

DOCUMENT A

District Enrollment: 11/30/2018

DISTRICT	Full Time Students	Shared Time Students	Full Time Students PTC 20 LLD	Shared Time Students PTC 20 LLD	Total Student Count
Avon	38	1			39
Belmar	106	12	7	1	126
Brielle	222	7	3	2	234
Lake Como	55	7		1	63
Manasquan	285	8	5		298
Sea Girt	24	1	1		26
Spring Lake	40	1			41
Spr Lk Hts	124	2	2	1	129
Parent Paid	10	1			11
Employee Child	2				2
Paid By Another Agency	1				1
Tuition Free	2				2
Totals	909	40	18	5	972
				TOTAL MHS	972
				TOTAL MES	545
				TOTAL ENROLLMENT	1,517

**MANASQUAN SCHOOL DISTRICT ATTENDANCE COMPARISON REPORT
2018-2019 school year**

HIGH SCHOOL	<u>ATTENDANCE PERCENTAGE</u>	<u>AVERAGE DAILY ENROLLMENT</u>	<u>AVERAGE DAILY ATTENDANCE</u>
Nov-17	94.67	923.22	874
Nov-18	93.38	948.56	902.61
ELEMENTARY SCHOOL			
Nov-17	97.08	584.056	561.778
Nov-18	97.136	545.111	520.556

**MANASQUAN SCHOOL DISTRICT FIRE DRILL REPORT
2018-2019 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 13th	12:50 p.m.	8 minutes		Fire Drill-Alt. School
November 14th	9:20 a.m.	9 minutes		Fire Drill
November 28th	9:40 a.m.	20 minutes		Evacuation Drill
November 28th	10:05 a.m.	7 minutes		Evacuation Drill-Alt. School
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 19th	12:40 p.m.	4 minutes		Fire Drill
November 27th	8:05 a.m.	15 minutes		Table Top Security Meeting

ELEMENTARY SCHOOL SUSPENSIONS BY GRADE

GRADE	1	2	3	4	5	6	7	8
Tardy								
Profanity								
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						1		
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	1	0	0

Manasquan High School 2018 Suspensions by Grade

OUT OF SCHOOL SUSPENSIONS:	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	TOTAL
DISREPECTFUL TO STUDENT	2										2
DISREPECTFUL TO STAFF	1	2									3
DEFIANCE	1										1
FIGHTING	2		1								3
PUSHING / SHOVING	1										1
THROWING OF OBJECTS	1										1
UNDER THE INFLUENCE	0										0
UNLISTED OFFENSE	1										1
VERBAL ABUSE / PROFANITY		2									2
MARIJUANA		1									1
WEAPON			1								1
Totals	9	5	2	0	0	0	0	0	0	0	16
IN SCHOOL SUSPENSIONS:											
VERBAL ABUSE / PROFANITY		2									2
SATURDAY DETENTION NO SHOW		1									1
SMOKING / POSSESSION		1									1
ACC. OF DEMERITS			1								1
Totals	0	4	1	0	0	0	0	0	0	0	0
TOTAL STUDENTS SUSPENDED	9	9	3	0	0	0	0	0	0	0	21
TOTAL SATURDAY DETENTIONS											
	3	4	2								
STUDENTS SUSPENDED 1 TIME	13										
STUDENTS SUSPENDED 2 TIMES	1										
STUDENTS SUSPENDED 3 TIMES	2										
STUDENTS SUSPENDED 4 TIMES											
STUDENTS SUSPENDED 5 TIMES											
STUDENTS SUSPENDED 6 TIMES											
STUDENTS SUSPENDED 7 TIMES											
STUDENTS SUSPENDED 8 TIMES											
TOTAL NUMBER OF SUSPENSIONS TO DATE											21
TOTAL NUMBER OF INDIVIDUAL STUDENTS SUSPENDED TO DATE											16

Manasquan High School
2018 - 2019 Monthly Report

STUDENTS SUSPENDED 9 TIMES		
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**Manasquan High School
2018 Suspensions by Grade**

OUT OF SCHOOL SUSPENSIONS:	9	10	11	12	TOTALS
DISREPECTFUL TO STUDENT	2				2
DISREPECTFUL TO STAFF	1	2			3
DEFIANCE				1	1
FIGHTING	2	1			3
PUSHING / SHOVING	1				1
THROWING OF OBJECTS		1			1
UNDER THE INFLUENCE	1				1
UNLISTED OFFENSE	1	1			2
VERBAL ABUSE / PROFANITY					0
MARIJUANA				1	1
WEAPON				1	1
Totals	6	5	0	3	14
IN SCHOOL SUSPENSIONS:					0
VERBAL ABUSE / PROFANITY	1	1			2
SATURDAY DETENTION NO SHOW				1	1
SMOKING / POSSESSION			1		1
ACC. OF DEMERITS		1			1
Totals	1	2	1	1	5
TOTAL STUDENTS SUSPENDED	7	7	1	4	19
TOTAL SATURDAY DETENTIONS		6		3	

Manasquan High School

2018 Suspensions by Grade

OUT OF SCHOOL SUSPENSIONS:	SQUAN	AVON	BELMAR	L. COMO	SLH	SL	SEA GIRL	BRIELLE	TOTALS
DISREPECTFUL TO STUDENT						1		1	2
DISREPECTFUL TO STAFF				2	1				3
DEFIANCE				1					1
FIGHTING				2	1				3
PUSHING / SHOIVING					1				1
THROWING OF OBJECTS	1								1
UNDER THE INFLUENCE									0
UNLISTED OFFENSE	1								1
VERBAL ABUSE / PROFANITY				1	1				2
MARIJUANA				1					1
WEAPON			1						1
Totals	2	0	1	7	4	1	0	1	
IN SCHOOL SUSPENSIONS:									0
VERBAL ABUSE / PROFANITY			1	1					2
SATURDAY DETENTION NO SHOW								1	1
SMOKING / POSSESSION					1				1
ACC. OF DEMERITS	1								1
Totals	1	0	1	1	1	0	0	1	
TOTAL STUDENTS SUSPENDED	3	0	2	8	5	1	0	2	21
TOTAL SATURDAY DETENTIONS	3			3				3	

Manasquan High School 2018 Tardy Report

	Sept.	Oct.	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Number of Students Tardy 1 time	157	223	185							
Number of Students Tardy 2 times	55	84	88							
Number of Students Tardy 3 times	19	44	32							
Number of Students Tardy 4 times	5	24	27							
Number of Students Tardy 5 times	3	23	17							
Number of Students Tardy 6 times	2	14	8							
Number of Students Tardy 7 times	4	10	6							
Number of Students Tardy 8 times	0	5	3							
Number of Students Tardy 9 times	0	3	2							
Number of Students Tardy 10 times	0	3	1							
Number of Students Tardy 11 times	0	1	0							
Number of Students Tardy 12 times	0	0	0							
Number of Students Tardy 13 times	0	0	0							
Number of Students Tardy 14 times	0	0	0							
Number of Students Tardy 15 times	0	1	0							
Totals	245	435	369	0	0	0	0	0	0	0

