

**MANASQUAN PUBLIC SCHOOLS**  
**ENROLLMENT REPORT**  
**2013 - 2014 School Year**

DOCUMENT A

**ELEMENTARY SCHOOL**

Grade	Comparative Figures - ES			
Kdg	74	(4 sections)	September 2000	695
1st	60	(4 sections)	September 2001	695
2nd	71	(3 sections)	September 2002	691
3rd	58	(3 sections)	September 2003	691
4th	78	(4 sections)	September 2004	681
5th	81	(4 sections)	September 2005	703
6th	70	(3 sections)	September 2006	688
7th	63	(3 sections)	September 2007	684
8th	98	(4 sections)	September 2008	696
Pre-Schl. Hand.	4	(1 section)	September 2009	709
LLD	0		September 2010	684
MD	2		September 2011	677
<b>Total</b>	<b>659</b>		September 2012	663
			September 2013	649

	Grade 9	Grade 10	Grade 11	Grade 12	Totals
Avon	9	7	3	5	24
Belmar	26	27	24	20	97
Brielle	67	47	69	62	245
Lake Como	12	7	12	16	47
Manasquan	69	81	66	78	294
Sea Girt	9	8	8	8	33
Spring Lake	16	13	11	17	57
Spring Lake Heights	38	35	35	32	140
Employee Child	0	1	0	0	1
Parent Paid	0	0	1	2	3
PTC 20 (LLD)	6	2	2	2	12
PTC 22 (ED)	0	0	0	0	0
PTC 23 (MD)	0	1	0	0	1
<b>Sub-totals</b>	<b>252</b>	<b>229</b>	<b>231</b>	<b>242</b>	<b>954</b>

Shared-time:

Avon	0	0	0	0	0
Belmar	2	2	4	3	11
Brielle	0	2	4	5	11
Lake Como	1	0	4	2	7
Manasquan	1	2	0	4	7
Sea Girt	0	0	0	0	0
Spring Lake	0	1	0	1	2
Spring Lake Heights	1	2	1	1	5
LLD/Voc shared time	6	1	1	1	9
<b>Sub-totals</b>	<b>11</b>	<b>10</b>	<b>14</b>	<b>17</b>	<b>52</b>
<b>High School Totals</b>	<b>263</b>	<b>239</b>	<b>245</b>	<b>259</b>	<b>1006</b>

Comparative Figures - HS

September	2000	913
September	2001	971
September	2002	1059
September	2003	1078
September	2004	1063
September	2005	1047
September	2006	1052
September	2006	1052
September	2007	1025
September	2008	1028
September	2009	1016
September	2010	1028
September	2011	1021
September	2012	963
September	2013	1003

**MANASQUAN SCHOOL DISTRICT ATTENDANCE COMPARISON REPORT  
2013 - 2014 School Year**

<b>HIGH SCHOOL</b>	<u>ATTENDANCE PERCENTAGE</u>	<u>AVERAGE DAILY ENROLLMENT</u>	<u>AVERAGE DAILY ATTENDANCE</u>	
May-13	93.22	931	880.34	
May-14	<b>92.91</b>	<b>922.91</b>	<b>979.29</b>	
<b>ELEMENTARY SCHOOL</b>				
May-13	96.977	658.545	640.636	
May-14	<b>96.445</b>	<b>659</b>	<b>637.048</b>	

**MANASQUAN SCHOOL DISTRICT FIRE DRILL REPORT  
2013 - 2014 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 7	9:50 A.M.	6 minutes	Fire Drill	
MAY 13	1:20 P.M.	25 minutes		Evacuation
<b>ELEMENTARY SCHOOL</b>				
<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILL</u>
MAY 9	2:00 P.M.	6 minutes	Fire Drill	
MAY 23	1:30 P.M.	25 minutes		Lockdown - exterior

[illegible]

		HIGH SCHOOL SUSPENSIONS BY MONTH																	
		SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	TOTAL							
OUT OF SCHOOL SUSPENSIONS:																			
Assault	1											1							
Under the influence		1		2	1							7							
Defiance				1			1	3	1			2							
Vandalism				1								1							
Inappropriate Behavior Toward Another Student						1						1							
Fighting on bus							3					3							
Incitement							1					1							
Smoking in School Building							1					1							
Punching Another Student								1	1			2							
Theft of a Cell Phone									1			1							
Possession									1	1		2							
IN SCHOOL SUSPENSIONS:																			
Pushing Another Student	1											1							
Inappropriate Behavior			1									1							
Open Defiance			1	1				1				3							
Profanity			1									1							
No Show for Saturday Detention			1	1	1	1		1	2	1		8							
Cutting Class/Leaving School Grounds				1		3				1		5							
Disrespectful to Another Student					1							1							
Fighting								3				3							
Did Not Attend Smoking Cessation Program								1				1							
Bus Incident								2				2							
Accumulation of Demerits									1			1							
Harassment										1		1							
Pass Violation										1		1							
NUMBER OF INDIVIDUAL SUSPENSIONS	2	5	7	3	3	5	6	12	7	5		52							
SATURDAY DETENTION	2	4	3	8	7	7	4	7	13	4		52							
SMOKING - INSIGHT PROGRAM																			
STUDENTS SUSPENDED 1 TIME	29																		
STUDENTS SUSPENDED 2 TIMES	6																		
STUDENTS SUSPENDED 3 TIMES	2																		
STUDENTS SUSPENDED 4 TIMES	0																		
STUDENTS SUSPENDED 5 TIMES	1																		
TOTAL NUMBER OF SUSPENSIONS TO DATE			52																
TOTAL NUMBER OF INDIVIDUAL STUDENTS SUSPENDED TO DATE					38														

[illegible]

JUNE 24, 2014

[illegible]

All victims received counseling.

# POLICY

## MANASQUAN BOARD OF EDUCATION

BYLAWS

0143/Page 1 of 3

### BOARD MEMBER ELECTION AND APPOINTMENT

#### 0143 BOARD MEMBER ELECTION AND APPOINTMENT

The election and appointment of Board of Education members will be conducted in strict compliance with law.

~~[Applicable to Regional School Districts]~~

**[Applicable for Type II Districts with an elected Board of Education and Regional School Districts]**

A vacancy in the membership of a regional Board of Education the Board shall be filled in accordance with N.J.S.A. 18A:13-11. A vacancy shall be filled from the constituent districts represented by the former incumbents in the same manner as vacancies in the membership of Boards of Education of Type II districts having elected Boards of Education are filled.}]

~~[Applicable for Type II Districts with an elected Board of Education and Regional School Districts]~~

A vacancy in the membership of a on the Board of Education shall will be filled as follows by:

1. By tThe Executive County Superintendent, if the a vacancy is caused by:;
  - a. The absence of candidates for election to the school Board;; or
  - b. The removal of a member because of lack of qualifications;; or
  - c. The failure of the Board to appoint a person to a vacancy within sixty-five days following its occurrence;; or
  - d. A tie for election between Ttwo or more candidates qualified by law for membership on the Board receiving an equal number of votes in a special runoff election.
2. By the Executive County Superintendent, to a number sufficient to make up a quorum of the Board if, by reason of vacancies, a quorum is lacking;
23. By sSpecial election within sixty days of the annual school election, if;:



# POLICY

## MANASQUAN BOARD OF EDUCATION

BYLAWS

0143/Page 2 of 3

### BOARD MEMBER ELECTION AND APPOINTMENT

- a. Two or more ~~qualified~~ candidates **qualified by law for membership on the school Board receive an equal number of votes in the annual school election** ~~tie for election;~~ or
  - b. The annual election is disqualified due to improper election procedures.
3. ~~The County Superintendent, to a number sufficient to make up a quorum of the Board if, by reason of vacancies, a quorum is lacking;~~
4. **By** ~~t~~The Commissioner of Education if there is a failure to elect a member at the annual school election due to improper **campaign** election practices; or
5. **By a** A majority vote of the remaining members of the Board of Education after the vacancy occurs in all other cases.

The Board Secretary shall promptly notify the President of a vacancy to be filled by the Board. ~~;~~ The President shall inform all other Board members. The Board will give public notice of the vacancy and invite any qualified person to submit a written request for consideration of his/her candidacy for the vacancy. The Board may also require candidates submit a resume with their written request.

In considering candidates who have expressed an interest in a vacancy, the Board of Education may interview ~~interested~~ candidates in public or executive session. The Board ~~must will~~ vote to appoint a candidate to a vacancy in public session **and there shall be no decisions made in executive session.** In the event interviews are conducted in executive session, Board members, in the public session nomination and voting process, shall express their opinion in support of their vote ~~for a candidate so the public can witness any deliberations, policy formulation, and the decision making process of the Board.~~

A roll call vote will be conducted on candidates in the order the candidates were nominated with a second. If there are two or more vacancies, each vacancy will be filled by a separate election process. The first candidate who receives the votes of a majority of the remaining Board members will be elected to the vacancy. In the event no candidate receives a majority vote of the remaining Board members, ~~a second another~~ election **process** shall be conducted between the two candidates receiving the highest number of votes.]

