

Chesterfield Public Education Fund  
P.O. Box 67  
Crosswicks, NJ 08515  
Thecpef@gmail.com

OK.  
mm  
12/4/18

TEACHER'S GRANT

# APPLICATION

Your Name(s) Leia DeLisa

Date of Request: 11/30/18

## 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. Having a classroom full of diverse learners, my students already benefit from the yoga ball flexible seating I have. Increasing more seat choices, I would be able to offer my students more to help meet their personal needs.

Students would be able to use bungee chairs, wobble chairs, bean bag chairs, and stools to help their 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 3rd grade students will be able to work with more seating options 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\*\***

Bonjo Bungee Chair (Pack of 2) \$92.79 x 1 = \$92.70

([https://www.amazon.com/dp/B0788SB51S/ref=twister\\_B0788VKHXK?encoding=UTF8&psc=1](https://www.amazon.com/dp/B0788SB51S/ref=twister_B0788VKHXK?encoding=UTF8&psc=1))



Giantex Wobble Chair Adjustable-Height Active Learning Stool Sitting \$57.99 x 3 = \$173.97

([https://www.amazon.com/Giantex-Adjustable-Height-Learning-Sitting-Balance/dp/B079BQ997P/ref=sr\\_1\\_1?s=home-garden&ie=UTF8&qid=1543585519&sr=1-1&keywords=Giantex+Wobble+Chair+Adjustable-Height+Active+Learning+Stool+Sitting](https://www.amazon.com/Giantex-Adjustable-Height-Learning-Sitting-Balance/dp/B079BQ997P/ref=sr_1_1?s=home-garden&ie=UTF8&qid=1543585519&sr=1-1&keywords=Giantex+Wobble+Chair+Adjustable-Height+Active+Learning+Stool+Sitting))



Big Joe 98-Inch Bean Bag, Limo Black \$29.97 x 4 = \$119.88

([https://www.amazon.com/Big-Joe-Bean-98-Inch-Sapphire/dp/B008C3XZJ0/ref=sr\\_1\\_1?s=home-garden&ie=UTF8&qid=1543585653&sr=1-1&spons&keywords=bean%2Bbag%2Bchairs%2Bfor%2Bkids&th=1](https://www.amazon.com/Big-Joe-Bean-98-Inch-Sapphire/dp/B008C3XZJ0/ref=sr_1_1?s=home-garden&ie=UTF8&qid=1543585653&sr=1-1&spons&keywords=bean%2Bbag%2Bchairs%2Bfor%2Bkids&th=1))



COSTWAY Stackable Daisy Design Metal Stool Backless Round Top Kitchen Home, Garden & Living (6-Pack/Pink) \$54.99x1=\$54.99

([https://www.amazon.com/dp/B01M03GH9U/ref=spsa\\_dk\\_detail\\_5?psc=1&pd\\_rd\\_i=B01M03GH9U&pf\\_rd\\_m=ATVPDKIKX0DER&pf\\_rd\\_p=f0dedbe2-13c8-4136-a746-4398ed93cf0f&pd\\_rd\\_wq=QMvC4&pf\\_rd\\_r=WBK3G39HC1307R63YFVE&pf\\_rd\\_s=desktop-dp-sims&pf\\_rd\\_t=40701&pd\\_rd\\_w=qY4mX&pf\\_rd\\_l=desktop-dp-sims&pd\\_rd\\_r=bfa6a5ab-f4a9-11e8-9bef-114b48c57ach](https://www.amazon.com/dp/B01M03GH9U/ref=spsa_dk_detail_5?psc=1&pd_rd_i=B01M03GH9U&pf_rd_m=ATVPDKIKX0DER&pf_rd_p=f0dedbe2-13c8-4136-a746-4398ed93cf0f&pd_rd_wq=QMvC4&pf_rd_r=WBK3G39HC1307R63YFVE&pf_rd_s=desktop-dp-sims&pf_rd_t=40701&pd_rd_w=qY4mX&pf_rd_l=desktop-dp-sims&pd_rd_r=bfa6a5ab-f4a9-11e8-9bef-114b48c57ach))



### 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: Allan Forsyth

NAME: N/A

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

TOTAL GRANT AMOUNT REQUESTED:
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\$441.54
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Please submit completed Grant applications for approval to:

[mmazzoni@chesterfieldschool.com](mailto:mmazzoni@chesterfieldschool.com)

it will then be forwarded to the CPEF

**BUR\_20181106\_E**  
**November 6, 2018**  
**Summary Report**  
**Burlington County**  
**OFFICIAL RESULTS**

<b>Local BOE-Burlington Twp (continued...)</b>		<b>19/19</b>	<b>100.00%</b>
Personal Choice		126	0.86%
<b>Total ...</b>		<b>14,666</b>	<b>100.00%</b>
<b>Chesterfield Township Committee</b>		<b>2/2</b>	<b>100.00%</b>
REP - C. Samuel DAVIS		1,057	43.14%
DEM - Shreekant DHOPTE		1,174	47.92%
NBP - Jignesh SHAH		211	8.61%
Personal Choice		8	0.33%
<b>Total ...</b>		<b>2,450</b>	<b>100.00%</b>
<b>N. Burlington Regional BOE-Chesterfield Twp</b>		<b>2/2</b>	<b>100.00%</b>
NBP - F. Gerry SPENCE		1,351	81.88%
Personal Choice		299	18.12%
<b>Total ...</b>		<b>1,650</b>	<b>100.00%</b>
<b>Local BOE-Chesterfield Twp</b>		<b>2/2</b>	<b>100.00%</b>
NBP - Jaclyn HALAW		1,509	94.85%
Personal Choice		82	5.15%
<b>Total ...</b>		<b>1,591</b>	<b>100.00%</b>
<b>Cinnaminson Township Committee</b>		<b>20/20</b>	<b>100.00%</b>
REP - Paul J. CONDA		4,915	50.25%
REP - Albert D. SEGREST		4,794	49.01%
Personal Choice		72	0.74%
<b>Total ...</b>		<b>9,781</b>	<b>100.00%</b>
<b>Cinnaminson Township Committee - 1 Yr Unexpired</b>		<b>20/20</b>	<b>100.00%</b>
REP - Stephanie KRAVIL		4,926	99.33%
Personal Choice		33	0.67%
<b>Total ...</b>		<b>4,959</b>	<b>100.00%</b>
<b>Local BOE-Cinnaminson Twp</b>		<b>20/20</b>	<b>100.00%</b>
NBP - James J. McGUICKIN, JR.		4,336	34.30%
NBP - Dolores WOODINGTON		4,135	32.71%
NBP - Laura J. FITZWATER		4,085	32.31%
Personal Choice		87	0.69%
<b>Total ...</b>		<b>12,643</b>	<b>100.00%</b>
<b>Local BOE-Cinnaminson Twp - 1 Yr Unexpired</b>		<b>20/20</b>	<b>100.00%</b>
NBP - Michael BRAMHALL		4,424	99.28%
Personal Choice		32	0.72%
<b>Total ...</b>		<b>4,456</b>	<b>100.00%</b>
<b>Delanco Township Committee</b>		<b>6/6</b>	<b>100.00%</b>
REP - John M. BROWNE		1,064	32.59%
REP - Nathan C. MELLOR		974	29.83%
DEM - Mike TEMPLETON		1,209	37.03%
Personal Choice		18	0.55%
<b>Total ...</b>		<b>3,265</b>	<b>100.00%</b>



# NJ Single Accountability Continuum (NJQSAC)

## District Performance Review - School Year 2018-19

### District Information and Score Summary

<b>District Name and CDS #</b>	<b>Chesterfield Township #</b>
<b>County Name</b>	<b>Burlington</b>
<b>District Superintendent Name</b>	<b>Scott Heino</b>
<b>District Mailing Address</b>	<b>30 Saddle Way, Chesterfield, NJ 08515</b>
<b>Superintendent Email Address</b>	<b>sheino@chesterfieldschool.com</b>

<b>DPR Area</b>	<b>District Score</b>	<b>County Score</b>
<b>Instruction and Program</b>	73%	0%
<b>Fiscal Management</b>	96%	0%
<b>Governance</b>	100%	0%
<b>Operations</b>	100%	0%
<b>Personnel</b>	92%	0%