MANASQUAN SCHOOL DISTRICT HARRASSMENT, INTIMIDATION & BULLYING REPORT
December 11, 2018

Case #	Date of Report	ID Victim	ID Accused	Determination	Discipline/remediation
MES					
#1	11/16/2018	4379314584	4851559203	Confirmed HIB	Counseling with School Counselor Suspension
#2	11/16/2018	7625201955	4851559203	Confirmed HIB	Counseling with School Counselor Suspension
MHS					
#6	10/30/2018	1278373961	7520662872	Not HIB	Counseling with School Counselor
#7	11/12/2018	1274491076	Not identifiable	Not HIB	Counseling with School Counselor
#8	11/13/2018	4770412016	1361615288	Not HIB	Counseling with School Counselor
#9	11/13/2018	3203709776	1361615288	Not HIB (Code of Conduct Violation)	Detention Counseling with School Counselor
#10	11/13/2018	8241013145	1216975885	Not HIB	Counseling with School Counselor

All victims received counseling.

POLICY

MANASQUAN BOARD OF EDUCATION

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USE OF SCHOOL FACILITIES/FIELDS

7510 USE OF SCHOOL FACILITIES/FIELDS

The Board of Education believes that the school facilities/fields of this district should be made available for community purposes, provided that such use does not interfere with the educational program of the schools.

The Board will permit the use of school facilities/fields when such permission has been requested in writing and has been approved by the Superintendent and/or School Business Administrator/Board Secretary, except that the Board reserves the right to withdraw permission after it has been granted.

In weighing competing requests for the use of school facilities/fields, the Board will give priority to the following uses, in the descending order given:

1. Uses and groups directly related to the schools and the operations of the schools, including pupil and teacher groups;
2. Uses and organizations indirectly related to the schools, including the P.T.O.;
3. Departments and agencies of municipal government, **including Manasquan Recreation;**
4. Governmental agencies generally;
5. Community organizations formed for charitable, civic, social, or educational purposes;
6. Other organizations/agencies at the discretion of the Superintendent and/or School Business Administrator/Board Secretary.

The use of school facilities/fields will not be granted for the advantage of any commercial or profit-making organization, partisan political activity, private social function, or any purpose that is prohibited by law.

Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by district regulations. Users shall be financially liable for damage to the facilities/fields and for proper chaperonage.

Use of school equipment in conjunction with the use of school facilities/fields must be specifically requested in writing and may be granted in accordance with Policy No.



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7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, no item of equipment may be used except by a qualified operator.

The Board shall approve annually a schedule of fees for the use of school facilities/fields based upon the following guidelines:

1. The use of school facilities/fields for activities directly related to the educational program and district operations shall be without cost to the user except that the user shall be responsible for any custodial costs incurred by the use and any fees charged by a law enforcement agency in connection with the use.
2. All other organizations or persons granted the use of school shall pay in advance the scheduled fee and the cost of any additional staff services required by the use.

The Superintendent shall develop regulations for the use of school facilities/fields; such regulations shall be distributed to every user of the facilities/fields and every applicant for the use of school facilities/fields. Permission to use school facilities/fields shall be granted only to persons and organizations that agree in writing to be bound by these regulations.

N.J.S.A. 18A:20-20; 18A:20-34

Adopted: 14 June 2011

Revised: _____



REGULATION

MANASQUAN BOARD OF EDUCATION

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USE OF SCHOOL FACILITIES/FIELDS

R 7510 USE OF SCHOOL FACILITIES/FIELDS

A. Classification of Users

Organizations and individuals using school facilities/fields will be classified as Class I, II, or III users as follows:

1. Class I users will be given priority for the use of school facilities/fields over other users and may use school district facilities/fields without payment of a use fee or charge for custodial and service (fuel, water, and electricity) costs. Class I users include the following organizations and individuals:
 - a. Users and groups directly related to the school and the operations of the school.
 - b. Users and organizations indirectly related to the school.
2. Class II users will be given priority for the use of school facilities/fields over Class III users and may use school district facilities/fields without payment of a use fee but will be charged custodial and service costs. Class II users include the following organizations and individuals:
 - a. Department or agencies of the municipal government.
 - b. Other governmental agencies.
 - c. Community organizations formed for charitable, civic, or educational purposes.
3. Class III users will be given lowest priority for the use of school facilities/fields and may use school district facilities/fields only on payment of a use fee and charges for custodial and service costs. Class III users include the following organizations and individuals:
 - a. Other organizations/agencies at the discretion of the Superintendent or Business Administrator.
4. No other organizations or individuals will be permitted to use school facilities/fields.



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USE OF SCHOOL FACILITIES/FIELDS

B. Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available in the office of the Business Administrator.
2. Application for use of school facilities/fields must be submitted to the Business Administrator not less than a week before the date of the requested use.
3. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization.
4. The application must include all the facilities/fields that the applicant wishes to use and all the dates and times of the requested use. Approval of any application is limited to the facilities/fields, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly requested.
5. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy No. 7520, Loan of School Equipment.

C. Approval

1. The Business Administrator will review each application and check the school calendar to determine whether the facility/field requested is available at the date and time requested, that is, the facility/field has not been scheduled
 - a. For use in the instructional or co-curricular program,
 - b. For maintenance, repair, or capital improvement, or
 - c. For use by another organization.



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2. If the facility/field is not available for use, the Business Administrator will so inform the representative of the organization and may suggest alternative dates, times, or facilities.
3. If the facility/field is available for use and the applicant meets the standards set by Policy No. 7510 and these regulations, the Business Administrator will note his/her approval on the application form and will record the classification of the applicant organization and forward the application to the appropriate schools for final approval.
4. Standards for approval include the following limitations on use:
 - a. School facilities/fields are available for use only on weekdays and limited weekends. School facilities/fields are not available for use on school holidays.
 - b. School facilities/fields are available for use only after school has ended and no later than 9:30 p.m. except for students.
 - c. The use of school facilities/fields will generally not be granted for observances or celebrations that are essentially private in nature or for meetings of small groups that can conveniently convene in private homes.
 - d. In accordance with Policy No. 7510, the use of school facilities/fields will not be granted for partisan political activity, or any purpose that is prohibited by law.
5. The Business Administrator will determine the classification (I, II, or III) of the applicant organization and the fees and costs, if any, to be charged for the use of the facility/field. That information will be entered on the application form.
6. In the event of a conflict between requesting organizations within the same class, the request received earlier by the district will be honored first.
7. A copy of each approved or disapproved application will be distributed to the representative who signed the application form.