[Required for Vocational School Districts





# POLICY

## MANASQUAN BOARD OF EDUCATION

BYLAWS

0143/Page 3 of 3

### BOARD MEMBER ELECTION AND APPOINTMENT

A vacancy on the Board of Education of a county vocational school district shall be filled in accordance with N.J.S.A. 18A:54-16 et seq.]

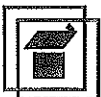
N.J.S.A. 18A:12-11; 18A:12-15

N.J.S.A. 18A:13-5; 18A:13-10; 18A:13-11 [**regional district**]

N.J.S.A. 18A:54-16 [**vocational district**]

Adopted: 14 June 2011

Revised: 27 May 2014



# POLICY

## MANASQUAN BOARD OF EDUCATION

ADMINISTRATION

1581/Page 1 of 6

### VICTIM OF DOMESTIC OR SEXUAL VIOLENCE LEAVE

#### 1581 VICTIM OF DOMESTIC OR SEXUAL VIOLENCE LEAVE

#### M

In accordance with the provisions of N.J.S.A. 34:11C-1 et seq., an employee who was a victim of an incident of domestic violence as defined in Section 3 of P.L.1991, c.261 (C.2C:25-19) or a sexually violent offense as defined in Section 3 of P.L.1998, c.71 (C.30:4-27.26), or whose child, parent, spouse, domestic partner, or civil union partner was a victim shall be entitled to unpaid leave of no more than twenty days in one twelve-month period, to be used in the twelve-month period following any incident of domestic violence or any sexually violent offense as provided in N.J.S.A. 34:11C-1 et seq.

For the purposes of N.J.S.A. 34:11C-1 et seq. and this Policy, an "employee" means a person who is employed for at least twelve months by the Board of Education, with respect to whom benefits are sought under N.J.S.A. 34:11C-1 et seq. – "NJ SAFE Act" for not less than 1,000 hours during the immediately preceding twelve-month period.

For the purposes of N.J.S.A. 34:11C-3 and this Policy, each incident of domestic violence or any sexually violent offense shall constitute a separate offense for which an employee is entitled to unpaid leave, provided the employee has not exhausted the allotted twenty days for the twelve-month period. The unpaid leave may be taken intermittently in intervals of no less than one day, as needed for the purpose of engaging in any of the following activities as they relate to the incident of domestic violence or a sexually violent offense:

1. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's child, parent, spouse, domestic partner, or civil union partner;
2. Obtaining services from a victim services organization for the employee or the employee's child, parent, spouse, domestic partner, or civil union partner;
3. Obtaining psychological or other counseling for the employee or the employee's child, parent, spouse, domestic partner, or civil union partner;



# POLICY

## MANASQUAN BOARD OF EDUCATION

ADMINISTRATION

1581/Page 2 of 6

### VICTIM OF DOMESTIC OR SEXUAL VIOLENCE LEAVE

4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's child, parent, spouse, domestic partner, or civil union partner from future domestic or sexual violence or to ensure economic security;
5. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, including preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic or sexual violence; or
6. Attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, was a victim.

An eligible employee may elect, or the Board of Education may require the employee, to use any of the accrued paid vacation leave, personal leave, or medical or sick leave (in accordance with the provisions of N.J.S.A. 18A:30-1) during any part of the twenty-day period of unpaid leave provided under N.J.S.A. 34:11C-1 et seq. In such case, any paid leave provided by the Board, and accrued pursuant to established policies of the Board, shall run concurrently with the unpaid leave provided under N.J.S.A. 34:11C-1 et seq. and, accordingly, the employee shall receive pay pursuant to the Board's applicable paid leave policy during the period of otherwise unpaid leave. If an employee requests leave for a reason covered by both N.J.S.A. 34:11C-1 et seq. and the "Family Leave Act," P.L.1989, c.261 (C.34:11B-1 et seq.) or the Federal "Family and Medical Leave Act of 1993," Pub.L.103-3 (29 U.S.C. § 2601 et seq.), the leave shall count simultaneously against the employee's entitlement under each respective law.

Leave granted under N.J.S.A. 34:11C-1 et seq. and this Policy shall not conflict with any rights pursuant to the "Family Leave Act," P.L.1989, c.261 (C.34:11B-1 et seq.), the "Temporary Disability Benefits Law," P.L.1948, c.110 (C.43:21-25 et seq.), or the Federal "Family and Medical Leave Act of 1993," Pub.L.103-3 (29 U.S.C. § 2601 et seq.).



# POLICY

## MANASQUAN BOARD OF EDUCATION

ADMINISTRATION

1581/Page 3 of 6

### VICTIM OF DOMESTIC OR SEXUAL VIOLENCE LEAVE

Prior to taking this leave an employee shall, if the necessity for the leave is foreseeable, provide the Superintendent of Schools with written notice of the need for the leave. The notice shall be provided as far in advance as is reasonable and practical under the circumstances.

Nothing contained in N.J.S.A. 34:11C-1 et seq. and this Policy shall be construed to prohibit the Superintendent from requiring that a period of this leave be supported by the employee with documentation of the domestic violence or a sexually violent offense which is the basis for the leave. If documentation is required, the employee shall be regarded as having provided sufficient documentation if the employee provides one or more of the following:

1. A domestic violence restraining order or other documentation of equitable relief issued by a court of competent jurisdiction;
2. A letter or other written documentation from the county or municipal prosecutor documenting the domestic violence or a sexually violent offense;
3. Documentation of the conviction of a person for the domestic violence or a sexually violent offense;
4. Medical documentation of the domestic violence or a sexually violent offense;
5. Certification from a certified Domestic Violence Specialist or the director of a designated domestic violence agency or Rape Crisis Center, stating that the employee or employee's child, parent, spouse, domestic partner, or civil union partner is a victim of domestic violence or a sexually violent offense; or
6. Other documentation or certification of the domestic violence or a sexually violent offense provided by a social worker, member of the clergy, shelter worker, or other professional who has assisted the employee or employee's child, parent, spouse, domestic partner, or civil union partner in dealing with the domestic violence or a sexually violent offenses.



# POLICY

## MANASQUAN BOARD OF EDUCATION

ADMINISTRATION

1581/Page 4 of 6

### VICTIM OF DOMESTIC OR SEXUAL VIOLENCE LEAVE

For the purposes of N.J.S.A. 34:11C-1 et seq. and this Policy, "Certified Domestic Violence Specialist" means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals; and "designated domestic violence agency" means a county-wide organization with a primary purpose to provide services to victims of domestic violence, and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the division for the express purpose of providing the services.

For the purposes of N.J.S.A. 34:11C-1 et seq. and this Policy, "Rape Crisis Center" means an office, institution, or center offering assistance to victims of sexual offenses through crisis intervention, medical and legal information, and follow-up counseling.

The Board shall display conspicuous notice of its employees' rights and obligations pursuant to the provisions of N.J.S.A. 34:11C-1 et seq., in such form and in such manner as the Commissioner of Labor and Workforce Development shall prescribe, and use other appropriate means to keep its employees so informed.

No provision of N.J.S.A. 34:11C-1 et seq. and this Policy shall be construed as requiring or permitting the Board to reduce employment benefits provided by the Board or required by a collective bargaining agreement which are in excess of those required by N.J.S.A. 34:11C-1 et seq. Nor shall any provision of N.J.S.A. 34:11C-1 et seq. be construed to prohibit the negotiation and provision through collective bargaining agreements of leave policies or benefit programs which provide benefits in excess of those required by N.J.S.A. 34:11C-1 et seq. This provision shall apply irrespective of the date that a collective bargaining agreement takes effect.

Nothing contained in N.J.S.A. 34:11C-1 et seq. and this Policy shall be construed as permitting the Board to:

1. Rescind or reduce any employment benefit accrued prior to the date on which the leave taken pursuant to N.J.S.A. 34:11C-1 et seq. commenced; or



# POLICY

## MANASQUAN BOARD OF EDUCATION

ADMINISTRATION

1581/Page 5 of 6

### VICTIM OF DOMESTIC OR SEXUAL VIOLENCE LEAVE

2. Rescind or reduce any employment benefit, unless the rescission or reduction of the benefit is based on changes that would have occurred if an employee continued to work without taking the leave provided pursuant to N.J.S.A. 34:11C-1 et seq.

All information and/or documentation provided to the Board or Superintendent of Schools pursuant to N.J.S.A. 34:11C-1 et seq., any information regarding a leave taken pursuant to N.J.S.A. 34:11C-1 et seq., and any failure of an employee to return to work, shall be retained in the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is required by a Federal or State law, rule, or regulation.

The Board of Education shall not discharge, harass or otherwise discriminate or retaliate or threaten to discharge, harass or otherwise discriminate or retaliate against an employee with respect to the compensation, terms, conditions or privileges of employment on the basis that the employee took or requested any leave to which the employee was entitled pursuant to N.J.S.A. 34:11C-3 or on the basis that the employee refused to authorize the release of information deemed confidential pursuant to N.J.S.A. 34:11C-3.f.