**NJSAC District Performance Review - School Year 2018-19**

<b>Instruction and Program</b>		<b>Chesterfield</b>			
<b>Indicator</b>	<b>Grade Levels</b>	<b>Point Value</b>	<b>District Score Will be supplied by County Office</b>	<b>County Score Enter Actual Scores</b>	<b>Comments</b>
1. The school district's ELA achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups; (Assessment data provided by NJDOE)	K - 8	10	6.0	0.0	
	K - 12	7.5	0.0	0.0	
	9 - 12	15	0.0	0.0	
2. The school district's mathematics achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups. (Assessment data provided by NJDOE)	K - 8	10	6.0	0.0	
	K - 12	7.5	0.0	0.0	
	9 - 12	15	0.0	0.0	
3. The school district's science achievement score: The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups. (Assessment data provided by NJDOE)	K - 8	10	10.0	0.0	
	K - 12	5	0.0	0.0	
	9 - 12	0	0.0	0.0	
4. The school district's ELA academic progress. • Academic progress is calculated to include subgroup performance by averaging the mSGP of all students with the average of all subgroups' mSGPs. (Assessment data provided by NJDOE)	K - 8	10	6.0	0.0	
	K - 12	7.5	0.0	0.0	
	9 - 12	0	0.0	0.0	

**NJSAC District Performance Review - School Year 2018-19**

<b>Instruction and Program</b>		<b>Chesterfield</b>			
<b>Indicator</b>	<b>Grade Levels</b>	<b>Point Value</b>	<b>District Score Will be supplied by County Office</b>	<b>County Score Enter Actual Scores</b>	<b>Comments</b>
5. The school district's mathematics academic progress. • Academic progress is calculated to include subgroup performance by averaging the mSGP of all students with the average of all subgroups' mSGPs. (Assessment data provided by NJDOE)	K - 8	10	7.0	0.0	
	K - 12	7.5	0.0	0.0	
	9 - 12	0	0.0	0.0	
6. The school district's graduation rate (average of four-year and five-year adjusted cohort graduation rates). • Graduation rate is calculated to include subgroup performance by averaging the combined graduation rate (i.e. the average of the four-year and five-year graduation rates) of all students with the average of all subgroups' combined graduation rates. (Assessment data provided by NJDOE)	K - 8	0	0.0	0.0	
	K - 12	15	0.0	0.0	
	9 - 12	20	0.0	0.0	
7. The school district's measure(s) for school quality and student success is calculated to account for subgroup performance by averaging the rates for all students with the average of all subgroups' rates. (Assessment data provided by NJDOE)	K - 8	10	10.0	0.0	
	K - 12	10	0.0	0.0	
	9 - 12	10	0.0	0.0	
<b>Summary of Achievement Score Indicators</b>	K - 8	60	45.0	0.0	
	K - 12	60	0.0	0.0	
	9 - 12	60	0.0	0.0	



**NJQSAC District Performance Review - School Year 2018-19**

<b>Instruction and Program</b>		<b>Chesterfield</b>			
<b>Indicator</b>	<b>Grade Levels</b>	<b>Point Value</b>	<b>District Score Will be supplied by County Office</b>	<b>County Score Enter Actual Scores</b>	<b>Comments</b>
<b>Indicator</b>		<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
8. The chief school administrator (CSA) reports participation and performance results of annual Statewide assessments to the district board of education within 60 days of receipt of the finalized information from the Department. The reports include aggregated and disaggregated subgroup data, as well as trend and comparative analyses and appropriate intervention strategies. (N.J.A.C. 6A:8-4.3)		<b>6</b>	<b>1</b>	<b>0</b>	
9. English language arts curriculum and instruction are aligned to the New Jersey Student Learning Standards (NJSLS) in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLS 9; h. Integration of technology through the NJSLS; and i. Career education.		<b>4</b>	<b>1</b>	<b>0</b>	

**NJQSAC District Performance Review - School Year 2018-19**

<b>Instruction and Program</b>		<b>Chesterfield</b>			
<b>Indicator</b>	<b>Grade Levels</b>	<b>Point Value</b>	<b>District Score Will be supplied by County Office</b>	<b>County Score Enter Actual Scores</b>	<b>Comments</b>
10. Mathematics curriculum and instruction are aligned to the NJSLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
<ul style="list-style-type: none"> <li>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</li> <li>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</li> <li>c. Assessments, including formative, summative, benchmark, and alternative assessments;</li> <li>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</li> <li>e. Pacing guide;</li> <li>f. Interdisciplinary connections;</li> <li>g. Integration of 21st century skills through NJSLS 9;</li> <li>h. Integration of technology through the NJSLS; and</li> <li>i. Career education.</li> </ul>		<b>4</b>	<b>1</b>	<b>0</b>	
11. Science curriculum and instruction are aligned to the NJSLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
<ul style="list-style-type: none"> <li>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</li> <li>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</li> <li>c. Assessments, including formative, summative, benchmark, and alternative assessments;</li> <li>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</li> <li>e. Pacing guide;</li> <li>f. Interdisciplinary connections;</li> <li>g. Integration of 21st century skills through NJSLS 9;</li> <li>h. Integration of technology through the NJSLS; and</li> <li>i. Career education.</li> </ul>		<b>4</b>	<b>1</b>	<b>0</b>	

**NJSAC District Performance Review - School Year 2018-19**

<b>Instruction and Program</b>		<b>Chesterfield</b>			
<b>Indicator</b>	<b>Grade Levels</b>	<b>Point Value</b>	<b>District Score Will be supplied by County Office</b>	<b>County Score Enter Actual Scores</b>	<b>Comments</b>
12. Social Studies curriculum and instruction are aligned to the NJSLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
<ul style="list-style-type: none"> <li>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</li> <li>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</li> <li>c. Assessments, including formative, summative, benchmark, and alternative assessments;</li> <li>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</li> <li>e. Pacing guide;</li> <li>f. Interdisciplinary connections;</li> <li>g. Integration of 21st century skills through NJSLS 9;</li> <li>h. Integration of technology through the NJSLS; and</li> <li>i. Career education.</li> </ul>		<b>4</b>	<b>0</b>	<b>0</b>	
13. World languages curricula and instruction are aligned to the NJSLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
<ul style="list-style-type: none"> <li>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</li> <li>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</li> <li>c. Assessments, including formative, summative, benchmark, and alternative assessments;</li> <li>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</li> <li>e. Pacing guide;</li> <li>f. Interdisciplinary connections;</li> <li>g. Integration of 21st century skills through NJSLS 9;</li> <li>h. Integration of technology through the NJSLS; and</li> <li>i. Career education.</li> </ul>		<b>4</b>	<b>1</b>	<b>0</b>	



**NJSAC District Performance Review - School Year 2018-19**

<b>Instruction and Program</b>		<b>Chesterfield</b>			
<b>Indicator</b>	<b>Grade Levels</b>	<b>Point Value</b>	<b>District Score Will be supplied by County Office</b>	<b>County Score Enter Actual Scores</b>	<b>Comments</b>
14. Comprehensive health and physical education curricula and instruction are aligned to the NJSLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLS 9; h. Integration of technology through the NJSLS; and i. Career education.		<b>4</b>	<b>0</b>	<b>0</b>	
15. Visual and performing arts curricula and instruction are aligned to the NJSLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLS 9; h. Integration of technology through the NJSLS; and i. Career education.		<b>4</b>	<b>0</b>	<b>0</b>	

**NJQSAC District Performance Review - School Year 2018-19**

<b>Instruction and Program</b>		<b>Chesterfield</b>			
<b>Indicator</b>	<b>Grade Levels</b>	<b>Point Value</b>	<b>District Score Will be supplied by County Office</b>	<b>County Score Enter Actual Scores</b>	<b>Comments</b>
16. Policies and procedures exist to ensure a coordinated system for planning, delivering, measurement, and modification of intervention and referral services is implemented in each school by a multidisciplinary team to address the learning, behavioral, and health needs of all students. (N.J.A.C. 6A:16-8) This requirement may be fulfilled through implementation of the New Jersey Tiered System of Support (NJTSS) or other models such as Response to Intervention (RTI) and Multi-Tiered Systems of Support (MTSS). The system includes:					
a. A continuum of supports and interventions available in each school to support learning, behavior, and health needs; b. Action plans for interventions based on student data and desired outcomes; c. Professional development for multidisciplinary teams and staff who provide interventions; and d. Review and assessment of effectiveness of interventions (e.g., progress monitoring).		<b>6</b>	<b>1</b>	<b>0</b>	
<b>Achievement Score Total</b>		<b>60</b>	<b>45</b>	<b>0</b>	
<b>Curriculum and Policy Total</b>		<b>40</b>	<b>28</b>	<b>0</b>	
<b>Instruction and Program Total</b>		<b>100</b>	<b>73</b>	<b>0</b>	