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8. The application form will include the rules governing the use of school facilities/fields, and the representative's signature on the application will signify notice of those rules and the organization's agreement to be bound by those rules.
9. The Board reserves the right to deny an application and to withdraw permission to use school facilities/fields after approval has been granted and after the use has commenced. Permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities/fields. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.
10. Permission to use school facilities/fields is not transferable.
11. The organization representative must inform the Business Administrator of any canceled use request as soon as he/she is aware of the cancellation. An organization's failure to inform the Business Administrator of a canceled use at least five working days in advance of the scheduled time of the use may result in imposition of service charges.
12. Permission to use a school facility/field is automatically withdrawn on a day when the facility/field is closed for inclement weather, work stoppage, or other emergency.

D. Insurance and Indemnification

1. The representative of an organization granted permission to use a school facility/field must assume responsibility for the orderly and careful use of the facility/field and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.
2. The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility/field or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity for which permission has been granted.



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3. The user shall furnish evidence of the purchase of **Commercial General Liability** insurance in the amount of
- a. ~~— \$1,000,000 per person,~~
 - b. ~~— \$1,000,000 per accident or event, and~~
 - e. ~~— \$1,000,000 property damage.~~

Each Occurrence Limit:	\$1,000,000
Aggregate Limit:	\$2,000,000
Products/Completed Operations Aggregate:	\$1,000,000
Personal and Advertising Injury Limit:	\$1,000,000
Fire Legal Limit:	\$50,000 any one fire
Medical Payments:	\$5,000 any one person

4. The policy shall be endorsed to add Manasquan Board of Education as additional insureds with respect to liability for bodily injury, property damage, or personal or advertising injury caused in whole or in part by the Named Insured Organization's acts or omissions or acts or omissions of those acting on the Named Insured Organization's behalf. The Commercial General Liability policy must be primary and noncontributory with respects to Manasquan Board of Education. A Waiver of Subrogation Clause shall be added to the General Liability Policy in favor of Manasquan Board of Education. A copy of this endorsement must be provided to the Board Secretary.

E. Rules for the Use of School Facilities

1. Users of school facilities/fields will be bound by the law.
 - a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
 - b. The use must not exceed the established capacity of the facility/field used.
 - c. The use must not involve gambling or games of chance.



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USE OF SCHOOL FACILITIES/FIELDS

- d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
 - e. Smoking is prohibited in accordance with Policy No. 7434.
 - f. School facilities/fields cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.
2. Users of school facilities/fields will respect Board property.
- a. The user will not damage, destroy, or deface school property. The facility/field will be used with care and left in an orderly and neat condition.
 - b. The user must obtain the Business Administrator's permission to bring equipment, decorations, or materials to the school facility/field. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property.
 - c. Any equipment, scenery, decorations, or other material brought to the school facility/field and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such materials left on school premises more than twenty-four hours after the use may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.
 - d. The user must obtain the Business Administrator's permission to use, move, or tune a district piano. A piano may be moved only by a competent and experienced commercial mover and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user.



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- e. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.
- f. No school facility/field may be used for a purpose in conflict with the purpose for which the facility was designed.
- g. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.
- ~~h.~~ The user must obtain the Business Administrator's permission to serve and consume food and/or beverages on school premises. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted. If food and/or beverages are served, the user must clean all utensils, equipment, serving dishes, and the like and restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.
- i. No signs, posters, advertisements, or other displays may be placed in a school building without the approval of the Business Administrator.
- j. No school keys shall be issued to a user.
- k. No animal shall be allowed on school premises without the approval of the Business Administrator.
- l. The head of maintenance or designee is responsible for examining the facility/field immediately after the use and informing the user of any loss or damage that must be corrected.
- m. Permission to use school facilities/fields extends only to the facility/fields requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, word processors, and office equipment. Users may make use of public telephones.
- n. No vehicles of any type shall be operated in any area that is not designed for such vehicles.



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3. Uses Must be Properly Supervised.

- a. A school custodian must be on duty during the entire time a use occurs. The custodian is present for the purpose of insuring the security and proper functioning of the facility/fields and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is directed by the Business Administrator to perform extra services as an accommodation to the user, the user will be charged an additional fee and the custodian will be compensated accordingly by the district.
- b. The use of certain school facilities/fields (such as kitchen and auditorium stage) require the services of school employees trained in the use of the facility/field. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.
- c. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity.
- d. The user must, in consultation with the Principal, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Principal, the Principal may recommend that permission to use the facility/field be withdrawn.
- e. Board members and school officials are entitled to full and free access to any part of the school premises during any use. No user may exclude a Board member or school official from a school facility for any reason.

F. Fee Schedule



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1. The following schedule comprises rental charges and custodial fees for facilities use. These fees are set and will not be prorated. Hourly fees will be charged on a per hour basis only.

High School	
Auditorium (public performance including stage) (up to 6hrs/day)	\$500/day
Auditorium beyond 6hrs/day for a public performance including stage	\$85/hr
Auditorium (rehearsal only, no public attendance) (up to 6hrs/day)	\$250/day
Auditorium (rehearsal only, no public attendance) (beyond 6 hrs/day)	\$45/hr
Cafeteria (kitchen use is prohibited) (under 3hrs/day)	\$100/day or \$500/wk (5days)
Cafeteria (kitchen use is prohibited) (under 3-6 hrs/day)	\$200/day or \$1,000/wk (5days)
Cafeteria (beyond 6hrs/day)	\$35/hr
Gymnasium (3-6 hrs/day)	\$200/day or \$1,000/wk (5days)
Gymnasium (beyond 6 hrs/day)	\$35/hr
Gymnasium (under 3 hrs/day)	\$100/day or \$500/wk (5days)
Large Group Area (Music Suite, Media Ctr. Etc.) (up to 6 hrs/day)	\$100/day
Large Group Area (Music Suite, Media Ctr. Etc.) (beyond 6 hrs/day)	\$20/hr
Classroom (up to 6 hrs/day)	\$60/day
Classroom (beyond 6 hrs/day)	\$10/hr
Fields (under 3 hrs/day)	\$100/day or \$500/wk (5 days)
Fields (3-6 hrs/day)	\$200/day or \$1,000/wk (5days)



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Fields (beyond 6 hrs)	\$35/hr
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Any area that is scheduled for use under 3 hours will be charged in accordance with the above schedule. However, if the users exceeds 3 hours they will automatically be subject to the fee for the 3-6 hours period. The hourly rate will not apply until after you exceed the 6 hours. Users cannot change their approved times or add additional areas to be used without prior approval and receipt of payment for the event.

