

**MANASQUAN**

**Professional Days**

<b><u>Date</u></b>	<b><u>Name</u></b>	<b><u>Destination</u></b>	<b><u>Purpose</u></b>	<b><u>Sub</u></b>	<b><u>Cost</u></b>
May 10, 2024	Jaclyn Puleio	Monroe Township	FEA Workshop	No	Registration - \$125.00
July 22-25, 2024	Alyse Leybovich	Boston, MA	Summer Foundations Conference	No	Mileage - \$267.90 Registration - \$899.00
March 22, 2024	Deborah Kehoe	Ocean County College	Annual Guidance Counselor Conference	Yes	None
February 23, 2024	Harmony Schwier	Spring Lake Heights Elementary School	Monthly School Counseling Meeting	No	None
May 30, 2024	Nancy Knitter	New Brunswick	ESL Workshop	Yes	Registration - \$390.00

**MANASQUAN****Student Action**  
**Field Trips**

<u>Date</u>	<u>Name</u>	<u>Subject</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Other Board Costs</u>	<u>Other Funds</u>
May 29, 2024	Oriana Kopec Nancy Knitter Juliana Rieth Nurse -TBD	Student Council	Jackson, Great Adventure	NJASC Spring Awards	Yes – 2	Bus - \$354.00	None
June 6, 2024	Laura Jensen Tom Russoniello Carrie Eastmond Julie Temple Julie Rieth Nurse – TBD	Gr. 6	Sandy Hook	Flora and Fauna Exploration	Yes - 3	2 Buses - \$400.00 each	None
May 31, 2024	Taylor Ames Jaimee McMullen Brennan Gordon Amelia Quigley	Gr. 5	Curtis Park	Community Outreach	No	None	None
April 18, 2024	Laura Jensen Rob Markovitch Andrew Manser Andrea Trischitta Tom Russoniello Kristine Pierce Nurse – TBD	Gr. 7	Liberty Science Center	Hands On Science Experience	Yes – 7	2 Buses - \$400.00 each	Student Funds
April 24, 2024	Nancy Knitter Fatima Mulroy Oriana Kopec Nurse – TBD	ESL Students	Turtle Back Zoo	Animals and Habitat Experience	Yes – 1	None	None
May 31, 2024	Eric Clark Sarah Gordon Brian McCann Christine Melfi Mark Levy Andrew Manser Julie Temple Luke Akins Taylor Ames Nurse – TBD	Grades 5-8	Allentown, PA Dorney Park	Festival Performance Trip	Yes – 10	2 Buses - \$2,495.00 each	Student Funds
May 9, 2024	Megan Manetta Teresa Reichy Jen Bilodeau Kristine Pierce Brian McCann Deborah Kehoe Julie Temple Patricia Cassidy	Gr. 8	Hershey, PA	Team Building and Leadership	Yes – 9	None	Student Funds
March 6, 2024	Tom Russoniello Christin Walsh	Gr. 6	Avon Elementary School	Biomedical Engineering Exercises	Yes – 1	None	None
March 21, 2024	Madison Wyville Christin Walsh	Grades 5-6	Spring Lake Heights Elementary School	Mathematic Game Tournament Enrichment Convocation	Yes – 1	None	None

**DOCUMENT 2**

May 28, 2024	Cathy Taft Jill Jones Brianna Snel Samantha Hagel Jennifer Bilodeau Nurse - TBD	Gr. 4	Manasquan Reservoir Environmental Center	Natural Resources and Wildlife Experience	Yes – 1	None	1 Bus - \$340.00 Student Funds
February 28, 2024	Christin Walsh Mark Levy	Gr. 3-4	Belmar Elementary School	STEM Challenge Day	Yes – 1	None	None
April 18, 2024	Christin Walsh Kirt Wahl	Gr. 7-8	Spring Lake Elementary School – Mountz	Wood Shop Enrichment Convocation	Yes - 1	None	None

**Manasquan High School Enrollment for BOE Agenda: March 2024**

Month: February 2024

DISTRICT	Full Time Students	Shared Time Students	Full Time Students PTC 20 LLD	Shared Time Students PTC 20 LLD	Full Time Student CLI	Total Student Count
Avon	20	0	0	0	0	20
Belmar	125	6	14	4	3	152
Brielle	214	4	0	0	3	221
Lake Como	37	1	2	0	2	42
Manasquan	264	6	3	0	2	275
Sea Girt	43	0	0	0	1	44
Spring Lake	32	1	1	0	1	35
Spr Lk Hts	119	4	2	2	0	127
Parent Paid	22	0	0	0		22
Employee Child	9	0	0	0		9
Neptune & Pt. Plsnt					2	2
Totals	885	22	22	6	14	949
					TOTAL MHS	949
					TOTAL MES	506
					<b>TOTAL ENROLLMENT</b>	<b>1,455</b>

**MANASQUAN SCHOOL DISTRICT FIRE DRILL REPORT**  
**2023-2024 school year**

	<u>ATTENDANCE PERCENTAGE</u>	<u>AVERAGE DAILY ENROLLMENT</u>	<u>AVERAGE DAILY ATTENDANCE</u>
<b>HIGH SCHOOL</b>			
Feb-23	92.45	932.06	866.40
Feb-24	<b>92.48</b>	<b>933.75</b>	<b>863.78</b>
<b>ELEMENTARY SCHOOL</b>			
Feb-23	96.89	505.933	473.533
Feb-24	<b>96.573</b>	<b>505.25</b>	<b>468.938</b>

**HIGH SCHOOL/CENTER FOR LEARNING INDEPENDENCE**

<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILLS</u>
January 18th	9:10 a.m.	5 minutes		Shelter in Place
January 31st	8:35 a.m.	5 minutes		Fire Drill
February 9th	12:30 p.m.	5 minutes		Fire Drill
February 27th	8:40 a.m.	15 minutes		Lock Down Drill
<b>ELEMENTARY SCHOOL</b>				
<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	
January 29th	1:33 p.m.	5 minutes		Fire Drill
January 31st	12:43 p.m.	8 minutes		Shelter in Place Drill
February 5th	1:35 p.m.	5 minutes		Fire Drill
February 20th	9:30 a.m.	10 minutes		Shelter in Place Drill

# Manasquan High School

## 2023 - 2024 Tardy Report

	Sept.	Oct.	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Number of Students Tardy 1 time	173	226	205	214	229	200					
Number of Students Tardy 2 times	49	77	97	84	51	74					
Number of Students Tardy 3 times	11	39	31	24	23	37					
Number of Students Tardy 4 times	13	21	7	14	13	12					
Number of Students Tardy 5 times	2	2	7	7	6	6					
Number of Students Tardy 6 times	4	5	4	6	3	3					
Number of Students Tardy 7 times	1	5	1	2	5	2					
Number of Students Tardy 8 times	2	1	3	3	2	1					
Number of Students Tardy 9 times		1	1	2	0	2					
Number of Students Tardy 10 times		2	0		1	2					
Number of Students Tardy 11 times		1	2			0					
Number of Students Tardy 12 times		0				2					
Number of Students Tardy 13 times		1									
Number of Students Tardy 14 times											
Number of Students Tardy 15 times				1							
Number of Students Tardy 16 times											
Number of Students Tardy 17 times											
Number of Students Tardy 18 times											
Number of Students Tardy 19 times											
Number of Students Tardy 20 times											
Total number of students tardy	255	381	358	357	333	341	0	0	0	0	2025
<b>Total number of tardy</b>	<b>413</b>	<b>717</b>	<b>641</b>	<b>652</b>	<b>561</b>	<b>639</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3623</b>