# NJQSAC District Performance Review - School Year 2018-19

Fiscal Management		Chesterfield		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
1. Monthly district board of education secretary's reports are completed and reconciled without exceptions and submitted to the district board of education within 60 days of the month's end for approval, pursuant to N.J.S.A. 18A:17-9.	6	1	0	
2. A standard operating procedures (SOP) manual for business functions is maintained, updated and implemented pursuant to N.J.A.C. 6A:23A-6.6. The SOP manual includes a system of internal controls in accordance with N.J.A.C. 6A:23A-6.4 to prevent the over expenditure of line item accounts and to safeguard assets from theft and fraud and includes a section that details purchasing procedures.	8	1	0	
3. The annual audit of its Comprehensive Annual Financial Report (CAFR) and other supporting forms and collections (Auditor's Management Report (AMR), Federal Data Collection Form, and Audit Summary) have been filed by the due date set forth in N.J.S.A. 18A:23-1.	4	1	0	

**NJSAC District Performance Review - School Year 2018-19**

<b>Fiscal Management</b>		<b>Chesterfield</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
<b>4. The school district:</b>				
a. Implements a corrective action plan (CAP) that addresses all audit recommendations and is acceptable to the Department (as required):	4	1	0	
b. Reports no repeat audit findings of a substantive nature in the CAFR or AMR.	4	1	0	
c. Reports no material weaknesses or significant deficiencies in the CAFR or AMR.	4	1	0	
d. Ends the year with no deficit balances and no line item over-expenditures in the general fund, (on the budgetary basis of accounting) special revenue fund, capital projects fund, or debt service fund (other than permitted under State law and GAAP).	4	1	0	

# NJQSAC District Performance Review - School Year 2018-19

Fiscal Management		Chesterfield		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
<b>5. Entitlement and discretionary grants are managed and overseen as required. Specifically, the school district:</b>				
a. Submits initial applications, revisions, and final reports for all entitlement and discretionary grants by published due dates and expends Federal funds consistent with the approved indirect cost rate and grant application.	2	0	0	
b. Budgets grant funds according to the approved application and spends grant funds as budgeted. Amendments and budget modifications are completed for charges that exceed the applicable threshold of 10 percent or for modifications that require opening new budget lines.	2	1	0	
c. Shows evidence of required consultations with nonpublic schools for each required State- and federally funded program and expends nonpublic school allocations as required. If funds are not expended for nonpublic school services, the school district specifies the reason the funds were not spent and provides evidence of consulting with nonpublic schools regarding the use of unexpended funds.	2	0	0	
d. Approves salaries funded by Federal grants as documented in district board of education minutes and maintains the required time and activity reports.	2	1	0	

# NJQSAC District Performance Review - School Year 2018-19

Fiscal Management		Chesterfield		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
<b>6. Proper oversight and accounting of capital projects accounted for in Fund 30 are provided. Specifically, the school district:</b>				
a. Maintains separate accounting by project.	4	1	0	
b. Monitors the detailed accounts regularly and oversees change orders to ensure/certify funds are available.	4	1	0	
c. Spends within the authorized amount, unless proper approvals have been received to raise additional funds to augment the authorized amount.	4	1	0	
d. Conducts the proper fiscal close-out of completed projects, including proper transfer of interest earned annually to the debt service and/or general fund.	4	1	0	
7. Projects consistent with the approved long-range facilities plan are implemented, reviewed, and revised, pursuant to N.J.A.C. 6A:26-2.	2	1	0	
8. County office approval has been granted for emergent projects, pursuant to N.J.A.C. 6A:26-3.14.	2	1	0	

**NJSAC District Performance Review - School Year 2018-19**

<b>Fiscal Management</b>		<b>Chesterfield</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
<b>9. Annual health and safety reviews:</b>				
a. Have been conducted once per year in each building using the Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings. (N.J.A.C. 6A:26-6.1, 6.2, 6.3, and 12 and 6A:19-6)	5	1	0	
b. Meet the "100% item" section in the Annual Facilities Checklist - Health and Safety Evaluation of School Buildings, which means all items are in compliance in all buildings.	5	1	0	
c. Meet the "80% item" section Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings, which means at least 80 percent of items are in compliance in all buildings.	2	1	0	
10. A budget calendar that is developed and shared with the district board of education annually and that reflects all applicable legal and management requirements, pursuant to N.J.S.A. 18A:22-7, is followed. This development timeline includes input from all relevant programmatic staff for requirements and materials needed for teaching and student learning.	6	1	0	



**NJQSAC District Performance Review - School Year 2018-19**

<b>Fiscal Management</b>		<b>Chesterfield</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
11. All persons employed as a buildings and grounds supervisor, as defined in N.J.S.A. 18A:17-49, possess a valid authorization from the Department to serve as a certified educational facilities manager.	4	1	0	
12. The transfer of funds during the budget year is made in accordance with N.J.S.A. 18A:22-8.1 and 8.2 and complies with all budgetary control provisions, pursuant to N.J.A.C. 6A:23A-16.10.	4	1	0	
13. Fiscal-year cash flow management for all funds is prepared and analyzed on a regular basis to ensure payments can be made on a prompt basis.	4	1	0	
14. Reimbursement requests for Federal grant awards are submitted in a timely manner for the actual amount of incurred expenditures.	4	1	0	
15. The district board of education approves purchase orders approved by only the purchasing agent and issued in advance of goods received or services rendered and encumbered for the full contractual amount. There are no confirming orders.	4	1	0	
<b>Fiscal Management Total</b>	<b>100</b>	<b>96</b>	<b>0</b>	

## NJQSAC District Performance Review - School Year 2018-19

Governance		Chesterfield		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
1. At least annually, and more frequently if required by changes in case law, regulation, or statute, the district board of education or the advisory board, reviews, updates, and adopts, by resolution, policies, procedures, and by-laws reflective of current statutory and regulatory authority. (N.J.S.A. 18A:11)	8	1	0	
<b>2. The district board of education:</b>				
a. Establishes a policy and a contract with the CSA to annually evaluate him or her based on the adoption of goals and performance measurements that reflect the highest priority is given to student achievement and attention is given to subgroup achievement and each new member has received training on CSA evaluation. N.J.S.A. 18A:17-20.3.	7	1	0	
b. Completes the CSA evaluation by July 1 in accordance with N.J.A.C. 6A:10-8.1(g).	6	1	0	
3. All new, renegotiated, amended, altered, or extended contracts for CSAs, deputy superintendents, assistant superintendents, and school business administrators are submitted to the executive county superintendent (ECS) for review and approval. The district board of education takes no formal action to approve or implement such contracts prior to ECS review and approval. (N.J.S.A. 18A:7-8 and N.J.A.C. 6A:23A-3.1)	6	1	0	

## NJQSAC District Performance Review - School Year 2018-19

Governance		Chesterfield		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
4. The district board of education approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees, only by a roll call majority vote of the district board of education's full membership upon the CSA's recommendation. (N.J.S.A. 18A:27-4.1 and N.J.A.C. 6A:32-4.1 and 4.7)	6	1	0	
5. The district board of education-approved corrective action plans are submitted for any finding or recommendation for all compliance-related reports, consolidated monitoring reports, financial audits, special education reports, etc. The school district has no outstanding monitoring or complaint investigation findings that exceed the required timelines for correction. There is no evidence of the school district not implementing the plan.	7	1	0	
6. The budgeting process and allocation of resources, including grant funding, are aligned with instructional priorities and student needs to provide for a thorough and efficient education as demonstrated by: (N.J.S.A. 18A:7F-6 and 46 and N.J.A.C. 6A:23A-8.1)				
a. Adoption and implementation of written policies and procedures for the budget and financial planning process that are integrated and aligned with school district priorities and planning objectives based on Statewide assessments and applicable strategic plans.	8	1	0	
b. Annually align fiscal goals and budget objectives with curricula that comply with the NJSLS.	8	1	0	