Elementary-School	
Music Suite (public performance including stage) (up to 6hrs/day)	\$200/day
Music Suite (public performance including stage) (beyond 6hrs)	\$35/hr
Music Suite (rehearsal only, no public attendance) (up to 6hrs/day)	\$100/day
Music Suite (rehearsal only, no public attendance) (beyond 6hrs)	\$20/hr
Cafeteria (kitchen use is prohibited) (under 3 hrs/day)	\$100/day or \$500/wk (5days)
Cafeteria (kitchen use is prohibited) (3-6 hrs/day)	\$200/day or \$1,000/wk (5 days)
Cafeteria (kitchen use is prohibited) (beyond 6 hrs)	\$35/hr
Gymnasium (under 3 hrs/day)	\$100/day or \$500/wk (5days)
Gymnasium (3-6 hrs/day)	\$200/day or \$1,000/wk (5 days)
Gymnasium (beyond 6 hrs)	\$35/hr
Large Group Area (Media Ctr. Etc.) (up to 6hrs/day)	\$100/day
Large Group Area (Media Ctr. Etc.) (beyond 6 hrs)	\$20/hr



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Classroom (up to 6hrs/day)	\$60/day
Classroom (beyond 6 hrs)	\$10/hr
Fields (under 3 hrs/day)	\$100/day or \$500/wk (5 days)
Fields (3-6 hrs/day)	\$200/day or \$1,000/wk (5 days)
Fields (beyond 6 hrs)	\$35/hr

Any area that is scheduled for use under 3 hours will be charged in accordance with the above schedule. However, if the users exceeds 3 hours they will automatically be subject to the fee for the 3-6 hours period. The hourly rate will not apply until after you exceed the 6 hours. Users cannot change their approved times or add additional areas to be used without prior approval and receipt of payment for the event.

In addition to the fee schedule above, organizations will be assessed the cost of custodial services. There shall be a fee of time-and-one-half overtime rate of pay per hour for each custodian (minimum of four hours at overtime rate). On Sundays, fees shall be at double-time rate per hour (minimum of four hours). The custodial fees will reflect current contract rates. The organizations will be billed for custodial services by the Board of Education after the event, but building fees must be paid 5 days prior to the event or the event will not be permitted to take place. The custodial fees will include at least a 1/2 hour to 1 hour prior to the event and 1/2 hour to an hour after the event. The determination of the 1/2 hour or 1 hour will be at the discretion of the district.

2. Fee Schedule for Staff (Custodians)

Billed after the fact.

An hourly rate ranging from \$20 to \$30 (reflects time and a half) will be charged in addition to the building use fees for Saturday events (depending on which custodian takes the work)

An hourly rate ranging from \$35 to \$40 (reflects double time) will be charged in addition to the building use fees for Sunday events (depending on which custodian takes the work)



REGULATION

MANASQUAN
BOARD OF EDUCATION

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USE OF SCHOOL FACILITIES/FIELDS

No custodial fees can be charged during the week during the school year as the staff is already on duty until approximately 10:00 pm every weeknight.

3. The Business Administrator will prepare an itemized bill for the use of school facilities/fields based on the approved application form. The bill will be sent to the representative of the applicant organization at least five working days in advance of the use and is payable immediately.
4. Payment must be received by the Business Administrator before the scheduled use. Permission will be withdrawn from any use that is not paid in advance, except as expressly exempted by the Business Administrator.

Issued: 14 June 2011



NJ Single Accountability Continuum (NJQSAC) District Performance Review - School Year 2018-19

District Information and Score Summary

District Name and CDS #	Manasquan 25/2930	
County Name	Monmouth	
District Superintendent Name	Dr. Frank Kasyan	
District Mailing Address	169 Broad Street, Manasquan, NJ 08736	
Superintendent Email Address	Fkasyan@manasquanboe.org	
DPR Area	District Score	County Score
Instruction and Program	86%	46%
Fiscal Management	96%	0%
Governance	100%	0%
Operations	100%	0%
Personnel	100%	0%

Instruction and Program		Manasquan				Comments
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores		
1. The school district's ELA achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups; (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0		
	K - 12	7.5	4.4	4.4		
	9 - 12	15	0.0	0.0		
2. The school district's mathematics achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups. (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0		
	K - 12	7.5	3.3	3.3		
	9 - 12	15	0.0	0.0		
3. The school district's science achievement score: The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups. (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0		
	K - 12	5	3.5	3.5		
	9 - 12	0	0.0	0.0		
4. The school district's ELA academic progress. • Academic progress is calculated to include subgroup performance by averaging the mSGP of all students with the average of all subgroups' mSGPs. (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0		
	K - 12	7.5	5.4	5.4		
	9 - 12	0	0.0	0.0		

Instruction and Program		Manasquan				Comments
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores		
5. The school district's mathematics academic progress. • Academic progress is calculated to include subgroup performance by averaging the mSGP of all students with the average of all subgroups' mSGPs. (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0		
	K - 12	7.5	6.5	6.5		
	9 - 12	0	0.0	0.0		
6. The school district's graduation rate (average of four-year and five-year adjusted cohort graduation rates). • Graduation rate is calculated to include subgroup performance by averaging the combined graduation rate (i.e. the average of the four-year and five-year graduation rates) of all students with the average of all subgroups' combined graduation rates. (Assessment data provided by NJDOE)	K - 8	0	0.0	0.0		
	K - 12	15	13.8	13.8		
	9 - 12	20	0.0	0.0		
7. The school district's measure(s) for school quality and student success is calculated to account for subgroup performance by averaging the rates for all students with the average of all subgroups' rates. (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0		
	K - 12	10	8.9	8.9		
	9 - 12	10	0.0	0.0		
Summary of Achievement Score Indicators	K - 8	60	0.0	0.0		
	K - 12	60	45.8	45.8		
	9 - 12	60	0.0	0.0		

Instruction and Program		Manasquan			Comments
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	
Indicator		Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
8. The chief school administrator (CSA) reports participation and performance results of annual Statewide assessments to the district board of education within 60 days of receipt of the finalized information from the Department. The reports include aggregated and disaggregated subgroup data, as well as trend and comparative analyses and appropriate intervention strategies. (N.J.A.C. 6A:8-4.3)		6	1	0	
9. English language arts curriculum and instruction are aligned to the New Jersey Student Learning Standards (NJSLS) in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;					
b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;					
c. Assessments, including formative, summative, benchmark, and alternative assessments;					
d. List of core instructional and supplemental materials, including various levels of texts at each grade level;					
e. Pacing guide;					
f. Interdisciplinary connections;					
g. Integration of 21st century skills through NJSLS 9;					
h. Integration of technology through the NJSLS; and					
i. Career education.		4	1	0	