N.J.S.A. 34:11C-1 et seq.



# POLICY

## MANASQUAN BOARD OF EDUCATION

ADMINISTRATION

1581/Page 6 of 6

VICTIM OF DOMESTIC OR SEXUAL VIOLENCE LEAVE

Adopted: 27 May 2014



# POLICY

## MANASQUAN BOARD OF EDUCATION

### TEACHING STAFF MEMBERS

3230/Page 1 of 2

### OUTSIDE ACTIVITIES

#### 3230 OUTSIDE ACTIVITIES

The Board of Education recognizes that teaching staff members enjoy a private life outside their job responsibilities in the school district. The Board believes the role of the teaching profession is such that teachers exert a continuing influence away from the school district. Accordingly, the Board reserves the right to determine if activities outside the teaching staff member's job responsibilities interfere with their professional performance and the discharge of the member's responsibilities to the **students** pupils of this district.

~~The Board directs that A~~all teaching staff members **are advised to** be governed in the conduct of personal activities by the following guidelines:

- ~~1. Teaching staff members are advised to refrain from conduct, associations, and offensive speech that, if given publicity, would tend to have an adverse or harmful effect upon pupils or the school community;~~
21. Teaching staff members shall not devote time during their work day to an outside private enterprise, business, or business organization. They shall not solicit or accept customers for a private enterprise, business, and/or business organization on school grounds during their work day without the express permission of the Superintendent;
32. The Board does not endorse, support, or assume liability in any way for any staff member of this district who takes **students** pupils on trips not approved by the Board or Superintendent, and shall not be liable for the welfare of **students** pupils who travel on such trips. Any staff member who takes **students** pupils of this district on a trip not approved by the Board or Superintendent shall clearly and concisely inform the parent(s) of any **student** pupil solicited and/or attending such a trip that the trip is not endorsed, supported, approved, or authorized by the Board of Education. A staff member shall not solicit **students** pupils **on school grounds** of this district for trips not approved by the Board or Superintendent ~~on school grounds of the district without permission of the Superintendent;~~





# POLICY

## MANASQUAN BOARD OF EDUCATION

TEACHING STAFF MEMBERS

3230/Page 2 of 2

OUTSIDE ACTIVITIES

3. **The Board does not endorse, support, or assume liability in any way for any teaching staff member of this district who conducts a private activity in which students or employees of this district participate;**
4. Teaching staff members shall not ~~campaign on school grounds during their work day~~; send campaign literature home with **students** pupils, or request, direct, or have **students** pupils distribute campaign literature on behalf of any candidate for local, State, or national office or for any bond issue, proposal, or any public question submitted at any general, municipal, or school election. **No student shall be requested or directed by any teaching staff member to engage in any activity which tends to promote, favor, or oppose any such candidacy, bond issue, proposal, or public question;**
5. Teaching staff members shall not privately tutor **students** pupils for compensation that are currently enrolled in their classes; and
6. Copyrights and patents to materials or equipment developed, written, prepared, processed, or tested by teaching staff members in the performance of their professional duties reside with and may be claimed by the Board.

N.J.S.A. 18A:42-4

N.J.S.A. 19:1.1 et seq.

Adopted: 14 June 2011

Revised: 26 March 2013

Revised: 27 May 2014



# POLICY

## MANASQUAN BOARD OF EDUCATION

SUPPORT STAFF  
4230/Page 1 of 2  
OUTSIDE ACTIVITIES

### 4230 OUTSIDE ACTIVITIES

The Board of Education recognizes that support staff members enjoy a private life outside their job responsibilities in the school district. The Board believes that school employees exert a continuing influence away from the school district. Accordingly, the Board reserves the right to determine if activities outside the support staff member's job responsibilities interfere with their performance and the discharge of the support staff member's responsibilities to this district.

~~The Board directs that A~~all support staff members **are advised to** be governed in their activities outside the school by the following guidelines:

- ~~1. Support staff members are advised to refrain from conduct, associations, and offensive speech that, if given publicity, would tend to have an adverse or harmful effect upon pupils or the school community;~~
21. Support staff members shall not devote time during their work day to an outside private enterprise, business, or business organization. They shall not solicit or accept customers for a private enterprise, business, and/or business organization on school grounds during their work day without the express permission of the Superintendent;
32. The Board does not endorse, support, or assume liability in any way for any **support** staff member of this district who conducts a private activity in which **students** ~~pupils~~ or employees of this district participate;
43. Support staff members shall not ~~campaign on school grounds during their work day~~, send campaign literature home with **students** ~~pupils~~, or request, direct or have **students** ~~pupils~~ distribute campaign literature on behalf of any candidate for local, State, or national office or for any bond issue, proposal, or any public question submitted at any general, municipal, or school election. **No student shall be requested or directed by any support staff member to engage in any activity which tends to promote, favor, or oppose any such candidacy, bond issue, proposal, or public question; and**



# POLICY

## MANASQUAN BOARD OF EDUCATION

SUPPORT STAFF  
4230/Page 2 of 2  
OUTSIDE ACTIVITIES

54. Copyrights and patents to materials or equipment developed, written, prepared, processed, or tested by support staff members in the performance of their school district duties reside with and may be claimed by the Board.

**N.J.S.A. 18A:42-4**

**N.J.S.A. 19:1.1 et seq.**

Adopted: 14 June 2011  
Revised: 26 March 2013  
Revised: 27 May 2014



# POLICY

## MANASQUAN BOARD OF EDUCATION

FINANCES  
6511/Page 1 of 1  
DIRECT DEPOSIT

### 6511 DIRECT DEPOSIT

The Board of Education may determine to have the net pay of all school district employees directly deposited in a specific banking institution in a checking account, savings account, or share account designated in writing by the employee in accordance with the provisions of N.J.S.A. 52:14-15h.

If the Board approves a direct deposit program, compliance by an employee shall be mandatory. However, the Board may grant an exemption from the mandatory requirements of N.J.S.A. 52:14-15h on such terms and conditions as the Board deems necessary. The Board may grant an exemption for seasonal and temporary employees as the Board deems necessary.

The Board shall make available for those employees required to have their net pay direct deposited in accordance with the provisions of N.J.S.A. 52:14-15h, all information concerning net pay, any accompanying information approved for distribution with net pay, and W-2 forms in accordance with applicable Federal law, only on the Internet with restricted access and policies and procedures to protect the integrity and confidentiality of the information. The Board will continue to complete the payroll check distribution verification process as required in N.J.A.C. 6A:23A-5.7 and Policy 6510.

In the event the Board of Education determines to implement a mandatory direct deposit program in accordance with N.J.S.A. 52:14-15h, the Board shall annually adopt a resolution to implement the direct deposit requirements of N.J.S.A. 52:14-15h. The Board approved resolution shall designate the school district's banking institution that shall be used to implement the direct deposit program and shall indicate any employee group or category that are exempt from the Board's direct deposit requirements.

N.J.S.A. 52:14-15h

N.J.A.C. 6A:23A-5.7

Adopted:27 May 2014



# POLICY GUIDE

PROPERTY  
7522/page 1 of 4

School District Provided Technology Devices to  
Staff Members  
Jun 13

[See POLICY ALERT No. 199]

## 7522 SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO STAFF MEMBERS

The Board of Education may provide technology devices to staff members for the express purpose of enhancing productivity and improving operational efficiency. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to staff members. For the purposes of this Policy, "technology device" or "device" shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, or any other computing or electronic devices the school district provides to staff members to be used in their school business related responsibilities.

A technology device provided by the school district to a staff member may include pre-loaded software. A staff member shall not download additional software onto the technology device or tamper with software included on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device. A staff member(s) will be designated to administer and implement the issuance of school district technology devices to staff members.

In the event the Board of Education provides a technology device to a staff member, the staff member shall be required to sign an agreement with the Board of Education requiring the staff member to comply with certain provisions. These provisions may include, but are not limited to:

1. A technology device provided to a staff member shall be used for the sole and express purpose of conducting official school district business;
2. Use of all such devices is subject to the school district's acceptable use of technology policies and any other Board policies regarding appropriate and acceptable conduct by a staff member;



# POLICY GUIDE

PROPERTY  
7522/page 2 of 4

## School District Provided Technology Devices to Staff Members

3. All technology devices are considered the personal property of the Board of Education and shall be returned upon termination of employment with the school district or immediately upon request by the Superintendent of Schools or designee;
4. Technology devices provided by the school district to staff members may include the school district's software image and pre-loaded software for specific tasks. The installation of other software images or software on such technology devices may only be done by school district authorized staff members;
5. Staff members that are provided technology devices are expected to take all appropriate measures and precautions to prevent the loss, theft, damage, and/or unauthorized use of such technology devices. These appropriate measures and precautions for school district provided technology devices to staff members shall include, but are not limited to, the following:
  - a. Keep the technology device in a locked and secured environment when not being used;
  - b. Do not leave the technology device in a vehicle for prolonged periods of time, especially in extreme temperatures;
  - c. Keep food and drinks away from all technology devices and work areas;
  - d. Prohibit the use of any technology device by any other person except as authorized by the Superintendent or designee;
  - e. Do not leave the technology device unattended at any time in an unsecured location (e.g., an unlocked empty classroom or office); and
  - f. Keep the technology device in sight at all times while in public places, such as public transportation, airports, restaurants, etc.



