

TEACHER'S GRANT APPLICATION

Chesterfield Public Education Fund
P.O. Box 67
Crosswicks, NJ 08515

Thecpef@gmail.com

Your Name(s) Allan Forsyth

Date of
Request: 10/26/18

SUMMARY OF PROJECT (ONE PARAGRAPH) PLEASE INCLUDE WHO, WHAT, WHY & HOW

Research shows that allowing students to sit in comfortable, flexible seating options greatly enhances their focus. With a fulfilled project, my classroom would change quite a bit. I would be able to offer my students a variety of seating options based on what best meets their needs. Students would be able to use wobble stools, lap desks and bean bag chairs to focus in our classroom. These options will allow them to become more comfortable, find a responsible working space and get the most out of our work times and classroom activities.

My project will make a difference because student needs will be met. My 5th grade students will be able to work with a seating option that allows them to focus and stay comfortable. Both of which are needed to produce quality work. When I think about how I, as an adult, like to sit and work, it is not in a hard plastic chair. I like to work on the floor or in a comfortable rolling chair and I believe that children should be offered the same.

DETAILS OF PROJECT (INCLUDE PROJECT SPECIFICS, TARGETED POPULATION, COSTS, ETC.)

****Amazon Prices****

ECR4Kids The Surf Portable Lap Desk \$25 x 5 = \$125



Giantex Wobble Chair Adjustable-Height Active Learning Stool Sitting \$59.99 x 1 = \$59.99



Big Comfy Bean Bag Chair \$69.99 x 2 = \$139.48



Stansport "Go Anywhere Chair" \$18 x 5 = \$90



EVALUATION (HOW WILL YOU MEASURE STUDENT GROWTH)

Students will show academic improvements and will be more engaged in their learning.

I have discussed this with the following two colleagues:

NAME: Krista Metz

NAME: Maria Prince

Please attach any additional information that would assist the CPEF in making a determination as to your Grant Proposal.

TOTAL GRANT AMOUNT
REQUESTED:

\$414.47

Please submit completed Grant applications for approval to:
mmazzoni@chesterfieldschool.com

it will then be forwarded to the CPEF

BOARD MEMBERS TRAINING

Year 2018	<u>Elected</u>	<u>Term Ends</u>		<u>Orientation-Gov I</u>	<u>Gov II</u>	<u>Gov III</u>	<u>Gov IV</u>
<u>School Ethics</u>			(term #)	<u>term 1/year 1</u>	<u>term 1/year 2</u>	<u>term 1/year 3</u>	<u>Advanced Legal</u> <u>Re1-All</u>
4/2018	11/3/2015	12/31/2018	Laura Bond (3)	1/2015	5/2016	12/2017	
1/2018	11/7/2017	12/31/2020	Christina Hoggan (1)	1/2018			
1/2018	11/7/2017	12/31/2020	Amy Jablonski (1)	1/2018			2/2018
3/2018	11/8/2016	12/31/2019	Jignesh Shah (5)	3/2014	10/2015	11/2016	12/2017
4/2018	11/8/2016	12/31/2019	Terran Brown (8)	6/2009	5/2010	10/2011	10/2012, 5/2014, 10/2017

Policy

ADMINISTERING MEDICATION

The Chesterfield Township Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medicine were not made available to him/her during school hours.

For purposes of this policy, "medication" shall include all medicines prescribed by a physician for the particular student, including emergency medication in the event of bee stings, medication for asthma, diabetes or other medical diagnosis requiring medication during the school day, and all non-prescription "over the counter" medication (see policy 5141 Health).

Before any medication may be administered to or by any student during school hours, the board shall require the written request of the parent/guardian which shall give permission for such administration and relieve the board and its employees of liability for administration of medication. In addition, the board requires the written order of the prescribing physician which shall include:

- A. The purpose of the medication;
- B. The dosage;
- C. The time at which or the special circumstances under which medication shall be administered;
- D. The length of time for which medication is prescribed;
- E. The possible side effects of the medication.

Both documents shall be kept on file in the office of the school nurse.

The school physician shall develop procedures for the administration of medication which provide that:

- A. Only the following individuals shall be authorized to administer medication to students at school:
 - 1. The school physician;
 - 2. A certified or non-certified school nurse;
 - 3. A substitute school nurse employed by the district;
 - 4. A student's parent or guardian;
 - 5. A student who is approved to self-administer pursuant to N.J.S.A. 18A:40-12.3 and -12.4; and
 - 6. Other school employees trained and designated by the certified school nurse to administer epinephrine and glucagon in an emergency pursuant to N.J.S.A. 18A:40-12.5 and -12.6.
- B. Medications shall be securely stored and kept in the original labeled container;
- C. The school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of medication and a notation of each instance of administration;
- D. All medications shall be brought to school by the parent/guardian or adult student and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier;
- E. A student may self-administer medication without supervision of the school nurse for asthma or other life-threatening illnesses. "Life-threatening illness" has been defined as an illness or condition that requires an immediate response to specific symptoms or sequelae that if left untreated may lead to potential loss of life such as, but not limited to, the use of an inhaler to treat an asthma attack or the use of an adrenaline injection to treat a

ADMINISTERING MEDICATION (continued)

potential anaphylactic reaction. This self-administration must be for a life-threatening situation and only if the school nurse is not available. Medications at school still must be kept in a locked cabinet in the health office if possible.

Nebulizers

The school nurse shall have and maintain at least one nebulizer in the office of the school nurse or at a similar accessible location. The superintendent shall prepare and the board shall adopt regulations on the administration of asthma medication through the use of a nebulizer by the school nurse or his/her designee(s). Regulations shall be in accord with New Jersey statute and administrative code and shall include, but not be limited to the following:

- A. Requirement that each school nurse shall be authorized to administer asthma medication through use of a nebulizer;
- B. Requirement that each school nurse receive training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards;
- C. Requirement that each student authorized to use asthma medication or a nebulizer have an asthma treatment plan prepared by the student's physician that identifies, at a minimum, asthma triggers and an individualized health care plan for meeting the medical needs of the student while attending school or a school-sponsored event.

Student Self-Administration of Medication

The board shall permit self-administration of medication for asthma, diabetes or other potentially life-threatening illnesses by students who have the capability for self-administration of medication, both on school premises during regular school hours and off-site or after regular school hours when a student is participating in field trips or extracurricular activities. Parents/guardians of the student must meet the following conditions:

- A. Provide the board with written authorization for the student's self-administration of medication;
- B. Provide written certification from the student's physician that the student has asthma or another potentially life-threatening illness and is capable of and has been instructed in the proper method of self-administration of medication;
- C. Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the student and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the student.

The board shall:

- A. Inform the student and his/her parents/guardians that permission is effective for the school year for which it is granted and must be renewed for each subsequent school year upon fulfillment of requirements listed above;
- B. Inform parents/guardians in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication;
- C. Maintain the right to revoke a student's permission to self-medicate if he/she has failed to comply with all conditions of this policy and/or has violated in any way the tenets of the agreement to self-medicate. The superintendent shall confer with the school physician and school nurse prior to recommending termination of a student's permission to self-medicate and shall also consult with the student, the student's parents/guardians and the student's physician.

Upon written request of the parent or guardian and as provided in the individualized health care plan, the student shall be allowed to attend to the management and care of his/her diabetes in the classroom or on school grounds, if evaluated and determined to be capable of doing so consistent with the plan, and N.J.S.A. 18A:40-12.15 and board policy 5141 Health for specific rules regarding diabetes management.

ADMINISTERING MEDICATION (continued)Emergency Administration of Epinephrine

The board shall permit the school nurse or medical inspector to administer epinephrine via epi-pen or other pre-filled auto-injector mechanism in emergency situations. In their absence, a designee or designees who are employees of the board may do so.

The designees must be properly trained by the school nurse in the administration of the epi-pen or other pre-filled auto-injector mechanism using the standardized training protocol designated by the State Department of Education. Each designee shall receive individual training for each student for whom he/she is designated.

The board shall inform the student's parents/guardians in writing that if the specified procedures are followed, the district, its employees and agents shall have no liability as a result of any injury arising from the administration of the epi-pen or other pre-filled auto-injector mechanism to the student.

Parents/guardians shall provide the board with the following:

- A. Written orders from the physician that the student requires the administration of epinephrine for anaphylaxis and does not have the capability for self-administration of the medication;
- B. Written permission for the administration of epinephrine via epi-pen or other pre-filled auto-injector mechanism by the school nurse or designee(s);
- C. A signed statement acknowledging their understanding that if the specified procedures are followed, the district shall have no liability as a result of any injury arising from the administration of the epi-pen or other pre-filled auto-injector mechanism by the school nurse or designee(s) to the student and that the district, its employees, and agents shall be indemnified and held harmless against any claims arising out of the administration of the epi-pen or other pre-filled auto-injector mechanism to the student.

Permission for the administration of epinephrine via epi-pen or other pre-filled auto-injector mechanism shall be granted annually and must be renewed each school year upon the fulfillment of the above requirements.

Placement and Availability of Epinephrine, and Transportation to Hospital Emergency Room

Pursuant to N.J.S.A. 18A:40-12.6, school policy requires:

- A. The placement of a student's prescribed epinephrine in a secure but unlocked location easily accessible by the school nurse and designees to ensure prompt availability in the event of an allergic emergency at school or at a school-sponsored function. The location of the epinephrine shall be indicated on the student's emergency care plan. Back-up epinephrine shall also be available at the school if needed;
- B. The school nurse or designee to be promptly available on site at the school and school-sponsored functions in the event of an allergic reaction; and
- C. The transportation of the student to a hospital emergency room by emergency services personnel after the administration of epinephrine, even if the student's symptoms appear to have resolved.

Emergency Administration of Epinephrine for First Time Allergic Reactions at School

The school nurse or trained designee shall be permitted to administer epinephrine via a pre-filled auto-injector mechanism to any student without a known history of anaphylaxis. This includes students whose parents/guardians have not submitted prior written permission or obtained prescribed medication as indicated in the rules above. Epinephrine may be administer to any student without a known history of anaphylaxis when the nurse or trained designee in good faith believes that the student is having an anaphylactic reaction

The district shall maintain a supply of epinephrine auto-injectors that is prescribed under a standing protocol from a licensed physician or an advanced practice nurse in a secure but unlocked and easily accessible location. The supply of epinephrine auto-injectors shall be accessible to the school nurse and trained designees for administration to a student

ADMINISTERING MEDICATION (continued)

having an anaphylactic reaction.

Liability

No school employee, including a school nurse, or any other officer or agent of a board, or a physician or an advanced practice nurse providing a prescription under a standing protocol for school epinephrine shall be held liable for any good faith act or omission consistent with the provisions of law for the administration of epinephrine (N.J.S.A. 18A:40-12.5 et seq.). No action shall be taken before the New Jersey State Board of Nursing against a school nurse for any such action taken by a person designated in good faith by the school nurse to administer epinephrine according to law (N.J.S.A. 18A:40-12.6). Good faith shall not include willful misconduct, gross negligence or recklessness.

Emergency Administration of Opioid Antidote

“Opioid antidote” means any drug, regardless of dosage amount or method of administration, which has been approved by the United States Food and Drug Administration (FDA) for the treatment of an opioid overdose. Opioid antidote includes, but is not limited to, naloxone hydrochloride, in any dosage amount, which is administered through nasal spray or any other FDA-approved means or methods.

“Opioid overdose” means an acute condition including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death resulting from the consumption or use of an opioid drug or another substance with which an opioid drug was combined, and that a layperson would reasonably believe to require medical assistance.

The school physician shall include an opioid antidote in the prescribed standing order for the schools of the district that include any of the grades nine through twelve. The superintendent, in consultation with the building principal of any school other than those including grades nine through twelve, shall determine whether the school physician shall include an opioid antidote in the prescribed standing order for such schools and shall report that determination to the board. The opioid antidote may be administered to any student, school personnel or other person reasonably believed to be experiencing an opioid overdose. The opioid antidotes shall be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building. The superintendent, in consultation with the building principal regardless of grade, shall determine whether to make opioid antidotes accessible during school-sponsored functions that take place off school grounds and shall report each school’s determination to the board.

The opioid antidote shall be stored in a secure but unlocked and easily accessible location, and according to the manufacturer’s directions regarding the heat and cold sensitivity of the medication. To the extent that is safe and practical, the opioid antidote shall be stored at a reasonable proximity of an automated external defibrillator (AED). The school nurse shall be responsible for monitoring the on-site inventory of the opioid antidote, arranging for the replacement of the opioid antidote supply and ensuring the appropriate and safe disposal of administered and expired opioid antidote applicators.

Any student suspected of being under the influence of drugs or alcohol including students suspected of an opioid overdose shall be subject to board policy 5131.6 Drugs, Alcohol, Steroids and Tobacco and law (N.J.A.C. 6A:16-3) regarding prevention, identification, examination, treatment, intervention and referral for substance abuse.

The school nurse shall be responsible for the assessment of any student suspected of being under the influence of drugs or alcohol including any student suspected of an opioid or other drug overdose. When the school nurse has assessed that a student is experiencing an opioid overdose the school nurse, or board approved school employee or volunteer trained to administer the opioid antidote or other appropriately licensed school health professionals, may administer the opioid antidote.

The school nurse or his or her designee shall immediately call 911 upon suspecting an overdose, and notify the parents/guardians as soon as practicable. The school nurse or designee shall notify the building principal of any suspected overdose and all actions taken including the administration of opioid antidote and the notification of emergency medical services.

An overdose victim shall be transported by emergency services personnel to the nearest hospital emergency room,

ADMINISTERING MEDICATION (continued)

including where the victim's symptoms appear to have resolved. The principal shall designate a member of the school staff to accompany the student to the hospital. The principal shall notify the superintendent whenever an opioid antidote is administered.