Instruction and Program		Manasquan			Comments
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	
10. Mathematics curriculum and instruction are aligned to the NJSL in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
<ul style="list-style-type: none"> a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSL 9; h. Integration of technology through the NJSL; and i. Career education. 		4	1	0	
11. Science curriculum and instruction are aligned to the NJSL in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
<ul style="list-style-type: none"> a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSL 9; h. Integration of technology through the NJSL; and i. Career education. 		4	1	0	

Instruction and Program		Manasquan			Comments
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	
<p>12. Social Studies curriculum and instruction are aligned to the NJSLs in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)</p>					
<p>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</p> <p>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</p> <p>c. Assessments, including formative, summative, benchmark, and alternative assessments;</p> <p>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</p> <p>e. Pacing guide;</p> <p>f. Interdisciplinary connections;</p> <p>g. Integration of 21st century skills through NJSLs 9;</p> <p>h. Integration of technology through the NJSLs; and</p> <p>i. Career education.</p>		4	1	0	
<p>13. World languages curricula and instruction are aligned to the NJSLs in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)</p>					
<p>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</p> <p>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</p> <p>c. Assessments, including formative, summative, benchmark, and alternative assessments;</p> <p>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</p> <p>e. Pacing guide;</p> <p>f. Interdisciplinary connections;</p> <p>g. Integration of 21st century skills through NJSLs 9;</p> <p>h. Integration of technology through the NJSLs; and</p> <p>i. Career education.</p>		4	1	0	

Instruction and Program		Manasquan							
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments				
14. Comprehensive health and physical education curricula and instruction are aligned to the NJLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)									
<ul style="list-style-type: none"> a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJLS 9; h. Integration of technology through the NJLS; and i. Career education. 						4	1	0	
15. Visual and performing arts curricula and instruction are aligned to the NJLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)									
<ul style="list-style-type: none"> a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJLS 9; h. Integration of technology through the NJLS; and i. Career education. 						4	1	0	

NJQSAC District Performance Review - School Year 2018-19

Instruction and Program		Manasquan			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
<p>1.6. Policies and procedures exist to ensure a coordinated system for planning, delivering, measurement, and modification of intervention and referral services is implemented in each school by a multidisciplinary team to address the learning, behavioral, and health needs of all students. (N.J.A.C. 6A:16-8) This requirement may be fulfilled through implementation of the New Jersey Tiered System of Support (NJTSS) or other models such as Response to Intervention (RTI) and Multi-Tiered Systems of Support (MTSS). The system includes:</p> <ul style="list-style-type: none"> a. A continuum of supports and interventions available in each school to support learning, behavior, and health needs; b. Action plans for interventions based on student data and desired outcomes; c. Professional development for multidisciplinary teams and staff who provide interventions; and d. Review and assessment of effectiveness of interventions (e.g., progress monitoring). 					
		6	1	0	
Achievement Score Total		60	46	46	
Curriculum and Policy Total		40	40	0	
Instruction and Program Total		100	85.8	45.8	

NJQSAC District Performance Review - School Year 2018-19

Fiscal Management		Manasquan		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
1. Monthly district board of education secretary's reports are completed and reconciled without exceptions and submitted to the district board of education within 60 days of the month's end for approval, pursuant to N.J.S.A. 18A:17-9.	6	1	0	
2. A standard operating procedures (SOP) manual for business functions is maintained, updated and implemented pursuant to N.J.A.C. 6A:23A-6.6. The SOP manual includes a system of internal controls in accordance with N.J.A.C. 6A:23A-6.4 to prevent the over-expenditure of line item accounts and to safeguard assets from theft and fraud and includes a section that details purchasing procedures.	8	1	0	
3. The annual audit of its Comprehensive Annual Financial Report (CAFR) and other supporting forms and collections (Auditor's Management Report (AMR), Federal Data Collection Form, and Audit Summary) have been filed by the due date set forth in N.J.S.A. 18A:23-1.	4	1	0	

NJQSAC District Performance Review - School Year 2018-19

Fiscal Management		Manasquan		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
4. The school district:				
a. Implements a corrective action plan (CAP) that addresses all audit recommendations and is acceptable to the Department (as required);	4	1	0	
b. Reports no repeat audit findings of a substantive nature in the CAFR or AMR.	4	1	0	
c. Reports no material weaknesses or significant deficiencies in the CAFR or AMR.	4	1	0	
d. Ends the year with no deficit balances and no line item over-expenditures in the general fund, (on the budgetary basis of accounting) special revenue fund, capital projects fund, or debt service fund (other than permitted under State law and GAAP).	4	1	0	

NJQSAC District Performance Review - School Year 2018-19

Fiscal Management		Manasquan		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
5. Entitlement and discretionary grants are managed and overseen as required. Specifically, the school district:				
a. Submits initial applications, revisions, and final reports for all entitlement and discretionary grants by published due dates and expends Federal funds consistent with the approved indirect cost rate and grant application.	2	1	0	
b. Budgets grant funds according to the approved application and spends grant funds as budgeted. Amendments and budget modifications are completed for charges that exceed the applicable threshold of 10 percent or for modifications that require opening new budget lines.	2	1	0	
c. Shows evidence of required consultations with nonpublic schools for each required State- and federally funded program and expends nonpublic school allocations as required. If funds are not expended for nonpublic school services, the school district specifies the reason the funds were not spent and provides evidence of consulting with nonpublic schools regarding the use of unexpended funds.	2	1	0	
d. Approves salaries funded by Federal grants as documented in district board of education minutes and maintains the required time and activity reports.	2	1	0	

NJQSAC District Performance Review - School Year 2018-19

Fiscal Management		Manasquan		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
6. Proper oversight and accounting of capital projects accounted for in Fund 30 are provided. Specifically, the school district:				
a. Maintains separate accounting by project.	4	1	0	
b. Monitors the detailed accounts regularly and oversees change orders to ensure/certify funds are available.	4	1	0	
c. Spends within the authorized amount, unless proper approvals have been received to raise additional funds to augment the authorized amount.	4	1	0	
d. Conducts the proper fiscal close-out of completed projects, including proper transfer of interest earned annually to the debt service and/or general fund.	4	1	0	
7. Projects consistent with the approved long-range facilities plan are implemented, reviewed, and revised, pursuant to N.J.A.C. 6A:26-2.	2	1	0	
8. County office approval has been granted for emergent projects, pursuant to N.J.A.C. 6A:26-3.14.	2	1	0	