# NJQSAC District Performance Review - School Year 2018-19

Governance	Chesterfield			
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
7. The district board of education follows the budget process by: a. Conducting a public hearing on the proposed budget; b. Adopting the budget at a public meeting; c. Providing ongoing information on the budget's status and any revision(s) or emergent conditions; and d. Making the budget available for public notice and inspection. (N.J.S.A. 18A:22-7 and N.J.A.C. 6A:23A-8.1 and 8.2)	8	1	0	
8. The district board of education ensures compliance with all stakeholder engagement requirements pursuant to the Federal grant programs for which the school district receives funds, which shall include but not be limited to grant programs under the Elementary and Secondary Act, the Individuals with Disabilities Education Act, and the Carl D. Perkins Career and Technical Education Act.	6	1	0	
9. The district board of education has established programs and services for all English language learners (ELLs), pursuant to N.J.A.C. 6A:15.	7	1	0	
10. The district board of education implements the Open Public Meetings Act and there have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.S.A. 10:4-6 et seq.)	3	1	0	

## NJQSAC District Performance Review - School Year 2018-19

Governance		Chesterfield		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
11. The district board of education approves the monthly district board of education secretary's and treasurer's reports within 60 days of month's end and, in its minutes, certifies that major funds (general fund, special revenue, and capital projects fund) have not been over-expended. (N.J.A.C. 6A:23A-16.10(c))	6	1	0	
12. Minutes of all meetings, including executive sessions, reflect all district board of education actions and are publicly available within two weeks or by the next district board of education meeting. (N.J.S.A.18A:17-7)	6	1	0	
13. District board of education members and school administrators annually file a timely and properly completed financial and personal/relative disclosure statement. The district board of education annually discusses the School Ethics Act and no district board of education member or administrator has been found in violation of the School Ethics Act. (N.J.S.A. 18A:12-22 and 26)	5	1	0	
14. The district board of education ensures that all students have access to library media services that are connected to classroom studies in each school building including access to computers; school district-approved instructional software; appropriate books, including novels, anthologies, and other reference materials; and supplemental materials that motivate students to read in and out of school and to conduct research. (N.J.A.C. 6A:13-2.1(h))	3	1	0	
<b>Governance Total</b>	<b>100</b>	<b>100</b>	<b>0</b>	

## NJQSAC District Performance Review - School Year 2018-19

Operations		Chesterfield		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
<b>1. The school district's NJSMART and educator evaluation data files:</b>				
a. Have been certified by established deadlines and provide complete data; and	2	1	0	
b. Have an error rate of less than 1.5 percent for each file –inclusive of student sync errors.	3	1	0	
<b>2. The school district's educational entity system data:</b>				
a. Have been submitted by established deadlines and no evidence of changes not approved by the Department was reported since the last NJQSAC monitoring; and	1	1	0	
b. Have accurately maintained the school contacts throughout the year and the school district has obtained Department approval for changes to all school configurations within five business days of the proposed changes.	3	1	0	
<b>3. The school district has a data management process that includes:</b>				
a. Identification of a school district data coordinator, school district contacts for all Department data submission applications, and an internal communication/information dissemination procedure;	2	1	0	
b. Submission of data collection applications via the Department's website by the established deadlines.	3	1	0	
4. The school district has policies and procedures that require the use of multiple sources of data to monitor student achievement and progress and to evaluate the effectiveness of programs, initiatives, and strategies.	3	1	0	



## NJQSAC District Performance Review - School Year 2018-19

Operations	Chesterfield			
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
5. The district board education adopts and annually distributes to staff, parents, and students, policies and procedures to address the equitable application of a code of student conduct that establishes expectations for academic achievement, behavior, and attendance. The policy provides comprehensive tiered behavioral supports and responses to violations that include positive disciplinary practices that minimize exclusionary practices, such as suspension and expulsion; and details students' due process rights. (N.J.A.C. 6A:16-7.1)	5	1	0	
6. Twice per year, the CSA presents to the district board of education a summary of violence, vandalism, substance abuse, and harassment, intimidation and bullying (HIB) incidents submitted on the Department's incident reporting system. The CSA or designee submits the final data verification to the Department by July 15. (N.J.A.C. 6A:16-5.3)	5	1	0	
7. The school district implements a process to ensure the school safety/school climate team in each school, with support from the CSA: (1) reviews and takes action to strengthen school climate policies; (2) educates the community, including students, teachers, staff, and parents, to prevent HIB; (3) provides professional development opportunities that address effective practices of successful school climate programs or approaches; and (4) completes the HIB self-assessment. The CSA submits to the Department the statement of assurance and the district board of education approval date for the HIB self-assessment for each school in the school district by September 30. (N.J.S.A. 18A:17-46 and 18A:37-14 through 18 and N.J.A.C. 6A:16-7.7)	7	1	0	
8. The Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA) has been signed within the past year. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C.	6	1	0	

**NJQSAC District Performance Review - School Year 2018-19**

<b>Operations</b>		<b>Chesterfield</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
9. The comprehensive alcohol, tobacco, and other drug abuse program includes policies and procedures for the prevention, assessment, intervention, referral for evaluation, referral for treatment, discipline for students using alcohol or other drugs, and continuity of care and supports. (N.J.S.A. 18A:40A and N.J.A.C. 6A:16-3 and 4)	6	1	0	
10. Policies and procedures are established to review and resolve transportation incidents and ensure the safety of students by meeting Motor Vehicle Commission requirements for inspections by bus drivers and evacuation drills. The CSA presents to the district board of education evidence of completion of emergency exit drills. (N.J.A.C. 6A:27-11.1, 11.2, and 12)	6	1	0	
11. Policies and procedures are established to report potentially missing, abused, or neglected children to law enforcement and child welfare authorities; to appoint a school district liaison to law enforcement authorities; and to provide training to school district employees, volunteers, and interns on policies and procedures. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-11)	6	1	0	
12. Comprehensive record of immunizations, required physical examinations and health screenings are maintained to identify the need for medical services for public and nonpublic school students. Health records are kept separately from other student records. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-2.1(a)8, 2.2, and 2.5 and 6A:32-7.4(c))	4	1	0	

## NJQSAC District Performance Review - School Year 2018-19

Operations	Chesterfield			
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
13. At least one certified school nurse is employed by the school district (not through a third-party contract). For medically fragile students who require one-to-one clinical nursing services, the school district uses a provider of clinical nursing services who appears on the New Jersey Department of Human Services' directory of private-duty nursing. The district board of education annually adopts a nursing services plan for each school that addresses sufficient nursing requirements and the needs of all students, including nonpublic school students. (N.J.A.C. 6A:16-2.1(b) and 2.5(j)6)	8	1	0	



## NJQSAC District Performance Review - School Year 2018-19

Operations	Chesterfield			
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
14. Students removed for disciplinary reasons (e.g., suspension or expulsion) or for chronic or temporary illness have received educational services from a certified instructor who has completed the Department's criminal history record check within five days of a student's removal for disciplinary reasons or within five days after receipt of the school physician's verification of the need for home instruction due to chronic or temporary illness (e.g., home instruction/temporary hospital setting). (N.J.S.A. 18A:6-4.13 and 7.1 and N.J.A.C. 6A:16-7.2, 7.3, and 10.1)	6	1	0	
15. Safety and security plans, procedures, and mechanisms are annually reviewed and revised in consultation with law enforcement, health, social service, and emergency management agencies and other community members, including parents. The CSA has verified in writing that the process has occurred. (N.J.A.C. 6A:16-5.1)	6	1	0	
16. A security drill statement of assurance that accurately represents the monthly security drills were conducted is submitted no later June 30 each year to the Department. (N.J.S.A. 18A:41)	4	1	0	
17. The school district has a comprehensive equity plan (CEP) designed to eliminate discrimination according to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender, religion, disability socioeconomic status, pregnancy, or parenthood that is approved by the Department. Additionally, the school district submits to the Department the annual CEP statement of assurance. (N.J.A.C. 6A:7-1.4)	6	1	0	
18. The district board of education has adopted policies and procedures that require regular attendance of students, expectations of timely arrival, daily attendance when school is in session, and responses to unexcused absences and lateness, and attempt to determine the cause and to provide tiered supports in maintaining regular attendance for all students. (N.J.A.C. 6A:16-7.6)	8	1	0	

# **NJSAC District Performance Review - School Year 2018-19**

<b>Operations</b>		<b>Chesterfield</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
<b>Operations Total</b>	100	100	0	