# POLICY GUIDE

PROPERTY  
7522/page 3 of 4

## School District Provided Technology Devices to Staff Members

6. Should the staff member have reason to believe the technology device may have been stolen, the staff member must:
  - a. Immediately report the incident to his/her immediate supervisor;
  - b. File an official police report documenting the theft; and
  - c. Provide a copy of the police report to his/her immediate supervisor.

If a staff member fails to adhere to these procedures, the staff member will be held legally and financially responsible for the replacement of such technology device. A staff member may be financially responsible for the loss or damage of a technology device;

7. A staff member must contact the district designated staff member in the event the technology device is not functioning properly or for repairs and/or required maintenance;
8. The Board of Education is under no legal, financial, or other obligation to provide a replacement technology device to any employee whose device is lost, stolen, or damaged;
9. Any technology device provided to a staff member is the property of the Board of Education. As such, the staff member shall have no expectation of privacy in the use of such device. The technology device may have security settings, monitoring or auditing software, tracking technology, and any other software that could monitor the use of the technology device;
10. The staff member(s) designated to administer and implement the issuance of technology devices to staff members shall:



# POLICY GUIDE

PROPERTY  
7522/page 4 of 4

## School District Provided Technology Devices to Staff Members

- a. Maintain direct oversight of the inventory of devices, service contracts, agreements, and internal controls for all school district provided technology devices provided to staff members; and
  - b. Ensure compliance with regulatory policies and procedures as applicable.
11. Any violation of Board of Education policies or procedures including, but not limited to, school district provided technology devices to staff members; acceptable use of computer networks, computers, and resources; and/or inappropriate staff conduct may result in appropriate disciplinary action.
  12. Other - \_\_\_\_\_  
\_\_\_\_\_
  13. Other - \_\_\_\_\_  
\_\_\_\_\_
  14. Other - \_\_\_\_\_  
\_\_\_\_\_

A copy of this Policy shall be attached to the agreement that shall be signed by any staff member who receives a technology device in accordance with the provisions of this Policy.

Adopted:





# POLICY GUIDE

PROPERTY

7523/page 1 of 4

School District Provided Technology Devices to Pupils

Jun 13

[See POLICY ALERT No. 199]

## 7523 SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS

The Board of Education may provide technology devices to pupils in the district for school district authorized use only. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to pupils of this district. For the purposes of this Policy, "technology device" or "device" shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, or any other computing or electronic devices the school district provides to pupils to be used as part of their educational program.

A technology device made available to pupils will not be considered a textbook or supply, as defined in N.J.S.A. 18A:34-1, mandatory to a successful completion of the classroom curriculum. Therefore, because a technology device defined in this Policy is not mandatory to a successful completion of a pupil's classroom curriculum, a pupil will not be required to obtain a technology device provided by the school district as defined in this Policy. In the event the school district provides a technology device that is deemed mandatory to a successful completion of the classroom curriculum, the district will provide pupils with such a technology device consistent with its textbook or supply policies. Nothing in this Policy prohibits a pupil from using their personal technology device in accordance with school rules and regulations.

A technology device provided by the school district may include pre-loaded software. A pupil is prevented from downloading additional software onto the technology device or tampering with software installed on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device.

To receive a school district provided technology device, the parent and pupil must sign a School District Provided Technology Device Form requiring the parent and the pupil to comply with certain provisions. These provisions may include, but are not limited to:

1. A school district provided technology device must be used only by the pupil for school district authorized use;



# POLICY GUIDE

PROPERTY

7523/page 2 of 4

## School District Provided Technology Devices to Pupils

2. A pupil shall comply with the school district's acceptable use of technology policies, which shall be attached to the School District Provided Technology Device Form, in their use of any school district provided technology device;
3. Any school district provided technology device loaned to a pupil must be returned to the school district in the condition it was initially provided to the pupil considering reasonable use and care by the pupil;
4. The parent or pupil shall be responsible to reimburse the school district the cost of any technology device that is lost, damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be returned to the district in accordance with the terms of the School District Provided Technology Device Form;
5. The district may require, or offer as an option, depending on the type of technology device provided to the pupil, an insurance policy to be purchased by the parent or pupil that would cover certain losses or damage to a technology device during the time period the pupil has possession of the device. The parent or the pupil shall pay any insurance policy required deductibles in the event of a loss;
6. In the event the school district does not require the purchase of an insurance policy for a technology device or the parent or pupil elects not to purchase optional insurance, the parent and/or pupil shall be responsible for any loss or damage to the technology device in accordance with the terms of the School District Provided Technology Device Form;
7. A pupil will be required to report any hardware or software problems in the operation of the device to the school district staff member, designated on the School District Provided Technology Device Form, within two school days of the commencement of the problem;
8. A pupil must report to the school district staff member designated on the School District Provided Technology Device Form within two school days in the event the technology device has been damaged or is missing;



# POLICY GUIDE

PROPERTY

7523/page 3 of 4

## School District Provided Technology Devices to Pupils

9. A parent or pupil is required to immediately file a police report in the event it is believed the technology device has been stolen. Within one school day after filing a police report, a parent or pupil shall complete the School District Provided Technology Device Loss Form and submit the completed Loss Form and a copy of the police report to the Principal or designee;
10. A pupil shall be required to provide routine cleaning and care of the device in accordance with school district cleaning and care guidelines;
11. The pupil shall have the technology device in their possession in school as required; and
12. Any other provisions the Superintendent of Schools determines should be included on the School District Provided Technology Device Form.
13. Other - \_\_\_\_\_  
\_\_\_\_\_
14. Other - \_\_\_\_\_  
\_\_\_\_\_
15. Other - \_\_\_\_\_  
\_\_\_\_\_

The school district will provide the pupil and parent with written or electronic notification that the technology device provided by the school district may record or collect information on the pupil's activity or the pupil's use of the technology device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the pupil's activity or use of the device. This notification shall also include a statement that the school district shall not use any of the capabilities in a manner that would violate the privacy rights of the pupil or any individual residing with the pupil. The parent shall be required to acknowledge receipt of this notification and the parent acknowledgement shall be retained by the Principal or designee for as long as the pupil retains the use of the school district provided technology device. The parent



# POLICY GUIDE

PROPERTY

7523/page 4 of 4

## School District Provided Technology Devices to Pupils

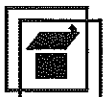
acknowledgement and a signed School District Provided Technology Device Form shall be required before the issuance of a technology device to a pupil. In accordance with the provisions of P.L. 2013, Chapter 44, a school district failing to provide this notification shall be subject to a fine of \$250 per pupil, per incident. The fine shall be remitted to the New Jersey Department of Education, and shall be deposited in a fund that shall be used to provide laptop or other portable computer equipment to at-risk pupils as defined in N.J.S.A. 18A:7F-45.

Pupils shall comply with all school district policies for the use of a school district provided technology device. A pupil shall be subject to consequences in the event the pupil violates any school district policy, including the district's acceptable use policies; pupil code of conduct; any provision of this Policy; or any provision of the School District Provided Technology Device Form.

N.J.S.A. 18A:34-1

P.L. 2013, Chapter 44 – "The Anti-Big Brother Act"

Adopted:



**E.S.Y. Pre-K Schedule**  
*July 1<sup>st</sup> to July 31<sup>st</sup>*  
*Mondays through Thursdays only*  
*8:00 to 10:00 AM*  
*(closed July 4<sup>th</sup> Independence Day)*

**E.S.Y. Kindergarten – 8 th Gd. Schedule**  
*July 1<sup>st</sup> to July 31<sup>st</sup>*  
*Mondays through Thursday only*  
*8:30 to 11:30 AM*  
*(closed July 4<sup>th</sup> Independence Day)*