# Manasquan High School

## 2023 - 2024 Suspensions by Month

OUT OF SCHOOL SUSPENSIONS:	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	TOTAL
FIGHTING	2		1								3
DEFIANCE	1										1
MARAJUANA USE CONFIRMED		1		1	2						4
DISRESPECTFUL TO STAFF		1	1								2
Disruptive/inappropriate behavior			1								1
Suspention from Vocational				1							1
Possession of Knife				1							1
Possession of Marajuana					1						1
Truancy						1					1
Threat						1					1
											0
											0
											0
											0
											0
											0
TOTALS	3	2	3	3	3	2	0	0	0	0	16
IN SCHOOL SUSPENSIONS:	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	TOTAL
SMOKING / POSESSION OF TABACCO	1		1								2
MARAJUANA USE CONFIRMED		1									1
LEAVING SCHOOL GROUNDS		1									1
Disruptive/inappropriate behavior					2						2
											0
											0
											0
											0
											0
											0
											0
											0
TOTALS	1	2	1	0	2	0	0	0	0	0	6
TOTAL STUDENTS SUSPENDED	4	4	4	3	5	2	0	0	0	0	22
TOTAL SATURDAY DETENTIONS	0	0	1	1	8	3					13
STUDENTS SUSPENDED 1 TIME	16										
STUDENTS SUSPENDED 2 TIMES	2										
STUDENTS SUSPENDED 3 TIMES											
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										17	
TOTAL NUMBER OF INDIVIDUAL STUDENTS SUSPENDED TO DATE										27	

# Manasquan High School

## 2023 - 2024 Suspensions by Grade

<b>OUT OF SCHOOL SUSPENSIONS:</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>TOTALS</b>
FIGHTING			3		3
DEFIANCE			1		1
MARAJUANA USE CONFIRMED	2	2			4
DISRESPECTFUL TO STAFF			2		2
Disruptive/inappropriate behavior			1		1
Suspention from Vocational			1		1
Possession of Knife		1			1
Possession of Marajuana	1				1
Threat			1		1
Truancy				1	1
					0
					0
					0
					0
					0
					0
Totals	3	3	9	1	16
<b>IN SCHOOL SUSPENSIONS:</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>TOTALS</b>
SMOKING / POSESSION OF TABACCO		1		1	2
MARAJUANA USE CONFIRMED	1				1
LEAVING SCHOOL GROUNDS				1	1
Disruptive/inappropriate behavior				2	2
					0
					0
					0
					0
					0
					0
					0
					0
TOTALS	1	1	0	4	6
<b>TOTAL STUDENTS SUSPENDED</b>	<b>4</b>	<b>4</b>	<b>9</b>	<b>5</b>	<b>22</b>
<b>TOTAL SATURDAY DETENTIONS</b>	<b>4</b>	<b>2</b>	<b>5</b>	<b>2</b>	<b>13</b>



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## 8500 FOOD SERVICES

The Board of Education shall make school lunch available to all students enrolled in a school in the district unless less than five percent of enrolled students in the school are Federally eligible for a free or reduced price lunch in accordance with N.J.S.A. 18A:33-4. School lunches made available pursuant to N.J.S.A. 18A:33-4 and this Policy shall meet minimum nutritional standards, established by the Department of Education.

Free or reduced price breakfast and lunch, as required, shall be offered, under a school lunch program, school breakfast program, or a breakfast after the bell program, to all enrolled students who are determined to be Federally eligible for free or reduced price meals. As provided by N.J.S.A. 18A:33-4.a.(3) and N.J.S.A. 18A:33-14a.a.(2), any student who is eligible for a reduced price lunch and breakfast, pursuant to Federal income eligibility standards and criteria, shall not be required to pay for such lunch or breakfast. Free lunch or breakfast shall also be offered to each enrolled student who is Federally ineligible for free or reduced price meals, but who has an annual household income that is not less than one hundred and eighty-six percent, and not more than one hundred ninety-nine percent, of the Federal poverty level, as determined pursuant to N.J.S.A. 18A:33-21b1.

- A. Breakfast Program – N.J.S.A. 18A:33-10; 18A:33-10.1; 18A:33-11; 18A:33-11.1; 18A:33-11.3; 18A:33-14a.

If twenty percent or more of the students enrolled in a school in the district on October 1 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a school breakfast program in the school in accordance with the provisions of N.J.S.A. 18A:33-10.

Notwithstanding the provisions of N.J.S.A. 18A:33-10 to the contrary, if ten percent or more of the students enrolled in a school in the district on October 1 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program the district shall establish a breakfast program in accordance with the provisions of N.J.S.A. 18A:33-10.1.



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If seventy percent or more of the students enrolled in a school in the district on or before the last school day before October 16 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a breakfast after the bell program pursuant to N.J.S.A. 18A:33-11.3.

In accordance with N.J.S.A. 18A:33-11, in implementing a school lunch program, pursuant to 18A:33-4 et seq., a school breakfast program, pursuant N.J.S.A. 18A:33-9 et seq., or N.J.S.A. 18A:33-10.1, or a breakfast after the bell program, pursuant to N.J.S.A. 18A:33-11.1 or N.J.S.A. 18A:33-11.3, the district shall:

1. Publicize, to parents and students, the availability of the respective school meals program, as well as the various ways in which a student may qualify to receive free or reduced price meals under the program, as provided by N.J.S.A. 18A:33-4 and N.J.S.A. 18A:33-14a;
2. Make every effort to ensure that subsidized students are not recognized as program participants, by the student body, faculty, or staff, in a manner that is different from the manner in which unsubsidized students are recognized as program participants. Such efforts shall include, but need not be limited to, the establishment of a neutral meal plan or voucher system that does not make a distinction between subsidized and unsubsidized students; and
3. Make every effort to:
  - a. Facilitate the prompt and accurate identification of categorically eligible students who may be certified to participate in the program, on a subsidized basis, without first submitting an application therefore, and, whenever an application is required to establish eligibility for subsidized meals, encourage students and their families to submit a subsidized school meals application for that purpose;



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- b. Facilitate and expedite, to the greatest extent practicable, the subsidized school meals application and income-eligibility determination processes that are used, by the district, to certify a student for free or reduced price school meals on the basis of income, and assist parents in completing the school meals application; and
- c. Encourage students who are neither categorically eligible nor income-eligible for free or reduced price school meals to nonetheless participate, on a paid and unsubsidized basis, in the program.

