

DOCUMENT A

District Enrollment: 05/31/2019

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	0		39
Belmar	106	11	6	1	124
Brielle	220	7	3	2	232
Lake Como	53	6	0	1	60
Manasquan	282	8	8		298
Sea Girt	24	1	1		26
Spring Lake	40	1	0		41
Spr Lk Hts	124	2	2	1	129
Parent Paid	12	1			13
Employee Child	2				2
Paid By Another Agency	1				1
Tuition Free	2				2
Totals	904	38	20	5	967
				TOTAL MHS	967
				TOTAL MES	548
				TOTAL ENROLLMENT	1,515

**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>
May-18	93.12	917.13	854.40
May-19	93.05	945.93	880.50
ELEMENTARY SCHOOL			
May-18	96.157	584.36	561.227
May-19	96	548.81	525.238

**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>
May 29th	11:45 a.m.	8 minutes		Lockdown Drill-Alt. School
May 29th	11:15 a.m.	6 minutes		Lockdown Drill
May 15th	1:21 p.m.	4 minutes		Fire Drill-Alt. School
May 15th	1:05 p.m.	5 minutes		Fire Drill
ELEMENTARY SCHOOL				
<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILL</u>
May 16th	11:50 a.m.	4 minutes		Fire Drill
May 29th	2:30 p.m.	10 minutes		Lockdown Drill

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

1. All other students shall receive school bus evacuation instruction at least once within the school year.

(b). The school bus driver and bus aide shall participate in the emergency exit drills.

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: JUNE 6th 2019

Time of day the drill was conducted: 7:00am - 7:25am

School Name: MANASQUAN HIGH School

Location of the Emergency Evacuation Drill: FRONT BUS LOOP

Route Number(s): BRIELLE, 7521, 8500, 7524, 7518, 7523, 7520, 7519, 7522

Name of the school principal/person(s) overseeing the drill: _____

RICH READ, DON BRAMLEY, MIKE WHITE

Other information relative to the emergency evacuation drill: _____

**Manasquan High School
2018 Suspensions by Month**

OUT OF SCHOOL SUSPENSIONS	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	TOTAL
DISREPECTFUL TO STUDENT	2				1						3
DISREPECTFUL TO STAFF	1	1	1		1						4
DEFIANCE	1										1
FIGHTING	2		1								3
PUSHING / SHOING	1						1				2
THROWING OF OBJECTS	1										1
UNDER THE INFLUENCE	0										0
UNLISTED OFFENSE	1										1
VERBAL ABUSE / PROFANITY		2			1						3
MARIJUANA		1		1		1					3
WEAPON			1			1					2
DRUG PARAPHERNALIA									1		1
ASSAULT							1				1
Totals	9	4	3	1	3	2	2	0	1	0	25
IN SCHOOL SUSPENSIONS:											
VERBAL ABUSE / PROFANITY		2					1				3
SATURDAY DETENTION NO SHOW		1		3							4
SMOKING / POSSESSION		1		1							2
ACC. OF DEMERITS			1				1				2
LATE TO SCHOOL, EXCESSIVE				1							1
CUT CLASS						1	2				3
HIB CONFIRMED					1						1
Violation fo Tech Policy							1				1
DISRESPECTFUL TO STAFF								1	1		2
DISRESPECTFUL TO STUDENT								1	1		2
Totals	0	4	1	5	1	1	5	2	2	0	21
TOTAL STUDENTS SUSPENDED	9	8	4	6	4	3	7	2	3	0	46
TOTAL SATURDAY DETENTIONS	3	4	2	2	10	3	13	9	4		50
STUDENTS SUSPENDED 1 TIME	21										
STUDENTS SUSPENDED 2 TIMES	5										
STUDENTS SUSPENDED 3 TIMES	5										
STUDENTS SUSPENDED 4 TIMES											
STUDENTS SUSPENDED 5 TIMES											
STUDENTS SUSPENDED 6 TIMES											
STUDENTS SUSPENDED 7 TIMES											
STUDENTS SUSPENDED 8 TIMES											
STUDENTS SUSPENDED 9 TIMES											
TOTAL NUMBER OF SUSPENSIONS TO DATE											46
TOTAL NUMBER OF INDIVIDUAL STUDENTS SUSPENDED TO DATE											31