The school nurse shall document the incident including but not limited to:

- A. Date, time and location of the incident;
- B. Names of any staff members or students reporting the incident;
- C. A description of the incident;
- D. Description of the evaluation conducted;
- E. The administration of opioid antidote including the form and dosage;
- F. All actions taken, including, when 911 was called, when emergency services arrived, staff assigned to accompany the student.

The documentation shall be in the same manner as the documentation of administration of other medications under a non-patient specific order.

Training

The school nurse shall have the primary responsibility for the emergency administration of an opioid antidote. The board shall designate additional employees or volunteers to administer the opioid antidote who shall be authorized to administer the antidote only after receiving training on standardized protocols for the administration of the opioid antidote and information regarding overdose prevention pursuant to the Overdose Prevention Act. (P.L.2013, c. 46). The school nurse shall not be solely responsible to train designated individuals. The policy guidelines developed by the New Jersey Department of Education in consultation with the New Jersey Department of Human Services shall specify an appropriate entity or entities to provide the training. A school may enter into a shared services agreement for the provision of opioid antidotes if the arrangement will result in cost savings.

Parent Notification

Written notification of the board opioid overdose policy shall be distributed annually to parent's/guardian's and adult students and shall provide a means for the student's parent/guardian or the adult student. The notification shall inform parents/guardians and adult students that the board authorizes the certified school nurse or other appropriately licensed school health professionals deemed capable of administering an opioid antidote by a health care professional, to administer an opioid antidote. In addition, the notification shall also include that volunteer, unlicensed school personnel appropriately trained through a Department of Human Services (DHS) endorsed program may also be authorized to administer an opioid antidote (see attachment).

The school nurse, in consultation with the superintendent, shall be responsible for the development and regular review of policies and procedures regarding the opioid antidote. The policies and procedures for the use of opioid antidote shall be included in district emergency response procedures.

Liability for the Administration of Opioid Antidote

No school employee, including a school nurse, or any other officer or agent of a board of education, charter school, or nonpublic school, or a prescriber of opioid antidotes for a school through a standing order, shall be held liable for any good faith act or omission consistent with the provisions of this act. Good faith shall not include willful misconduct, gross negligence, or recklessness.

ADMINISTERING MEDICATION (continued)Implementation

The board may adopt additional regulations on all aspects of the administration of medication. When implementing school policy and N.J.S.A. 18A:40-12.6, staff will consult these New Jersey Department of Education guidance documents:

- A. Training Protocols for the Emergency Administration of Epinephrine (9/08);
- B. Guidelines for the Management of Life-Threatening Food Allergies in Schools (9/08).

Adopted: March 18, 2002
 NJSBA Review/Update: June 2011
 Readopted: September 21, 2011
 Revised: May 20, 2015
 Revised:

Key Words

Administering Medication, Medication in School, Nebulizer, Epinephrine, Anaphylaxis, Asthma

<u>Legal References:</u>	<u>N.J.S.A. 18A:111</u>	General mandatory powers and duties
	<u>N.J.S.A. 18A:401</u>	Employment of medical inspectors, optometrists and nurses; salaries; terms; rules
	<u>N.J.S.A. 18A:40-3.2 et seq.</u>	Medical and Nursing Personnel
	<u>N.J.S.A. 18A:404</u>	Examination for physical defects and screening of hearing of students
	<u>N.J.S.A. 18A:40-12.3</u>	Self-administration of medication by student; conditions through -12.4
	<u>N.J.S.A. 18A:40-12.5</u>	Policy for emergency administration of epinephrine to public school students
	<u>N.J.S.A. 18A:40-12.6</u>	Administration of epinephrine; primary responsibility;
	through -12.6d	parental consent
	<u>N.J.S.A. 18A:40-12.7</u>	Nebulizer
	<u>N.J.S.A. 18A:40-12.8</u>	Administration of asthma medication by school nurse through nebulizer; training; student asthma treatment plan
	<u>N.J.S.A. 18A:40-12.11</u>	Children with diabetes
	<u>N.J.S.A. 18A:40-12.12</u>	Definitions
	<u>N.J.S.A. 18A:40-12.13</u>	Health care plans for children with diabetes
	<u>N.J.S.A. 18A:40-12.14</u>	Employees authorized to administer glucagon
	<u>N.J.S.A. 18A:40-12.15</u>	Management by student permitted
	<u>N.J.S.A. 18A:40-12.16</u>	Notice to bus driver
	<u>N.J.S.A. 18A:40-12.17</u>	Posting of reference sheet
	<u>N.J.S.A. 18A:40-12.18</u>	Medical information release
	<u>N.J.S.A. 18A:40-12.19</u>	Immunity
	<u>N.J.S.A. 18A:40-12.20</u>	Authorized possession of syringe
	<u>N.J.S.A. 18A:40-12.21</u>	School choice not restricted
	<u>N.J.S.A. 18A:40-12.22</u>	Administration of medical marijuana
	<u>N.J.S.A. 18A:40-21.1</u>	Required Hepatitis B vaccination
	<u>N.J.S.A. 18A:40-21.2</u>	Meningitis fact sheet
	<u>N.J.S.A. 18A:40-23</u>	Findings and Declarations
	<u>N.J.A.C. 18A:40-24</u>	Definitions
	<u>N.J.A.C. 18A:40-25</u>	Nursing services to students in non-public schools
	<u>N.J.S.A. 18A:40-26</u>	Medical services to non-public school students
	<u>N.J.S.A. 18A:40-27.1</u>	Nursing services to non-public preschool students
	<u>N.J.S.A. 18A:5420</u>	Powers of board (county vocational schools)
	<u>N.J.S.A. 45:1123</u>	Definitions
	<u>N.J.A.C. 6A:16-1.1 et seq.</u>	Programs to Support Student Development

ADMINISTERING MEDICATION (continued)See particularly:N.J.A.C. 6A:16-1.3N.J.A.C. 6A:16-2.1N.J.A.C. 6A:16-2.2N.J.A.C. 6A:16-2.3N.J.A.C. 6A:16-2.4N.J.A.C. 6A:16-2.5N.J.A.C. 6A:16-4.1

Definitions

Health services policy and procedural requirements

Required health services

Health services personnel

Required student health records

School health services to nonpublic schools

Policies and procedures for the prevention of drug
and alcohol abuseN.J.A.C. 6A:23A-5.3(e)

Failure to maximize SEMI Aid

N.J.A.C. 6A:32-6.3

Requirements of physical examinations

P.L. 2018. C.106 (A542, S1830), an act concerning the emergency administration of opioid 1
antidotes in schools, supplementing chapter 40 of Title 18A of the New Jersey Statutes, and
amending P.L.2013, c.46

Overdose Prevention Act, P.L. 2013, c. 46

Bernards Township Education Association v. Bernards Township Board of Education,
1981 S.L.D. (9/29/81), aff'd State Board, 1982 S.L.D. 4/7/82, aff'd App. Div.,
unpublished opinion (A421181T3, 5/18/83)

Communications Workers of America, Local 1033, On behalf of Karen Norton,
Barbara Woolston, Mary Ellen Schoen et al. v. New Jersey State Department of
Education, Marie H. Katzenbach School for the Deaf, State Board Docket #5291

Policy Advisory #1 on N.J.S.A. 18A:40-12.3 et seq. Self-Administration of
Medication By a Student, New Jersey State Department of Education, June 5, 1995

Protocol and Implementation Plan for the Emergency Administration of Epinephrine
by a Delegate Trained by the School Nurse, New Jersey State Department of
Education, October, 1998

For training for the administration of naloxone see:

<http://www.state.nj.us/humanservices/dmhas/initiatives/naloxone.html>PossibleCross References:

*5131.6 Drugs, alcohol, tobacco (substance abuse)

*5141 Health

*5141.1 Accidents

*5141.2 Illness

*5141.3 Health examinations and immunizations

*5141.8 Sports related concussion and head injury

*6153 Field trips

*Indicates policy is included in the Critical Policy Reference Manual.

Form

EMERGENCY ADMINISTRATION OF NALOXONE FOR DRUG OVERDOSE

Dear _____,
Parent/Guardian

Time is of the essence when a drug overdose is occurring, or is believed to be occurring. Administering an opioid antidote (defined as naloxone hydrochloride or any other similarly acting drug approved by the United States Food and Drug Administration) blocks effects of opioids and can reverse a potentially life threatening overdose.

In accordance with the New Jersey Law (*P.L.* 2013, c. 46), the "Overdose Prevention Act" the school physician annually prescribes an opioid antidote including naloxone hydrochloride as part of the district's physician standing order. The opioid antidote shall be administered in an emergency to any student, school personnel or other person during school hours or during on-site school-sponsored activities believed to be experiencing a opioid overdose. The board authorizes the drug to be administered by the school doctor, the school nurse, other appropriately designated individuals deemed, by a health care professional, capable of administering the opioid antidote, where the individual has been trained through a Department of Human Services (DHS) endorsed program to administer the opioid antidote.

The Chesterfield Township Board of Education hereby informs you that where board-approved policy and procedures are followed, the district, its employees, and designated individuals shall incur no liability whatsoever for any and all claims, damages, losses and expenses of any kind as a result of any injury arising from the good faith emergency administration of the opioid antidote.

Attach board policy and regulation: 5141.21 Administration of Epinephrine

CHESTERFIELD TOWNSHIP BOARD OF EDUCATION
Chesterfield, New Jersey

FILE CODE: 6142

 Monitored
 X **Mandated**
 Other Reasons

Policy

SUBJECT FIELDS

The Chesterfield Township Board of Education directs that the district school(s) offer a comprehensive curriculum to provide for the intellectual, social and emotional growth of all students, prekindergarten through grade 6, giving them the basic body of skills, understandings, attitudes and knowledge needed for living in a democracy.

The board believes this program should focus first on those subjects included in the New Jersey Student Learning Standards and the skills emphasized by the 21st Century Life and Careers Standards, in addition to those courses mandated by statute.

The board believes that the elementary/middle school curriculum should foster an enthusiasm for learning and the development of the individual's abilities. The curriculum should provide a sound base for study in high school and later years in such areas as English language development and writing, computational and problem solving skills, science, social studies, foreign language, and the arts.

The superintendent shall direct development of and present to the board for adoption a written curriculum for each element of the instructional program for the district to include:

- A. All courses mandated by New Jersey statute or administrative code;
- B. Such other courses as shall implement the board's intent as expressed in this policy.

The total curriculum, when adopted, shall be adapted to suit the applicable requirements of the administrative code and shall provide basic, advanced, enriched, or technical instruction or experience to meet the identified needs of the students of the district.

A listing of all courses and programs comprising the instructional program shall be available in the district office.

Adopted: March 22, 2004
NJSBA Review/Update: June 2011, March 2017
Readopted: September 21, 2011
Revised:

Key Words

Curriculum, Courses, Subject Fields

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:62	Instruction in accident and fire prevention
	<u>N.J.S.A.</u> 18A:63	Courses in constitution of United States
	<u>N.J.S.A.</u> 18A:7C5	Board of education to provide policy on graduation to students and parents
	<u>N.J.S.A.</u> 18A:331	District to furnish suitable facilities; adoption of courses of study
	<u>N.J.S.A.</u> 18A:35-1 <u>et seq.</u>	Curriculum and courses
	<u>N.J.S.A.</u> 18A:354.6 through 4.8	<u>Parents Right to Conscience Act of 1979</u>
	<u>N.J.A.C.</u> 6A:8-3.1	Curriculum and instruction
	<u>N.J.A.C.</u> 6A:8-5.1	Graduation requirements
	<u>N.J.A.C.</u> 6A:9-1.1 <u>et. seq.</u>	Professional Licensure and Standards
	<u>N.J.A.C.</u> 6A:9B-3.1 <u>et. seq.</u>	State Board of Examiners and certification

See particularly:

N.J.A.C. 6A:9B-5, -6, -8,
-9, -10, -11, -12, -14

SUBJECT FIELDS (continued)

<u>N.J.A.C.</u> 6A:143.7	Individualized education program
<u>N.J.A.C.</u> 6A:144.1	General requirements
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts

New Jersey State Board of Education Resolution, September 6, 1989, recommends that each district establish a citizens' advisory group for the implementation of core values of the local community into the district's schools.

Old Bridge Education Association v. Board of Education of the Township of Old Bridge, Middlesex County

PossibleCross References:

- *2224 Nondiscrimination/affirmative action
- *6121 Nondiscrimination/affirmative action
- *6122 Articulation
- *6140 Curriculum adoption
- *6142.1 Family life education
- *6142.2 English as a second language; bilingual/bicultural
- *6142.4 Physical education and health
- *6142.6 Basic skills
- *6142.9 Arts
- *6142.12 Career education
- *6146 Graduation requirements
- *6147 Standards of proficiency
- *6164.2 Guidance services
- *6171.1 Remedial instruction
- *6171.2 Gifted and talented
- *6171.4 Special education
- *9130 Committees

*Indicates policy is included in the Critical Policy Reference Manual.

CHESTERFIELD TOWNSHIP BOARD OF EDUCATION

Chesterfield, New Jersey

FILE CODE: 6142.2

 X Monitored

 Mandated

 X Other Reasons

Policy

ENGLISH AS A SECOND LANGUAGE; BILINGUAL PROGRAMS

The Chesterfield Township Board of Education shall provide bilingual, English as a second language (ESL) and/or English language services programs of instruction for students who:

- A. Do not speak English and need instruction toward mastery of the English language;
- B. Speak English but reside in a home where English is not the primary language spoken, and need instruction toward mastery of the English language;
- C. Speak a language other than English, are more capable of performing school work in that language, and need their basic educational program taught in that language.

Definitions

“Bilingual education program” means a full-time program of instruction in all courses or subjects that a child is required by law or rule to receive, given in the native language of ELLs enrolled in the program and also in English; in the aural comprehension, speaking, reading, and writing of the native language of ELLs enrolled in the program, and in the aural comprehension, speaking, reading, and writing of English; and in the history and culture of the country, territory, or geographic area that is the native land of the parents of ELLs enrolled in the program, and in the history and culture of the United States.