If the district participates in the Federal School Breakfast Program, the district is encouraged to increase the number of students participating in the program by establishing a breakfast after the bell program that incorporates school breakfast into the first-period classroom or the first few minutes of the school day pursuant to N.J.S.A. 18A:33-11.1.

Pursuant to N.J.S.A. 18A:33-14a., school breakfasts made available to students under a school breakfast program or a breakfast after the bell program shall meet minimum nutritional standards, established by the New Jersey Department of Education.

The State of New Jersey shall provide funding to each school in the district if the school operates a School Breakfast Program or a breakfast after the bell program, as may be necessary to reimburse the costs associated with the school's provision of free breakfasts, pursuant to N.J.S.A. 18A:33-14a.b., to students who are Federally ineligible for free or reduced price meals.

- B. Summer Food Service Program – N.J.S.A. 18A:33-23; 18A:33-24; 18A:33-25; 18A:33-26

In accordance with N.J.S.A. 18A:33-24, if fifty percent or more of the students enrolled in the school district on or before the last school day before October 16 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall become a sponsor or site under the Federal Summer Food Service Program or apply for a waiver pursuant to N.J.S.A. 18A:33-26.



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In accordance with N.J.S.A. 18A:33-23, the district shall notify each student enrolled and the student's parent of the availability of, and criteria of eligibility for, the summer meals program and the locations in the district where the summer meals are available. The district shall provide this notification by distributing flyers provided by the New Jersey Department of Agriculture pursuant to subsection N.J.S.A. 18A:33-23.c. The district may also provide electronic notice of the information through the usual means by which the district communicates with parents and students electronically.

Pursuant to N.J.S.A. 18A:33-26.a., the New Jersey Department of Agriculture may grant a waiver of the requirements of N.J.S.A. 18A:33-24 et seq. To be granted a waiver, the district must show that it lacks the staff, facilities, or equipment to sponsor the Federal Summer Food Service Program, or the means to finance the hiring or acquisition of such staff, facilities, or equipment. The New Jersey Department of Agriculture also may grant a waiver for one year to the district if a different sponsor currently runs the Federal Summer Food Service Program within the district's community.

Pursuant to N.J.S.A. 18A:33-26.b., the district shall report to the New Jersey Department of Agriculture, in the manner prescribed by the New Jersey Department of Agriculture, its reasons for requesting a waiver of the requirements of N.J.S.A. 18A:33-24 et seq. The report shall include, but need not be limited to, a description of the specific impediments to implementing the program and actions that could be taken to remove those impediments or, where applicable, the identification of the sponsor that currently runs the program within the same community.

C. Information Provided to Parents Regarding the National School Lunch Program and the Federal School Breakfast Program – N.J.S.A. 18A:33-21b1

1. At the beginning of each school year, or upon initial enrollment, in the case of a student who enrolls during the school year, the school shall provide each student's parent with:
  - a. Information on the National School Lunch Program and the Federal School Breakfast Program, including, but not limited to, information on the availability of free or reduced price meals for eligible students, information on the



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application and determination processes that are used to certify eligible students for subsidized school meals, and information on the rights that are available to students and their families under N.J.S.A. 18A:33-21b1 and N.J.S.A.18A:33-21; and

- b. A school meals application form, as well as instructions for completing the application, and, as necessary, assistance in completing the application.
2. The school meals information and application provided to parents, pursuant to N.J.S.A. 18A:33-21b1.a. shall:
  - a. Be communicated in a language that the parent understands;
  - b. Specify the limited purposes for which collected personal data may be used, as provided by N.J.S.A. 18A:33-21b1.c.; and
  - c. Be submitted to the parent either in writing or electronically. In the latter case, the school district shall use the usual means by which it communicates with parents electronically.
3. A school meals application that is completed by a parent shall be confidential, and shall not be used or shared by the student's school or school district, except as may be necessary to:
  - a. Determine whether a student identified in the application is eligible for free or reduced price school meals;
  - b. Determine whether the school or school district is required, by N.J.S.A. 18A:33-11.3 or by N.J.S.A. 18A:33-24, to establish a breakfast after the bell program, or to participate as a sponsor or site in the Federal Summer Meals Service Program;



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- c. Ensure that the school receives appropriate reimbursement, from the State and Federal governments, for meals provided to eligible students, free of charge, through a school lunch program, a school breakfast program, a breakfast after the bell program, a summer meals program, or an emergency meals distribution program; and
- d. Facilitate school aid determinations under the “School Funding Reform Act of 2008,” N.J.S.A. 18A:7F-43 et seq.

## D. Free or Reduced Price Meals’ Application Process – 7 CFR 245

School meals applications shall be reviewed in a timely manner. An eligibility determination will be made, the family will be notified of its status, and the status will be implemented as soon as possible within ten operating days of receipt of the completed application pursuant to 7 CFR 245.6(c)(6). Any student found eligible shall be offered free or reduced price meals or free milk immediately upon the establishment of their eligibility and shall continue to receive such meals during the pendency of any inquiry regarding their eligibility in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Carry-over of previous year’s eligibility for students shall be in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

In accordance with 7 CFR 245.6(c)(1) and (2), eligibility for free or reduced price meals, as determined through an approved application or by direct certification, must remain in effect for the entire school year and for up to thirty operating days in the subsequent school year. Prior to the processing of an application or the completion of direct certification procedures for the current school year, children from households with approved applications or documentation of direct certification on file from the preceding year, shall be offered reimbursable free and reduced price meals, as appropriate.

In accordance with 7 CFR 245.6(c)(6)(iii), children from households that notify the local educational agency that they do not want free or reduced price benefits must have their benefits discontinued as soon as possible.



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Pursuant to 7 CFR 245.6(c)(7), if the district receives an incomplete school meals application or a school meals application that does not meet the eligibility criteria for free or reduced priced benefits, the school meals application must be denied. The district shall document and retain the denied school meals application and reasons for ineligibility for three years in accordance with 7 CFR 245.6(e).

In accordance with 7 CFR 245.6(c)(7), parents of students who are denied benefits must receive prompt, written notification of their denial. The notification may be provided by mail or e-mail to the individual who signed the school meals application. Posting the denial on the “notification” page of an online system does not meet this requirement. Likewise, informing the parent of denial via telephone does not meet this requirement. If the district uses an automated telephone information system to notify parents of denied benefits, the district must also provide the parents with written notification of the denial. The notification must provide the: reason for denial of benefits; right to appeal; instructions on how to appeal; and ability to reapply for free and reduced price benefits at any time during the school year.

In accordance with 7 CFR 245.6(e), the district shall record the eligibility determination and notification in an easily referenced format. The record shall include the: denial date; reason for denial; date the denial notice was sent; and signature or initials of the determining official (may be electronic, where applicable).

Any parents of students who have benefits that are to be reduced or terminated must be given ten calendar days’ written notice of the change prior to the date the change will go into effect pursuant to 7 CFR 245.6a(j). The first day of the advance notice period shall be the day the notice is sent. The notice of adverse action may be sent via mail or to the e-mail address of the parent. The district cannot notify the household of adverse action by phone only.