Manasquan High School 2018 Suspensions by Grade

OUT OF SCHOOL SUSPENSIONS:	9	10	11	12	TOTALS
DISREPECTFUL TO STUDENT	3				3
DISREPECTFUL TO STAFF	2	2			4
DEFIANCE				1	1
FIGHTING	2	1			3
PUSHING / SHOIVING	1	1			2
THROWING OF OBJECTS		1			1
UNDER THE INFLUENCE					0
UNLISTED OFFENSE	1				1
VERBAL ABUSE / PROFANITY	3				3
MARIJUANA		1	1	1	3
WEAPON				2	2
DRUG PARAPHERNALIA	1				
ASSAULT		1			1
Totals	13	7	1	4	25
IN SCHOOL SUSPENSIONS:					0
VERBAL ABUSE / PROFANITY	1	1		1	3
SATURDAY DETENTION NO SHOW		2		1	3
SMOKING / POSSESSION		1	2		3
ACC. OF DEMERITS		1		1	2
LATE TO SCHOOL, EXCESSIVE				1	1
CUT CLASS				3	3
HIB CONFIRMED			1		1
Violation fo Tech Policy	1				1
DISRESPECTFUL TO STAFF		2			
DISRESPECTFUL TO STUDENT		2			
Totals	2	9	3	7	21
TOTAL STUDENTS SUSPENDED	15	16	4	11	46
TOTAL SATURDAY DETENTIONS	6	20	3	21	50

Manasquan High School

2018 Suspensions by District

OUT OF SCHOOL SUSPENSIONS:	SQUAN	AVON	BELMAR	L. COMO	SLH	SL	SEA GIRT	BRIELLE	TOTALS
DISRESPECTFUL TO STUDENT						2		1	3
DISRESPECTFUL TO STAFF				2	2				4
DEFIANCE				1					1
FIGHTING				2	1				3
PUSHING / SHOVING	1				1				2
THROWING OF OBJECTS	1								1
UNDER THE INFLUENCE									0
UNLISTED OFFENSE	1								1
VERBAL ABUSE / PROFANITY				1	1	1			3
MARIJUANA	1			1				1	3
WEAPON			1					1	2
DRUG PARAPHERNALIA			1						
ASSAULT	1								1
Totals	5	0	2	7	5	3	0	3	25
IN SCHOOL SUSPENSIONS:									0
VERBAL ABUSE / PROFANITY			1	2					3
SATURDAY DETENTION NO SHOW	2		1					1	4
SMOKING / POSSESSION	1				1				2
ACC. OF DEMERITS	2								2
LATE TO SCHOOL, EXCESSIVE								1	1
CUT CLASS	1							2	3
HIB CONFIRMED			1						1
Violation fo Tech Policy		1							1
DISRESPECTFUL TO STAFF	2								2
DISRESPECTFUL TO STUDENT		2							2
Totals	8	3	3	2	1	0	0	4	21
TOTAL STUDENTS SUSPENDED	13	3	5	9	6	3	0	7	46
TOTAL SATURDAY DETENTIONS	21	3	4	5	1	1		15	50