**NJSAC District Performance Review - School Year 2018-19**

<b>Personnel</b>		<b>Chesterfield</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
<b>1. An audit of staff personnel files and other relevant school district records demonstrates that evaluation and staff development processes have occurred in accordance with N.J.A.C. 6A:9C and 6A:10 in the following categories:</b>				
a. Teacher evaluation processes result in complete summative scores, measures of teacher practice, and measures of student growth (SGO and mSGP) (N.J.A.C. 6A:10- 2.4, 4.1, 4.2, 4.3, and 4.4);	100 percent of audited files meets indicators	<b>8</b>	<b>1</b>	<b>0</b>
	95 to 99 percent of audited files meets indicators	<b>4</b>	<b>0</b>	<b>0</b>
	Less than 95 percent of audited files meets indicators	<b>0</b>	<b>0</b>	<b>0</b>
b. School leader evaluation processes result in complete summative scores, measures of principal practice, and measures of student growth (SGO, mSGP, administrator goals) (N.J.A.C. 6A:10- 2.4, 5.1, 5.2, 5.3, and 5.4);	100 percent of audited files meets indicators	<b>6</b>	<b>1</b>	<b>0</b>
	95 to 99 percent of audited files meets indicators	<b>3</b>	<b>0</b>	<b>0</b>
	Less than 95 percent of audited files meets indicators	<b>0</b>	<b>0</b>	<b>0</b>
c. Evaluations of other certificated staff according to regulations (N.J.A.C. 6A:10-2.2, 2.4, 2.5, 6.1, and 6.2);	100 percent of audited files meets indicators	<b>4</b>	<b>0</b>	<b>0</b>
	95 to 99 percent of audited files meets indicators	<b>2</b>	<b>0</b>	<b>0</b>
	Less than 95 percent of audited files meets indicators	<b>0</b>	<b>1</b>	<b>0</b>

## NJQSAC District Performance Review - School Year 2018-19

d. Evaluation processes for all certificated staff have occurred, including evaluation training and evaluation conferences. (N.J.A.C. 6A:10-2.2)	4	0	0	
e. School improvement panels have been established in each school and are functioning in accordance with the TEACHNJ Act (N.J.S.A. 18A:6-120) and regulations (N.J.A.C. 6A:9C-5.3 and 6A:10-2.3, 2.5, 3.1, and 3.2); and	4	1	0	
f. Other evaluation structures and processes, including tenure charge proceedings conducted according to the TEACHNJ Act (N.J.S.A. 18A:6-11 and 17.3).	2	1	0	
<b>2. The school district demonstrates supportive conditions for high-quality professional learning and development for teachers, educational services staff, and administrators, aligned to the components of professional development and the New Jersey standards for professional learning and as indicated by the following (N.J.A.C. 6A:9C and 6A:13-2):</b>				
a. An audit of personnel files indicates that required individual professional development plans (PDPs) or corrective action plans (CAPs) are aligned to the professional standards for school leaders or teachers and have been completed for administrators and teachers and are linked to (1) school district, school, team, and/or individual goals, and (2) results from individual performance evaluations. (N.J.A.C. 6A:9C and 6A:10-2.5);	5	1	0	
b. School schedules that include adequate and consistent time for teachers to work together in and across content areas and grade levels to examine student results and to collaborate on addressing student learning needs, such as through professional learning community (PLC) time (N.J.A.C. 6A:9C-3.2 and 3-3 and 6A:13-2.1).	5	1	0	
c. The school district-level PDP: <ul style="list-style-type: none"> <li>• Details districtwide and school-level professional learning for active staff holding instructional teaching, educational services, and administrative certificates;</li> <li>• Incorporates professional learning that is sustained and job-embedded not exclusively one-time workshops; and</li> <li>• Addresses the NJSLS and the professional standards for teachers and school leaders (N.J.A.C. 6A:8 and 6A:9) and is based on a variety of sources and types of student, educator, and system evidence, including educator evaluation data and school-level PDPs. (N.J.A.C. 6A:9C-4.2)</li> </ul>	5	1	0	

## NJSAC District Performance Review - School Year 2018-19

d. The school district allocates resources for educator professional learning and development (e.g., people, time, technology, money) that align to the school district's professional development needs, as stated in the PDP and mentoring plan, beyond the resources designated toward completion of State-mandated professional development topics.	5	1	0	
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## NJQSAC District Performance Review - School Year 2018-19

e. The district mentoring plan: (N.J.A.C. 6A:9C-5) <ul style="list-style-type: none"> <li>• Details support for all non-tenured teachers in their first year of employment through, at minimum, an introduction to school district curricula, student assessment policies, and training on the school district's evaluation rubric;</li> <li>• Describes the process for selecting and assigning one-to-one mentors who meet State eligibility requirements to work with provisional teachers;</li> <li>• Describes how mentors are trained; and</li> <li>• Describes the process by which the administrative office oversees mentor payments.</li> </ul>	3	1	0	
f. Documentation that verifies staff have completed professional development on State-mandated topics required for their assignments. (N.J.S.A. 18A and N.J.A.C. 6A)	2	1	0	
<b>3. The district board of education has ensured the following staffing practices are followed for all staff requiring provisional certification:</b>				
a. Any administrator or educational services staff employed under a certificate of eligibility with advanced standing (CEAS) or a certificate of eligibility (CE) has been registered in the appropriate residency program for his or her endorsement and the school district has applied to the Department's certification office for a provisional certificate before the residency period began. Any teacher with a CEAS or a CE or serving as a long-term substitute (for greater than 60 days) has been registered in the provisional teacher process within 60 days of beginning employment; (N.J.A.C. 6A:9B)	3	1	0	
b. Provisional staff are assigned a mentor, required mentor hours and/or residency hours are tracked, and evaluation is conducted; and (N.J.A.C. 6A:9B-8.4, 6A:9C-5, and 6A:10)	3	1	0	
c. Provisional staff seeking the standard license for teacher of students with disabilities and/or teacher of bilingual education submit annual transcripts from their educator preparation programs (EPPs) to allow school districts to track staff progress toward completion of required coursework. (N.J.A.C. 6A:9A and 6A:9B)	3	1	0	
d. All school district-provided information required for a professional staff member to obtain a standard certificate is submitted to the Department within 30 days of the staff member becoming eligible for a standard license. (N.J.A.C. 6A:9B)	2	1	0	

## NJQSAC District Performance Review - School Year 2018-19

<b>4. The district board of education has ensured the following staffing practices are followed:</b>				
a. New employees have a successful criminal history record check prior to employment and are not disqualified for employment; (N.J.S.A. 18A:6-7.1 and 18A:39-19.1)	2	1	0	
b. Candidates for employment and employees, when applicable, receive a physical examination and the resulting medical records are maintained in a secure location separate from personnel files; (N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.2 and 6.3)	2	1	0	
c. Approved job descriptions are maintained for every certificated staff member. Certificated staff are appropriately certified for their assignment (N.J.A.C. 6A:9B); and	5	1	0	
d. Accurate staff attendance records are maintained at school district and school levels. The records include the type and date of absence and an analysis of attendance patterns. Any issue(s) identified through the analysis of staff attendance has been addressed in accordance with the district board of education's staff attendance policies.	5	1	0	
e. The length of service for substitute teachers is tracked and placement of substitutes is appropriate. (N.J.A.C. 6A:9B-7)	2	1	0	
<b>5. The position control roster: (N.J.A.C. 6A:23A-6.8)</b>				
a. Contains the employee name; date of hire; a permanent position tracking number for each employee; a control number for substitute teachers; a control number for overtime; a control number for extra pay; the status of the position (filled, vacant, abolished, etc.); an indication, when available, of whether an employee is retiring in the budget year or not being renewed, including associated costs such as contractual buyouts, severance pay, paid vacation, or sick days, etc.; base salary; step; longevity; guide; stipends by type; overtime; other extra compensation; the benefits paid by the school district, net of employee reimbursements or co-pays, by type of benefit and for FICA and Medicare; the position's full-time equivalent value by location; the date the position was filled; and the date the position was originally created by the district board of education (if the date the position was originally created is not available, the date the person currently filling that position was approved by the district board of education);	6	1	0	
b. Is accurate and up to date; and	5	1	0	

## NJSAC District Performance Review - School Year 2018-19

c. Reconciles with the budget.	4	1	0	
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## NJQSAC District Performance Review - School Year 2018-19

6. Documentation and evaluation of administrator practices, as well as an audit of personnel files, including observation reports, indicates that supervision processes are occurring in accordance with N.J.A.C. 6A:10 and result in: a. Professional practices aligned with goal-setting procedures (N.J.A.C. 6A:10-4.2 and 5.2); and b. Supervisory feedback that is timely, targeted, and actionable (N.J.A.C. 6A:10-2.4, 2.5 and 4.4 and 5.4).	5	1	0	
<b>Personnel Total</b>	100	92	0	



**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)**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

<b>Legal References:</b>	<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**

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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**

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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 21<sup>st</sup> 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

<b><u>Legal References:</u></b>	<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.

