

District Enrollment as of 10/31/2016

DISTRICT	Full Time Students	Shared Time Students	Full Time Students PTC 20 LLD	Shared Time Students PTC 20 LLD	Total Student Count
Avon	37	0	0		37
Belmar	97	14	1	1	113
Brielle	233	7	8		248
Lake Como	41	4	2	1	48
Manasquan	279	5	5		289
Sea Girt	36		1		37
Spring Lake	51	0	1		52
Spr Lk Hts	113	2	4	1	120
Employee Child	1				1
Parent Paid	1				1
Totals	889	32	22	3	946
				TOTAL MHS	946
				TOTAL MES	632
				TOTAL ENROLLMENT	1578

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

HIGH SCHOOL	<u>ATTENDANCE PERCENTAGE</u>	<u>AVERAGE DAILY ENROLLMENT</u>	<u>AVERAGE DAILY ATTENDANCE</u>
Oct-15	95.07	940.57	894.17
Oct-16	94.99	929.83	883.23
ELEMENTARY SCHOOL			
Oct-15	96.571	631.857	611.476
Oct-16	97.408	630.75	614.65

**MANASQUAN SCHOOL DISTRICT FIRE DRILL REPORT
2016 - 2017 School Year**

HIGH SCHOOL

<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILLS</u>
October 5	8:30 a.m.	7 minutes		Fire Drill
October 18	9:30 a.m.	25 minutes		Evacuation to Alternate Location
ELEMENTARY SCHOOL				
<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILL</u>
October 11	11:00 a.m.	5 minutes		Interior Threat Lockdown
October 24	10:30 a.m.	15 minutes		Evacuation to HS

2016-2017

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

ELEMENTARY SCHOOL SUSPENSIONS BY GRADE

MANASQUAN PUBLIC SCHOOLS

TITLE: MANAGER OF EDUCATIONAL FACILITIES

QUALIFICATIONS:

1. Must possess a current Certified Educational Facilities Manager certificate (CEFM) or the ability to obtain Educational Facility Manager Certificate within two (2) years
2. High school diploma required.
3. Minimum of 5 years relevant experience in managing facilities including school maintenance, operations, or an equivalent mix of maintenance and custodial experience of large corporate facilities including school maintenance.
4. Minimum of 5 years experience in direct supervision of personnel.
5. General knowledge of construction, maintenance of heating, ventilation, air conditioning, electrical, plumbing and carpentry.
6. General knowledge of building codes, state and federal OSHA and environmental codes.
7. Experience in grounds care and maintenance.
8. Demonstrated project/program management experience is necessary. Must possess experience successfully managing multiple projects simultaneously.
9. Experience working in cross-functional teams and collaborating with external vendors to develop and implement systems and processes to increase the effectiveness and efficiency of a growing organization is essential.
10. Effectively prioritize work and meet deadlines; organized; manage multiple assignments; follow assignments through to completion; respond quickly to requests for information and assistance.
11. High organizational and analytical ability.
12. Results-driven with experience driving operational excellence.
13. Demonstrated resourcefulness in setting priorities.
14. Excellent computer skills including Microsoft Office; Power Point; Outlook; Word and Excel is necessary.
15. Demonstrated ability to be detail-oriented, organized, and resourceful.
16. Ability to proactively manage multiple critical deadlines and quickly and confidently adapt in a fast-paced environment, independently following through on completion of tasks and responsibilities.

REPORTS TO: Business Administrator / Assistant Principal

JOB GOALS:

- Directly supervise the daily operations and maintenance requirements of the school district. Oversee and coordinate the responsibilities of the school custodians (Day and Night).
- Manage relationships with vendors.
- Assist in development, implementation, and enhancement of operational processes and procedures to provide more effective and efficient systems.
- Manage maintenance of facilities including working with custodial personnel and third-party contracts for trash removal, recycling, security, and cleaning.
- Manage school maintenance and supply systems.

ESSENTIAL FUNCTION: The Manager of Educational Facilities is an operational and strategic leader responsible for maintaining operational excellence and fiscal prudence. The actions of Manager of Educational Facilities must always be aligned with our mission, vision, and core values.