Pursuant to 7 CFR 245.6a(j), the notice of adverse action must advise the parents of: change in benefits; reasons for the change; an appeal must be filed within the ten calendar days advance notice period to ensure continued benefits while awaiting a hearing and decision; instructions on how to appeal; and the parents may reapply for benefits at any time during the school year.



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If the district participates in any National School Lunch Program, School Breakfast Program, or provides free milk under the Special Milk Program, the district shall submit to the New Jersey Department of Agriculture a free and reduced price policy statement pursuant to 7 CFR 245.10.

In accordance with 7 CFR 245.1(b), the district shall avoid any policy or practice leading to the overt identification of students receiving free or reduced price meal benefits. Overt identification is any action that may result in a child being recognized as potentially eligible for or certified for free or reduced price school meals. Unauthorized disclosure or overt identification of students receiving free and reduced price meal benefits is prohibited. The district shall ensure that a child's eligibility status is not disclosed at any point in the process of providing free and reduced price meals, including: notification of the availability of free and reduced price benefits; certification and notification of eligibility; provision of meals in the cafeteria; and the point of service. In addition, the district shall ensure students who receive free and reduced price benefits are not overtly identified when they are provided additional services under programs or activities available to low-income students based on their eligibility for free and reduced price meals.

Pursuant to 7 CFR 245.2, disclosure means revealing or using individual student's program eligibility information obtained through the free and reduced price meal or free milk eligibility process for a purpose other than the purpose for which the information was obtained. Disclosure includes, but is not limited to, access, release, or transfer of personal data about students by means of print, tape, microfilm, microfiche, electronic communication, or any other means. It includes eligibility information obtained through the school meals application or through direct certification.

If the district accepts both cash and electronic payments, the district shall ensure students are not overtly identified through the method of payment pursuant to 7 CFR 245.8(b). To the maximum extent practicable, the district must ensure the sale of non-program foods and the method of payment for non-program foods do not inadvertently result in students being identified by their peers as receiving free and reduced price benefits.

The School Business Administrator/Board Secretary or designee will verify applications of those eligible for free or reduced price meals in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.





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## E. Meal Charge Program – N.J.S.A. 18A:33-21

The Board of Education provides a meal charge program to permit unsubsidized students in the district to charge for breakfast or lunch. Collection of any payment for a meal charge program account that is in arrears shall be addressed in accordance with provisions of this Policy.

“Unsubsidized student” means a student who is neither categorically eligible nor income-eligible for free or reduced price school meals, and who is, consequently, required to pay for any such meals that are served to the student under the National School Lunch Program or the Federal School Breakfast Program.

The Board of Education recognizes a student may not have breakfast or lunch (meal), as applicable, or money to purchase a meal at school on a school day causing the student’s meal charge account to fall into arrears. The district shall contact the student’s parent to provide notice of the arrearage and shall provide the parent with a period of ten school days to pay the amount due. If the student’s parent has not made full payment by the end of the designated ten school day period, then the district shall again contact the student’s parent to provide notice of any action to be taken by the school district in response to the arrearage.

A parent who has received a second notice their child’s meal bill is in arrears and who has not made payment in full within one week from the date of the second notice may be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent’s refusal to meet with the Principal or designee or take other steps to resolve the matter may be indicative of more serious issues in the family or household. However, when a parent’s routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent’s meeting with the Principal or designee.



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Food Services

A school district shall report at least biannually to the New Jersey Department of Agriculture the number of students who are denied school breakfast or school lunch in accordance with N.J.S.A. 18A:33-21.a.(2) and this Policy.

Nothing in N.J.S.A. 18A:33-21 or this Policy shall be construed to require the district to deny or restrict the ability of an unsubsidized student to access school breakfast or school lunch when the student's school breakfast or school lunch bill is in arrears.

The school or school district shall not:

1. Publicly identify or stigmatize an unsubsidized student who cannot pay for a school breakfast or a school lunch or whose school breakfast or school lunch bill is in arrears. (For example, by requiring the student to sit at a separate table or by requiring that the student wear a wristband, hand stamp, or identifying mark, or by serving the student an alternative meal);
2. Require an unsubsidized student, who cannot pay for a school breakfast or a school lunch or whose school breakfast or school lunch bill is in arrears to do chores or other work to pay for the school breakfast or school lunch;
3. Require an unsubsidized student to discard a school breakfast or school lunch after it has been served because of the student's inability to pay for a school breakfast or school lunch or because money is owed for previously provided meals;
4. Prohibit an unsubsidized student, or sibling of such a student, from attending or participating in non-fee-based extracurricular activities, field trips, or school events, from receiving grades, official transcripts, or report cards, or from graduating or attending graduation events, solely because of the student's unresolved meal debt; or
5. Require the parent of an unsubsidized student to pay fees or costs in excess of the actual amounts owed for meals previously served to the student.



# POLICY GUIDE

OPERATIONS  
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Food Services

If an unsubsidized student owes money for the equivalent of five or more school meals, the Principal or designee shall:

1. Determine whether the student is categorically eligible or income-eligible for free or reduced price meals, by conducting a review of all available records related to the student, and by making at least two attempts, not including the initial attempt made pursuant to N.J.S.A. 18A:33-21.c.(2), to contact the student's parent and have the parent fill out a school meals application; and
2. Contact the parent of the unsubsidized student to offer assistance with respect to the completion of the school meals application; and to determine if there are other issues in the household that have caused the student to have insufficient funds to purchase a school breakfast or school lunch; and to offer any other appropriate assistance.

The school district shall direct communications about a student's school breakfast or school lunch bill being in arrears to the parent and not to the student. Nothing in N.J.S.A. 18A:33-21 shall prohibit the school district from sending a student home with a letter addressed to a parent.

Notwithstanding the provisions of N.J.S.A. 18A:33-21 and the provisions of any other law, rule, or regulation to the contrary, an unsubsidized student shall not be denied access to a school meal, regardless of the student's ability to pay or the status of the student's meal arrearages, during any period of time in which the school is making a determination, pursuant to N.J.S.A. 18A:33-21.c., as to whether the student is eligible for, and can be certified to receive, free or reduced price meals.

If the student's meal bill is in arrears, but the student has the money to purchase a meal on a subsequent school day, the student will be provided a meal with payment and the food service program will not use the student's payment to repay previously unpaid charges if the student intended to use the money to purchase that school day's meal.

Students receiving free meals will not be denied a meal even if they accrued a negative balance from other purchases in the cafeteria.



# POLICY GUIDE

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Food Services

The school district may post this Policy on the school district's website provided there is a method in place to ensure this Policy reaches all households without access to a computer or the Internet.

F. Provision of Meals to Homeless Children – N.J.S.A. 18A:33-21c.

The district's liaison for the education of homeless children shall coordinate with district personnel to ensure that a homeless student receives free school meals and is monitored according to district policies pursuant to N.J.S.A. 18A:33-21c.