NJQSAC District Performance Review - School Year 2018-19

Fiscal Management		Manasquan		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
9. Annual health and safety reviews:				
a. Have been conducted once per year in each building using the Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings. (N.J.A.C. 6A:26-6.1, 6.2, 6.3, and 12 and 6A:19-6)	5	1	0	
b. Meet the "100% item" section in the Annual Facilities Checklist - Health and Safety Evaluation of School Buildings, which means all items are in compliance in all buildings.	5	1	0	
c. Meet the "80% item" section Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings, which means at least 80 percent of items are in compliance in all buildings.	2	1	0	
10. A budget calendar that is developed and shared with the district board of education annually and that reflects all applicable legal and management requirements, pursuant to N.J.S.A. 18A:22-7, is followed. This development timeline includes input from all relevant programmatic staff for requirements and materials needed for teaching and student learning.	6	1	0	

NJQSAC District Performance Review - School Year 2018-19

Fiscal Management		Manasquan		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
11. All persons employed as a buildings and grounds supervisor, as defined in N.J.S.A. 18A:17-49, possess a valid authorization from the Department to serve as a certified educational facilities manager.	4	1	0	
12. The transfer of funds during the budget year is made in accordance with N.J.S.A. 18A:22-8.1 and 8.2 and complies with all budgetary control provisions, pursuant to N.J.A.C. 6A:23A-16.10.	4	1	0	
13. Fiscal-year cash flow management for all funds is prepared and analyzed on a regular basis to ensure payments can be made on a prompt basis.	4	1	0	
14. Reimbursement requests for Federal grant awards are submitted in a timely manner for the actual amount of incurred expenditures.	4	1	0	
15. The district board of education approves purchase orders approved by only 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.	4	0	0	Facilities Purchase Orders/Emergencies
Fiscal Management Total	100	96	0	

NJQSAC District Performance Review - School Year 2018-19

Governance		Manasquan		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
1. At least annually, and more frequently if required by changes in case law, regulation, or statute, the district board of education or the advisory board, reviews, updates, and adopts, by resolution, policies, procedures, and by-laws reflective of current statutory and regulatory authority. (N.J.S.A. 18A:11)	8	1	0	
2. The district board of education:				
a. Establishes a policy and a contract with the CSA to annually evaluate him or her based on the adoption of goals and performance measurements that reflect the highest priority is given to student achievement and attention is given to subgroup achievement and each new member has received training on CSA evaluation. N.J.S.A. 18A:17-20.3.	7	1	0	
b. Completes the CSA evaluation by July 1 in accordance with N.J.A.C. 6A:10-8.1(g).	6	1	0	
3. All new, renegotiated, amended, altered, or extended contracts for CSAs, deputy superintendents, assistant superintendents, and school business administrators are submitted to the executive county superintendent (ECS) for review and approval. The district board of education takes no formal action to approve or implement such contracts prior to ECS review and approval. (N.J.S.A. 18A:7-8 and N.J.A.C. 6A:23A-3.1)	6	1	0	

NJQSAC District Performance Review - School Year 2018-19

Governance		Manasquan		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
4. The district board of education approves appointments and transfers, and moves or renews certificated and non-certificated officers and employees, only by a roll call majority vote of the district board of education's full membership upon the CSA's recommendation. (N.J.S.A. 18A:27-4.1 and N.J.A.C. 6A:32-4.1 and 4.7)	6	1	0	
5. The district board of education-approved corrective action plans are submitted for any finding or recommendation for all compliance-related reports, consolidated monitoring reports, financial audits, special education reports, etc. The school district has no outstanding monitoring or complaint investigation findings that exceed the required timelines for correction. There is no evidence of the school district not implementing the plan.	7	1	0	
6. The budgeting process and allocation of resources, including grant funding, are aligned with instructional priorities and student needs to provide for a thorough and efficient education as demonstrated by: (N.J.S.A. 18A:7F-6 and 46 and N.J.A.C. 6A:23A-8.1)				
a. Adoption and implementation of written policies and procedures for the budget and financial planning process that are integrated and aligned with school district priorities and planning objectives based on Statewide assessments and applicable strategic plans.	8	1	0	
b. Annually align fiscal goals and budget objectives with curricula that comply with the NJSL.S.	8	1	0	

NJQSAC District Performance Review - School Year 2018-19

Governance		Manasquan		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
7. The district board of education follows the budget process by: a. Conducting a public hearing on the proposed budget; b. Adopting the budget at a public meeting; c. Providing ongoing information on the budget's status and any revision(s) or emergent conditions; and d. Making the budget available for public notice and inspection. (N.J.S.A. 18A:22-7 and N.J.A.C. 6A:23A-8.1 and 8.2)	8	1	0	
8. The district board of education ensures compliance with all stakeholder engagement requirements pursuant to the Federal grant programs for which the school district receives funds, which shall include but not be limited to grant programs under the Elementary and Secondary Act, the Individuals with Disabilities Education Act, and the Carl D. Perkins Career and Technical Education Act.	6	1	0	
9. The district board of education has established programs and services for all English language learners (ELLs), pursuant to N.J.A.C. 6A:15.	7	1	0	
10. The district board of education implements the Open Public Meetings Act and there have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.S.A. 10:4-6 et seq.)	3	1	0	

NJQSAC District Performance Review - School Year 2018-19

Governance		Manasquan		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
11. The district board of education approves the monthly district board of education secretary's and treasurer's reports within 60 days of month's end and, in its minutes, certifies that major funds (general fund, special revenue, and capital projects fund) have not been over-expended. (N.J.A.C. 6A:23A-16.10(c))	6	1	0	
12. Minutes of all meetings, including executive sessions, reflect all district board of education actions and are publicly available within two weeks or by the next district board of education meeting. (N.J.S.A.18A:17-7)	6	1	0	
13. District board of education members and school administrators annually file a timely and properly completed financial and personal/relative disclosure statement. The district board of education annually discusses the School Ethics Act and no district board of education member or administrator has been found in violation of the School Ethics Act. (N.J.S.A. 18A:12-22 and 26)	5	1	0	
14. The district board of education ensures that all students have access to library media services that are connected to classroom studies in each school building including access to computers; school district-approved instructional software; appropriate books, including novels, anthologies, and other reference materials; and supplemental materials that motivate students to read in and out of school and to conduct research. (N.J.A.C. 6A:13-2.1(h))	3	1	0	
Governance Total	100	100	0	

NJQSAC District Performance Review - School Year 2018-19

Operations		Manasquan		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
1. The school district's NJSMART and educator evaluation data files:				
a. Have been certified by established deadlines and provide complete data; and	2	1	0	
b. Have an error rate of less than 1.5 percent for each file –inclusive of student sync errors.	3	1	0	
2. The school district's educational entity system data:				
a. Have been submitted by established deadlines and no evidence of changes not approved by the Department was reported since the last NJQSAC monitoring; and	1	1	0	
b. Have accurately maintained the school contacts throughout the year and the school district has obtained Department approval for changes to all school configurations within five business days of the proposed changes.	3	1	0	
3. The school district has a data management process that includes:				
a. Identification of a school district data coordinator, school district contacts for all Department data submission applications, and an internal communication/information dissemination procedure;	2	1	0	
b. Submission of data collection applications via the Department's website by the established deadlines.	3	1	0	
4. The school district has policies and procedures that require the use of multiple sources of data to monitor student achievement and progress and to evaluate the effectiveness of programs, initiatives, and strategies.	3	1	0	