“English as a second language (ESL) program” means a daily developmental second-language program of at least one period of instruction based on student language proficiency that teaches aural comprehension, speaking, reading, and writing in English using second language teaching techniques, and incorporates the cultural aspects of the students' experiences in their ESL instruction. A period is the time allocated in the school schedule for instruction in core subjects.

“English learner” or “EL” means a student whose native language is other than English. The term refers to students with varying degrees of English language proficiency in any one of the domains of speaking, reading, writing, or listening and is synonymous with limited English speaking ability

“English language services” means services designed to improve the English language skills of ELLs. The services, provided in school districts with less than 10 ELLs, are in addition to the regular school program and are designed to develop aural comprehension, speaking, reading, and writing skills in English.

Identification of Eligible English Language Learners

The board shall determine the native language of each English language learner at the time of the student's enrollment in the district and maintain a census indicating all identified students whose native language is other than English.

The board of education shall develop and the superintendent or his or her designee shall implement a screening process, initiated by a home-language survey, to determine which students whose native language is other than English in grades kindergarten to 6 must be tested to determine English language proficiency. The screening shall be conducted by a bilingual/ESL or other certified teacher, and shall be designed to distinguish students who are proficient English speakers and need no further testing

The board shall ensure that the English proficiency of students who are not screened out by the home-language survey shall be determined by:

- A. Administering a Department-approved English language proficiency test;
- B. Assessing the level of reading in English;

ENGLISH AS A SECOND LANGUAGE;
BILINGUAL PROGRAMS (continued)

- C. Reviewing the previous academic performance of students, including their performance on standardized tests in English; and
- D. Reviewing the input of teaching staff members responsible for the educational program for ELs.
- E. Students who do not meet the Department standard on a Department-approved language proficiency test and who have at least one other indicator shall be considered ELs.

The board, through the superintendent or his or her designee, shall also implement age-appropriate methodologies to identify preschool ELs to determine their individual language development needs.

Programs and Services

The goal of English as a second language and English language services programs are to assist students to achieve fluency (including listening, comprehension, speaking, reading, and writing skills) in English and incorporates the cultural aspects of the students' experiences in their ESL instruction. The goal of the bilingual program is to permit students to learn subject matter in their primary language while developing English language skills. The goal of all such programs shall be achievement of the New Jersey Student Learning Standards.

Students enrolled in bilingual, ESL, and English language services programs shall have full access to educational services available to other students in the district. To the extent that is administratively feasible, supportive services to ELLs, such as counseling, tutoring, and career guidance, should be provided by bilingual personnel who are familiar with and knowledgeable of the unique needs and background of the ELLs and their parents.

Parents/guardians of English learners shall be notified by mail of the fact that their child has been identified as eligible for enrollment in a bilingual, ESL or English language services education program. This notification shall be issued within 30 days of the child's identification and shall include the information that the parents may choose to decline to enroll their child into the bilingual program. The notice shall be in writing and in the language in which the parent/guardian possesses a primary speaking ability, and in English, and shall include the following information:

- A. Why the student was identified as an ELL;
- B. Why the student needs to be placed in a language instructional educational program that will help him or her develop and attain English proficiency and meet State academic standards;
- C. The student's level of English proficiency, how the level of English proficiency was assessed, and the student's academic level;
- D. The method of instruction the school will use to serve the student, including a description of other instruction methods available and how those methods differ in content, instructional goals, and the use of English and a native language, if applicable;
- E. How the program will meet the student's specific needs in attaining English and meeting State standards;
- F. The program's exit requirements, the expected rate of transition into a classroom not tailored for ELLs and
- G. How the instructional program will meet the objectives of the individualized education program of a student with a disability.

Progress reports for students in bilingual, ESL, or English language services programs shall be made to parents/guardians on the same schedule as the reports of all students enrolled in the district. Progress reports shall be in writing and in both English and their primary speaking language unless doing so places unreasonable burden on the board.

ENGLISH AS A SECOND LANGUAGE;
BILINGUAL PROGRAMS (continued)

Exiting the Program

Students shall be placed in a monolingual English program when they have demonstrated readiness to function successfully in an English-only program. The process to determine the readiness or inability of the individual student to function successfully in the English-only program shall be initiated by the student's level of English proficiency as measured by a Department-established standard on an English language proficiency test. The readiness of the student shall be further assessed on the basis of multiple indicators that shall include, at a minimum:

- A. Classroom performance;
- B. The student's reading level in English;
- C. The judgment of the teaching staff member or members responsible for the educational program of the student; and
- D. Performance on achievement tests in English.

When the review process for exiting a student from a bilingual, ESL, or English language services program has been completed, the parent/guardian shall be notified by mail of the placement determination. The notice shall be in English and in the language in which the parents/guardian possesses a primary speaking ability. If the parent(s), guardian, or teaching staff member disagrees with the placement, he or she may appeal the placement to the Commissioner, after appealing the decision to the board.

Removal from the Program

Parents/guardians may remove a student who is enrolled in a bilingual, ESL or English language services program at any time; except that during the first three years of the student's participation in a bilingual education program, he/she may only be removed at the end of each school year. Removal prior to the end of the school year shall be approved by the executive county superintendent. If the executive county superintendent determines that the student should remain in the bilingual education program until the end of the school year, the parents/guardians may appeal that decision to the commissioner of education/designee pursuant to law. The commissioner shall render a decision within 30 days of the filing of the appeal.

Parent Involvement

The board is committed to providing the maximum practicable involvement of parents/guardians of ELLs in the development and review of program objectives and dissemination of information to and from the board and communities served by the bilingual, ESL, or English language services education programs. The board directs the superintendent or his or her designee to shall establish a parent advisory committee on bilingual education of which the majority membership shall be parent(s) of ELLs.

Inservice Training

The board shall ensure that the superintendent oversees the development of a plan for inservice training for bilingual, ESL, and mainstream teachers; administrators who supervise bilingual/ESL programs; and administrators and any personnel who observe and evaluate teachers of ELLs. The plan shall include instructional strategies and appropriate assessments to help ELLs meet the New Jersey Student Learning Standards and the World-class Instructional Design and Assessment (WIDA) English language development standards. All bilingual and ESL teachers shall receive training in the use of the ESL curriculum. The professional development plan of the school district shall include the needs of bilingual and ESL teachers, which shall be addressed through inservice training (see board policy 4131/4131.1 Staff Development, Inservice Education).

**ENGLISH AS A SECOND LANGUAGE;
BILINGUAL PROGRAMS** (continued)

Implementation

The superintendent shall direct development of a plan for bilingual program, ESL program, or English language services that is in compliance with state guidelines. The plan shall be submitted every three years to the Department of Education for approval. The plan shall include information on the following:

- A. Identification of students;
- B. Program description;
- C. The number of certified staff hired for the program;
- D. Bilingual and ESL curriculum development;
- E. Evaluation design;
- F. Review process for exit; and
- G. A budget for the bilingual and ESL program or English language services.

The board may request a waiver of the requirement for a full-time bilingual or ESL program when there are 20 or more students eligible for the bilingual education program in grades kindergarten through 6, to establish annually an instructional program alternative. The request must be approved by the Department of Education, and the school district must be able to demonstrate that it would be impractical to provide a full-time bilingual program due to the age range, grade span, and/or geographic location of eligible students.

Adopted: July 11, 2001
 NJSBA Review/Update: June 2011, March 2017
 Readopted: September 21, 2011
 Revised:

Key Words

English as a Second Language, Bilingual Programs, ESL

Legal References: N.J.S.A. 18A:3515 et seq. Bilingual education programs
 N.J.A.C. 6A:5-1.1 et seq. Regulatory Equivalency and Waiver
 N.J.A.C. 6A:81.3 Definitions
 N.J.A.C. 6A:84.1 Statewide assessment system
 N.J.A.C. 6A:85.1 Graduation requirements
 N.J.A.C. 6A:9B-3.1 et seq. Professional Licensure and Standards
 See particularly:
 N.J.A.C. 6A:9B-11.5, -11.6
 N.J.A.C. 6A:15-1.1 et seq. Bilingual Education
 See particularly:
 N.J.A.C. 6A:15-1.4
 N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

Every Student Succeeds Act, Pub. L. 114-95, Title 1 and Title 3, 20 U.S.C.A. 6301 et seq.

Possible

Cross References: *5120 Assessment of individual needs
 *5124 Reporting to parents/guardians

ENGLISH AS A SECOND LANGUAGE;
BILINGUAL PROGRAMS (continued)

- *6121 Nondiscrimination/affirmative action
- *6146 Graduation requirements
- *6147 Standards of proficiency
- *6147.1 Evaluation of individual student performance
- *6171.2 Gifted and talented
- *6171.3 At-risk and Title I

*Indicates policy is included in the Critical Policy Reference Manual.

CHESTERFIELD TOWNSHIP BOARD OF EDUCATION
Chesterfield, New Jersey

FILE CODE: 6142.4

Policy

<u> </u>	Monitored
<u> X </u>	Mandated
<u> X </u>	Other Reasons

PHYSICAL EDUCATION AND HEALTH

The Chesterfield Township Board of Education directs that the district's curricular and extracurricular programs of physical education and activities comply with the district's affirmative action resolution and equity plan for school and classroom practices as stipulated in policies 2224, 5145.4, 6121 and 6145 in this manual. The board shall ensure that the comprehensive health and physical education curriculum addresses all elements required by the New Jersey Student Learning Standards.

In general, physical education classes shall not be divided on the basis of sex. The quality and quantity of teachers, equipment and facilities shall be equivalent among the school programs and comparable from level to level, taking into account the needs of the students.

The board will consider on a case by case basis requests from students or their parents/guardians in the case of minors for permission to satisfy the physical education requirement through an alternative program of athletics or physical education activities that meets the requirements of law and is consistent with the district's physical education program goals and instructional objectives.

The district physical education programs and instructional activities shall be equitable. All physical education programs shall be co-educational unless otherwise indicated by law

Suicide Prevention

Students at all grade levels shall receive instruction in suicide prevention as part of the district health and physical education curriculum and consistent with the New Jersey Student Learning Standards for Comprehensive Health and Physical Education.

Adopted:	July 11, 2001
NJSBA Review/Update:	June 2011, March 2017
Readopted:	September 21, 2011
Revised:	

Key Words

Nondiscrimination, Physical Education, Health, Affirmative Action

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:6-111 et seq.	Instruction in Suicide Prevention
	<u>See particularly:</u>	
	<u>N.J.S.A.</u> 18A:6-113	Instruction in suicide prevention in public school curriculum
	<u>N.J.S.A.</u> 18A:354.19 through -4.22	<u>AIDS Prevention Act of 1999</u>
	<u>N.J.S.A.</u> 18A:35-4.23	Domestic violence, child abuse, instructions on those problems
	<u>N.J.S.A.</u> 18A:35-4.23a	Dating violence into health education curriculum
	<u>N.J.S.A.</u> 18A:35-4.28	Instruction in CPR and use of AED for certain students
	<u>N.J.S.A.</u> 18A:355 through 9	Maintenance of physical training courses; features
	<u>N.J.S.A.</u> 18A:37-33 through -37	Dating violence policy and education <u>N.J.A.C.</u> 6A:7-1.7
		Equality in school and classroom practices

PHYSICAL EDUCATION AND HEALTH (continued)

<u>N.J.A.C.</u> 6A:83.1	Curriculum and instruction
<u>N.J.A.C.</u> 6A:8-5.1	Graduation requirements
<u>N.J.A.C.</u> 6A:9B-5.16	Athletics Personnel
<u>N.J.A.C.</u> 6A:9B-10.3	Health and physical education
<u>N.J.A.C.</u> 6A:16-2.1 <u>et seq.</u>	General Provisions for School Health Services
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:16-2.2	
<u>N.J.A.C.</u> 6A:32-9.1	Athletics Procedures

20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972

The Comprehensive Equity Plan, New Jersey State Department of Education

PossibleCross References:

*2224	Nondiscrimination/affirmative action
*5145.4	Equal educational opportunity
*6121	Nondiscrimination/affirmative action
*6142	Subject fields
*6145.1/6145.2	Intramural competition; interscholastic competition
*6146	Graduation requirements

*Indicates policy is included in the Critical Policy Reference Manual.

CAREER AND TECHNICAL EDUCATION

The Chesterfield Township Board of Education believes that constructive attitudes and concepts involving the dignity of all kinds of work belong in the curriculum from the beginning grades. Therefore, in fulfillment of the New Jersey Student Learning Standards, the board shall develop and implement a comprehensive guidance and counseling system that is designed to provide students opportunities to enhance career awareness, exploration, preparation, and decision-making skills necessary for success in the workplace. The board shall ensure that educational programs shall continuously expose students to the nature of the wide variety of careers available. The 21st Century Life and Careers Student Learning Standard shall be infused into the curriculum throughout the grades in age appropriate activities. When any hands on experience requires use of power tools, etc., all eye protection and other appropriate safety regulations shall be observed.