Manasquan High School

2018 - 2019 Tardy Report

	Sept.	Oct.	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Number of Students Tardy 1 time	157	223	185	206	201	187	208	209	218	
Number of Students Tardy 2 times	55	84	88	83	95	84	108	101	129	
Number of Students Tardy 3 times	19	44	32	44	55	41	62	72	76	
Number of Students Tardy 4 times	5	24	27	18	40	24	37	40	36	
Number of Students Tardy 5 times	3	23	17	11	19	12	23	21	22	
Number of Students Tardy 6 times	2	14	8	9	16	11	15	14	20	
Number of Students Tardy 7 times	4	10	6	3	8	6	6	7	6	
Number of Students Tardy 8 times	0	5	3	6	3	1	4	5	10	
Number of Students Tardy 9 times	0	3	2	0	4	4	2	5	4	
Number of Students Tardy 10 times	0	3	1	2	3	1	4	2	5	
Number of Students Tardy 11 times	0	1	0	1	0	1	1	3	3	
Number of Students Tardy 12 times	0	0	0	0	1	1	2	1	1	
Number of Students Tardy 13 times	0	0	0	1	0	0	1	0	1	
Number of Students Tardy 14 times	0	0	0	0	0	0	1	0	0	
Number of Students Tardy 15 times	0	1	0	0	2	0	0	2	1	
Number of Students Tardy 16 times					1	0	1	0	2	
Number of Students Tardy 17 times					0	0	1	0	1	
Number of Students Tardy 18 times					1	0	0	0	0	
Number of Students Tardy 19 times							0	0	1	
Number of Students Tardy 20 times							1	1		
Totals	245	435	369	384	449	373	477	483	536	0

SUP

	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	March	MARCH	April	MAY	JUNE
Profanity											
Cut											
Detention/Cut Class											
Leaving School Grounds											
Smoking											
Willful Disobedience											
Truant											
Forged Note											
Fighting							1				
Conduct of Such Character											
Destruction of School and Personal Property											
Threatening Staff Member											
Threatening Student		1	1				2				
Disturbance in Class											
Harrassment of Student											
Possession of Drug/Alcohol											
Insubordination											
Possession of Stolen Property		1									
Possession of a Weapon											
Simple Assault		1									
TOTAL	0	3	1	0	0	0	3	0	0	0	0

MANASQUAN SCHOOL DISTRICT HARRASSMENT, INTIMIDATION & BULLYING REPORT

June 11, 2019

Case #	Date of Report	ID Victim	ID Accused	Determination	Discipline/remediation
MES	NO REPORTS FOR THE MONTH				
MHS					
#26	05/09/2019	5946001420	7178566033 7317365785	Not HIB	Counseling with School Counselor
#27	05/31/2019	7103471750	9006837135	Confirmed HIB	Counseling with School Counselor

All victims received counseling.

MANASQUAN PUBLIC SCHOOLS

TITLE: ASSISTANT SUPERINTENDENT

QUALIFICATIONS:

1. Valid New Jersey School Administrator Certificate as per N.J.A.C. 6A:9B-12.3.
2. Minimum 5 years school or central office administrative experience.
3. Broad knowledge of instructional and administrative technology operations, online services, technology resources and integration of technology across the curriculum.
4. Broad knowledge of school law, collective bargaining, affirmative action, and human resources operations.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
6. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

SUPERVISES: District and school administrators as assigned;
Instructional Staff as assigned;
Network Engineer, Technology Specialists, District Data Manager;
Technology Communications Assistant;
Technology Integration Coach

JOB GOAL: To assist the Superintendent of Schools by providing leadership to the District staff to plan, implement, articulate and evaluate all instructional programs and school district operations.

PERFORMANCE RESPONSIBILITIES:

1. Serves in the absence of the Superintendent of Schools as the chief administrative officer of the District.
2. Serves on the Superintendent's leadership team.
3. Attends Board of Education meetings and prepares such reports for the Board as the Superintendent may request.
4. Assists in the determination of types of programs needed by the schools and makes appropriate recommendations.

5. Reports on the status of district programs and services at the request of the Superintendent.
6. Prepares drafts of needed Board policies and administrative procedures for the Superintendent's review and action.
7. Plays a significant leadership role in district planning and implementation of new initiatives towards the continued professional growth of the school, staff and students.
8. Serves upon assignment by the Superintendent as a resource person to all administrators in the district.
9. Prepares budgets for district departments or divisions as assigned by the Superintendent of Schools.
10. Assists the Superintendent of Schools and the School Business Administrator with evaluation of administrative budget submissions.
11. Assists the Superintendent of Schools in the overall administration, supervision and evaluation of district personnel.
12. Assists the Superintendent in the development of strategies necessary for staff negotiations.
13. Manages district human resources functions including labor relations, affirmative action, recruiting and hiring, and the maintenance of personnel records.
14. Ensures fair and consistent administration of human resource rules, regulations and collective bargaining agreements; provides counsel to other administrative staff on labor relations matters.
15. Conducts and/or directs personnel investigations, employee discipline, and assists with administering grievance procedures.
16. Works cooperatively with other administrators and other professional staff in planning and implementing the effective use of instructional and administrative technology.
17. Manages district instructional and administrative technology support and operations.
18. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as assigned by the Superintendent of Schools.