**Policy**

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**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

<b><u>Legal References:</u></b>	<u>N.J.S.A. 18A:3515 et seq.</u>	Bilingual education programs
	<u>N.J.A.C. 6A:5-1.1 et seq.</u>	Regulatory Equivalency and Waiver
	<u>N.J.A.C. 6A:81.3</u>	Definitions
	<u>N.J.A.C. 6A:84.1</u>	Statewide assessment system
	<u>N.J.A.C. 6A:85.1</u>	Graduation requirements
	<u>N.J.A.C. 6A:9B-3.1 et seq.</u>	Professional Licensure and Standards
	See particularly:	
	<u>N.J.A.C. 6A:9B-11.5, -11.6</u>	
	<u>N.J.A.C. 6A:15-1.1 et seq.</u>	Bilingual Education
	See particularly:	
	<u>N.J.A.C. 6A:15-1.4</u>	
	<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts
	<u>Every Student Succeeds Act, Pub. L. 114-95, Title 1 and Title 3, 20 U.S.C.A. 6301 et seq.</u>	

<b><u>Possible Cross References:</u></b>	*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>	<b>Monitored</b>
<u>  X  </u>	<b>Mandated</b>
<u>  X  </u>	<b>Other Reasons</b>

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

<b><u>Legal References:</u></b>	<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> <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>	Operation and Maintenance of Facilities  Evaluation of the Performance of School Districts

Carl D. Perkins Career and Technical Education Act of 2006, P.L.109-270

**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 School HEALTH OFFICE REPORT

Date: 11/30/2016

Student Visits:	Category	Number
	First Aid	40
	Medications	219
	Medical	218
	Other	88
	Counseling	1
	Health Screenings	60
	Health screenings for I&RS or CST	0
	Head lice checks	2
	DYFS	1
	Staff Visits	15
	Parent Communication	228
	Documentation of records	786

Health Office Visits:	Total: 1658	Per Day: 97.5
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Communicable Diseases:	Disease	Number of cases
	Strep Throat	2
	Conjunctivitis	0
	Lice	0
	Flu	0
	Impetigo	0
	Ringworm	0
	Chicken Pox	0

Accident Reports	0
Students on daily medication / treatment	13
Telephone Calls to parents for illness or injury at school	228
Attendance Meeting as Attendance Officer	0
Special Services – I&RS, IEP, 504 meetings attended by nurse	0
Telephone calls to Poison Control	0
Students Out of District	5
DYFS	2
Home Visits	0
Students on Homebound Instruction	0

## Comments:

Screenings completed and entered into Genesis for all students.

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

DECEMBER 5, 2018

- PARTS ARE STILL ON ORDER FOR ERV'S
- OUTDOOR BASKETBALL COURT ASPHALT CRACKS HAVE BEEN FILLED IN. THIS IS ONLY A TEMP FIX THE BASKETBALL COURT NEEDS TO BE REPAVED.
- AWAITNG THE 4 DIFFERENT QUOTES FOR PAVER REPAIR IN FRONT OF BUILDING.
- THE DOMESTIC BACK FLOW PREVENTER WILL BE REPAIRED DURING CHRISTMAS BREAK.
- ORDERED 4 IP PHONES FOR THE NEW TEACHERS AND SECRETARY. RENE WILL BE INSTALLING THEM.
- WISHING ALL OF YOU AND YOUR FAMILY HAPPY HOLIDAYS.

Robert Carter  
Building and Grounds Supervisor



# Work Order Summary List

Selected Date Range for Request Dates: 11/1/2018 - 11/30/2018 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

12195	30 Saddle Way			11/27/2018			\$0.00
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Medium	Carpenter, Lisa	Restroom (Girls)			11/27/2018		
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Custodial		B116		11/27/2018 9:14:07 AM	12/5/2018		
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Lower Level Girl's bathroom is out of soap. Time

Available: anytime

Filled soap dispenser

Mike McCann

12170	30 Saddle Way			11/16/2018		0.25	\$4.57
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Medium	Cardona, Dan	Classroom		4	11/20/2018		
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Custodial		220		11/16/2018 12:24:18 PM	12/5/2018		
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Can I have 2 chairs outside my classroom for conferences? Thank you!

dan took 2 chairs.

Melissa Hillman

12171	30 Saddle Way			11/16/2018		0.5	\$9.14
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Medium	Cardona, Dan	Classroom		4	11/20/2018		
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Moving		316		11/16/2018 2:10:16 PM	12/5/2018		
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Is it possible to have the filing cabinets in rooms B314 and B316 switched with one another? They are labeled in each room. Thank you!

dan moved

Jessica Davern

12176	30 Saddle Way			11/19/2018		0.25	\$4.57
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Medium	Cardona, Dan	Classroom		1	11/20/2018		
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Heating/Ventilation /Air		A256		11/19/2018 10:47:04 AM	12/5/2018		
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There is an odd smell in my room. Time Available: Anytime

no odor

Nicole Dimaiuta

12177	30 Saddle Way			11/19/2018		0.25	\$4.57
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Medium	Cardona, Dan	Classroom		1	11/20/2018		
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Custodial		220		11/19/2018 12:25:30 PM	12/5/2018		
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Can I please have two folding chairs outside my classroom for conferences. I am room 220 (preschool). Thank you!

done

Melissa Hillman

# Work Order Summary List

Selected Date Range for Request Dates: 11/1/2018 - 11/30/2018 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							
12178	30 Saddle Way			11/19/2018		0.5	\$9.14
Medium	Cardona, Dan	Board/Conference		10	11/29/2018		
Moving		A205		11/19/2018 2:55:45 PM	12/5/2018		
I have 3 boxes that need to go upstairs to storage. Thanks Patty Time Available: asap			dan took boxes				
Patricia Sary							
12179	30 Saddle Way			11/20/2018		0.5	\$9.14
Medium	Cardona, Dan	Hallway/Corridor			11/20/2018		
General Maintenance				11/20/2018 7:08:24 AM	12/5/2018		
ceiling tiles need to be changed.			dan changed.				
Dan Cardona							
12180	30 Saddle Way			11/20/2018		1	\$18.27
Medium	Cardona, Dan	Office			11/20/2018		
General Maintenance				11/20/2018 1:47:34 PM	12/5/2018		
student threw up in atrium and in main office.			dan cleaned up and shampooed carpet in main office.				
Dan Cardona							
12183	30 Saddle Way			11/22/2018		0.25	\$7.78
Medium	Pingitor, Larry			1	11/23/2018		
Heating/Ventilation /Air				11/22/2018 12:57:44 AM	12/5/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			heat is on no problems at this time				
Robert Carter							
12184	30 Saddle Way			11/22/2018		0.25	\$7.78
Medium	Pingitor, Larry			4	11/26/2018		
Heating/Ventilation /Air				11/22/2018 12:57:45 AM	12/5/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			fire pump room heat was on				
Robert Carter							
12193	30 Saddle Way			11/26/2018			\$0.00
Medium	Pingitor, Larry	Classroom		2	11/28/2018		
Heating/Ventilation /Air		2333		11/26/2018 11:57:46 AM	12/5/2018		
Feel like AC is on, no matter where thermostat is set.			reset breaker CM3 removed end switch. running ok				
Judy Schwartz							

# Work Order Summary List

Selected Date Range for Request Dates: 11/1/2018 - 11/30/2018 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							

12212	30 Saddle Way			11/30/2018		0.25	\$7.78
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Medium	Pingitor, Larry	Classroom			11/30/2018		
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Heating/Ventilation /Air		B302		11/30/2018 9:23:45 AM	12/5/2018		
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Can you please lower the heat temperature a little? Time Available: anytime

adjust temp.