Career Education and Counseling

The board shall develop and implement a comprehensive guidance and academic counseling program for all students to facilitate career awareness, exploration, and preparation in accordance with N.J.A.C. 6A:8-3.2. This program shall:

- A. Be linked to the New Jersey Student Learning Standards;
- B. Be infused throughout the K-6 curriculum;
- C. Be supported by professional development programs;
- D. Take into consideration the American School Counselor Association's National Standards for School Counseling Programs;
- E. Provide developmental career guidance and academic counseling linked to the New Jersey Student Learning Standards designed to:
 - 1. Assist students in making and implementing informed educational and career choices, including opportunities to change career focus;
 - 2. Support students' academic attainment, career development, and personal/social development;
 - 3. Develop the student's understanding of the relationship between academic attainment, career development, and personal/social development;
 - 4. Encourage students to create and maintain portfolios consisting of student accomplishments in academic and career oriented work;
- F. The board shall ensure that students with disabilities (age 14 or younger), if determined appropriate by IEP, have career and academic counseling coordinated with transitional services in accordance with N.J.A.C. 6A:14-3.7;
- G. The board shall develop and implement curriculum and instructional methods that:
 - 1. Are integrated with technological literacy;
 - 2. Provide all students with an understanding of the career application of knowledge and skills learned in the classroom; and
 - 3. Provide all students with the opportunity to apply knowledge and skills learned in the classroom to real or simulated career challenges.
- H. The board will develop and implement for all students a system of career development activities that:
 - 1. Offers the opportunity to explore career interests within, One or more of the Career Clusters (listed below) that are linked to the New Jersey Student Learning Standards;

CAREER AND TECHNICAL EDUCATION (continued)

2. Allows the board to select the appropriate format for offering career-development activities based on district resources, community needs and student interest;
3. Allows the board to select an appropriate delivery format that may include an integrated curriculum based on the New Jersey Student Learning Standards or specialized programs that reflect the needs of students and the community; and
4. Instills the concept of the need for continuous learning throughout one's life.

The board directs the superintendent or his or her designee to take reasonable measures to expand student awareness of and encourage participation in fields that are non-traditional for their sex, and to expand both access to and success in high-growth fields for both men and women.

Adopted: March 22, 2004
 NJSBA Review/Update: June 2011, March 2017
 Readopted: September 21, 2011
 Revised:

Key Words

Career Education, Vocational-technical Education

New Jersey Career Clusters:

Agriculture, Food and Natural Resources
 Architecture and Construction
 Arts, A/V Technology and Communications
 Business Management and Administration
 Education and Training
 Finance
 Government and Public Administration
 Health Science
 Hospitality and Tourism
 Human Services
 Information Technology
 Law, Public Safety, Corrections and Security
 Manufacturing
 Marketing
 Science, Technology, Engineering and Mathematics
 Transportation, Distribution and Logistics

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:111	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:3836	Employment certificates to parttime students; revocation
	<u>N.J.S.A.</u> 18A:4012.1, 12.2	Protective eye devices required for teachers, students and visitors in certain cases
	<u>N.J.S.A.</u> 18A:5420	Powers of board (county vocational schools)
	<u>N.J.S.A.</u> 18A:54E-1 through -5	Business and school partnerships
	<u>N.J.A.C.</u> 6A:7-1.7	Equality in school and classroom practices
	<u>N.J.A.C.</u> 6A:8-2.2	Authority for the state plan for vocational education
	<u>N.J.A.C.</u> 6A:8-3.2	Career education and counseling
	<u>N.J.A.C.</u> 6A:8-5.1	Graduation requirements
	<u>N.J.A.C.</u> 6A:9B-1.1 et seq.	State board of examiners and certification
	<u>See particularly:</u>	
	<u>N.J.A.C.</u> 6A:9B9.4, -11.3, -14.19 through -14.21	
	<u>N.J.A.C.</u> 6A:19-1.1 et seq.	Career and technical education programs and standards
	<u>See particularly:</u>	
	<u>N.J.A.C.</u> 6A:191.2, -2.1, -2.3, -3.1,	

CAREER AND TECHNICAL EDUCATION (continued)

5.1, -5.2, -6.1, -6.5, -6.7, -6.8	
<u>N.J.A.C. 6A:23A-17.4</u>	Method of determining tuition rates for county vocational schools
<u>N.J.A.C. 6A:26-12.1 et seq.</u>	Operation and Maintenance of Facilities
<u>See particularly:</u>	
<u>N.J.A.C. 6A:26-12.2, -12.5</u>	
<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts
<u>Carl D. Perkins Career and Technical Education Act of 2006, P.L.109-270</u>	

Possible**Cross References:**

*3220/3230	State funds; federal funds
*3516	Safety
*5142	Student safety
*5145.4	Equal educational opportunity
*6010	Goals and objectives
*6121	Nondiscrimination/affirmative action
*6141	Curriculum design/development
*6142.2	English as a second language; bilingual/bicultural

*Indicates policy is included in the Critical Policy Reference Manual.

CHESTERFIELD TOWNSHIP BOARD OF EDUCATION
Chesterfield, New Jersey

FILE CODE: 3541.32

<u>X</u>	Monitored
<u>X</u>	Mandated
<u>X</u>	Other Reasons

Policy

DISTRICT OWNED VEHICLES

For efficiency of operations, the board directs the chief school administrator to oversee school district vehicles and to develop regulations to govern vehicle tracking, maintenance, accounting, assignment and usage.

Vehicle Tracking, Maintenance, and Accounting

The school district will maintain records of the following information:

A. Vehicle inventory control record including:

1. Vehicle make, model and year;
2. Vehicle identification numbers (VIN);
3. Original purchase price;
4. Date purchased;
5. License plate number;
6. Person assigned or pool if not individually assigned;
7. Driver license number of person assigned and expiration date;
8. Insurer and policy number of person assigned; and
9. Usage category such as regular business, maintenance, security or student transportation.

B. Driving record of operators of district vehicles including:

1. Name of driver;
2. Driver license number and expiration date;
3. Insurer and policy number of person assigned;
4. Motor vehicle code violations;
5. Incidents of improper or non-business usage;
6. Accidents; and
7. Other relevant information.

C. Record of maintenance, repair and body work for each district vehicle including:

1. Vehicle make, model and year;
2. Vehicle identification numbers (VIN);
3. Original purchase price;
4. Date purchased;
5. License plate number;
6. Usage category such as regular business, maintenance, security or student transportation;
7. Manufacturer's routine maintenance schedule;
8. Category of work performed (routine maintenance, repair or body work);
9. Purchase order number;
10. Date work was performed;
11. Detailed description of work performed;
12. Mileage on date work was performed; and
13. Cost of work performed.

DISTRICT OWNED VEHICLES (continued)District Vehicle Assignment and Use

- A. District vehicles will be assigned in accordance with OMB Circular 08-16-ADM or any superseding circulars;
- B. District owned vehicles may be used to transport community members, students and/or staff for school events;
- C. The board, upon the recommendation of the superintendent, may authorize, by an affirmative vote of the board's full membership, the lease, lease-purchase or purchase and assignment of district vehicles for the conduct of official district business. The vehicles may be assigned either to individuals or to units within the district for pool use according to the following classifications:
 - 1. Vehicles may be assigned permanently and individually to the superintendent, school business administrator, head of facilities services, head of security services or other supervisory employees who, based on their job duties, may be called upon on a 24 hour, seven-day a week basis. No individual assignment shall be made for the primary purpose of commuting; and
 - 2. A unit may be permanently assigned one or more district pool vehicles only if employees of the unit will collectively use the vehicle or each vehicle for more than an average of 750 miles per month on official district business. Pool vehicles shall not be used for the purpose of commuting and shall remain at a district facility when not in official use.
- D. Board members or employees may be temporarily assigned a district vehicle for travel events;
- E. The superintendent shall ensure that an employee, such as the school business administrator, insurance or risk management staff member, head of facilities or other appropriate employee is assigned the functions of district vehicle coordinator;
- F. Vehicle use logs shall be maintained for all individual and pool assignments in order to accurately record all usage of each vehicle, including the driver, mileage, and starting and destination points;
- G. All complaints of a potential misuse shall be investigated and appropriate disciplinary action taken;
- H. All changes to vehicle assignment, whether pool or individual, shall require prior written approval of the superintendent and the authorization of an affirmative majority vote of the full board;
- I. No luxury vehicle, one which exceeds the greater of \$30,000 or any current dollar limit established in IRS law or regulation, shall be purchased, lease-purchased or leased by the district. If a vehicle is assigned to the superintendent, it may be a full size or intermediate, four-door sedan of the non-luxury class. All other vehicles shall be compact sedans, unless special passenger, cargo, equipment, or use requirements make the standard vehicle unsuitable for documented district needs;
- J. The district vehicles shall be used primarily for business purposes, however, incidental and reasonable personal use is permitted;
- K. All damage to district vehicles, regardless of cause, shall be reported within 24 hours to the vehicle coordinator and the employee assigned to file insurance claims;
- L. No physical alterations shall be made to a vehicle without prior board approval;
- M. Drivers of district vehicles shall possess a valid driver's license to operate a vehicle in New Jersey;

DISTRICT OWNED VEHICLES (continued)

- N. When a vehicle is due for routine maintenance in accordance with the manufacturer's schedule, the driver of an individually assigned vehicle or, in the case of a pool vehicle, the vehicle coordinator shall be responsible for ensuring that the vehicle receives the scheduled service;
- O. A driver assigned a district vehicle shall be responsible for the security of the vehicle and its contents;
- P. Drivers shall be personally responsible for all fines accrued as a result of traffic violations related to operation of district vehicles;
- Q. The driver, or the driver's supervisor, if the driver is incapacitated, of a district vehicle involved in an accident resulting in damage to the district vehicle or other vehicle shall file, within 24 hours of the accident, a detailed written report with the vehicle coordinator and the district staff member responsible for making insurance claims;
- R. Police shall be immediately notified of an accident by the driver or vehicle coordinator, if the driver is incapacitated. A copy of the police report shall be submitted to the vehicle coordinator and the district staff member responsible for making insurance claims as soon as possible;
- S. If a district vehicle is misused in any of the following ways, the driver's driving privileges for district vehicles shall be suspended or revoked, and additional disciplinary action shall be taken as appropriate:
 - 1. Frequent violation of traffic laws;
 - 2. Flagrant violation of the traffic laws;
 - 3. Operation of a vehicle which the police or insurance company determined was the cause of an accident;
 - 4. Use of a vehicle for unauthorized use whether personal use, business use, or commuting;
 - 5. Violation of these rules or district policy governing the assignment, use, operation, repair, and/or maintenance of vehicles. This includes the failure to submit a vehicle for routine maintenance as called for in the manufacturer's routine maintenance schedule;
 - 6. Operation of a vehicle while impaired to any degree, or under the influence of alcohol or narcotics as defined by State statutes;
 - 7. Use of a district vehicle by an unauthorized individual while assigned to an employee;
 - 8. Use of a district vehicle to transport any person or child, other than in the course of their assigned duties and responsibilities; and
 - 9. Use of radar detectors in district vehicles.

The board shall apply progressive, uniform, and mandatory disciplinary actions to violations of these requirements.

Adopted: June 25, 2009
 NJSBA Review/Update: May 2011
 Readopted: September 21, 2011
 Revised:

Key Words

Safety, Bus Safety, Transportation Safety, Pupil Transportation, Student Transportation

Legal References: N.J.S.A. 18A:20-34 Use of schoolhouse and grounds for various purposes
N.J.S.A. 18A:39-22 School buses; use by senior citizens, handicapped, and children and adults in certain municipal programs
N.J.S.A. 18A:39-22.1 Use of school buses owned, leased or contracted by school

DISTRICT OWNED VEHICLES (continued)

	district for transportation of certain handicapped adults
<u>N.J.A.C.</u> 6A:27-7.2	Capacity
<u>N.J.A.C.</u> 6A:27-7.8	Use of school buses other than to and from school and school related activities
<u>N.J.A.C.</u> 6A:23A-6.11	Vehicle tracking, maintenance and accounting
<u>N.J.A.C.</u> 6A:23A-6.12	District vehicle assignment and use

Possible

Cross References: *1330 Use of school facilities
 *3515 Smoking prohibition

*Indicates policy is included in the Critical Policy Reference Manual.

Regulation

ATTENDANCE PATTERNS

A. Review of Attendance Data

1. A record shall be kept of the attendance of each teaching staff member, educational services personnel, and the superintendent. Any absence, for part or all of a school day, shall be recorded along with the reason for absence. The record shall distinguish sick leave, professional days, unpaid leaves of absence, personal days, serious illness in the family, death in the family, and required meetings. A yearly tabulation of days absent will be made and filed in the individual folders;
2. At the end of each 30 day period a cumulative attendance record shall be assembled and placed on file in the board office and office of the superintendent;
3. A record of substitute appointments will be maintained by the board secretary/business administrator.

B. Attendance Improvement Plan

1. Planning

The superintendent shall meet annually with the personnel committee of the board to review the staff attendance record.

2. Implementation

- a. The superintendent is responsible for implementing the board approved plan for the improvement of professional staff member attendance;
- b. The superintendent will review at the opening day faculty meeting the approved administrative guidelines for temporary leaves of absences and the staff attendance improvement plan;
- c. The superintendent will require that all teachers maintain an up-to-date plan book. Teachers are expected to develop plans that will support the continuity of the program. Special plans will be encouraged when a teacher anticipates an absence in advance. Long term absences may require planning guidance from the absent teacher, if possible, in maintaining the direction of the curriculum;
- d. The superintendent shall consult directly with any staff member he/she suspects is misusing sick leave or falsifying the reasons for absence;
- e. The personnel committee of the board shall be notified of any confirmed inappropriate uses of leaves of absence.

C. In-Service Training

The superintendent is required to include as part of his/her yearly faculty meetings a review of all board and administrative requirements/regulations regarding staff attendance.

D. Counseling

1. A teaching staff member shall be required to attend a conference with the superintendent for the purpose of discussing any aspect of employee attendance. The purpose of the meeting will be to clarify the employee's attendance status and the plan for his/her improvement;
2. A written report of this required meeting shall be prepared and retained as part of the staff member's evaluation folder. The employee has the right to affix his or her comments, if any, to the report.