Grade	Student ID numbers	Description of Services
Pre-School	261767	Speech - 1 x 20 minutes individual; 1 x 20 minutes group
Pre-School	282396	Speech - 1 x 20 minutes individual; 1 x 20 minutes group
Pre-School	262071	Speech - 1 x 20 minutes individual; 1 x 20 minutes group
Pre-School	282460	Speech - 2 x 20 minutes individual; 1 x 20 minutes group; Occupational Therapy - 2 x 30 minutes individual Physical Therapy - 1 x 45 minutes
Grade	Student ID	Description of Services
Kindergarten	262197	Occupational Therapy – 1 x 30 minutes group Speech – 1 x 30 minutes individual
Kindergarten	211625	Speech-1 X 30 minutes individual/group
Kindergarten	251715	Speech (only) – 1 x 30 minutes individual
Kindergarten	251758	Speech (only) – 1 x 30 minutes individual
Kindergarten	281436	Physical Therapy – 1 x 30 minutes
Kindergarten	24937	Occupational Therapy – 2 x 30 minutes individual Speech - 1 x 30 minutes individual; 1 x 30 minutes group Physical Therapy – 1 x 30 minutes
Kindergarten	262083	Occupational Therapy (only) – 1 x 30 minutes group Physical Therapy (only) – 1 x 30 minutes small group Speech -(only) 1 x 30 minutes individual/group
Grade	Student ID	Description of Services
First	252386	Occupational Therapy – 1 x 30 minutes group Speech – 1 x 30 minutes group
First	252126	
Grade	Student ID	Description of Services
Second	23959	Speech – 1 x 30 minutes group Occupational Therapy - 1 x 30 minutes group
Second	241435	
Second	241396	
Second	23950	Speech – 1 x 30 minutes group
Second	241304	Speech – 1 x 30 minutes group
Second	22249	Speech (only) – 1 x 30 minutes group
Second	23299	Speech (only) – 1 x 30 minutes group
Grade	Student ID	Description of Services
Third	23946	Speech (only) – 1 x 30 minutes group
Grade	Student ID	Description of Services
Fourth	21208	Speech – 1 x 30 minutes group
Fourth	211410	
Fourth	21089	Speech – 1 x 30 minutes group
Fourth	252109	Occupational Therapy – 2 x 30 minutes group/individual Speech – 1 x 30 minutes individual
Fourth	21090	
Fourth	21111	Speech (only) – 1 x 30 minutes individual
Grade	Student ID	Description of Services
Fifth	2408	Speech – 1 x 30 minutes group
Fifth	21129	Speech – 1 x 30 minutes group
Fifth	21133	Speech – 1 x 30 minutes group
Fifth	212390	
Fifth	23270	Occupational Therapy – 2 x 30 minutes individual Physical Therapy - 1 x 45 minutes Speech Therapy -1 x 30 minutes individual
Fifth	21240	Occupational Therapy – 1 x 30 minutes group Physical Therapy – 1 x 30 minutes
Grade	Student ID	Description of Services
Sixth	20011	Speech – 1 x 30 minutes group Occupational Therapy – 1 x 30 minutes group
Sixth	20980	Speech – 1 x 30 minutes group Occupational Therapy – 1 x 30 minutes group
Sixth	2442	Speech – 1 x 30 minutes group Occupational Therapy – 1 x 30 minutes group
Sixth	2395	
Sixth	2334	
Sixth	2333	Speech – 1 x 30 minutes group

Grade	Student ID	Description of Services
Seventh	No seventh grade students	n/a
Grade	Student ID	Description of Services
Eighth	2212	
Grade	Student ID	Description of Services
Ninth	2075	Speech (only) - 1 x 30 minutes group, tutoring (3x per wk-90 min., for 4 weeks)
Ninth	2482	Speech (only) - 1 x 30 minutes group
REVISED:	6/17/2014 10:13:29 AM	

JUNE 24, 2014

**ELEMENTARY SCHOOL PERSONNEL**

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

**Recommend** approval of the \$200.00 longevity stipend for the following coaches/club advisors for the 2013 – 2014 SY: (Contractual)

**Jeff DeMuro** - **Boys' Soccer**

**Recommend** approval for **Kirt Wahl** to receive a stipend of **\$28.50/hour** for **4 hours** of **Digital Storytelling** on **June 4, 2014**.

**Recommend** approval of the following staff to chaperone the 8<sup>th</sup> Grade dance on Friday, June 13, 2014 at a rate of \$28.50 each per hour for 3 hours:

**Timothy Clayton**

**Nancy Sanders**

**Teri Trumpbour**

**Summer Personnel**

**Recommend** approval of the following appointments for **summer positions**:

**Lynn Walsh**

**Special Education Teacher for Preschool Disabled Program**  
**July 1 through July 31 – 8:00 – 10:30 – at a stipend of \$2,375.00.**

**Pamela Craig**

**Paraprofessional for Preschool Disabled Program – July 1 through**  
**July 31 8:00 – 10:00 at a stipend of \$692.00**

**Kristen Minutoli**

**Special Education Teacher for the Extended School Year Program**  
**July 1 through July 31 – 8:00 – 11:30 at a stipend of \$3,325.00**

**Kindle Kuriscak**

**Special Education Teacher for the Extended School Year Program**  
**July 1 through July 31 - 8:00 – 11:30 at a stipend of \$3,325.00**

**Teresa Innarella**

**Special Education Teacher for Extended School Year Program (MD**  
**Class) – July 1 through July 31 – 8:00 – 11:30 at a stipend of \$3,325.00**

**Danielle Romano**

**Special Education Teacher for Extended School Year Program (MD**  
**Class) – July 1 through July 31 – 8:00 – 12:00 at a stipend of \$3,800.00**

**Nancy LeBlanc**

**Paraprofessional for Extended School Year Program – July 1**  
**through July 31 – 8:30 – 11:30 at a stipend of \$1,039.00**

**Donya Manovill**

**Paraprofessional for Extended School Year Program – July 1**  
**through July 31 – 8:30 – 11:30 at a stipend of \$1,039.00**

**Kathy Gordon**

**Paraprofessional for Extended School Year Program – July 1**  
**through July 31 – 8:30 – 11:30 at a stipend of \$1,039.00**

**Stacey Ramirez**

**Paraprofessional for Extended School Year Program – July 1**  
**through July 31 – 8:30 – 11:30 at a stipend of \$1,039.00**

## DOCUMENTS K

**Laurie Cosgrove**

**School Nurse for the Extended School Year Program – July 1 through July 31 – 8:30 – 11:30 at a stipend of \$2,850.00**

**Recommend** approval of **Alissa Boyne** to provide **Speech/Language Services** for the ESY students at a stipend of **\$3,750.00** (not to exceed 75 hours).

**Recommend** approval of **Jill Wells** to provide **Occupational Therapy Services** for the ESY students at a stipend of **\$4,000.00** (not to exceed 50 hours).

**Recommend** approval of the following **teachers** for the **Summer Skills Program** at **\$900.00 each**:

**Alyse Leybovich**

**Kali Mura**

**Jenna McRae**

**Recommend** approval of the following appointments for **summer positions**:

<b><u>Nancy Sanders</u></b>	<b>School Counselor</b>	20 days – 6 hours per day	\$50.00/hour
<b><u>Laurie Cosgrove</u></b>	<b>School Nurse</b>	10 days – 4 hours per day	\$50.00/hour
<b><u>Nancy LeBlanc</u></b>	<b>Clerical Aide</b>	50 hours	\$9.00/hour

**Recommend** approval of the following Child Study Team members to work 10 days over the summer for 6 hours each per day at \$50.00/hour:

<b><u>Teresa Savage</u></b>	-	<b>School Psychologist</b>
<b><u>Lorissa Voorhees</u></b>	-	<b>L.D.T.C.</b>

**Recommend** approval for the following teachers to write curriculum at a rate of \$30.00 per hour:

### **Language Arts**

Kindergarten	Alyse Leybovich	30 hours
Grade 1	Christin Walsh	30 hours
Grade 2	Christin Walsh	30 hours
Grade 3	Kristine Gianna	30 hours
Grade 4	Desiree Faul	30 hours
Grade 5	Lisa Marshall	30 hours
Grade 6	Kimberly Craig	30 hours
Grade 7	Andrea Trischitta	30 hours
Grades 6-8	Lisa Kukoda	30 hours

### **Mathematics**

Kindergarten	Alyse Leybovich	10 hours
Grade 1	Cindy Kirk	10 hours
Grade 2	Donna Mead	10 hours
Grade 3	Kristine Gianna	10 hours
Grade 4	Brianna O'Hara	10 hours
Grade 5	Jessica Ciriello	10 hours
Grade 6	Andrew Manser	10 hours
Grade 8	Marc Reid	10 hours

### **Visual Arts - Revision**

Grades K-2	Teri Trumpbour	30 hours
Grades 3-8	Jenny Bender	30 hours



## DOCUMENTS K

### **Performing Arts – Revision**

Grades K-5	Marie Lauffer	30 hours
Grades 6-8	Joseph Battista	30 hours

**Recommend** approval of the request for TCH.MS.MATH.06.01 (4447), to take a paid medical leave of absence beginning September 2, 2014 through October 16, 2014, a Family Medical Leave of Absence beginning October 17, 2014 through January 27, 2015 returning on January 28, 2015.

**Recommend** approval of the request for THP.ES.SPCH.FL.02 (4315), to take a paid medical leave of absence beginning September 8, 2014 through October 31, 2014, a Family Medical Leave of Absence beginning November 3, 2014 through December 19, 2015 returning on December 22, 2014.

