, 2016 9:35 AM

MANASQUAN BOARD OF EDUCATION - REQUEST FOR OBSOLETE EQUIPMENT DISPOSAL

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
10/18/16
Board of Education Approval Date