Adopted: November 14, 2018

Policy

CURRICULUM DESIGN/DEVELOPMENT

The superintendent shall be responsible to the board for the development of curriculum to meet identified student needs. The Chesterfield Township Board of Education shall ensure that curriculum and instruction are content-rich and aligned to the most recent revision of the New Jersey Student Learning Standards (NJSLS). In addition, the board shall ensure that appropriate instructional adaptations are designed and delivered English language learners, gifted and talented students and for students with disabilities. The curriculum shall guide instruction to ensure that every student masters the NJSLS. Instruction shall be designed to engage all students and modified based on student performance. The curriculum shall include:

- A. Interdisciplinary connections throughout;
- B. Integration of 21st century skills;
- C. A pacing guide;
- D. A list of instructional materials, including various levels of text at each grade;
- E. Benchmark assessments; and
- F. Modifications for special education students, for English language learners and for gifted students.

Professional development plans shall support the implementation of the curriculum. Professional development opportunities shall be offered that further the improvement of teachers' understanding of the content and pedagogy related to their teaching assignment. Professional development shall also promote individual and collaborative professional learning with adequate and consistent time for teachers to work together in and across content areas and grade levels to review student work, analyze classroom assessments and other achievement data, critique lesson plans, and solve instructional problems;

The superintendent shall establish procedures for curriculum development that ensure the effective participation of teaching staff members; students, as appropriate to their age and grade; parents/guardians; the community; members of the board; and the use of all available resources. Care shall be taken that certified staff shall not be assigned to teach material outside the limits of their certification and endorsements.

The superintendent shall report to the board the objectives, evaluative criteria and costs of each proposed program before seeking board adoption. New programs and courses of study shall not be acted upon by the board until the meeting following their presentation, in order for board members to have an opportunity to review the proposed program.

Criteria for Curriculum Approval

Criteria by which the board will judge the acceptability of new course offerings include:

- A. Does it address an identified student need?
- B. Is it relevant to the board's philosophy and goals and does it offer real possibilities for progress toward these goals?
- C. Does it satisfy the requirements of the board's school and classroom practices prohibiting bias and stereotyping?

CURRICULUM DESIGN/DEVELOPMENT (continued)

- D. If the proposed course replaces an existing program, what defect in the previous program is it designed to overcome?
- E. Does it include measures for determining progress?
- F. Does it address the necessary study skills?
- G. Has it been thoroughly studied and/or tested by district staff or by another district? What were the results?
- H. Has a curriculum guide been completed? If not, when can it be expected?
- I. Have the accompanying textbooks, electronic textbooks and other materials been recommended to the board?
- J. Have the costs and time of implementation been reviewed, including inservice training?

A plan for updating curriculum shall be developed and implemented. The superintendent shall report annually on all progress in curriculum development and the implementation of the curriculum plan at the time of the board's annual adoption of curriculum.

Adopted: April 30, 2001
 NJSBA Review/Update: June 2011, March 2017
 Readopted: September 21, 2011
 Revised:

Key Words

Curriculum, Curriculum Design/Development

Legal References: N.J.S.A. 18A:34-1 Textbooks; selection; furnished free with supplies; appropriations
N.J.A.C. 6A:8-3.1 et seq. Implementation of the
 New Jersey Student Learning Standards
N.J.A.C. 6A:13-2.1 Standards based instruction
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

Old Bridge Education Association v. Board of Education of the Township of Old Bridge, Middlesex County

The Comprehensive Equity Plan, New Jersey State Department of Education

Possible

Cross References: *2131 Superintendent
 *5120 Assessment of individual needs
 *6140 Curriculum adoption
 *6142 Subject fields
 *6143 Curriculum guides
 *6147 Standards of proficiency
 *6171 Special instructional programs

*Indicates policy is included in the Critical Policy Reference Manual.

Chesterfield Township School HEALTH OFFICE REPORT

Date: 11/1/2016 October report

Student Visits:	Category	Number
	First Aid	78
	Medications	265
	Medical	458
	Other	68
	Counseling	3
	Health Screenings	615
	Health screenings for I&RS or CST	4
	Head lice checks	125
	DYFS	2
	Staff Visits	15
	Parent Communication	175
	Documentation of records	25

Health Office Visits:	Total: 1833	Per Day: 88
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Communicable Diseases:	Disease	Number of cases
	Strep Throat	3
	Conjunctivitis	1
	Lice	6
	Flu	0
	Impetigo	0
	Ringworm	0
	Chicken Pox	0

Accident Reports	0
Students on daily medication / treatment	11
Telephone Calls to parents for illness or injury at school	154
Attendance Meeting as Attendance Officer	0
Special Services – I&RS, IEP, 504 meetings attended by nurse	2
Telephone calls to Poison Control	0
Students Out of District	5
DYFS	2
Home Visits	0
Students on Homebound Instruction	0

Comments:

1. Screenings were a priority for us this month. We only have two more classes to screen.
2. Referrals: 123 for vision and 9 for hearing.
3. Audited by the Board of Health for Kindergarten and sixth grades for Immunizations. We were 100% compliant at the audit.
4. Spoke to Mr. Heino about compliance issues and having to repeatedly call and send home notices to parents. We will be working on a new policy for immunizations that are required by law to attend school, which will be adopted for the 2019/2020 school year.

School Nurse: Stacey Farreny, BSN,RN,CSN	<i>Stacey L. Farreny</i>
School Nurse: Marylyn Campanella, BSN, RN, CSN	<i>Marylyn Campanella</i>

Emergency Drill Log for 2018-2019 School Year

[illegible]

FACILITY REPORT

November 6, 2018

- PARTS HAVE BEEN ORDERED FOR THE REPAIR OF THE ERV'S.
- OUTDOOR BASKETBALL COURT ASPHALT IS CRACKING AND IS IN NEED OF REPAIR. A TEMP FIX OF COLD PATCH WILL BE PUT DOWN TO FILL IN CRACKS.
- PAINTING OF YELLOW FIRE LANE LINES HAS BEEN STARTED.
- A COLOR NEEDS TO BE CHOSEN FOR THE CAFETERIA TABLES BEFORE ORDERING PLEASE LET PATRICK KNOW.
- WILL BE MEETING WITH GORDIAN CONSTRUCTION ABOUT PAVERS ON THE 27TH OF THIS MONTH.

Robert Carter
Building and Grounds Supervisor

Work Order Summary List

Selected Date Range for Request Dates:10/1/2018 - 10/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							

Status: Closed Work Orders

12050	30 Saddle Way			10/15/2018	10/18/2018	0.25	\$7.78
Medium	Pingitor, Larry			4	10/19/2018		
				10/15/2018 1:54:17 AM	11/1/2018		

Weekly - PM Schedule created on 2/16/2011 - playground 1 no new issues found at this time pulled trash
Refer to PM schedule details.

Robert Carter

12051	30 Saddle Way			10/15/2018	10/18/2018	0.25	\$7.78
Medium	Pingitor, Larry			4	10/19/2018		
				10/15/2018 1:54:17 AM	11/1/2018		

Weekly - PM Schedule created on 2/16/2011 - playground 2 no new issues found at this time
Refer to PM schedule details.

Robert Carter

12052	30 Saddle Way			10/15/2018		0.75	\$23.35
Medium	Pingitor, Larry			2	10/17/2018		
				10/15/2018 1:54:18 AM	10/17/2018		

Weekly - PM Schedule created on 2/27/2012 - generator test with load run time. 238.6
Refer to PM schedule details.

Robert Carter

12000	30 Saddle Way			10/1/2018		0.25	\$7.78
Medium	Pingitor, Larry				10/1/2018		
				10/1/2018 5:05:23 AM	10/2/2018		

Monthly - PM Schedule created on 1/30/2012 - solar readings for September. 421469
Refer to PM schedule details.

Robert Carter

12001	30 Saddle Way			10/1/2018		0.5	\$15.57
Medium	Pingitor, Larry			32	11/2/2018		
				10/1/2018 5:05:24 AM	11/6/2018		

Monthly - PM Schedule created on 12/3/2012 - roof no new issues found
Refer to PM schedule details.

Robert Carter

12003	30 Saddle Way			10/1/2018	10/31/2018	0.75	\$23.35
Medium	Pingitor, Larry			28	10/29/2018		
				10/1/2018 5:05:25 AM	11/1/2018		

Monthly - Fire Extinguishers - Refer to PM schedule details. fire extinguishers all checked out ok

Robert Carter

11/6/2018 9:43:10 AM

Work Order Summary List

Selected Date Range for Request Dates: 10/1/2018 - 10/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
12004	30 Saddle Way			10/1/2018		0.25	\$7.78
Medium	Pingitor, Larry				10/1/2018		
				10/1/2018 5:05:26 AM	10/2/2018		
Monthly - PM Schedule created on 1/26/2012 - Refer to PM schedule details.			diesel fuel for generator 840 gallons				
Robert Carter							
12006	30 Saddle Way			10/1/2018	10/4/2018	0.25	\$7.78
Medium	Pingitor, Larry			1	10/2/2018		
				10/1/2018 5:05:27 AM	10/5/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			playground 1 pulled trash no new issues found				
Robert Carter							
12007	30 Saddle Way			10/1/2018	10/4/2018	0.25	\$7.78
Medium	Pingitor, Larry			1	10/2/2018		
				10/1/2018 5:05:27 AM	10/5/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			playground 2 pulled trash no new issues found				
Robert Carter							
12008	30 Saddle Way			10/1/2018			\$0.00
Medium	Pingitor, Larry			16	10/17/2018		
				10/1/2018 5:05:28 AM	10/17/2018		
Weekly - PM Schedule created on 2/27/2012 - Refer to PM schedule details.			generator no test needed at this time				
Robert Carter							
12099	30 Saddle Way			10/29/2018	11/1/2018	0.25	\$7.78
Medium	Pingitor, Larry				10/29/2018		
				10/29/2018 1:33:00 AM	11/1/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			play ground 1 no new issues found at this time trash was ok				
Robert Carter							
12100	30 Saddle Way			10/29/2018	11/1/2018	0.25	\$7.78
Medium	Pingitor, Larry				10/29/2018		
				10/29/2018 1:33:00 AM	11/1/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			playground 2 no new issues found at this time trash was ok				
Robert Carter							

Work Order Summary List

Selected Date Range for Request Dates: 10/1/2018 - 10/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
12101	30 Saddle Way			10/29/2018		0.75	\$23.35
Medium	Pingitor, Larry			4	11/2/2018		
				10/29/2018 1:33:01 AM	11/6/2018		
Weekly - PM Schedule created on 2/27/2012 - Refer to PM schedule details.			generator transfir test. 239.1				
Robert Carter							
12010	30 Saddle Way			10/1/2018		8	\$249.04
Medium	Pingitor, Larry			30	10/31/2018		
				10/1/2018 5:05:29 AM	11/1/2018		
Monthly - PM Schedule created on 5/22/2018 - Refer to PM schedule details.			geo thermal vault pumped on Fri. Oct. 4th. Fri. Oct. 12th. Tuesday Oct. 16th. thurs. oct.18. mon. oct. 22 oct.25. oct. 30.				
Robert Carter							
12072	30 Saddle Way			10/22/2018	10/25/2018	0.25	\$7.78
Medium	Pingitor, Larry			3	10/25/2018		
				10/22/2018 12:57:02 AM	11/1/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			playground 1 no new issues at this time. trash was pulled				
Robert Carter							
12073	30 Saddle Way			10/22/2018	10/25/2018	0.25	\$7.78
Medium	Pingitor, Larry			3	10/25/2018		
				10/22/2018 12:57:02 AM	11/1/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			playground 2 no new issues found at this time				
Robert Carter							
12074	30 Saddle Way			10/22/2018			\$0.00
Medium	Pingitor, Larry			11	11/2/2018		
				10/22/2018 12:57:03 AM	11/6/2018		
Weekly - PM Schedule created on 2/27/2012 - Refer to PM schedule details.			generator no test needed at this time				
Robert Carter							
12030	30 Saddle Way			10/8/2018	10/11/2018	0.25	\$7.78
Medium	Pingitor, Larry			2	10/10/2018		
				10/8/2018 1:44:31 AM	10/10/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			Playground 1 no new issues found trash was pulled				
Robert Carter							

11/6/2018 9:43:10 AM

Work Order Summary List

Selected Date Range for Request Dates:10/1/2018 - 10/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							

12031	30 Saddle Way			10/8/2018	10/11/2018	0.25	\$7.78
Medium	Pingitor, Larry			2	10/10/2018		
				10/8/2018 1:44:32 AM	10/10/2018		

Weekly - PM Schedule created on 2/16/2011 -
Refer to PM schedule details.

Playground 2 no new issues found pulled trash

Robert Carter

12032	30 Saddle Way			10/8/2018			\$0.00
Medium	Pingitor, Larry			9	10/17/2018		
				10/8/2018 1:44:33 AM	10/17/2018		

Weekly - PM Schedule created on 2/27/2012 -
Refer to PM schedule details.

Generator no test needed at this time

Robert Carter

12077	30 Saddle Way			10/22/2018		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		1	10/23/2018		
Carpentry		B323		10/22/2018 2:36:20 PM	11/1/2018		

Desk leg is missing a screw & the other one fell
out- leg fell off.

desk was replaced

Krista Metz

12011	30 Saddle Way			10/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			1	10/2/2018		
Carpentry		331		10/1/2018 8:39:02 AM	10/5/2018		

Please raise Tyler Friends (nametag is on desk)
desk Time Available: asap

Adjusted desk

Valerie Lydon

12071	30 Saddle Way			10/19/2018			\$0.00
Medium	Pingitor, Larry	Restroom		5	10/24/2018		
Plumbing				10/19/2018 3:58:17 PM	11/1/2018		

faculty RR by gym. faucet dripping.