**Recommend** approval to rescind the appointment of Laurie Cosgrove as a chaperone for the 8<sup>th</sup> Grade Class Trip, May 27 and 28, 2014 at a stipend of \$225.00 per night.

**Recommend** approval of Patricia Hessinger as a school nurse chaperone for the 8<sup>th</sup> Grade Class Trip, May 27 and 28, 2014 at a stipend of \$600.00.

**Recommend** approval of the appointment of **Stacey Ramirez**, TCH.ES.SPED.FL.23, Special Education Teacher for the 2014 – 2015 SY at Step 1B - \$47,610.00.

**Recommend** approval of the following paraprofessional for the 2014 – 2015 SY:

\*hours to be determined

<u>Last Name</u>	<u>First Name</u>	<u>UPC</u>	<u>Step</u>	<u>Salary</u>	<u>Longevity</u>
WALLING	ELIZABETH	PARA.ES.AIDE.NA.06	1	\$18.64/hour	

**Recommend** approval of the attached list of coaching assignments and club advisors for the 2014-2015 SY as per **Document K-1.**

**MANASQUAN ELEMENTARY SCHOOL**

**DOCUMENT K-1**

<b><u>ELEMENTARY SPORTS</u></b>	<b><u>EMPLOYEE NAME</u></b>	<b>2014 - 2015 <u>Step</u></b>	<b>2014-2015 <u>Stipend</u></b>
<b>BASEBALL COACH</b>	Kirt Wahl	8	\$3,600
<b>SOFTBALL COACH</b>	Tom Glenn	8	\$3,600
<b>BOYS BASKETBALL COACH</b>	Lou Certo	8L	\$4,625 + \$200
<b>GIRLS BASKETBALL COACH</b>	Chryseis Apostolou	3	\$3,200
<b>BOYS SOCCER COACH</b>	Jeffrey DeMuro	8L	\$4,480 + \$200
<b>GIRLS SOCCER COACH</b>	Thomas Russoniello	8	\$4,480
<b>CHEERLEADING</b>			
<b>Fall</b>	Jerilyn DiMicco/Brianna O'Hara	1	\$500 each
<b>Winter</b>	Kristen Minutoli	4	\$1,350
<b>BOYS CROSS COUNTRY COACH</b>	Matt Schaad	8	\$3,230
<b>GIRLS CROSS COUNTRY COACH</b>	Desiree Faul/Gina Sommese	1	\$950 each

<b><u>ELEMENTARY CLUBS</u></b>	<b><u>EMPLOYEE NAME</u></b>	<b>2014-2015 <u>Stipend</u></b>
<b>ART CLUB ADVISOR - Grades 4-5</b>	Teresa Trumpbour	\$850.00
<b>ART CLUB ADVISOR - Grades 6-8</b>	Jenny Bender	\$1,100.00
<b>BAND DIRECTOR</b>	Joseph Battista	\$3,560.00
<b>CENTRAL FUND - TREASURER</b>	Catherine King	\$3,550.00
<b>CHORUS DIRECTOR</b>	Marie Lauffer	\$3,560.00
<b>DRAMA DIRECTOR</b>	Kristine Gianna	\$1,435.00
<b>ENVIRONMENTAL CLUB ADVISOR</b>	Carrie Eastmond	\$830.00
<b>HOMEWORK CLUB ADVISOR</b>	Nancy Sanders	\$2,000.00
<b>NATIONAL JUNIOR HONOR SOCIETY</b>	Kimberly Craig	\$850.00
<b>MATHEMATICS CLUB - Grades 5-8</b>	Carrie Eastmond	\$850.00
<b>NEWSPAPER ADVISOR (3X)</b>	Kimberly Craig	\$1,395.00 (\$465 X 3)
<b>STUDENT COUNCIL ADVISOR</b>	JoAnn Bonaccolta	\$2,585.00
<b>TECHNOLOGY CLUB ADVISORS</b>		
<b>Co-Advisor</b>	Mark Lavy	\$425.00
<b>Co-Advisor</b>	Kirt Wahl	\$425.00
<b>YEARBOOK ADVISORS</b>		
<b>Co-Advisor</b>	Teresa Reichey	\$1,010.00
<b>Co-Advisor</b>	Laura Wahl	\$1,010.00
<b>CLASSROOM COORDINATORS</b>		
Grades K-2	Alyse Leybovich	\$1,660.00
Grades 3-5	Teresa Reichey	\$1,660.00
Grades 6-8	Laura Wahl	\$1,660.00
Special Subject Areas	Joseph Battista	\$1,660.00
Special Education	Lynn Walsh	\$1,660.00

# Manasquan Public Schools

## 2014-2015

### School Calendar

DOCUMENT 1

APPROVED: February 25, 2014  
REVISED:

#### SEPTEMBER 2014

S	M	T	W	T	F	S
	1	2	(3)	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	<u>24</u>	25	26	27
28	29	30				

#### OCTOBER 2014

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	<u>13</u>	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

#### NOVEMBER 2014

S	M	T	W	T	F	S
						1
2	3	4	5	<u>6</u>	<u>7</u>	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	<u>27</u>	<u>28</u>	29
30						

#### DECEMBER 2014

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>
28	29	30	31			

#### JANUARY 2015

S	M	T	W	T	F	S
				<u>1</u>	<u>2</u>	3
4	(5)	6	7	8	9	10
11	12	13	14	15	16	17
18	<u>19</u>	20	21	22	23	24
25	26	27	28	29	<u>30</u>	31

#### Pupil Days

##### September

(20)

- 1 Labor Day
- 2 Faculty Meeting
- 3 Schools Open ½ Day Students/Staff In-service
- 24 Early Dismissal/Staff In-service

##### October

(22)

- 13 Columbus Day - Faculty Only
- District In-service

##### November

(16)

- 6 NJEA Convention
- 7 NJEA Convention
- 27 Thanksgiving Day
- 28 Thanksgiving Recess

##### December

(17)

- 23 Holiday Recess Begins at 12:30 p.m.

##### January

(18)

- 5 Schools Re-open
- 19 Martin Luther King Day
- 30 Faculty Only / District In-service

##### February

(15)

- 9 - 13 Winter Recess
- 16 Schools Re-open
- 26 Delayed Opening/Staff In-service

##### March

(22)

##### April

(16)

- 3 - 10 Spring Recess
- 13 Schools Re-open

##### May

(20)

- 25 Memorial Day

##### June

(14)

- 18 Students' Last Day
- 19 Teachers' Last Day

Total Pupil Days: 180  
Total Teacher Days: 184

THIS SCHEDULE IS SUBJECT TO EMERGENCY CHANGES & OTHER ADJUSTMENTS AS APPROVED BY THE BOARD AND/OR SUPERINTENDENT. JANUARY 19 WILL BE USED AS A MAKE UP DAY IF SNOW DAYS OCCUR BEFORE THAT DAY. JUNE 19 WILL BE USED AS A MAKE UP DAY IF NECESSARY. ANY ADDITIONAL DAYS WILL BE MADE UP AT THE END OF THE SCHOOL YEAR. NO PLANS SHOULD BE MADE THAT CANNOT BE ADJUSTED.

/ / SCHOOLS CLOSED  
( ) SCHOOLS REOPEN

#### FEBRUARY 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	<u>9</u>	10	11	12	<u>13</u>	14
15	(16)	17	18	19	20	21
22	23	24	25	<u>26</u>	27	28

#### MARCH 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

#### APRIL 2015

S	M	T	W	T	F	S
			1	2	<u>3</u>	4
5	6	7	8	9	10	11
<u>12</u>	(13)	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

#### MAY 2015

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	<u>25</u>	26	27	28	29	30
31						

#### JUNE 2015

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	<u>19</u>	<u>20</u>
<u>21</u>	<u>22</u>	<u>23</u>	24	25	26	27
<u>28</u>	<u>29</u>	<u>30</u>				

**June 24, 2014**

**Document 2**

**2014-2015 Administrative and Instructional Software Titles and Subscriptions**

<b>Product</b>	<b>Vendor</b>	<b>Amount</b>
Systems 3000 Accounting, Payroll, HR	Systems 3000	\$22,574.00
IEP Direct	Centris Group	\$22,334.90
Genesis Student Information System and Staff Management	Genesis Educational Services	\$16,912.00
Microsoft Volume License Agreement <i>Contract: MRESC Bid# 13/14-04</i>	CDW-G	\$15,518.64
Web-Based MAP (Measures of Academic Progress)	NWEA	\$9,747.00
SchoolWires Web Hosting/Software Subscription	Schoolwires	\$8,422.27
Naviance	Hobsons	\$8,125.90
Discovery Education Streaming	Discovery Education	\$5,750.00

**MANASQUAN PUBLIC SCHOOLS**  
**Central Office Position**

**TITLE:        TECHNOLOGY COMMUNICATIONS ASSISTANT**

1. High School Diploma required, experience and/or course work in public or media relations, document management, journalism (or related experience) preferred
2. Ability to use online applications for document creation, modification and publication
3. Knowledge of school district policies and regulations
4. Superior writing and oral communications skills
5. Superior email and electronic communications management skills
6. Strong editing skills
7. Strong computer productivity, design and layout skills
8. Strong website management skills
9. Basic HTML and CSS knowledge preferred
10. Strong research skills
11. Attention to detail and ability to follow through on tasks with minimal supervision
12. Ability to work in a fast-paced environment
13. Professional attitude and appearance
14. Possess the ability to communicate effectively with all levels of individuals within the district and members of the public

**REPORTS TO:**        School Business Administrator and Director of Technology

**JOB GOAL:**        To assist in the development and execution of effective communications strategies, including access to public information, with the district's key stakeholders, including students and families, staff members and community members. To assist the School Business Administrator and Director of Technology and the Business Office/Technology Department in day-to-day operations.