Jamie Surrette

12213	30 Saddle Way			11/30/2018		0.25	\$7.78
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Medium	Pingitor, Larry	Classroom			11/30/2018		
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Custodial		B302		11/30/2018 9:24:54 AM	12/5/2018		
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The paper towel dispenser in the classroom is not working properly. Time Available: anytime

replaced broken dispenser

Jamie Surrette

12199	30 Saddle Way			11/28/2018		0.25	\$7.78
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Safety	Pingitor, Larry	Restroom (Girls)			11/28/2018		
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Doors and Hardware				11/28/2018 7:48:39 AM	12/5/2018		
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girls room by gym door is very loose on hinges

tightened up loose screws on hinges

Larry Pingitor

12203	30 Saddle Way			11/28/2018		3	\$93.39
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High	Pingitor, Larry	Cafeteria			11/28/2018		
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				11/28/2018 9:33:11 AM	12/5/2018		
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repair 10 bent bench brackets. children are bending them.

repaired brackets the best that i could. so far working ok

Larry Pingitor

12207	30 Saddle Way			11/29/2018			\$0.00
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Emergency	Pingitor, Larry	Classroom			11/29/2018		
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Copier		227		11/29/2018 8:22:45 AM	12/5/2018		
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The following copiers are unable to copy: Library copier needs a cartridge Main floor staff room needs a cartridge

robin was notified

Joan mueller

12214	30 Saddle Way			11/30/2018		0.25	\$7.78
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Medium	Pingitor, Larry	Restroom (Boys)			11/30/2018		
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Custodial		B302		11/30/2018 9:26:26 AM	12/5/2018		
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Students in my class mentioned that there is no soap in the boys bathroom across from the gym. Time Available: anytime

filled soap dispenser

Jamie Surrette

12/5/2018 11:28:24 AM



# Work Order Summary List

Selected Date Range for Request Dates: 11/1/2018 - 11/30/2018 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							
12185	30 Saddle Way			11/26/2018	11/29/2018	0.25	\$7.78
Medium	Pingitor, Larry			2	11/28/2018		
				11/26/2018 1:57:21 AM	12/5/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			playground 1 trash was ok. no new issues found				
Robert Carter							
12186	30 Saddle Way			11/26/2018	11/29/2018	0.25	\$7.78
Medium	Pingitor, Larry			2	11/28/2018		
				11/26/2018 1:57:22 AM	12/5/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			playground 2 no new issues found trash was ok				
Robert Carter							
12187	30 Saddle Way			11/26/2018			\$0.00
Medium	Pingitor, Larry			2	11/28/2018		
Equipment Maintenance				11/26/2018 1:57:22 AM	12/5/2018		
Weekly - PM Schedule created on 1/11/2012 - Refer to PM schedule details.			steamers delimited by kitchen staff				
Robert Carter							
12188	30 Saddle Way			11/26/2018		0.75	\$23.35
Medium	Pingitor, Larry			2	11/28/2018		
				11/26/2018 1:57:24 AM	12/5/2018		
Weekly - PM Schedule created on 2/27/2012 - Refer to PM schedule details.			generator transfer test run time 240.2				
Robert Carter							
12189	30 Saddle Way			11/26/2018		0.25	\$7.78
Medium	Pingitor, Larry				11/26/2018		
Landscaping				11/26/2018 1:57:26 AM	12/5/2018		
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:11/1/2018 - 11/30/2018 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							
12190	30 Saddle Way			11/26/2018			\$0.00
Medium	Pingitor, Larry	Media Center		2	11/28/2018		
Moving		202		11/26/2018 8:18:32 AM	12/5/2018		
I am holding a parent meeting in the Library on Tues Nov 27 from 2:15-3. We will need chairs for parents. Not sure of a head count. Maybe 20. Facing toward the ENO board. Thank you. Kim Barca-Seech Time Available: any			set up cancelled				
kim barca							
12192	30 Saddle Way			11/26/2018		0.25	\$7.78
Medium	Pingitor, Larry	Computer Lab			11/26/2018		
General Maintenance		209		11/26/2018 9:31:03 AM	12/5/2018		
I need a case of paper in 209			delivered paper				
Angela Manning							
12119	30 Saddle Way			11/1/2018			\$0.00
Medium	Pingitor, Larry			5	11/6/2018		
Heating/Ventilation /Air				11/1/2018 3:11:47 AM	11/6/2018		
Monthly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			rtu 2 FILTERS CHANGED by CM3				
Robert Carter							
12120	30 Saddle Way			11/1/2018			\$0.00
Medium	Pingitor, Larry			11	11/12/2018		
Heating/Ventilation /Air				11/1/2018 3:11:47 AM	12/5/2018		
Monthly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			rtu 1 gym CM3 TO REPAIR UNIT. complete				
Robert Carter							
12121	30 Saddle Way			11/1/2018			\$0.00
Medium	Pingitor, Larry			5	11/6/2018		
Heating/Ventilation /Air				11/1/2018 3:11:48 AM	11/6/2018		
Monthly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			erv 3 FILTERS CHANGED BY CM3				
Robert Carter							

# Work Order Summary List

Selected Date Range for Request Dates: 11/1/2018 - 11/30/2018 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							
12122	30 Saddle Way			11/1/2018			\$0.00
Medium	Pingitor, Larry			5	11/6/2018		
Heating/Ventilation /Air				11/1/2018 3:11:49 AM	12/5/2018		
Monthly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			erv 2 CM3 CHANGED FILTERS				
Robert Carter							
12123	30 Saddle Way			11/1/2018			\$0.00
Medium	Pingitor, Larry			5	11/6/2018		
Heating/Ventilation /Air				11/1/2018 3:11:49 AM	11/6/2018		
Monthly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			erv 1 filters changed by CM3				
Robert Carter							
12124	30 Saddle Way			11/1/2018			\$0.00
Medium	Pingitor, Larry			7	11/8/2018		
Heating/Ventilation /Air				11/1/2018 3:11:49 AM	12/5/2018		
Monthly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			erv 4 filters were changed by CM3 and serviced				
Robert Carter							
12125	30 Saddle Way			11/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			11	11/12/2018		
Pumps				11/1/2018 3:11:50 AM	12/5/2018		
Monthly - PM Schedule created on 1/12/2012 - Refer to PM schedule details.			hot water pump running ok				
Robert Carter							
12126	30 Saddle Way			11/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			11	11/12/2018		
Pumps				11/1/2018 3:11:50 AM	12/5/2018		
Monthly - PM Schedule created on 1/12/2012 - Refer to PM schedule details.			cold water booster pumps maintaining good presser				
Robert Carter							
12127	30 Saddle Way			11/1/2018		0.25	\$7.78
Medium	Pingitor, Larry				11/1/2018		
				11/1/2018 3:11:51 AM	11/6/2018		
Monthly - PM Schedule created on 1/30/2012 - Refer to PM schedule details.			solar readings for oct. 425118				
Robert Carter							

# Work Order Summary List

Selected Date Range for Request Dates: 11/1/2018 - 11/30/2018 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							

12128	30 Saddle Way			11/1/2018		0.5	\$15.57
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Medium	Pingitor, Larry				11/1/2018		
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				11/1/2018 3:11:53 AM	11/6/2018		
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Monthly - PM Schedule created on 12/3/2012 - no new issues found  
Refer to PM schedule details.

Robert Carter

12129	30 Saddle Way			11/1/2018		0.5	\$15.57
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Medium	Pingitor, Larry			1	11/2/2018		
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Pest Control				11/1/2018 3:11:54 AM	11/6/2018		
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Monthly - PM Schedule created on 9/25/2012 - ipm no findings at this time  
Refer to PM schedule details.

Robert Carter

12130	30 Saddle Way			11/1/2018	12/1/2018	0.75	\$23.35
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Medium	Pingitor, Larry			11	11/12/2018		
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				11/1/2018 3:11:55 AM	12/5/2018		
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Monthly - Fire Extinguishers - Refer to PM schedule details. fire extinguishers all checked out ok

Robert Carter

12131	30 Saddle Way			11/1/2018		0.25	\$7.78
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Medium	Pingitor, Larry			1	11/2/2018		
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				11/1/2018 3:11:56 AM	11/6/2018		
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Monthly - PM Schedule created on 1/26/2012 - diesel fuel level 834 gal.  
Refer to PM schedule details.