NJQSAC District Performance Review - School Year 2018-19

Operations		Manasquan		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
5. The district board of education adopts and annually distributes to staff, parents, and students, policies and procedures to address the equitable application of a code of student conduct that establishes expectations for academic achievement, behavior, and attendance. The policy provides comprehensive tiered behavioral supports and responses to violations that include positive disciplinary practices that minimize exclusionary practices, such as suspension and expulsion; and details students' due process rights. (N.J.A.C. 6A:16-7.1)	5	1	0	
6. Twice per year, the CSA presents to the district board of education a summary of violence, vandalism, substance abuse, and harassment, intimidation and bullying (HIB) incidents submitted on the Department's incident reporting system. The CSA or designee submits the final data verification to the Department by July 15. (N.J.A.C. 6A:16-5.3)	5	1	0	
7. The school district implements a process to ensure the school safety/school climate team in each school, with support from the CSA: (1) reviews and takes action to strengthen school climate policies; (2) educates the community, including students, teachers, staff, and parents, to prevent HIB; (3) provides professional development opportunities that address effective practices of successful school climate programs or approaches; and (4) completes the HIB self-assessment. The CSA submits to the Department the statement of assurance and the district board of education approval date for the HIB self-assessment for each school in the school district by September 30. (N.J.S.A. 18A:17-46 and 18A:37-14 through 18 and N.J.A.C. 6A:16-7.7)	7	1	0	
8. The Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA) has been signed within the past year. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-6.2)	6	1	0	

NJQSAC District Performance Review - School Year 2018-19

Operations		Manasquan		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
9. The comprehensive alcohol, tobacco, and other drug abuse program includes 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 and supports. (N.J.S.A. 18A:40A and N.J.A.C. 6A:16-3 and 4)	6	1	0	
10. Policies and procedures are established to review and resolve transportation incidents and ensure the safety of students by meeting Motor Vehicle Commission requirements for inspections by bus drivers and evacuation drills. The CSA presents to the district board of education evidence of completion of emergency exit drills. (N.J.A.C. 6A:27-11.1, 11.2, and 12)	6	1	0	
11. Policies and procedures are established to report potentially missing, abused, or neglected children to law enforcement and child welfare authorities; to appoint a school district liaison to law enforcement authorities; and to provide training to school district employees, volunteers, and interns on policies and procedures. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-11)	6	1	0	
12. Comprehensive record of immunizations, required physical examinations and health screenings are maintained to identify the need for medical services for public and nonpublic school students. Health records are kept separately from other student records. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-2.1(a)8, 2.2, and 2.5 and 6A:32-7.4(c))	4	1	0	

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Operations		Manasquan		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
<p>13. At least one certified school nurse is employed by the school district (not through a third-party contract). For medically fragile students who require one-to-one clinical nursing services, the school district uses a provider of clinical nursing services who appears on the New Jersey Department of Human Services' directory of private-duty nursing. The district board of education annually adopts a nursing services plan for each school that addresses sufficient nursing requirements and the needs of all students, including nonpublic school students. (N.J.A.C. 6A:16-2.1(b) and 2.5(i)6)</p>	8	1	0	

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Operations		Manasquan		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
14. Students removed for disciplinary reasons (e.g., suspension or expulsion) or for chronic or temporary illness have received educational services from a certified instructor who has completed the Department's criminal history record check within five days of a student's removal for disciplinary reasons or within five days after receipt of the school physician's verification of the need for home instruction due to chronic or temporary illness (e.g., home instruction/temporary hospital setting). (N.J.S.A. 18A:6-4.13 and 7.1 and N.J.A.C. 6A:16-7.2, 7.3, and 10.1)	6	1	0	
15. Safety and security plans, procedures, and mechanisms are annually reviewed and revised in consultation with law enforcement, health, social service, and emergency management agencies and other community members, including parents. The CSA has verified in writing that the process has occurred. (N.J.A.C. 6A:16-5.1)	6	1	0	
16. A security drill statement of assurance that accurately represents the monthly security drills were conducted is submitted no later June 30 each year to the Department. (N.J.S.A. 18A:41)	4	1	0	
17. The school district has a comprehensive equity plan (CEP) designed to eliminate discrimination according to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender, religion, disability socioeconomic status, pregnancy, or parenthood that is approved by the Department. Additionally, the school district submits to the Department the annual CEP statement of assurance. (N.J.A.C. 6A:7-1.4)	6	1	0	
18. The district board of education has adopted policies and procedures that require regular attendance of students, expectations of timely arrival, daily attendance when school is in session, and responses to unexcused absences and lateness, and attempt to determine the cause and to provide tiered supports in maintaining regular attendance for all students. (N.J.A.C. 6A:16-7.6)	8	1	0	

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Operations		Manasquan		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
Operations Total	100	100	0	

Personnel		Manasquan			Comments
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	
1. An audit of staff personnel files and other relevant school district records demonstrates that evaluation and staff development processes have occurred in accordance with N.J.A.C. 6A:9C and 6A:10 in the following categories:					
a. Teacher evaluation processes result in complete summative scores, and measures of teacher practice, and measures of student growth (SGO and mSGP) (N.J.A.C. 6A:10- 2.4, 4.1, 4.2, 4.3, and 4.4);	100 percent of audited files meets indicators	8	1	0	
	95 to 99 percent of audited files meets indicators	4	0	0	
	Less than 95 percent of audited files meets indicators	0	0	0	
b. School leader evaluation processes result in complete summative scores, measures of principal practice, and measures of student growth (SGO, mSGP, administrator goals) (N.J.A.C. 6A:10- 2.4, 5.1, 5.2, 5.3, and 5.4);	100 percent of audited files meets indicators	6	1	0	
	95 to 99 percent of audited files meets indicators	3	0	0	
	Less than 95 percent of audited files meets indicators	0	0	0	
c. Evaluations of other certificated staff according to regulations (N.J.A.C. 6A:10-2.2, 2.4, 2.5, 6.1, and 6.2);	100 percent of audited files meets indicators	4	1	0	
	95 to 99 percent of audited files meets indicators	2	0	0	
	Less than 95 percent of audited files meets indicators	0	0	0	