19. Evaluates administrative staff including Directors, Principals, Assistant Principals, and Supervisors, as assigned by the Superintendent, in accordance with state law, Board policy and contractual agreements.
20. Accepts from the Superintendent of Schools such responsibilities as the Superintendent chooses to delegate and assumes full responsibility for discharging them.
21. Performs other duties within the scope of his/her employment and certification as may be assigned by the Superintendent of Schools under the authority of the Board of Education.

TERMS OF EMPLOYMENT: 12 months per year. Salary to be established by the Board.

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

Approved by: Manasquan Board of Education **Date:** June 11, 2019

MANASQUAN PUBLIC SCHOOLS

TITLE: TRANSITION COORDINATING TEACHER

- QUALIFICATIONS:**
1. Valid New Jersey Teacher of the Handicapped Certificate/Teacher of Students with Disabilities or eligibility. Experience in job placement, program development, and interaction with community support agencies desirable; Structured learning experience (CTE) required training completed.
 2. Experience in the classroom and with community based instruction education.
 3. Advanced knowledge of Social Security, DDD, DVRS.
 4. Knowledgeable of special education laws and procedures, middle/secondary school guidance program design, and career/educational information and placement.
 5. Demonstrated ability to communicate and work effectively with students, parents, staff, and community groups and organizations.

REPORTS TO: Director of School Counseling Services, Principal, Supervisor of Special Education.

JOB GOAL: To help students with disabilities achieve personal fulfillment by providing them guidance and counseling services to enable students to create their own personal, educational, and occupational transition plans.

PERFORMANCE RESPONSIBILITIES:

Work Performance/Work Traits

1. Assists students in evaluating their aptitudes and abilities through a systematic transition from school to employment or school to college by identifying needs, interests, and preferences.
2. Develops appropriate job sites and works with the students and staff at Manasquan High School in scheduling student placements.
3. Serves as liaison between the school and students' places of employment by monitoring their job performance and assisting in their job retention.

4. Review and coordinate any transportation needs through CST and board office.
5. Train Child Study Team and teachers in the development of individualized transition plans and work closely with parents and students in the development of these plans.
6. Attend conferences with parents/guardians, Child Study Team members and instructional staff, as necessary, to review and update students' transitional goals, objectives and activities.
7. Maintain an up-to-date manual covering all school-to-career transition procedures and activities.
8. Establish working relationships with post-secondary support agencies and service providers to facilitate transition planning.
9. Develop and submit monthly reports to the Supervisor of Special Education documenting student progress and program outcomes.
10. Develop a positive rapport with special education students.
11. Participate in professional improvement programs and activities as requested by the Supervisor of Special Education
12. Maintain up-to-date student transition portfolios.
13. Coordinate the preparation of recommendations to colleges for admissions and scholarships, as well as to potential employers and other agencies.
14. Work with teachers, administrators, and other professional staff members by providing information and assistance that will be beneficial to students' overall growth and development.
15. Assist staff in the resolution of school related issues and problems pertaining to classified students.
16. Work to prevent students from dropping out of school and assist those individuals who leave school early to find alternative educational programs and/or employment opportunities.
17. Provide a transition orientation program for students with disabilities in high school, which may include orientation programs for students, parents, and staff.
18. Keep the staff and community informed about the transition program.

Professional Improvement

19. Participate in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines, and budget allocations. Maintain professional competence and continuous improvement through in-service education and other professional growth activities.

Other Assigned Tasks

20. Performs such other duties and assumes such other tasks as may be assigned by the Superintendent of Schools, Principal, or Supervisor of Special Education.