Duplicate work order

Dan Cardona

12029	30 Saddle Way			10/5/2018		0.25	\$7.78
Medium	Pingitor, Larry	Perimeter		5	10/10/2018		
Electrical				10/5/2018 10:39:06 AM	10/10/2018		

missing outdoor electrical outlet covers.1. by
preschool door2.stairwell 3 playground3. stairwell
4 playground

replaced missing outlet covers

Dan Cardona

11/6/2018 9:43:10 AM

Work Order Summary List

Selected Date Range for Request Dates: 10/1/2018 - 10/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
12067	30 Saddle Way			10/18/2018			\$0.00
Medium	Pingitor, Larry	Classroom		19	11/6/2018		
Heating/Ventilation /Air		B302		10/18/2018 8:30:50 AM	11/6/2018		
Please turn on the heat in the classroom. Time Available: anytime			reset unit and raised temp. CM3 replaced control valve working ok				
Jamie Surrette							
12105	30 Saddle Way			10/29/2018		0.25	\$7.78
Medium	Pingitor, Larry	Classroom			10/29/2018		
Heating/Ventilation /Air		247		10/29/2018 10:31:17 AM	11/1/2018		
Heat hasn't yet turned on in our room. Thanks.			heat reset breaker and raised temp. a little				
Lauren Rahey							
12064	30 Saddle Way			10/18/2018		0.25	\$7.78
Medium	Pingitor, Larry			1	10/19/2018		
Heating/Ventilation /Air				10/18/2018 12:47:36 AM	11/1/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			water room no issues at this time. heat is on				
Robert Carter							
12065	30 Saddle Way			10/18/2018		0.25	\$7.78
Medium	Pingitor, Larry			1	10/19/2018		
Heating/Ventilation /Air				10/18/2018 12:47:36 AM	11/1/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			fire pump room heat is on. no problems at this time				
Robert Carter							
12022	30 Saddle Way			10/4/2018		0.25	\$7.78
Medium	Pingitor, Larry			6	10/10/2018		
Heating/Ventilation /Air				10/4/2018 1:37:44 AM	10/10/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			Water room no issues found pumps are running ok				
Robert Carter							
12023	30 Saddle Way			10/4/2018		0.25	\$7.78
Medium	Pingitor, Larry			6	10/10/2018		
Heating/Ventilation /Air				10/4/2018 1:37:47 AM	10/10/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			Fire pump room no issues found at this time				
Robert Carter							

Work Order Summary List

Selected Date Range for Request Dates: 10/1/2018 - 10/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
12089	30 Saddle Way			10/25/2018		0.25	\$7.78
Medium	Pingitor, Larry				10/25/2018		
Heating/Ventilation /Air				10/25/2018 12:56:01 AM	11/1/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			water room pumps running ok. heat is on				
Robert Carter							
12090	30 Saddle Way			10/25/2018		0.25	\$7.78
Medium	Pingitor, Larry				10/25/2018		
Heating/Ventilation /Air				10/25/2018 12:56:01 AM	11/1/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			fire pump room pumps are holding presser heat is on				
Robert Carter							
12109	30 Saddle Way			10/30/2018		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		1	10/31/2018		
Heating/Ventilation /Air		A256		10/30/2018 12:15:54	11/1/2018		
My thermostat is all the way up & it is still pretty chilly in my room. Can we make it a little bit warmer? Thanks!			adjusted temp.				
Nicole Dimaiuta							
12041	30 Saddle Way			10/11/2018		0.25	\$7.78
Medium	Pingitor, Larry				10/11/2018		
Heating/Ventilation /Air				10/11/2018 1:11:42 AM	10/17/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			water room pumps were ok				
Robert Carter							
12042	30 Saddle Way			10/11/2018		0.25	\$7.78
Medium	Pingitor, Larry				10/11/2018		
Heating/Ventilation /Air				10/11/2018 1:11:44 AM	10/17/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			fire pump room no issues found at this time				
Robert Carter							
11978	30 Saddle Way			10/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			18	10/19/2018		
Heating/Ventilation /Air				10/1/2018 5:05:16 AM	11/1/2018		
Monthly - PM Schedule created on 3/21/2012 - Refer to PM schedule details.			sanyo 1 changed battery's in remote running ok				
Robert Carter							

Work Order Summary List

Selected Date Range for Request Dates:10/1/2018 - 10/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
11979	30 Saddle Way			10/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			18	10/19/2018		
Heating/Ventilation /Air				10/1/2018 5:05:16 AM	11/1/2018		
Monthly - PM Schedule created on 3/21/2012 - Refer to PM schedule details.			sanyo2 remote batterys changed unit running ok				
Robert Carter							
11980	30 Saddle Way			10/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			18	10/19/2018		
Heating/Ventilation /Air				10/1/2018 5:05:17 AM	11/1/2018		
Monthly - PM Schedule created on 3/21/2012 - Refer to PM schedule details.			sanyo 3 remote batterys changed unit was ok				
Robert Carter							
11981	30 Saddle Way			10/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			18	10/19/2018		
Heating/Ventilation /Air				10/1/2018 5:05:17 AM	11/1/2018		
Monthly - PM Schedule created on 3/21/2012 - Refer to PM schedule details.			sanyo 4 changed remote battery's				
Robert Carter							
11982	30 Saddle Way			10/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			18	10/19/2018		
Heating/Ventilation /Air				10/1/2018 5:05:17 AM	11/1/2018		
Monthly - PM Schedule created on 3/21/2012 - Refer to PM schedule details.			sanyo 5 remote batterys changed unit was ok				
Robert Carter							
11983	30 Saddle Way			10/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			18	10/19/2018		
Heating/Ventilation /Air				10/1/2018 5:05:17 AM	11/1/2018		
Monthly - PM Schedule created on 3/21/2012 - Refer to PM schedule details.			sanyo 6 remote batterys changed unit was ok				
Robert Carter							
11984	30 Saddle Way			10/1/2018			\$0.00
Medium	Pingitor, Larry			18	10/19/2018		
Heating/Ventilation /Air				10/1/2018 5:05:17 AM	11/1/2018		
Monthly - PM Schedule created on 3/21/2012 - Refer to PM schedule details.			sanyo 7 remote batterys changed unit was ok				
Robert Carter							

Work Order Summary List

Selected Date Range for Request Dates: 10/1/2018 - 10/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
11985	30 Saddle Way			10/1/2018		0.5	\$15.57
Medium	Pingitor, Larry			14	10/15/2018		
Heating/Ventilation /Air				10/1/2018 5:05:18 AM	10/17/2018		
Monthly - PM Schedule created on 3/21/2012 - Refer to PM schedule details.			sanyo 8 changed battery's in remotes				
Robert Carter							
11986	30 Saddle Way			10/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			18	10/19/2018		
Heating/Ventilation /Air				10/1/2018 5:05:18 AM	11/1/2018		
Monthly - PM Schedule created on 3/21/2012 - Refer to PM schedule details.			sanyo 9 batterys changed in remote unit was ok				
Robert Carter							
11987	30 Saddle Way			10/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			18	10/19/2018		
Heating/Ventilation /Air				10/1/2018 5:05:18 AM	11/1/2018		
Monthly - PM Schedule created on 3/21/2012 - Refer to PM schedule details.			sanyo 10 remote batterys changed unit was ok				
Robert Carter							
11953	30 Saddle Way			10/1/2018	10/31/2018	0.25	\$7.78
Medium	Pingitor, Larry			28	10/29/2018		
Heating/Ventilation /Air				10/1/2018 5:05:09 AM	11/1/2018		
Yearly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			teachers entrance heater was cleaned				
Robert Carter							
11954	30 Saddle Way			10/1/2018	10/31/2018	0.25	\$7.78
Medium	Pingitor, Larry			28	10/29/2018		
Heating/Ventilation /Air				10/1/2018 5:05:09 AM	11/1/2018		
Yearly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			stairway 4 heater was cleaned				
Robert Carter							
11955	30 Saddle Way			10/1/2018	10/31/2018	0.25	\$7.78
Medium	Pingitor, Larry			28	10/29/2018		
Heating/Ventilation /Air				10/1/2018 5:05:09 AM	11/1/2018		
Yearly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			stairway 3 heater was cleaned				
Robert Carter							

Work Order Summary List

Selected Date Range for Request Dates: 10/1/2018 - 10/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description							
Requester Name							
11956	30 Saddle Way			10/1/2018	10/31/2018	0.25	\$7.78
Medium	Pingitor, Larry			28	10/29/2018		
Heating/Ventilation /Air				10/1/2018 5:05:10 AM	11/1/2018		
Yearly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			stairwell 2 heater was cleaned				
Robert Carter							
11957	30 Saddle Way			10/1/2018	10/31/2018	0.25	\$7.78
Medium	Pingitor, Larry			28	10/29/2018		
Heating/Ventilation /Air				10/1/2018 5:05:10 AM	11/1/2018		
Yearly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			stairway 1 heater was cleaned				
Robert Carter							
11958	30 Saddle Way			10/1/2018	10/31/2018	0.25	\$7.78
Medium	Pingitor, Larry			28	10/29/2018		
Heating/Ventilation /Air				10/1/2018 5:05:10 AM	11/1/2018		
Yearly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			pre k entrance heater was cleaned				
Robert Carter							
11959	30 Saddle Way			10/1/2018	10/31/2018	0.25	\$7.78
Medium	Pingitor, Larry			28	10/29/2018		
Heating/Ventilation /Air				10/1/2018 5:05:11 AM	11/1/2018		
Yearly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			ceiling heater by cafeteria heater was cleaned				
Robert Carter							
11960	30 Saddle Way			10/1/2018	10/31/2018	0.25	\$7.78
Medium	Pingitor, Larry			28	10/29/2018		
Heating/Ventilation /Air				10/1/2018 5:05:11 AM	11/1/2018		
Yearly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			ceiling heater was cleaned. by gym				
Robert Carter							
11961	30 Saddle Way			10/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			28	10/29/2018		
Heating/Ventilation /Air				10/1/2018 5:05:11 AM	11/1/2018		
Yearly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			geo thermal room heater #9 was cleaned				
Robert Carter							

Work Order Summary List

Selected Date Range for Request Dates:10/1/2018 - 10/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
11962	30 Saddle Way			10/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			21	10/22/2018		
Heating/Ventilation /Air				10/1/2018 5:05:12 AM	11/1/2018		
Yearly - PM Schedule created on 1/10/2012 - Refer to PMschedule details.			#19 heater in geo thermal rm. cleaned				
Robert Carter							
11963	30 Saddle Way			10/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			21	10/22/2018		
Heating/Ventilation /Air				10/1/2018 5:05:12 AM	11/1/2018		
Yearly - PM Schedule created on 1/10/2012 - Refer to PMschedule details.			water room heater cleaned				
Robert Carter							
11964	30 Saddle Way			10/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			28	10/29/2018		
Heating/Ventilation /Air				10/1/2018 5:05:12 AM	11/1/2018		
Yearly - PM Schedule created on 1/10/2012 - Refer to PMschedule details.			#12 heater was cleaned				
Robert Carter							
11965	30 Saddle Way			10/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			28	10/29/2018		
Heating/Ventilation /Air				10/1/2018 5:05:12 AM	11/1/2018		
Yearly - PM Schedule created on 1/10/2012 - Refer to PMschedule details.			boys rest room by cafeteria heater was cleaned				
Robert Carter							
11966	30 Saddle Way			10/1/2018		0.5	\$15.57
Medium	Pingitor, Larry			14	10/15/2018		
Heating/Ventilation /Air				10/1/2018 5:05:13 AM	10/17/2018		
Yearly - PM Schedule created on 1/10/2012 - Refer to PMschedule details.			girls rest room by cafeteria cleaned heater				
Robert Carter							
11967	30 Saddle Way			10/1/2018		0.5	\$15.57
Medium	Pingitor, Larry			14	10/15/2018		
Heating/Ventilation /Air				10/1/2018 5:05:13 AM	10/17/2018		
Yearly - PM Schedule created on 1/10/2012 - Refer to PMschedule details.			boys rest room by gym cleaned heater				
Robert Carter							

Work Order Summary List

Selected Date Range for Request Dates: 10/1/2018 - 10/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
11968	30 Saddle Way			10/1/2018		0.5	\$15.57
Medium	Pingitor, Larry			14	10/15/2018		
Heating/Ventilation /Air				10/1/2018 5:05:13 AM	10/17/2018		
Yearly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			girls rest room by gym heater cleaned				
Robert Carter							
11969	30 Saddle Way			10/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			28	10/29/2018		
Heating/Ventilation /Air				10/1/2018 5:05:13 AM	11/1/2018		
Yearly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			boys rest room lower level heater cleaned				
Robert Carter							
11970	30 Saddle Way			10/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			28	10/29/2018		
Heating/Ventilation /Air				10/1/2018 5:05:13 AM	11/1/2018		
Yearly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			lower level girls rest room heater was cleaned				
Robert Carter							
11971	30 Saddle Way			10/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			28	10/29/2018		
Heating/Ventilation /Air				10/1/2018 5:05:14 AM	11/1/2018		
Yearly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			boys room main level heater was cleaned				
Robert Carter							
11972	30 Saddle Way			10/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			28	10/29/2018		
Heating/Ventilation /Air				10/1/2018 5:05:14 AM	11/1/2018		
Yearly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			main level girls room heater was cleaned				
Robert Carter							
11973	30 Saddle Way			10/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			28	10/29/2018		
Heating/Ventilation /Air				10/1/2018 5:05:14 AM	11/1/2018		
Yearly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			upper level boys room heater was cleaned				
Robert Carter							

Work Order Summary List

Selected Date Range for Request Dates: 10/1/2018 - 10/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							

11974	30 Saddle Way			10/1/2018		0.25	\$7.78
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Medium	Pingitor, Larry			28	10/29/2018		
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Heating/Ventilation /Air			10/1/2018 5:05:14 AM		11/1/2018		
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Yearly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.

girls room upper level heater was cleaned

Robert Carter

12092	30 Saddle Way			10/25/2018		5	\$91.35
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Medium	Cardona, Dan	Classroom		6	10/31/2018		
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Custodial		B102		10/25/2018 12:39:44	11/1/2018		
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Please move one of the student computer tables from my room to Bulley's room A112. I have marked it with a post-it note. In her room move one student computer table to my room 102. It also has a post-it note on it. Thank you!