PERFORMANCE RESPONSIBILITIES:

1. Project management. Plan for, review and monitor all District operational and maintenance projects in conjunction with the Business Administrator.
2. Budget and financial records. Maintain budget control for all operational and maintenance accounts under the auspices of the Business Administrator.
 - a. Plan for, review and monitor all district capital projects.
 - b. Prepare and submit to the Business Administrator a preliminary plant operations and maintenance budget.
3. Daily operations. Supervise the daily operations of the District through the School Custodians with final responsibility to:
 - a. Maintain work schedules for proper maintenance in individual buildings;
 - b. Direct the preparation of playing fields and grounds, and other necessary facilities for athletics and other school activities;
 - c. Oversee repairs, ensure that preventive maintenance and lubrication schedules are met;
 - d. Assist in monitoring outside contractors to ensure contracts are adhered to;
 - e. Implement preventive maintenance program to ensure safe operation of equipment;
 - f. Ensure maintenance schedules and Department of Motor Vehicles inspections are conducted on district vehicles;
 - g. Conduct periodic inspections of buildings.
4. Ensure Right-To-Know and AHERA compliance with maintenance personnel.
5. Supervises custodial staff
6. Plan landscaping and grounds care to ensure effective and attractive schools.
7. Recommend the hiring and/or termination of facilities staff.
8. Ensure that custodial/maintenance personnel are regularly training in the latest technology and safety procedures:

- a. Monitors the time records of all custodians in the school and certifies them for salary payment;
- b. Evaluates the performance of custodians in accordance with board policy
9. Recommend to the Business Administrator any agenda item of personnel, bidding, or matters relating to plant operations, maintenance for the Board of Education approval.
10. Supervise and oversee the improvement and renovation work performed by both in-house personnel and outside contractors, verifying that terms of all such contracts have been fulfilled before recommending final payment.
11. Work with the Board's architectural and or engineering firms on capital projects and district initiatives.
12. Assist with the NJ State Department of Education monitoring for facilities.
13. Attend appropriate board committee and other meetings.
14. Directly oversee district snow removal operations, notify radio/police stations and advise the Superintendent of Schools on conditions.
15. Assist in the preparation of the district's Long Range Facilities Plan.
16. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition, and make repairs and improvements pursuant to code and to building permits properly issued by the local municipal government.
17. Ensures that all fire/safety and environmental laws and regulations relating to the plant maintenance and operation are enforced.
18. Record keeping:
 - a. Completes custodial reports, building condition reports and other records as required;
 - b. Submit all necessary documentation to the Business Administrator relating to the State Department's QAAR report;
 - c. Inspection of inventory and review of recommendations to purchase supplies, tools, equipment, and fuel;
 - d. Analysis of preventative maintenance logs and other records as required.
19. Any other duties assigned by the Business Administrator.

TERMS OF EMPLOYMENT: Twelve month year

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State Law and the provisions of the board's policy on evaluations.

Approved by: Manasquan Board of Education **Date:** November 15, 2016 Revised

LEGAL REFERENCES:

N.J.S.A. 13:1E-99.1 Mandatory statewide source separation and recycling of solid waste through 99.39

N.J.S.A. 18A:6-7.1 Criminal history record

N.J.S.A. 18A:16-1 Officers and employees

N.J.S.A. 18A:16-2 Physical examinations; requirement

N.J.S.A. 18A:17-3, -4 Tenure of janitorial employees

N.J.S.A. 18A:17-41 Rules and regulations governing janitorial employees

N.J.S.A. 18A:41-2 Fire and smoke doors closed

<u>N.J.S.A. 34:5A-1 et seq.</u>	N.J. Worker and community Right to Know Act
<u>N.J.S.A. 34:7-1</u>	License necessary
<u>N.J.A.C. 5:11-8.5</u>	Licensing of operating engineers and boiler operators
<u>N.J.A.C. 6A:26</u>	Educational facilities
See particularly:	
<u>N.J.A.C. 6A:26-12</u>	Operation and maintenance of facilities
<u>N.J.A.C. 6A:26A</u>	Comprehensive maintenance plans
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>N.J.A.C. 7:26A-1.1 et seq</u>	Source separation and recycling of solid waste
<u>N.J.A.C. 8:59-5,6</u>	N.J. Worker and Community Right to Know Act
<u>N.J.A.C. 12:100-4.2</u>	Adoption by reference
<u>N.J.A.C. 13:1F-19</u>	School Integrated Pest Management Act
<u>29 CFR 1910-1030</u>	<u>Bloodborne Pathogens Standard</u>
8 <u>U.S.C.A. 1100 et seq.</u>	<u>Immigration Reform and Control Act of 1986</u>