TERMS OF EMPLOYMENT: 10-month position. Salary as per guide in negotiated collective bargaining agreement with the Manasquan Education Association.

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

Approved by: Manasquan Board of Education **Date:** June 11, 2019

MANASQUAN PUBLIC SCHOOLS

TITLE: Carpenter

QUALIFICATIONS:

1. Hold a high school diploma or equivalent
2. Black Seal License
3. Have three years of experience in carpentry work involving the layout, construction, repair, and maintenance of buildings and office equipment and furnishings.
4. Hold and maintain a valid driver's license.
5. Have excellent integrity and demonstrate good moral character and initiative
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A-4.
8. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A-4.
9. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

NATURE AND SCOPE OF JOB: The Carpenter under supervision, does general carpentry work involved in the layout, construction, repair and maintenance of buildings and other related duties.

REPORTS TO: Custodial Supervisor

PERFORMANCE RESPONSIBILITIES:

1. Keeps building and premises neat and clean at all times.
2. Operates and maintain all power equipment.
3. Repairs broken and malfunctioning furniture, doors, screens, locks, glass panes, and other types of equipment, and makes and installs window frames and ashes, screens, trim, doors, flooring, siding, sheathing, stairs, railing porches, cabinets, and simple furniture.
4. Constructs and repairs buildings and structures, making use of any appropriate wood joints such as dovetail, miter, mortise, and tenon.
5. Makes various types of rafter cuts; lay out and cuts stair horse stringers; erects scaffolding; constructs and installs cribbing and form for concrete; sets and operates a variety of wood working machines including power saws and attachments, planers, jointers, sanders, electric drills, and routers.
6. Makes emergency carpentry repairs.
7. Must be in good health and able to understand simple oral or written instructions.
8. Demonstrates aptitude for competence for assigned responsibilities. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
9. Builds and make repairs to special truck bodies.
10. Makes time and materials estimates.
11. Makes reports of personnel, time supplies, and work completed.
12. Maintains records.

13. Serves as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
14. Protects confidentiality of records and information about staff and use discretion when sharing any such information within legal confines.
15. Participates in appropriate in-service and workshop programs and attend any required meetings.
16. Displays the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
17. Adheres to New Jersey School Law, State Board of Education rules and regulations, State and local health agency requirements, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
18. Performs any duties and responsibilities that are within the scope of employment, as assigned by the School Business Administrator, and not otherwise prohibited by law of regulation.
19. Uses computers and/or electronic equipment to fulfill job functions.
20. Replaces damaged ceiling panels, wall coverings, or floor segments such as inlaid parquet pieces.
21. Builds bookcases, cabinets, tables, stands, screens, partitions, and other types of equipment.
22. Regulates heat, ventilation and air-conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water and electricity.
23. Shovels, plows, sweeps and sands walks, driveways, parking areas and steps as required.
24. Checks daily to ensure that all exit doors are open and all panic bars are working properly during the hours of building occupancy.
25. Monitors the boiler room every 2 hours as required by law.
26. Cleans corridors after each school day, and during the day when their condition requires it.
27. Cleans all sanitary fixtures and drinking fountains daily and scrubs and disinfects toilet floors daily and monitors all boys and girls' rooms throughout the school day.
28. Monitors cafeteria/auditorium during lunches and study halls and cleans and mops after lunches and removed garbage.
29. Makes sure minor repairs as he/she is capable of, and maintains cleaning equipment used.
30. Reports immediately to the Custodial Supervisor any damage to school property.
31. Assumes responsibility for the opening of the building each school day, and for making sure the lights are on and the doors are unlocked. Note that in the event of a lockdown custodian is responsible for locking all entrance doors to the building.
32. Accepts and secures packages during the day and delivers to the recipient if possible.
33. Helps with the set up of school events and breaks them down as needed.
34. Addresses daily issues caused by weather or building concerns as a situation arises or as directed.
35. Performs such other duties as may be detailed by the Superintendent of his/her designee.

TERMS OF EMPLOYMENT: On an as needed basis. Salary to be determined by the board.

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

Approved by: Manasquan Board of Education

Date: June 11, 2019