Robert Carter

12132	30 Saddle Way			11/1/2018		0.25	\$7.78
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Medium	Pingitor, Larry			4	11/5/2018		
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Heating/Ventilation /Air				11/1/2018 3:11:57 AM	11/6/2018		
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Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details. water room heat is on pumps are running ok

Robert Carter

12133	30 Saddle Way			11/1/2018		0.25	\$7.78
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Medium	Pingitor, Larry			5	11/6/2018		
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Heating/Ventilation /Air				11/1/2018 3:11:57 AM	11/6/2018		
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Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details. fire pump room heat is on pumps holding presser

Robert Carter



# Work Order Summary List

Selected Date Range for Request Dates: 11/1/2018 - 11/30/2018 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							

12172	30 Saddle Way			11/19/2018	11/22/2018	0.25	\$7.78
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Medium	Pingitor, Larry			9	11/28/2018		
				11/19/2018 1:25:46 AM	12/5/2018		

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

Playground 1 no new issues at this time trash was ok

Robert Carter

12173	30 Saddle Way			11/19/2018	11/22/2018	0.25	\$7.78
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Medium	Pingitor, Larry			9	11/28/2018		
				11/19/2018 1:25:47 AM	12/5/2018		

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

Playground 2 trash was ok no new issues found at this time

Robert Carter

12174	30 Saddle Way			11/19/2018			\$0.00
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Medium	Pingitor, Larry			9	11/28/2018		
				11/19/2018 1:25:48 AM	12/5/2018		

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

Generator no test needed at this time

Robert Carter

12175	30 Saddle Way			11/19/2018		0.25	\$7.78
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Medium	Pingitor, Larry			7	11/26/2018		
Landscaping				11/19/2018 1:25:49 AM	12/5/2018		

Weekly - PM Schedule created on 9/10/2012 - Refer to PM schedule details.

Court yard no issues at this time

Robert Carter

12167	30 Saddle Way			11/15/2018		0.25	\$7.78
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Medium	Pingitor, Larry			13	11/28/2018		
Heating/Ventilation /Air				11/15/2018 1:01:26 AM	12/5/2018		

Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.

fire pump room no issues found heat was on

Robert Carter

12144	30 Saddle Way			11/5/2018			\$0.00
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Medium	Pingitor, Larry			23	11/28/2018		
				11/5/2018 1:38:41 AM	12/5/2018		

Monthly - PM Schedule created on 10/01/2017 - Refer to PM schedule details.

duplicate order

Robert Carter

12/5/2018 11:28:25 AM



# Work Order Summary List

Selected Date Range for Request Dates: 11/1/2018 - 11/30/2018 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							

12145	30 Saddle Way			11/5/2018	11/8/2018	2	\$62.26
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Medium	Pingitor, Larry			7	11/12/2018		
				11/5/2018 1:38:42 AM	12/5/2018		

Weekly - PM Schedule created on 2/16/2011 - playground 1 filled in cracks on back top. no new issues found  
Refer to PM schedule details.

Robert Carter

12146	30 Saddle Way			11/5/2018	11/8/2018	0.25	\$7.78
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Medium	Pingitor, Larry			7	11/12/2018		
				11/5/2018 1:38:42 AM	12/5/2018		

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

Robert Carter

12147	30 Saddle Way			11/5/2018			\$0.00
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Medium	Pingitor, Larry			7	11/12/2018		
				11/5/2018 1:38:42 AM	12/5/2018		

Weekly - PM Schedule created on 2/27/2012 - generator no test needed at this time  
Refer to PM schedule details.

Robert Carter

12148	30 Saddle Way			11/5/2018		0.25	\$7.78
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Medium	Pingitor, Larry				11/5/2018		
Landscaping				11/5/2018 1:38:43 AM	11/6/2018		

Weekly - PM Schedule created on 9/10/2012 - court yard grass was ok  
Refer to PM schedule details.

Robert Carter

12152	30 Saddle Way			11/6/2018		0.5	\$15.57
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Medium	Pingitor, Larry	Computer Lab		6	11/12/2018		
General Maintenance		209		11/6/2018 12:11:05 PM	12/5/2018		

I will need 7-8 tables in the atrium starting next Monday morning until the day before Thanksgiving.

Angela Manning

# Work Order Summary List

Selected Date Range for Request Dates: 11/1/2018 - 11/30/2018 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							

12153	30 Saddle Way			11/6/2018		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		2	11/8/2018		
General Maintenance		B307		11/6/2018 3:41:19 PM	12/5/2018		

I have a broken chair that needs to be removed and I'd like to have a replacement. The chair is under the table by my desk.

remove and replace broken student chair

Nicole Hartman

12154	30 Saddle Way			11/8/2018		0.25	\$7.78
Medium	Pingitor, Larry			4	11/12/2018		
Heating/Ventilation /Air				11/8/2018 12:52:33 AM	12/5/2018		

Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.

water room heat is on pumps were running ok

Robert Carter

12155	30 Saddle Way			11/8/2018		0.25	\$7.78
Medium	Pingitor, Larry			4	11/12/2018		
Heating/Ventilation /Air				11/8/2018 12:52:34 AM	12/5/2018		

Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.

fire pump- room heat was on no pump activity

Robert Carter

12157	30 Saddle Way			11/12/2018			\$0.00
Medium	Pingitor, Larry				11/12/2018		
Equipment Maintenance				11/12/2018 1:06:39 AM	12/5/2018		

Weekly - PM Schedule created on 1/11/2012 - Refer to PM schedule details.

steamer kitchen staff de limes steamers

Robert Carter

12158	30 Saddle Way			11/12/2018	11/15/2018	0.25	\$7.78
Medium	Pingitor, Larry			2	11/14/2018		
				11/12/2018 1:06:40 AM	12/5/2018		

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

playground 1 no new issues found at this time trash was ok

Robert Carter

12159	30 Saddle Way			11/12/2018	11/15/2018	0.25	\$7.78
Medium	Pingitor, Larry			2	11/14/2018		
				11/12/2018 1:06:40 AM	12/5/2018		

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

playground 2 trash was ok. no new issues found

Robert Carter

12/5/2018 11:28:25 AM

# Work Order Summary List

Selected Date Range for Request Dates: 11/1/2018 - 11/30/2018 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							
12160	30 Saddle Way			11/12/2018		0.5	\$15.57
Medium	Pingitor, Larry				11/12/2018		
			11/12/2018 1:06:41 AM		12/5/2018		
Weekly - PM Schedule created on 2/27/2012 - Refer to PM schedule details.			generator test with load run time. 239.4				
Robert Carter							
12161	30 Saddle Way			11/12/2018		0.25	\$7.78
Medium	Pingitor, Larry				11/12/2018		
Landscaping			11/12/2018 1:06:41 AM		12/5/2018		
Weekly - PM Schedule created on 9/10/2012 - Refer to PM schedule details.			courtyard no problems at this time				
Robert Carter							
12162	30 Saddle Way			11/12/2018		0.25	\$7.78
High	Pingitor, Larry	Restroom (Boys)			11/12/2018		
			11/12/2018 9:36:15 AM		12/5/2018		
upper level girls restroom all 3 soap dispensers are empty			refilled 3 soap dispensers in girls room				
Heather Merrick							
12164	30 Saddle Way			11/13/2018			\$0.00
Medium	Pingitor, Larry	Classroom			11/13/2018		
Carpentry		220	11/13/2018 8:50:12 AM		12/5/2018		
We have a cart that is coming loose. We need an allen wrench to fix it.			tightened up cart and kitchen doors				
Melissa Hillman							
12166	30 Saddle Way			11/15/2018		0.25	\$7.78
Medium	Pingitor, Larry			13	11/28/2018		
Heating/Ventilation /Air			11/15/2018 1:01:25 AM		12/5/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			heat was on pumps running ok				
Robert Carter							
12135	30 Saddle Way			11/1/2018			\$0.00
Medium	Harris, Rene			27	11/28/2018		
IT/Technology		227	11/1/2018 8:46:39 AM		12/5/2018		
Joan Mueller in room 227 cannot get on her computer at all. The internet is not loading.							
Tara Bobal							

# Work Order Summary List

Selected Date Range for Request Dates: 11/1/2018 - 11/30/2018 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							
12194	30 Saddle Way			11/26/2018			\$0.00
Medium	Carter, Robert	Classroom			11/26/2018		
Heating/Ventilation /Air		2333		11/26/2018 11:58:43 AM	12/5/2018		
Feels like ac is on...			duplicate order				
Judy Schwartz							
Count: 63 Work Orders		Avg. Age of WO's 4		Total for Closed Work Orders		19.25	\$557.46
Count: 63 Work Orders		Avg. Age of WO's 4		Grand Total		19.25	\$557.46



**E+mon D-mon Meter Readings**

<b>Month</b>	<b>Total Generation (kWh) month end</b>	<b>Monthly Generation (kWh)</b>	<b>Cumulative from March 2011</b>	<b>SREC's per month</b>	<b>SREC's Cumulative from March 2011</b>	<b>SREC's sold</b>	<b>Rate per SREC</b>	<b>Total Sale Amount</b>	<b>Date of Sale</b>	<b>Remaining SREC's to sell</b>
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	4	422					4
November, 2018	427655	2537	424885		422					
<b>Totals</b>						<b>391</b>		<b>\$77,764.50</b>		<b>31</b>

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