G. Provision of School Meals During Period of School Closure – N.J.S.A. 18A:33-27.2

In the event the Board is provided a written directive, by either the New Jersey Department of Health or the health officer of the jurisdiction, to institute a public health-related closure due to the COVID-19 epidemic, the district shall implement a program, during the period of the school closure, to provide school meals, at meal distribution sites designated pursuant to N.J.S.A. 18A:33-27.2.b., to all students enrolled in the district who are either categorically eligible or income-eligible for free or reduced price school meals.

In the event of an emergency closure, as described in N.J.S.A. 18A:33-27.2.a., the district shall identify one or more school meal distribution sites that are walkable and easily accessible to students in the district. The district shall collaborate with county and municipal government officials in identifying appropriate sites. A school meals distribution site may include, but need not be limited to: faith-based locations; community centers, such as YMCAs; and locations in the district where meals are made available through a summer meals program. In a district that includes high density housing, the district shall make every effort to identify a school meal distribution site in that housing area.

The district shall identify students enrolled in the district who are categorically eligible or income-eligible for free or reduced price meals, and for whom a school meal distribution site, identified pursuant to N.J.S.A. 18A:33-27.2.b., is not within walking distance. In the case of these students, the district shall distribute the school meals to the student's residence or to the student's bus stop along an established bus route, provided that the student or the student's parent is present at the bus stop



# POLICY GUIDE

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Food Services

for the distribution. Food distributed pursuant to N.J.S.A. 18A:33-27.2.c. may include up to a total of three school days' worth of food per delivery.

The district may use school buses owned and operated by the district to distribute school meals pursuant to N.J.S.A. 18A:33-27.2. If the district does not own and operate its own buses, the district may contract for the distribution of school meals, and these contracts shall not be subject to the public bidding requirements established pursuant to the "Public School Contracts Law," N.J.S.A. 18A:18A-1 et seq.

The district shall collaborate, as feasible, with other districts and with local government units to implement the emergency meals distribution program, as required by N.J.S.A. 18A:33-27.2, in order to promote administrative and operational efficiencies and cost savings.

School lunches and breakfasts that are made available, through an emergency meals distribution program operating pursuant to N.J.S.A. 18A:33-27.2, shall be provided to eligible students, free of charge, in accordance with the provisions of N.J.S.A. 18A:33-4.a. and N.J.S.A. 18A:33-14a

## H. Statement of Compliance

All food service programs shall be operated pursuant to 7 CFR 245, as appropriate, and this Policy.

N.J.S.A. 18A:18A-42.1; 18A:33-4; 18A:33-5; 18A:33-10;  
18A:33-10.1; 18A:33-11; 18A:33-11.1; 18A:33-11.2;  
18A:33-11.3; 18A:33-14a.; 18A:33-21; 18A:33-21a.;  
18A:33-21b1; 18A:33-21c.; 18A:33-23; 18A:33-24;  
18A:33-25; 18A:33-26; 18A:33-27.2; 18A:58-7.1;  
18A:58-7.2

N.J.A.C. 2:36

N.J.A.C. 6A:23-2.6 et seq.

N.J.A.C. 8:24-2.1 through 7.5

7 C.F.R. 210.1 et seq.

Adopted: 14 June 2011

Revised : 19 March 2024



TUITION PROGRAM ~~POLICY FOR NON-RESIDENT/NON-SENDING DISTRICT~~ REGULAR  
EDUCATION STUDENTS

6153 TUITION PROGRAM POLICY FOR NON-RESIDENT/NON-SENDING  
DISTRICT REGULAR EDUCATION STUDENTS

The Manasquan Board of Education is authorized by N.J.S.A. 18A: 38-3 to admit ~~students~~ pupils who are not **eligible, based on their domicile**, residents of in the Manasquan to **attend** the Manasquan Schools upon such terms and conditions as the Board of Education may establish.

**For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s); adoptive parent(s); legal guardian(s); resource family parent(s); or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.**

~~For the purpose of increasing classroom enrollment, The Board may agree to accept non-resident/non-sending district~~ **students** pupils in grades kindergarten through 12<sup>th</sup> grade subject to the following requirements, terms and conditions:

- A. The Chief School Administrator (CSA) **or designee** will review all applications for admission pursuant to ~~tuition admission~~ guidelines as stated hereinafter. All applicants **recommended for admission** shall be presented to the Board of Education **for approval** with the CSA's recommendation as to each. ~~The Board will determine whether or not to accept each applicant. Confirmation of intended enrollment to the Manasquan School District should be received by the School Business Administrator/Board Secretary within ten (10) days of the receipt of Board acceptance. The CSA or designee shall notify the parent of the Board's decision.~~
- B. Any child **who is not eligible to attend Manasquan Schools, based on their domicile**, whose parent(s)/guardian(s) hereinafter referred to as parents, reside ~~outside the school district and the sending districts~~ shall be considered non-resident. Non-resident ~~students~~ pupils may be admitted on a tuition basis upon **consideration** ~~completion~~ of the following:
  - ~~1. The child may be accepted to a class with enrollment of twenty two (22) or less upon recommendation of the CSA.~~
  - 12. Class size may not exceed twenty five (25) students unless agreed to by Board action otherwise.



TUITION PROGRAM POLICY FOR NON-RESIDENT/~~NON-SENDING DISTRICT~~ REGULAR  
EDUCATION STUDENTS

3. ~~The parent(s)/guardian(s) of the applicant will complete the Application Form and sign it.~~
  24. **An interview with the CSA or designee** ~~The applicant will be interviewed by the CSA.~~
  35. All prior school records including but not limited to standardized test scores, state test scores, report cards, disciplinary records, anecdotal records, and health records ~~shall be submitted.~~
  46. ~~The applicant will submit~~ letters of recommendation from teachers and administrators of the school last attended.
  5. **Any other relevant information as determined by the CSA or designee.**
- C. The Board reserves the right to withdraw private tuition status from any **student pupil** admitted under **this the policy for academic or** disciplinary reasons or failure to pay tuition. ~~If this occurs, the home district will be notified.~~
- D. **Students Pupils** are admitted under this policy with the assumption that their educational needs can be **met addressed** at **a any incremented cost to the district** equal to or less than the amount of tuition ~~they are asked to pay~~. Should it be determined at any time that this is not so the Board reserves the right to withdraw private tuition students. There shall be no increase in teaching staff due to the acceptance of non-resident tuition **students pupils**.
- E. No transportation shall be provided to any non-resident **student pupil** and the parent of said **student pupil** shall accept the responsibility of transportation **the student** to and from the Manasquan Schools.
- F. **Students Pupils** shall maintain appropriate academic and/or social standards and adhere to school disciplinary requirements. In the event a **student pupil** fails to do so, the Board may terminate the enrollment of that **student pupil**.
- G. When the district has determined special services, equipment and/or materials are required for a non-~~resident~~**residential** tuition **student pupil** to continue enrollment, the parents will be notified by the CSA **or designee**. Payment for such services will be in addition to previously stated tuition and will be due within thirty (30) days after the billing date. Failure **of the parent to pay the increased cost** ~~do so~~ may constitute cause to **withdraw release** the **student pupil** from the Manasquan School District.