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d. Evaluation processes for all certificated staff have occurred, including evaluation training and evaluation conferences. (N.J.A.C. 6A:10-2.2)	4	1	0
e. School improvement panels have been established in each school and are functioning in accordance with the TEACHNJ Act (N.J.S.A. 18A:6-120) and regulations (N.J.A.C. 6A:9C-5.3 and 6A:10-2.3, 2.5, 3.1, and 3.2); and	4	1	0
f. Other evaluation structures and processes, including tenure charge proceedings conducted according to the TEACHNJ Act (N.J.S.A. 18A:6-11 and 17.3).	2	1	0
2. The school district demonstrates supportive conditions for high-quality professional learning and development for teachers, educational services staff, and administrators, aligned to the components of professional development and the New Jersey standards for professional learning and as indicated by the following (N.J.A.C. 6A:9C and 6A:13-2):			
a. An audit of personnel files indicates that required individual professional development plans (PDPs) or corrective action plans (CAPs) are aligned to the professional standards for school leaders or teachers and have been completed for administrators and teachers and are linked to (1) school district, school, team, and/or individual goals, and (2) results from individual performance evaluations. (N.J.A.C. 6A:9C and 6A:10-2.5);	5	1	0
b. School schedules that include adequate and consistent time for teachers to work together in and across content areas and grade levels to examine student results and to collaborate on addressing student learning needs, such as through professional learning community (PLC) time (N.J.A.C. 6A:9C-3.2 and 3-3 and 6A:13-2.1).	5	1	0
c. The school district-level PDP: <ul style="list-style-type: none"> • Details districtwide and school-level professional learning for active staff holding instructional teaching, educational services, and administrative certificates; • Incorporates professional learning that is sustained and job-embedded not exclusively one-time workshops; and • Addresses the NJSLS and the professional standards for teachers and school leaders (N.J.A.C. 6A:8 and 6A:9) and is based on a variety of sources and types of student, educator, and system evidence, including educator evaluation data and school-level PDPs. (N.J.A.C. 6A:9C-4.2) 	5	1	0

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<p>d. The school district allocates resources for educator professional learning and development (e.g., people, time, technology, money) that align to the school district's professional development needs, as stated in the PDP and mentoring plan, beyond the resources designated toward completion of State-mandated professional development topics.</p>	<p>5</p>	<p>1</p>	<p>0</p>
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<p>e. The district mentoring plan: (N.J.A.C. 6A:9C-5)</p> <ul style="list-style-type: none"> • Details support for all non-tenured teachers in their first year of employment through, at minimum, an introduction to school district curricula, student assessment policies, and training on the school district's evaluation rubric; • Describes the process for selecting and assigning one-to-one mentors who meet State eligibility requirements to work with provisional teachers; • Describes how mentors are trained; and • Describes the process by which the administrative office oversees mentor payments. 	3	1	0	
<p>f. Documentation that verifies staff have completed professional development on State-mandated topics required for their assignments. (N.J.S.A. 18A and N.J.A.C. 6A)</p>	2	1	0	
<p>3. The district board of education has ensured the following staffing practices are followed for all staff requiring provisional certification:</p>				
<p>a. Any administrator or educational services staff employed under a certificate of eligibility with advanced standing (CEAS) or a certificate of eligibility (CE) has been registered in the appropriate residency program for his or her endorsement and the school district has applied to the Department's certification office for a provisional certificate before the residency period began. Any teacher with a CEAS or a CE or serving as a long-term substitute (for greater than 60 days) has been registered in the provisional teacher process within 60 days of beginning employment; (N.J.A.C. 6A:9B)</p>	3	1	0	
<p>b. Provisional staff are assigned a mentor, required mentor hours and/or residency hours are tracked, and evaluation is conducted; and (N.J.A.C. 6A:9B-8.4, 6A:9C-5, and 6A:10)</p>	3	1	0	
<p>c. Provisional staff seeking the standard license for teacher of students with disabilities and/or teacher of bilingual education submit annual transcripts from their educator preparation programs (EPPs) to allow school districts to track staff progress toward completion of required coursework. (N.J.A.C.6A:9A and 6A:9B)</p>	3	1	0	
<p>d. All school district-provided information required for a professional staff member to obtain a standard certificate is submitted to the Department within 30 days of the staff member becoming eligible for a standard license. (N.J.A.C. 6A:9B)</p>	2	1	0	

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4. The district board of education has ensured the following staffing practices are followed:				
a. New employees have a successful criminal history record check prior to employment and are not disqualified for employment; (N.J.S.A. 18A:6-7.1 and 18A:39-19.1)	2	1	0	
b. Candidates for employment and employees, when applicable, receive a physical examination and the resulting medical records are maintained in a secure location separate from personnel files; (N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.2 and 6.3)	2	1	0	
c. Approved job descriptions are maintained for every certificated staff member. Certificated staff are appropriately certified for their assignment (N.J.A.C. 6A:9B); and	5	1	0	
d. Accurate staff attendance records are maintained at school district and school levels. The records include the type and date of absence and an analysis of attendance patterns. Any issue(s) identified through the analysis of staff attendance has been addressed in accordance with the district board of education's staff attendance policies.	5	1	0	
e. The length of service for substitute teachers is tracked and placement of substitutes is appropriate. (N.J.A.C. 6A:9B-7)	2	1	0	
5. The position control roster: (N.J.A.C. 6A:23A-6.8)				
a. Contains the employee name; date of hire; a permanent position tracking number for each employee; a control number for substitute teachers; a control number for overtime; a control number for extra pay; the status of the position (filled, vacant, abolished, etc.); an indication, when available, of whether an employee is retiring in the budget year or not being renewed, including associated costs such as contractual buyouts, severance pay, paid vacation, or sick days, etc.; base salary; step; longevity; guide; stipends by type; overtime; other extra compensation; the benefits paid by the school district, net of employee reimbursements or co-pays, by type of benefit and for FICA and Medicare; the position's full-time equivalent value by location; the date the position was filled; and the date the position was originally created by the district board of education (if the date the position was originally created is not available, the date the person currently filling that position was approved by the district board of education);	6	1	0	
b. Is accurate and up to date; and	5	1	0	

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c. Reconciles with the budget.	4	1	0	
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<p>6. Documentation and evaluation of administrator practices, as well as an audit of personnel files, including observation reports, indicates that supervision processes are occurring in accordance with N.J.A.C. 6A:10 and result in:</p> <ul style="list-style-type: none"> a. Professional practices aligned with goal-setting procedures (N.J.A.C. 6A:10-4.2 and 5.2); and b. Supervisory feedback that is timely, targeted, and actionable (N.J.A.C. 6A:10-2.4, 2.5 and 4.4 and 5.4). 	<p>5</p>	<p>1</p>	<p>0</p>	
<p>Personnel Total</p>	<p>100</p>	<p>100</p>	<p>0</p>	