**PERFORMANCE RESPONSIBILITIES:**

1. Serve as Custodian of Public Records/Government Access to Records
2. Manage Board of Education Policies and Regulations (adding, editing and publishing)
3. Collaboratively manage and coordinate the creation and update of web content
4. Work with technology and education staff members to keep website up-to-date and ensuring ongoing improvements of website, including phased updates and redesigns

## DOCUMENT 4

5. Organize and implement e-communications for students, families, staff members and community
6. Manage media relations for events and activities
7. Maintain media archives
8. Provide administrative support to the School Business Administrator and Director of Technology
9. Assist in ensuring the accuracy of district data information
10. Perform any other duties as assigned by the School Business Administrator and Director of Technology

### **TERMS OF EMPLOYMENT :**

Twelve months, with conditions set by the Manasquan Board of Education

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified staff.

**APPROVED BY:** Manasquan Board of Education

**DATE:**

JUNE 24, 2014

**HIGH SCHOOL PERSONNEL**

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

**Recommend** approval of longevity for the following staff for the 2014 – 2015 SY: (Contractual)

<b><u>Sean McCarthy</u></b>	from \$1,000.00 to \$2,000.00
<b><u>Durell Eckart</u></b>	from \$360.00 to \$600.00
<b><u>Patricia Fey</u></b>	from \$360.00 to \$600.00
<b><u>Lucy Ann Scerbo</u></b>	\$360.00
<b><u>Virginia Vodola</u></b>	\$360.00
<b><u>Salvatore DiChiara</u></b>	from \$360.00 to \$1,200.00
<b><u>Pastor Guzman</u></b>	\$360.00

**Recommend** approval to adjust the longevity stipend for **Sean McCarthy** for the 2013 – 2014 SY from \$1,000.00 to \$2,000.00.

**Recommend** approval of the \$200.00 longevity stipend for the following coaches/club advisors for the 2013 – 2014 SY: (Contractual)

<b><u>Alan Abraham</u></b>	-	<b>Band Director &amp; Band Front Advisor</b>
<b><u>Amy Certo</u></b>	-	<b>Varsity Softball</b>
<b><u>Maria Eldridge</u></b>	-	<b>Girls' Lacrosse</b>
<b><u>Tom Glenn</u></b>	-	<b>Girls' Bowling &amp; Environmental Club Advisor</b>
<b><u>Richard Griffith</u></b>	-	<b>Assistant Football Coach &amp; Weight Room Coach</b>
<b><u>Jamie Mawn</u></b>	-	<b>Newspaper Advisor</b>
<b><u>Julian Price</u></b>	-	<b>Football Coach</b>
<b><u>Kirt Wahl</u></b>	-	<b>Assistant Boys' Soccer Coach</b>

**Recommend** approval for the following teachers to receive a stipend of \$28.50/hour for 5 hours each for chaperoning the Senior Ball, May 30, 2014:

<b><u>Paul Battaglia</u></b>	<b><u>Amy Boss</u></b>	<b><u>Toni Capodanno</u></b>	<b><u>Jeff DeMuro</u></b>
<b><u>Kurt Fenchel</u></b>	<b><u>David Hallion</u></b>	<b><u>Alicia Narucki</u></b>	<b><u>Pamela Puryear</u></b>
<b><u>Matthew Voskian</u></b>	<b><u>Dana Warncke</u></b>		

**Recommend** approval of the following home instructor providers:

<b><u>Home Instructor</u></b>	<b><u>Student #</u></b>	<b><u>Subject</u></b>	<b><u>Rate</u></b>	<b><u>Time Period</u></b>
Harry Harvey	14066	English IV	\$30/hour	5/14/14 – 6/24/14
Rich Read	14066	Economics	\$30/hour	5/14/14 – 6/24/14
Marc Reid	14066	Pre-calculus	\$30/hour	5/14/14 – 6/24/14

**Recommend** approval for the following teachers to write curriculum at a rate of \$30.00 per hour:

**English I Honors**

Monica Fenlon	20 hours
Meredith Heeter	20 hours
Meghan Hillman	20 hours



## DOCUMENT 5

### AP Language Composition

Jamie Mawn 60 hours

### French I – Revision

Laura Harper 30 hours

### French II - Revision

Martin Januario 30 hours

### Introduction to Sculpture

Carolyn Treney 60 hours

### Spanish 5 - Revision

Maria Eldridge 30 hours

### AP US History - Revision

Jason Bryant 30 hours

### CAD

Linda Hoeler 60 hours

Recommend **approval** to hire Albert Ramirez for **computer maintenance** for the **2014-2015 SY** for **25 hours each week** at **\$13.00/hour**.

Recommend **approval** to hire the following students as additional staff members for **computer maintenance** beginning **July 1 through September 5, 2014**:

<u>Ryan Pappas</u>	-	30 hours per week at \$10.00/hour	- <i>pending criminal history approval</i>
<u>Timothy Krajewski</u>	-	30 hours per week at \$10.00/hour	
<u>Andrew Ware</u>	-	30 hours per week at \$10.00/hour	
<u>Dylan Caci</u>	-	30 hours per week at \$10.00/hour	
<u>Steven Coulter</u>	-	24 hours per week at \$8.25/hour	
<u>James Grieb</u>	-	24 hours per week at \$8.25/hour	
<u>Emma Murphy</u>	-	24 hours per week at \$8.25/hour	

Recommend approval for the following advisors to chaperone the Surf Team Competition, June 12 – June 16, 2014 at a stipend of \$225.00 per night for 5 nights each for a total of \$2,250.00 (\$900.00 to be reimbursed by the surf team):

Kris Buss                      Joseph LaCarrubba

Recommend **approval** of the following appointments for **summer positions**:

<u>Dina Elms</u>	-	Guidance Counselor	-	25 Days – 6 hours per day	-	\$50.00/hour
<u>Cheryl Bontales</u>	-	School Nurse	-	10 Days – 6hours per day	-	\$50.00/hour

Recommend **approval** for Lee Weisert to conduct **updates** to the **Music/Video equipment** over the summer for a total of **\$5,000.00**.

## DOCUMENT 5

**Recommend** approval of the appointment of **Diane Hordeman**, CUS.HS.CUST.NA.01, as a High School Custodian beginning July 1, 2014 through June 30, 2015 at Step 1 - \$35,139.00 + \$450.00 boiler license stipend. Ms. Hordeman will be on a 90-day probationary period beginning her first day of employment.

**Recommend** approval of the following substitutes for the 2014 – 2015 SY:

<b><u>Nancy Barrett</u></b>	-	Teacher	<b><u>Mary VanWickle</u></b>	-	Teacher
<b><u>Barbara Clarke</u></b>	-	Teacher	<b><u>Carmella Sollecito</u></b>	-	Teacher
<b><u>Lisa Gallo</u></b>	-	Teacher & Secretary			

**Recommend** approval to accept the resignation of **Amy Boss**, *TCH.HS.MATH.FL.03*, High School Math Teacher, effective June 24, 2014.