TUITION PROGRAM POLICY FOR NON-RESIDENT/~~NON-SENDING-DISTRICT~~ REGULAR  
EDUCATION STUDENTS

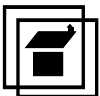
- H. The Manasquan Board of Education will **only** accept students who require regular educational services. Regular educational services are defined as those which do not require evaluation by the Child Study Team, classification and/or instruction by a special education teacher as well as any other services mandated by the Individuals with Disabilities Education Act and all amendments thereto, including the Individuals with Disabilities Education Improvement Act of 2004, and all implementing federal and state regulations. Additionally, regular educational services are also defined as those which do not require any modifications or supports mandated by Section 504 of the Rehabilitation Act which incur any additional costs.
- ~~I. — The CSA shall report to the Board of Education from time to time regarding the non-residential/non-sending-district tuition program and the Board shall evaluate the same during the first quarter of each calendar year.~~
- IJ. Tuition **billing** for all enrolled **students** ~~pupils in grades kindergarten through twelfth grade~~ shall be in accordance with a schedule set forth **by the CSA or designee by resolution of the Board that may be modified by resolution on an annual basis.** Rates will be established each April of the preceding school year and notification of the rates will be mailed to all tuition and prospective **students** ~~pupils~~. **Families enrolling multiple siblings on a tuition basis will be charged the normal rate for one student and receive a discounted rate equal to 50% of the normal rate for all other siblings. If there are differences in rates between siblings in different grade levels, the student with the highest tuition rate will be charged in full and the discount will be applied to all others.**
- ~~K. — Tuition for all enrolled pupils in grades kindergarten through twelfth grade shall be in accordance with a schedule set forth by resolution of the Board that may be modified by resolution on an annual basis. Rates will be established each April of the preceding school year and notification of the rates will be mailed to all tuition and prospective pupils.~~
- ~~1. — A completed Pupil Tuition Contract and an acceptance fee as set forth in the Annual Contract must be remitted to the School Business Administrator/Board Secretary within ten (10) days of written notification of acceptance of the pupil and will be applied toward the first tuition payment.~~
  - ~~2. — Grades K-12 parents of pupils enrolled in kindergarten through grade twelve agree to pay tuition as set forth in the Annual Contract.~~





TUITION PROGRAM POLICY FOR NON-RESIDENT/~~NON-SENDING DISTRICT~~ REGULAR  
EDUCATION STUDENTS

3. — ~~Parents agree to and shall comply with all requirements set forth in the policy of the Board of Education governing non-resident/non-sending district tuition pupils, a copy of which is enclosed and made part of this contract, including all Board of Education policies and regulations and the school Code of Conduct.~~
- J4.** All fees and payments are non-refundable. In the event of non-payment of any charge or fee when due, ~~parents agree~~ **the that student's pupil's** enrollment may be cancelled and the **student pupil(s)** shall be withdrawn from the Manasquan School District immediately upon notice from the **CSA or designee** ~~Chief School Administrator.~~
5. — ~~Non-resident/non-sending district tuition students shall be afforded the same educational opportunities as resident/sending district pupils. All laws, regulations, and requirements applicable to resident pupils shall apply to non-resident pupils.~~
6. — ~~This contract is expressly subject to the approval of the Manasquan Board of Education and shall have no force or effect until specifically approved by it as required by law.~~
7. — ~~In the event the pupil fails to maintain appropriate academic and/or social standards or fails to adhere to school Code of Conduct requirements, the Board may determine to void this contract in which case the pupil shall immediately be removed from the Manasquan School District.~~
- K8.** In the event acceptance of a non-resident tuition **student pupils** is rendered impossible by law, judgment, or decision or otherwise, the Board's only liability shall be for the return of any unearned tuition payments.
9. — ~~Families enrolling multiple siblings on a tuition basis will be charged the normal rate for one student and receive a discounted rate equal to 50% of the normal rate for all other students. If there are differences in rates between siblings in different grade levels, the student with the highest tuition rate will be charged in full and the discount will be applied to all others.~~



TUITION PROGRAM ~~POLICY FOR NON-RESIDENT/ NON-SENDING-DISTRICT~~ REGULAR  
EDUCATION STUDENTS

Children of Non-Resident Staff Members

Children of non-resident employees of the board may be enrolled in the school as per the negotiated agreement between the Manasquan Board of Education and the Manasquan education Association.

Adopted: 06 September 2011

Revised: 20 January 2021

Revised: 17 October 2023

**Revised: 19 March 2024**



# Manasquan School District

## Mentoring Plan 2023-2024

Approved by the Manasquan Board of Education: \_\_\_\_\_

### Mission Statement

“Meaningful professional development and support for new teachers in education begins with a commitment from the administration to provide structure, support, opportunities for growth and communication that is rooted in a meaningful dialogue. This approach has to be woven into the fabric of our learning community every day, and we all need to be committed to making this vision a reality.”

### Background and Regulations

N.J.A.C. 6A:9C sets forth the requirements for the professional development of educators. While these rules govern professional development plans (PDPs) at the school and district levels as well as PDPs for individual educators, the chapter also establishes the rules for the required mentorship of novice teachers. Revised regulations for educator professional development were adopted by the New Jersey State Board of Education in April 2023. The revisions include enhancements to mentoring requirements and are meant to ensure that educators and school leaders are better supported throughout their profession.

The District Mentoring Plan will:

- include formal and informal resources and support to guide novice provisional teachers and first-year non-tenured teachers throughout the entire provisional period.
- be overseen by the Director of Curriculum & Instruction who will:
  - 1) collaborate annually with each School Improvement panel (ScIP) to review the District Mentoring Plan, consider ways to support the plan at the school level, and to take steps to ensure that all new teachers are receiving the necessary professional support; and
  - 2) make available to staff an electronic copy of the current District Mentoring Plan no later than October 30<sup>th</sup> of each school year.
- empower building principals and ScIPs to oversee the school-level implementation of the District Mentoring Plan and communicate the plan to all nontenured teachers and their mentors.

### Goals:

- Assist first-year teachers and teachers new to the district in the performance of their duties and adjustment to the challenges of their teaching assignment.
- Help new teachers become an integral part of our learning community.
- Improve the effectiveness of new teachers.
- Enhance teacher knowledge of and strategies related to the New Jersey Student Learning Standards.
- Reduce novice teacher attrition.