moved tables

Lauran Gleason

12068	30 Saddle Way			10/18/2018		0.25	\$7.78
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Medium	Pingitor, Larry	Classroom			10/18/2018		
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Custodial		B302		10/18/2018 8:32:49 AM	11/1/2018		
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Locker number four gets stuck. Time Available: anytime

lubricated latch working ok

Jamie Surrette

12036	30 Saddle Way			10/10/2018		0.5	\$15.57
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Medium	Pingitor, Larry	Classroom		1	10/11/2018		
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Custodial		B108		10/10/2018 10:16:27 AM	10/17/2018		
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Paper towel holder in classroom is jammed. Time Available: anytime

replaced broken dispenser

Nicole Pucci

12014	30 Saddle Way			10/1/2018		0.25	\$7.78
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Medium	Pingitor, Larry	Restroom (Boys)			10/1/2018		
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Custodial		restroom		10/1/2018 1:22:56 PM	10/2/2018		
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Boys bathroom near the cafeteria needs soap. Thank you!

fixed dispenser

Wendy Lawrence

Work Order Summary List

Selected Date Range for Request Dates: 10/1/2018 - 10/31/2018 Order By Status, Location

WOLID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
12044	30 Saddle Way			10/12/2018		1	\$31.13
High	Pingitor, Larry	Classroom			10/12/2018		
IT/Technology		b 322		10/12/2018 8:50:15 AM	10/17/2018		
projector needs to be replaced			replaced classroom projector				
Rene Harris							
12080	30 Saddle Way			10/22/2018		0.25	\$7.78
Medium	Pingitor, Larry			1	10/23/2018		
General Maintenance				10/22/2018 9:33:39 PM	11/1/2018		
folding table is broken.			replaced missing screws				
Dan Cardona							
12087	30 Saddle Way			10/24/2018		0.75	\$23.35
Medium	Pingitor, Larry	Media Center		1	10/25/2018		
General Maintenance		203		10/24/2018 12:36:41	11/1/2018		
Please raise the counter at the circulation desk computer. We would like to use the computer from a standing position. Thank you			raised computer shelf as requested				
Laura DiMeola							
12048	30 Saddle Way			10/12/2018		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		3	10/15/2018		
General Maintenance		B304		10/12/2018 1:25:35 PM	10/17/2018		
Staples 3-Hole puncher is very hard to use. Might need WD-40.Thanks!			oiled hole puncher working better				
robert cochrane							
12055	30 Saddle Way			10/16/2018		0.25	\$7.78
Medium	Pingitor, Larry			1	10/17/2018		
General Maintenance		313		10/16/2018 1:21:42 PM	10/17/2018		
Paper towel machine is broke			replaced dispenser				
Allan Forsyth							
12061	30 Saddle Way			10/17/2018		0.25	\$7.78
Medium	Pingitor, Larry	Computer Lab		1	10/18/2018		
General Maintenance		209		10/17/2018 11:36:45 AM	11/1/2018		
My pencil sharpener dropped and I have shavings all over the floor. Do you have a broom I can borrow?			cleaned up area				
Angela Manning							

Work Order Summary List

Selected Date Range for Request Dates: 10/1/2018 - 10/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
12111	30 Saddle Way			10/30/2018		5	\$91.35
Medium	Cardona, Dan	Classroom			10/30/2018		
General Maintenance				10/30/2018 7:07:43 PM	11/1/2018		
move boxes and toys from 224 to 231			dan moved stuff.				
Dan Cardona							
12112	30 Saddle Way			10/30/2018		0.5	\$9.14
Medium	Cardona, Dan	Classroom			10/30/2018		
General Maintenance				10/30/2018 7:08:57 PM	11/1/2018		
move two computer tables and one kidney table from 231 to 224.			dan and dave moved.				
Dan Cardona							
12057	30 Saddle Way			10/16/2018		0.5	\$9.14
Medium	Cardona, Dan	Media Center			10/16/2018		
General Maintenance				10/16/2018 6:34:47 PM	10/17/2018		
set up for faculty meeting.			dan and jak set up and dan tore down.				
Dan Cardona							
12058	30 Saddle Way			10/16/2018		0.5	\$9.14
Medium	Cardona, Dan	Gym			10/16/2018		
General Maintenance				10/16/2018 6:35:31 PM	10/17/2018		
set up 7 folding tables and 50 blue chairs in the gym for after school clubs.			dan and lisa set up. dan tore down.				
Dan Cardona							
12040	30 Saddle Way			10/10/2018		50	\$913.50
Medium	Cardona, Dan	Gym			10/10/2018		
General Maintenance				10/10/2018 9:57:47 PM	10/17/2018		
4 folding tables and 40 chairs needed for after school clubs in the gym.			dan and lisa set up tables and chairs. jak and dan put away.				
Dan Cardona							
12078	30 Saddle Way			10/22/2018		0.1	\$1.83
Medium	Cardona, Dan	Cafeteria			10/22/2018		
General Maintenance				10/22/2018 9:25:10 PM	11/1/2018		
4 tables and 60 chairs set up in the café. and town down for cub scouts.			dan set up and tore down.				
Dan Cardona							

Work Order Summary List

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WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
12079	30 Saddle Way			10/22/2018		0.5	\$9.14
Medium	Cardona, Dan	Gym			10/22/2018		
General Maintenance				10/22/2018 9:25:53 PM	11/1/2018		
4 tables and 40 chairs set up and town down in the gym for after school clubs.			dan and lisa set up. dan tore down.				
Dan Cardona							
12038	30 Saddle Way			10/10/2018		0.15	\$2.74
Medium	Cardona, Dan	Hallway/Corridor			10/10/2018		
General Maintenance				10/10/2018 9:06:34 PM	10/17/2018		
Atrium and main side halls need to be scrubbed and burnished.			dan scrubbed atrium ans side halls. burnished one side hall bt café.				
Dan Cardona							
12054	30 Saddle Way			10/15/2018		0.15	\$2.74
Medium	Cardona, Dan	Hallway/Corridor		1	10/16/2018		
General Maintenance				10/15/2018 9:16:18 PM	10/17/2018		
main back hall needs to be scrubbed.			dan scrubbed and burnished.				
Dan Cardona							
12059	30 Saddle Way			10/16/2018		0.5	\$9.14
Medium	Cardona, Dan	Atrium			10/16/2018		
General Maintenance				10/16/2018 6:36:20 PM	10/17/2018		
coffee spill on one of the chairs in the atrium, needs to be shampooed.			dan shampooed.				
Dan Cardona							
12063	30 Saddle Way			10/17/2018		1	\$18.27
Medium	Cardona, Dan	Gym			10/17/2018		
General Maintenance				10/17/2018 9:44:25 PM	11/1/2018		
5 tables and 50 chairs for afterschool clubs.			dan and jak set up and tore down.				
Dan Cardona							
12019	30 Saddle Way			10/3/2018		0.25	\$7.78
Medium	Pingitor, Larry	Media Center			10/3/2018		
General Maintenance		203		10/3/2018 8:49:29 AM	10/5/2018		
We ran out of paper towels in the library office. Please refill. Thank you			re filled dispenser				
Laura DiMeola							

Work Order Summary List

Selected Date Range for Request Dates: 10/1/2018 - 10/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
12034	30 Saddle Way			10/9/2018		0.25	\$7.78
Medium	Carter, Robert	Computer Lab			10/9/2018		
General Maintenance		209		10/9/2018 9:46:51 AM	10/10/2018		
I am out of hand sanitizer			replaced cartridge for hand sanitizer				
Angela Manning							
12024	30 Saddle Way			10/4/2018		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		6	10/10/2018		
General Maintenance		B313		10/4/2018 8:35:02 AM	10/10/2018		
Requesting use of a pair of pliers to fix a student's keychain.Thanks!			rob gave teacher pliers				
robert cochrane							
12002	30 Saddle Way			10/1/2018		0.75	\$23.35
Medium	Pingitor, Larry			10	10/11/2018		
Pest Control				10/1/2018 5:05:25 AM	10/17/2018		
Monthly - PM Schedule created on 9/25/2012 - Refer to PM schedule details.			IPM no findings				
Robert Carter							
11988	30 Saddle Way			10/1/2018			\$0.00
Medium	Pingitor, Larry			2	10/3/2018		
Refrigeration				10/1/2018 5:05:19 AM	10/5/2018		
Monthly - PM Schedule created on 9/25/2012 - Refer to PM schedule details.			ice machine was serviced by american kitchen repair. 1-18				
Robert Carter							
11989	30 Saddle Way			10/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			2	10/3/2018		
Refrigeration				10/1/2018 5:05:19 AM	10/5/2018		
Monthly - PM Schedule created on 9/25/2012 - Refer to PM schedule details.			cleaned coils inline fridg.				
Robert Carter							
11990	30 Saddle Way			10/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			2	10/3/2018		
Refrigeration				10/1/2018 5:05:19 AM	10/5/2018		
Monthly - PM Schedule created on 9/25/2012 - Refer to PM schedule details.			line fridge 2 cleaned coils				
Robert Carter							

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Selected Date Range for Request Dates: 10/1/2018 - 10/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
11991	30 Saddle Way			10/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			2	10/3/2018		
Refrigeration				10/1/2018 5:05:20 AM	10/5/2018		
Monthly - PM Schedule created on 9/25/2012 - Refer to PM schedule details.			milk cooler cleaned coils temp. was ok				
Robert Carter							
11992	30 Saddle Way			10/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			2	10/3/2018		
Refrigeration				10/1/2018 5:05:20 AM	10/5/2018		
Monthly - PM Schedule created on 9/25/2012 - Refer to PM schedule details.			reach in fridg. 2 cleaned coils temp. was ok				
Robert Carter							
11993	30 Saddle Way			10/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			2	10/3/2018		
Refrigeration				10/1/2018 5:05:20 AM	10/5/2018		
Monthly - PM Schedule created on 9/25/2012 - Refer to PM schedule details.			reach in fridge 1 coils cleaned temp was ok				
Robert Carter							
12088	30 Saddle Way			10/24/2018		0.1	\$1.83
Medium	Cardona, Dan			7	10/31/2018		
Moving		112A		10/24/2018 4:02:53 PM	11/1/2018		
I am moving to room 102. Please move all boxes and marked furniture. Also please remove all posters from the dividing wall.			larry took care of it				
Amanda Bulley							
12107	30 Saddle Way			10/30/2018		0.5	\$9.14
Medium	Cardona, Dan				10/30/2018		
Moving		112B		10/30/2018 8:31:56 AM	11/1/2018		
Can you please move the kidney table from room 112A to 112B and the rectangle table from 112B to 112A?			dan and steve miovied.				
Erin Casey							

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Selected Date Range for Request Dates: 10/1/2018 - 10/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
12091	30 Saddle Way			10/25/2018		1	\$31.13
Medium	Pingitor, Larry	Classroom		6	10/31/2018		
Moving		B233A		10/25/2018 11:13:55 AM	11/1/2018		
The student computer desks need to be moved to Room B224. I will also put in a School Dude IT request to have the four student computers moved to Room B224.			computers and tables were moved				
Melissa Chou							
12066	30 Saddle Way			10/18/2018		1	\$31.13
High	Pingitor, Larry	Classroom			10/18/2018		
Moving				10/18/2018 7:53:18 AM	11/1/2018		
extra teachers desks needed in room 316---and 102			moved 2 extra desks and chairs to classrooms. 316 and 102				
Michael Mazzoni							
12020	30 Saddle Way			10/3/2018		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		6	10/9/2018		
Doors and Hardware		B304		10/3/2018 12:23:46 PM	10/10/2018		
Locker #16 is missing the rubber handle			locker #16 handle replaced broken latch				
robert cochrane							
12110	30 Saddle Way			10/30/2018			\$0.00
Medium		Media Center		2	11/1/2018		
Doors and Hardware		203		10/30/2018 3:24:43 PM	11/1/2018		
Can I please have an extra key made for the main library doors? I would like to have an extra for Vivian in case I am not here. Thank you			Gave viv key				
Laura DiMeola							
12045	30 Saddle Way			10/12/2018		1	\$31.13
Medium	Pingitor, Larry	Fields		7	10/19/2018		
Athletic Fields				10/12/2018 10:12:59 AM	11/1/2018		
soccer net is loose			re fastened nets				
Michael Mazzoni							
12046	30 Saddle Way			10/12/2018		0.25	\$7.78
Medium	Pingitor, Larry	Office		5	10/17/2018		
Lighting				10/12/2018 10:14:45 AM	10/17/2018		
main office conference room light out			replaced bulbs				
Michael Mazzoni							

Work Order Summary List

Selected Date Range for Request Dates: 10/1/2018 - 10/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
12013	30 Saddle Way			10/1/2018		0.25	\$7.78
Medium	Pingitor, Larry	Hallway/Corridor			10/1/2018		
Lighting				10/1/2018 8:55:27 AM	10/2/2018		
light out in hallway by room a209			replaced bulbs				
Angela Manning							
12009	30 Saddle Way			10/1/2018		0.75	\$23.35
Medium	Pingitor, Larry			2	10/3/2018		
Landscaping				10/1/2018 5:05:29 AM	10/5/2018		
Weekly - PM Schedule created on 9/10/2012 - Refer to PM schedule details.			courtyard grass was cut				
Robert Carter							
12075	30 Saddle Way			10/22/2018		0.25	\$7.78
Medium	Pingitor, Larry			3	10/25/2018		
Landscaping				10/22/2018 12:57:03 AM	11/1/2018		
Weekly - PM Schedule created on 9/10/2012 - Refer to PM schedule details.			courtyard grass was ok				
Robert Carter							
12102	30 Saddle Way			10/29/2018		0.25	\$7.78
Medium	Pingitor, Larry				10/29/2018		
Landscaping				10/29/2018 1:33:02 AM	11/1/2018		
Weekly - PM Schedule created on 9/10/2012 - Refer to PM schedule details.			courtyard no issues found at this time grass was ok				
Robert Carter							
12033	30 Saddle Way			10/8/2018		0.75	\$23.35
Medium	Pingitor, Larry			3	10/11/2018		
Landscaping				10/8/2018 1:44:34 AM	10/17/2018		
Weekly - PM Schedule created on 9/10/2012 - Refer to PM schedule details.			Court yard grass was cut				
Robert Carter							
12053	30 Saddle Way			10/15/2018		0.25	\$7.78
Medium	Pingitor, Larry				10/15/2018		
Landscaping				10/15/2018 1:54:18 AM	10/17/2018		
Weekly - PM Schedule created on 9/10/2012 - Refer to PM schedule details.			courtyard no issues found				
Robert Carter							