### **Athletics**

**Recommend** approval of the following coaches for the 2014 – 2015 SY:

<b><u>Donald Klein</u></b>	-	<b>Assistant Football Coach</b> at Step 2 - \$4,000.00
<b><u>Bailey Juska</u></b>	-	<b>Assistant Girls' Soccer Coach</b> at Step 5 - \$3,350.00

**Recommend** approval of the following non-paid volunteer coaches for the 2014 – 2015 SY:

<b><u>Mark Levy</u></b>	-	<b>Assistant Boys' Soccer Coach</b>
<b><u>Elizabeth Walling</u></b>	-	<b>Assistant Girls' Soccer Coach</b>
<b><u>Julian Price, Sr.</u></b>	-	<b>Assistant Football Coach</b>
<b><u>Matthew Voskian</u></b>	-	<b>Assistant Football Coach</b>
<b><u>Alexander Vasilenko</u></b>	-	<b>Assistant Football Coach</b>
<b><u>Eric Howland</u></b>	-	<b>Assistant Football Coach</b>
<b><u>Robert Waldeyer</u></b>	-	<b>Assistant Baseball Coach</b>

**EXTENDED SCHOOL YEAR PROGRAMS- 2014**

<b><u>STUDENT</u></b>	<b><u>PLACEMENT</u></b>	<b><u>DATES</u></b>	<b><u>TUITION</u></b>	<b><u>HOURS</u></b>
<b><u>MANASQUAN</u></b>				
22271	Alpha School 1:1 Aide	7/7 - 8/15/14 (Mon to Frid) \$	\$8,803.86	8:45 am to 2:30 pm (early dismiss. 1:00 pm 1 <sup>st</sup> & last day)
	6 wks, Home Programming: \$40.00 per hr., 6 hrs. per week, not to exceed \$1,440.00 1 hr. BCBA per wk, 4 hrs. month @ \$125.00 not to exceed \$750.00 Speech 1 x 30 minutes group, 2 x 30 minutes individ. PT 1 x 30 minutes per week individ., 1 x 30 minutes group OT 2 x 30 minutes per week individ			
16255	CPC High Point (Adolesc.)	7/7-8/8/14	\$8,750.00	8:45am-2:45pm
17272	Home Programming – YCS	7/1-8/15/14 (7 wks) (Closed 7/4)		
	*Speech 1 x 30 minutes per week individual *OT 1 x 30 minutes per week individ. *PT 1 x 60 minutes per week			
16256	Children's Center	7/01-8/22/14	\$10,675.72	9:00 am-2:00 pm (Closed 7/4)
181434	Rugby School	7/7-8/15/14	\$10,797.30	8:45 am- 2:15 pm
1938	Lewis School (a.m. program)	6/23-7/18/14 (Mon.-Frid.)	\$2,600.00	8:30am-12:00pm (Closed 7/4)
1961	East Mountain School	7/1-8/12/14 (Mon.-Frid.)	\$9,515.10	9:00am – 2:15pm (Residential)
1715	½ day FRA, ½ day Lifework			
2256	Collier High School	7/7-8/15/14 (Mon.-Frid.)	\$9,056.00	9:00am-2:00pm
191390	Bonnie Brae	7/7-8/7/14	\$6,900.00	9:00am-1:30pm (Residential)
<b><u>AVON</u></b>				
161502	Wall High School	7/7 – 7/31/14	\$	8:30am-12:30pm (Mon-Thurs)
<b><u>SEA GIRT</u></b>				
181453	Bridge Academy (Tutoring session 6/23-7/24/14 (Mon – Thurs) (20, 1 hour sessions)	6/23-7/24/14 \$1,200.00)	\$2,500.00	8:00am-12:30pm (Closed 7/4) 1:00pm – 2:00pm
172093	Speech with Sharon Watt (1, 45 min. session in July & 1, 45 min. session in August)			
161488	Manasquan Rec. (Socializing Group)	6/30-7/18/14	\$325.00	9:00am-12:00 noon (Mon-Friday)

**BRIELLE**

16605	Southern Regional H.S.	7/1 -8/12/14	\$	7:45am-1:00pm (Closed 7/4) (Mon-Thurs) On Friday-8-12pm)
16604	Lehmann School (*plus Aide) Plus an air conditioned bus PT-1 x 60 minutes per week, at home	7/1-8/22/14	\$11,362.00	9:00am-2:30pm (Closed 7/4)
16607	Hawkswood School (1:1 Aide)	7/7-8/15/14	\$10,083.30 \$5,100.00	8:30am-2:00pm
181394	Pt. Pleasant Boro HS (w/OT, Speech, PT Svcs. and 1:1 Aide)	7/1-8/12/14	\$3,213.00(?)	7:45am-11:45am (Closed 7/4) (Parent Transporting?)
161547	Jackson (Crawford-Rodriguez E.S.)	7/7 – 8/14/14	\$1,333.00	8:00am – 12:00pm (noon)
61699	Red Bank Reg. H.S.	7/7-7/31/14	\$3,000.00	8:00am-1:00pm
181393	DDDC, Rutgers Univ.	6/23-8/8/14	\$20,200.00	9:15am-2:45pm (7/4 Closed, early closing 7/25, 8/8)

**SPRING LAKE**

151770	Brookfield Academy / or JET Program ?			
172192	Camp Excel	7/1-8/8/14 (Mon-Frid.)	\$4,600.00	8:30am-3:00pm

**BELMAR**

<u>191391</u>	Eden, Princeton	7/1-8/2/14	\$	9:00-5:00pm (Closed 7/4) *(no transportation needed from 7/1 to 8/2) *(from 8/4/14 to 8/15/14 parent will transport student) *(9 to 5 pm Mon. to Thurs. – 9 to 2:30 pm on Friday's)
151234	Wall High School	7/7-7/31/14	\$	8:30am-12:30pm (Mon. to Thursday)
191389	Harbor School	7/7 – 8/15/14	\$8,281.57	8:45 am-2:30pm (early dismiss. 1:00 pm 1 <sup>st</sup> & last days)
172003	Lehmann School	7/1-8/22/14 (Mon-Frid.)	\$11,362.00	9:00am-2:30pm
132074	JET/Collier H.S.	7/7-8/15/14	\$9,056.00	9:00am-2:00pm
161806	JET/Collier H.S.	7/7-8/15/14	\$9,056.00	9:00am-2:00pm

**SPRING LAKE HEIGHTS**

172193	JET/Collier H.S.	7/7-8/15/14	\$9,056.00	9:00am-2:00pm
13394	Hawkswood School	7/7-8/15/14	\$10,083.30	8:30am-2:00pm
161789	Brick Twp. H.S. (1:1 Aide)	7/7 – 8/7/14 (Mon-Thurs.)	\$5,167.27	8:00am-2:00p
13616	Willowglenn Academy	7/8 - 8/26/14	\$8,163.60	8:20am-12:20pm (parent transporting)
161803	Harbor School	7/7 – 8/15/14	\$8,281.57	8:45am-2:30pm (early dismiss. 1:00 pm 1 <sup>st</sup> & last days)

**LAKE COMO**

162043	Harbor School	7/7 – 8/15/14	\$8,281.57	8:45am – 2:30 pm (early dismiss. 1:00 pm 1 <sup>st</sup> & last days)
151260	Wall High School	7/7-7/31/14	\$	8:30am-12:30 pm (Mon-Thurs.)
15262	(Hawkswood/Lifeworks – Beginning September 2014)			

---

---

(Revised 05/15/2014)

MANASQUAN PUBLIC SCHOOL DISTRICTEXTERNAL PLACEMENTS2014-2015

<u>TOWN</u>	<u>STUDENT NO.</u>	<u>STUDENT</u>	<u>PLACEMENT</u>
<u>Belmar:</u>	082694		Hawkswood
	171334		Harbor School
	171336		Eden Institute
	053196		Wall High School
	012398		Coastal (Plcmt. pending)
	030498		Collier
	102898		Lehmann
	070197		Harbor School
	132074		Collier High School
	061398		Collier High School
<u>Lake Como:</u>	101996		Wall High School
	15262		LifeWorks
	072596		KIVA (will be changing plcmt.)
<u>Brielle:</u>	111194		Lehmann
	052695		Southern Regional High School
	121494		Hawkswood
	051396		Point Pleasant Boro
	092797		Douglass Developmental Center
	052097		Jackson Memorial H.S.
	2256		Collier High School (Plcmt. to be Determine)
<u>Manasquan:</u>	083095		(a.m.-CPC High Pt. (& p.m. Career Center)
	171335		Bonnie Brae ( <i>residential</i> )
	100896		YCS Home Program
	042795		Children's Center
	012795		Children's Center
	011700		Cambridge
	060798		Lewis School
	061199		Rugby School
	121197		East Mountain ( <i>residential</i> )
			Day School
	252126		Rugby School ( <i>Placement Pending</i> )
	1715		LifeWorks/FRA
	22271		Alpha School (with Aide)

**MHS/EXTERNAL PLACEMENTS  
2014-2015**

<u>TOWN</u>	<u>STUDENT NO.</u>	<u>STUDENT</u>	<u>PLACEMENT</u>
<u>Sea Girt:</u>	050498		Bridge Academy
	072596		Telos Academy (Plcmt. to be Determine)
<u>Avon:</u>	092797		Wall Life Skills
	08/26/97		Children's Center
<u>Spring Lake:</u>	071291		Latham (Parent Placed)
	011299		½ day Oakwood (a.m.); ½ Career Center (p.m.)
	021398		Deron School
	012098		½ day Oakwood (a.m.); ½ Career Center (p.m.)
			Search Day School
			Search Day School
	010297		Brookfield Academy
<u>Spring Lake Hgts:</u>	070795		Willowglen Academy(residential)
	050594		Hawkswood
	020497		Harbor School
	013198		Woodcliff Academy
	031194		Brick Twp. H.S.
	121498		Collier High School
	151177		Collier High School
 Manasquan (MES)			
<u>Pre-School:</u>			
8:10 - 11:10 am	121008		
	100909		
	282396		
	282460		
	071310		

Revised: 5/19/2014