## NON-TENURED TEACHERS (YEAR ONE)

First-year, non-tenured teachers will receive an introduction to the following:

- Curricula- Teachers will be provided access to curricula during the multi-day New Teacher Induction in August. A review of the curricula will be provided by the Director of Curriculum & Instruction, and further support will be provided by principals and supervisors through Professional Learning communities, observation conferences and in-service training. Articulation and support will also be provided to new teachers during New Teacher Meetings held monthly throughout the school year.
- Student Assessment Policies- Teachers will be introduced to the District Assessment Policy during the New Teacher Induction in August. Teachers will learn about school- and department-specific student assessment policies through meetings with principals/supervisors and faculty meetings in September.
- Training on the Evaluation Rubric (Including SGOs)- Teachers will be provided with an introduction and training on the District Evaluation Rubric and Student Growth Objectives (SGOs) during the New Teacher Induction in August. Teachers will then also be provided additional training during a District-wide presentation at the beginning of the school year in September. \*\*Note-The development of individual SGOs will be a collaborative process with the teacher's principal/supervisor. \*\*

First-year, non-tenured teachers will receive Individualized Supports and Activities in the following areas:

- Development of an Individualized Professional Development Plan- Teachers will collaborate with supervisors/principals in developing their PDPs. New teacher PDPs will be aligned with the goals of the District Mentoring Plan along with specific District, building and department goals.
- Areas of Focus within the Mentoring Plan- The Director of Curriculum will review the Mentoring Plan with teachers during the New Teacher Induction in August. Articulation and support will be provided to new teachers during New Teacher Meetings held monthly throughout the school year.
- Goals or School & District Professional Development- New teachers will attend all District- and school-based professional development activities to fulfill the New Jersey State requirement. New teachers will also receive supplemental professional development and support through monthly New Teacher Meetings and pointed professional development in specific areas for the new teacher (i.e. classroom management, developing assessments, effective parent communication, stress management, etc.).

## **NOVICE TEACHERS**

In addition to receiving all the supports listed in “NON-TENURED TAECHERS (YEAR ONE)” above, novice teachers will also be assigned a formal mentor using the procedures below.

### **Philosophy- “A mentor is...”**

- A mentor is a consultant, a collaborator, and a coach.
- A mentor is a person who supports and tutors his colleague in the art of teaching.
- A mentor must be understanding, supportive, innovative, knowledgeable, open-minded, and committed.
- A mentor encourages his mentee, listens carefully, and provides suggestions.
- A mentor must be professional, positive, and reliable.
- A mentor will encourage and facilitate a reflective process for both parties that enables the novice teacher to experiment, takerisks and improve his/her teaching.

All discussions between a mentor and his or her mentee are confidential.

Administrators will determine mentor eligibility through a qualification review form.

### **Roles and Responsibilities:**

The mentor teacher:

- meets with assigned mentee for one full school year.
- meets at least once/week (in-person) for a minimum of thirty (30) weeks.
- meets with novice professional teachers twice per week for the first four weeks of the mentoring period for those provisional teachers holding a CEAS or for the first eight weeks for those provisional teachers holding a CE.
- provides individualized support and activities based on the nontenured teacher’s individual needs.
- models strong instructional practices.
- discusses effective teaching strategies & resources.
- observes the novice teacher and shares feedback.
- leads mentee in guided self-assessment on district’s teacher practice instrument.
- identifies in collaboration with mentee strengths and areas needing improvement.
- works with mentee to develop lesson plans.
- develops in collaboration with the mentee a New Teacher Induction Action Plan.
- maintains a monthly log of contact hours with the mentee which is submitted to the Director of Curriculum & Instruction.
- aligns support to mentee’s preparation curriculum.\*  
\*For those provisional teachers holding a CE.

The novice teacher:

- meets with assigned mentor for one full school year, pro-rated for part-time teachers.
- meets with mentor twice per week for the first four weeks of the mentoring period for those provisional teachers holding a CEAS or for the first eight weeks for those provisional teachers holding a CE.
- keeps a journal in which he/she records weekly (minimum) reflections of teaching, instructional strategies, classroom management, and questions/concerns to discuss with mentor.
- maintains a monthly Mentor Log which is turned into the Director of Curriculum & Instruction (The recording of Mentor Log hours will align with the new mentoring guidelines).
- develops a New Teacher Induction Action Plan in collaboration with mentor.
- observes mentor a minimum of once/month.
- observes teachers in other departments.
- attends New Teacher Meetings or assigned workshop.

#### **Administration of Program**

- The Director of Curriculum & Instruction oversees the program (also a member of the ScIP at MHS and MES).
  - Collaborates annually with each ScIP as the Chief School Administrator's designee to review the district mentoring plan, consider ways to support the plan at the school level, and take steps to ensure that all new teachers are receiving the necessary professional support. (N.J.A.C. 6A:9C-5.3(d)(1))
- The building principals and ScIP ensure that the program guidelines are adhered to & mentees receive the needed support and professional development.
- Each ScIP panel will oversee the school-level implementation of the district mentoring plan and shall communicate the plan to all nontenured teachers and their mentors. (N.J.A.C. 6A:9C-5.3(d)(2))
- Director of Curriculum & Instruction leads the initial Mentor/Mentee Meeting at the beginning of the program to discuss guidelines, regulations, and responsibilities.
- Director of Curriculum & Instruction as the Chief School Administrator's designee makes available to staff an electronic copy of the current district mentoring plan. (N.J.A.C. 6A:9C-5.3(e))
- Mentor Logs are turned into the Director of Curriculum & Instruction; a copy is sent to the Board of Education Office.
- The Board of Education Office is responsible for paying the Mentor.
  - Mentee pays mentor for service.
  - Payment is deducted from the mentee's paycheck per paycheck (2x/month).
  - The fee for mentorship is \$550 for a CEAS and \$1,000.00 for a CE (Certificate of Eligibility) (pro-rated based on number of weeks of mentoring provided).
  - Mentor receives payment in June.

## Review & Revisions

- The Chief School Administrator shall submit this district mentoring plan to the district board of education for review of its fiscal impact in compliance with N.J.A.C. 6A:9C-5.3(c).
- The Director of Curriculum & Instruction as the Chief School Administrator's designee will annually review the plan and revise it, as necessary, based on feedback from mentor logs, each school improvement panel, and data on teacher and student performance in compliance with N.J.A.C. 6A:9C-5.3(d).

## Library of Resources for Mentors/Mentees:

- New Teacher Induction: How to Train, Support and Retain New Teachers Annette L. Breaux and Harry Wong, 2003.
- The First Days of School: How to Be an Effective Teacher Harry Wong and Rosemary Wong, 2009.
- Empower: What Happens When Students Own Their Learning. John Spencer and A.J. Juliani, 2017.
- How to Give Effective Feedback to Your Students Susan M. Brookhart, 2008.
- Building Teachers' Capacity for Success: A Collaborative Approach for Coaches and School Leaders Pete Hall and Alisa Simeral, 2008.
- Where Great Teaching Begins: Planning for Student Thinking and Learning Anne R. Reeves, 2011.
- Vector/Safe Schools: Online Trainings