Work Order Summary List

Selected Date Range for Request Dates: 10/1/2018 - 10/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
12005	30 Saddle Way			10/1/2018			\$0.00
Medium	Pingitor, Larry				10/1/2018		
Equipment Maintenance				10/1/2018 5:05:26 AM	10/2/2018		
Weekly - PM Schedule created on 1/11/2012 - Refer to PM schedule details.			steamers are delimed by kitchen staff				
Robert Carter							
12049	30 Saddle Way			10/15/2018			\$0.00
Medium	Pingitor, Larry				10/15/2018		
Equipment Maintenance				10/15/2018 1:54:13 AM	10/17/2018		
Weekly - PM Schedule created on 1/11/2012 - Refer to PM schedule details.			steamers delimed by kitchen staff				
Robert Carter							
11995	30 Saddle Way			10/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			1	10/2/2018		
Equipment Maintenance				10/1/2018 5:05:22 AM	10/5/2018		
Monthly - PM Schedule created on 8/6/2012 - Refer to PM schedule details.			vacuum 1 checks out ok				
Robert Carter							
11996	30 Saddle Way			10/1/2018		0.5	\$15.57
Medium	Pingitor, Larry			1	10/2/2018		
Equipment Maintenance				10/1/2018 5:05:22 AM	10/5/2018		
Monthly - PM Schedule created on 8/6/2012 - Refer to PM schedule details.			Vacuum 2 checked out ok				
Robert Carter							
11997	30 Saddle Way			10/1/2018		0.5	\$15.57
Medium	Pingitor, Larry			2	10/3/2018		
Equipment Maintenance				10/1/2018 5:05:22 AM	10/5/2018		
Monthly - PM Schedule created on 8/6/2012 - Refer to PM schedule details.			vacuum 3 checked out ok				
Robert Carter							
11998	30 Saddle Way			10/1/2018		0.5	\$15.57
Medium	Pingitor, Larry			2	10/3/2018		
Equipment Maintenance				10/1/2018 5:05:22 AM	10/5/2018		
Monthly - PM Schedule created on 8/6/2012 - Refer to PM schedule details.			vacuum 4 checked out ok				
Robert Carter							

Work Order Summary List

Selected Date Range for Request Dates: 10/1/2018 - 10/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							

11999	30 Saddle Way			10/1/2018		0.5	\$15.57
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Medium	Pingitor, Larry			2	10/3/2018		
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Equipment Maintenance		10/1/2018 5:05:23 AM		10/5/2018			
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Monthly - PM Schedule created on 8/6/2012 - Refer to PM schedule details.

back pak vacuum checked out ok

Robert Carter

12039	30 Saddle Way			10/10/2018			\$0.00
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Medium	Pingitor, Larry	Classroom		1	10/11/2018		
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Equipment Maintenance	108	10/10/2018 9:56:45 PM		10/17/2018			
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paper towel dispenser is broken.

duplicate order

Dan Cardona

11975	30 Saddle Way			10/1/2018			\$0.00
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Medium	Pingitor, Larry			2	10/3/2018		
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Equipment Maintenance		10/1/2018 5:05:15 AM		10/5/2018			
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Yearly - PM Schedule created on 3/5/2012 - Refer to PM schedule details.

snapper snow blower out of commission. dis posed of

Robert Carter

12098	30 Saddle Way			10/29/2018			\$0.00
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Medium	Pingitor, Larry				10/29/2018		
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Equipment Maintenance		10/29/2018 1:32:58 AM		11/1/2018			
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Weekly - PM Schedule created on 1/11/2012 - Refer to PM schedule details.

steamers are cleaned by kitchen staff

Robert Carter

Count: 122 Work Orders	Avg. Age of WO's 8	Total for Closed Work Orders 105.0000	\$2,439.18
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Count: 122 Work Orders	Avg. Age of WO's 8	Grand Total 105.000000	\$2,439.18
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E+mon D-mon Meter Readings

Month	Total Generation (kWh) month end	Monthly Generation (kWh)	Cumulative from March 2011	SREC's per month	SREC's Cumulative from March 2011	SREC's sold	Rate per SREC	Total Sale Amount	Date of Sale	Remaining SREC's to sell
February, 2011	2770	2770								
March, 2011	8330	5560		5		5	\$620	\$3,100.00	9/8/11	
April, 2011	12790	4460		6		6	\$620	\$3,720.00	9/8/11	
May, 2011	18580	5790		7		7	\$620	\$4,340.00	9/8/11	
June, 2011	27880	9300	25110	7	25	7	\$100	\$700.00	6/1/12	
July, 2011	36008	8128	33238	8	33	8	\$100	\$800.00	6/1/12	
August, 2011	42832	6824	40062	6	39	6	\$100	\$600.00	6/1/12	
September, 2011	44594	1762	41824	1	40	1	\$100	\$100.00	6/1/12	
October, 2011	49840	5246	47070	5	45	5	\$100	\$500.00	6/1/12	
November, 2011	52780	2940	50010	3	48	3	\$100	\$300.00	6/1/12	
December, 2011	55662	2882	52892	3	51	3	\$100	\$300.00	6/1/12	
January, 2012	58390	2728	55620	3	54	3	\$100	\$300.00	6/1/12	
February, 2012	62012	3622	59242	3	57	3	\$100	\$300.00	6/1/12	
March, 2012	67228	5216	64458	5	62	5	\$100	\$500.00	6/1/12	
March, 2012				2	64	2	\$122.50	\$245.00	5/28/13	
April, 2012	73557	6329	70787	6	70	6	\$122.50	\$735.00	5/28/13	
May, 2012	80249	6692	77479	7	77	7	\$122.50	\$857.50	5/28/13	
June, 2012	86301	6052	83531	6	83	6	\$135.50	\$813.00	5/28/13	
July, 2012	92564	6263	89794	6	89	6	\$135.50	\$813.00	5/28/13	
August, 2012	98918	6354	96148	7	96	7	\$135.50	\$948.50	5/28/13	
September, 2012	103665	4747	100895	4	100	4	\$135.50	\$542.00	5/28/13	
October, 2012	106951	3286	104181	4	104	4	\$135.50	\$542.00	5/28/13	
November, 2012	109775	2824	107005	3	107	3	\$135.50	\$406.50	5/28/13	
December, 2012	111679	1904	108909	1	108	1	\$135.50	\$135.50	5/28/13	
January, 2013	114506	2827	111736	3	111	3	\$135.50	\$406.50	5/28/13	
February, 2013	117268	2762	114498	3	114	3	\$135.50	\$406.50	12/4/13	
March, 2013	120850	3582	118080	4	118	4	\$135.50	\$542.00	12/4/13	
April, 2013	127875	7025	125105	7	125	7	\$135.50	\$948.50	12/4/13	
May, 2013	134826	6951	132056	7	132	7	\$135.50	\$948.50	12/4/13	
June, 2013	141813	6987	139043	7	139	7	\$140.00	\$980.00	12/4/13	
July, 2013	146518	4705	143748	4	143	4	\$140.00	\$560.00	12/4/13	
August, 2013	152478	5960	149708	6	149	6	\$140.00	\$840.00	12/4/13	
September, 2013	158850	6372	156080	7	156	7	\$140.00	\$980.00	12/4/13	
October, 2013	161905	3055	159135	3	159	3	\$140.00	\$420.00	12/4/13	
November, 2013	165060	3155	162290	3	162	3	\$175.00	\$525.00	6/16/14	
December, 2013	166379	1319	163609	1	163	1	\$175.00	\$175.00	6/16/14	
January, 2014	168122	1743	165352	2	165	2	\$175.00	\$350.00	6/16/14	
February, 2014	169528	1406	166758	1	166	1	\$175.00	\$175.00	6/16/14	
March, 2014	173999	4471	171229	5	171	5	\$175.00	\$875.00	6/16/14	
April, 2014	179855	5856	177085	6	177	6	\$175.00	\$1,050.00	6/16/14	
May, 2014	186024	6169	183254	6	183	6	\$196.00	\$1,176.00	12/7/14	
June, 2014	193796	7772	191026	8	191	8	\$197.00	\$1,576.00	12/7/14	
July, 2014	200195	6399	197425	6	197	6	\$197.00	\$1,182.00	12/7/14	
August, 2014	205793	5598	203023	6	203	6	\$197.00	\$1,182.00	12/7/14	
September, 2014	210414	4621	207644	4	207	4	\$197.00	\$788.00	12/7/14	
October, 2014	214312	3898	211542	4	211	4	\$197.00	\$788.00	12/7/14	
November, 2014	216878	2566	214108	3	214	3	\$228.50	\$685.50	6/17/15	
December, 2014	218810	1932	216040	2	216	2	\$228.50	\$457.00	6/17/15	
January, 2015	220903	2093	218133	2	218	2	\$228.50	\$457.00	6/17/15	
February, 2015	223106	2203	220336	2	220	2	\$228.50	\$457.00	6/17/15	
March, 2015	226883	3777	224113	4	224	4	\$228.50	\$914.00	6/17/15	
April, 2015	232854	5971	230084	6	230	6	\$228.50	\$1,371.00	6/17/15	

E+mon D-mon Meter Readings

May, 2015	239646	6792	236876	6	236	6	\$258.00	\$1,548.00	12/1/15	
June, 2015	245524	5878	242754	6	242	6	\$258.00	\$1,548.00	12/1/15	
July, 2015	252536	7012	249766	7	249	7	\$258.00	\$1,806.00	12/1/15	
August, 2015	259153	6617	256383	7	256	7	\$258.00	\$1,806.00	12/1/15	
September, 2015	263908	4755	261138	5	261	5	\$258.00	\$1,290.00	12/1/15	
October, 2015	268273	4365	265503	4	265	4	\$258.00	\$1,032.00	12/1/15	
November, 2015	271026	2753	268256	3	268	3	\$193.00	\$579.00	8/15/17	
December, 2015	273242	2216	270472	2	270	2	\$193.00	\$386.00	8/15/17	
January, 2016	275363	2121	272593	2	272	2	\$193.00	\$386.00	8/15/17	
February, 2016	277983	2620	275213	3	275	3	\$193.00	\$579.00	8/15/17	
March, 2016	283738	5755	280968	5	280	5	\$193.00	\$965.00	8/15/17	
April, 2016	289130	5392	286360	6	286	6	\$193.00	\$1,158.00	8/15/17	
May, 2016	294478	5348	291708	5	291	5	\$193.00	\$965.00	8/15/17	
June, 2016	302274	7796	299504	8	299	8	\$195.00	\$1,560.00	8/15/17	
July, 2016	308004	5730	305234	6	305	6	\$195.00	\$1,170.00	8/15/17	
August, 2016	314445	6441	311675	6	311	6	\$195.00	\$1,170.00	8/15/17	
September, 2016	319354	4909	316584	5	316	5	\$195.00	\$975.00	8/15/17	
October, 2016	323364	4010	320594	4	320	4	\$195.00	\$780.00	8/15/17	
November, 2016	326569	3205	323799	3	323	3	\$195.00	\$585.00	8/15/17	
December, 2016	328851	2282	326081	3	326	3	\$195.00	\$585.00	8/15/17	
January, 2017	330377	1526	327607	1	327	1	\$195.00	\$195.00	8/15/17	
February, 2017	333530	3153	330760	3	330	3	\$195.00	\$585.00	8/15/17	
March, 2017	337510	3980	334740	4	334	4	\$195.00	\$780.00	8/15/17	
April, 2017	342349	4839	339579	5	339	5	\$195.00	\$975.00	8/15/17	
May, 2017	348015	5666	345245	6	345	6	\$195.00	\$1,170.00	8/15/17	
June, 2017	354910	6895	352140	7	352	7	\$225.50	\$1,578.50	6/21/18	
July, 2017	360693	5783	357923	5	357	5	\$225.50	\$1,127.50	6/21/18	
August, 2017	367274	6581	364504	7	364	7	\$225.50	\$1,578.50	6/21/18	
September, 2017	371617	4343	368847	4	368	4	\$225.50	\$902.00	6/21/18	
October, 2017	375258	3641	372488	4	372	4	\$225.50	\$902.00	6/21/18	
November, 2017	378337	3079	375567	3	375	3	\$225.50	\$676.50	6/21/18	
December, 2017	380253	1916	377483	2	377	2	\$225.50	\$451.00	6/21/18	
January, 2018	382604	2351	379834	2	379	2	\$225.50	\$451.00	6/21/18	
February, 2018	385186	2582	382416	3	382	3	\$225.50	\$676.50	6/21/18	
March, 2018	389701	4515	386931	4	386	4	\$225.50	\$902.00	6/21/18	
April, 2018	393945	4244	391175	5	391	5	\$225.50	\$1,127.50	6/21/18	
May, 2018	399873	5928	397103	6	397					6
June, 2018	406148	6275	403378	6	403					6
July, 2018	412093	5945	409323	6	409					6
August, 2018	418417	6324	415647	6	415					6
September, 2018	421469	3052	418699	3	418					3
October, 2018	425118	3649	422348		418					
Totals						391		\$77,764.50		27

****8/3/12:** updated April and June with figures from CEPS website from 24 to 21 SREC's