**MANASQUAN/SENDING DISTRICTS****Professional Days**

<b><u>Date</u></b>	<b><u>Name</u></b>	<b><u>Destination</u></b>	<b><u>Purpose</u></b>	<b><u>Sub</u></b>	<b><u>Cost</u></b>
March 25, 2024	Peter Crawley Jesse Place	Monroe, NJ	SchoolFi User Group Meeting	No	Mileage: \$30.46
April 10, 2024	Jesse Place	Westampton, NJ	NJDOE OFAC Fingerprinting & Safety Training	No	Mileage: \$48.60
June 5 – 7, 2024	Pete Crawley	Atlantic City	NJASBO Conference	No	Registration: \$500 Mileage: \$266.20 Parking: \$100.00
June 5 - 7, 2024	Tara Tholen-Lobel	Atlantic City	NJASBO Conference	No	Registration: \$500 Mileage: \$266.20 Parking: \$100.00
June 5 - 7, 2024	Dr. Frank Kasyan	Atlantic City	NJASBO Conference	No	Registration: \$500 Mileage: \$266.20 Parking: \$100.00
April 11 – 15, 2024	Lesley Kenney	Chicago, IL	IB Training	No	Registration - \$744.00 Hotel - \$900.00 Mileage - \$59.22 Airport Parking - \$245.00 Airfare - \$400.00 Airport Transit - \$160.00 Meals/Incidentals - \$355.50
April 11 – 15, 2024	Alicia Narucki	Chicago, IL	IB Training	No	Registration - \$744.00 Hotel - \$900.00 Train Fare - \$40.50 Airport Parking - \$245.00 Airfare - \$400.00 Airport Transit - \$160.00 Meals/Incidentals - \$355.50
March 17 - 20, 2024	Matthew Hudson	Atlantic City	NJSBGA Expo	No	Mileage - \$65.98 Hotel - \$200.00 Meals/Incidentals - \$118.00
March 25, 2024	Oriana Kopec	East Windsor	Student Council Advisor Workshop	No	Registration - \$35.00
May 10, 2024	Claire Kozic	Mercer County College	NJSBA Spring Conference	Yes	None
March 27, 2024	Timothy Clayton	Manalapan Middle School	Reunification Planning Workshop	No	None
February 15, 2024	Andrew Bilodeau	Robbinsville	NJSIAA All Star Game Committee	Yes	None
May 30, 2024	Jennifer Makaro	New Brunswick	Bilingual/ESL Workshop	Yes	Mileage - \$47.94 Registration - \$390.00

*Costs per traveler unless otherwise noted.*



**MANASQUAN/SENDING DISTRICTS****Student Action  
Field Trips**

<b><u>Date</u></b>	<b><u>Name</u></b>	<b><u>Subject</u></b>	<b><u>Destination</u></b>	<b><u>Purpose</u></b>	<b><u>Sub</u></b>	<b><u>Other Board Costs</u></b>	<b><u>Other Funds</u></b>
June 7, 2024	Kimberly Murin Liz Walling Kristen Minutoli Emily DiPuma Melissa Hernandez Jenna Platten Jackie Wheeler Kim Sulat Colin Heinley Caroline Studer Kristen Wilsea Jeanne Walsh Lisa Frye Noreen Delaney Kelly Cosgrove Cynthia Fleming Kim Sanders	ABA Program	Ocean Township – Sky Zone	Community Based Instruction	No	District Bus (\$55.00 per hour)	None
May 17, 2024	Kimberly Murin Liz Walling Kristen Minutoli Emily DiPuma Melissa Hernandez Jenna Platten Jackie Wheeler Kim Sulat Colin Heinley Caroline Studer Kristen Wilsea Jeanne Walsh Lisa Frye Noreen Delaney Kelly Cosgrove Cynthia Fleming Kim Sanders	ABA Program	Allaire State Park	Community Based Instruction	No	District Bus (\$55.00 per hour)	None
June 14, 2024	Kimberly Murin Liz Walling Kristen Minutoli Emily DiPuma Melissa Hernandez Jenna Platten Jackie Wheeler Kim Sulat Colin Heinley Caroline Studer Kristen Wilsea Jeanne Walsh Lisa Frye Noreen Delaney Kelly Cosgrove Cynthia Fleming Kim Sanders	ABA Program	Bradley Beach, Summertime Surf	Community Based Instruction	No	District Bus (\$55.00 per hour)	None

**DOCUMENT V**

May 10, 2024	Kimberly Murin Liz Walling Kristen Minutoli Emily DiPuma Melissa Hernandez Jenna Platten Jackie Wheeler Kim Sulat Colin Heinley Caroline Studer Kristen Wilsea Jeanne Walsh Lisa Frye Noreen Delaney Kelly Cosgrove Cynthia Fleming Kim Sanders	ABA Program	Grounds for Sculpture	Community Based Instruction	No	District Bus (\$55.00 per hour)	None
May 23, 2024	Kimberly Murin Liz Walling Kristen Minutoli Emily DiPuma Melissa Hernandez Jenna Platten Jackie Wheeler Kim Sulat Colin Heinley Caroline Studer Kristen Wilsea Kelly Balon	ABA Program	Wall Planet Fitness	Option 2 PE	No	District Bus (\$55.00 per hour)	None
May 14, 2024	Leigh Busco Liz Rudder	SAC Students	Brookdale Community College	Youth Wellness Summit	No	District Bus (\$55.00 per hour)	None
April 26, 2024 May 29, 2024	Amy Certo	Gr. 9-12 Physical Ed. Students	Tandem Cycle in Manasquan	Indoor Cycling Cardio Workout	Yes	None	Student Funds
March 27, 2024 April 10, 22, 2024	Lorraine Koenig	Social Media and Internet Marketing Class	Local Businesses in Manasquan	Local Business Meetings for Creation of Social Media Posts	No	None	None
June 7, 2024	Madison Schille Eva Szakal Lawrence Chiang Gabrielle Galizio	Gr. 9-12	Hershey Park, PA	Choir and Band Performances	Yes – 4		1 Bus - \$3500.00 Student Funds
April 22, 2024	Amy Edwards Jason Snyder Nurse – TBD	Gr. 9-12 STEM	Atlantic City Airport	Aviation STEM Day	Yes - 3	District Bus (\$55.00 per hour)	None
April 19, 2024	Lisa Crowning	Gr. 9-12 Academic Team	MAST High School	Academic Bowl Competition	No	1 Bus - \$300.00	None
February 26, 2024	Lisa Crowning	Gr. 9-12 Horticulture Students	Barlow's Garden Center	Greenhouse Exploration	No	None	None
April 24, 2024	John Driscoll Linda Hoeler Robert Waldeyer Nurse – TBD	Academy of Finance Students – Gr. 11	Newark	Tour of PGIM	Yes – 4	2 Buses - \$350.00 each	None

**DOCUMENT V**

March 11-13, 2024	Linda Hoeler Lorraine Koenig	FBLA Students	Atlantic City	FBLA State Competition	Yes – 2	Bus - \$800.00 Entrance Fees - \$840.00 <b>Hotel for Staff - \$390.00 each Meals and Incidentals for Staff - \$88.50 each Staff Chaperone - \$225.00 each per night (revised- previously approved on 2/6/24)</b>	None
June 4, 2024	Allyson Griffith Elena Blewitt Justin Barowski Tim Clayton Fatima Mulroy Zachary Savacool Ryan Basaman Lawrence Chiang Heidi Hodnett Cheryl Canonaco Craig Murin Robert Goodall	Gr. 12	Luna Park, Coney Island and Yankee Stadium	Senior Class Trip	Yes – 10	None	2 Buses - \$3019.00 each Student Funds