

Chesterfield Township Board of Education
Regular Meeting 7:00 p.m.
Wednesday, November 15, 2017
AGENDA

Chesterfield Township School District Vision Statement

Chesterfield Elementary School strives to build a premier institution of learning where students are challenged to their fullest potential in a safe and caring environment.

Chesterfield Township School District Mission Statement

The education of the youngest generation is "THE MISSION" of all adult citizens of Chesterfield Township. We strive to accomplish this in partnership with home and community. As mandated by state and federal guidelines, our goal is to teach our students the skills necessary to achieve proficiency in the most current NJ Core Curriculum Content Standards.

The school leadership must provide the necessary resources and facilities that support a positive learning environment. In a rapidly changing community, Chesterfield Township Elementary School is committed to providing a safe environment in which to prepare all students to become responsible, respectful citizens and active life-long learners, with an appreciation of self and others.

Welcome to this meeting of the Chesterfield Township Board of Education. If there is any agenda item, which you would like to discuss with the Board, please do so during that portion of the agenda entitled, "Public Comments-Agenda Items Only".

Should you have any other comments and/or questions once we have passed the "Public Comments-Agenda Items Only" portion in the agenda, please reserve those comments for "Other Public Comments" at the end of the meeting.

When you do address the Board, please state your name and address and limit your comments to three minutes. The total length of time for public comment is unrestricted unless a time limit is imposed by the Board President. Please refrain from comments that are likely to invade an individual's privacy rights or are not related to matters before the Board. They will not be permitted.

1. Call To Order

Pledge of Allegiance\Moment of Silence

Roll Call

Mr. Jignesh Shah, President
Mrs. Peggy Hallion, Vice President
Mrs. Laura Bond
Dr. Terran Brown
Mr. John Probasco

2. Open Public Meetings Act Notice

The Chesterfield Township Board of Education has given public notice of this meeting, pursuant to the Open Public Meetings Act, in the following manner January 11, 2017:

- 2A.a Posting written notice on the official bulletin board at the Chesterfield Township School.
- 2A.b Mailing written notice to the Burlington County Times and Trenton Times newspapers.
- 2A.c Filing written notice with the Clerk of Chesterfield Township.
- 2A.d Filing written notice with the Secretary of this body.
- 2A.e Mailing written notice to each person who has requested copies of the regular meeting schedule and who has prepaid any charge fixed for such service.

3. Meeting Information/Important Dates

Board of Education Important Dates:

December 20, 2017 Regular Monthly Meeting

School District Important Dates

November 16, 2017	Early Dismissal - Evening Parent/Teacher Conferences
November 17, 2017	Early Dismissal - Afternoon Parent/Teacher Conferences
November 20, 2017	Early Dismissal - Evening Parent/Teacher Conferences
November 21, 2017	Early Dismissal - Afternoon Parent/Teacher Conferences
November 21, 2017	Picture Retakes
November 22, 2017	Early Dismissal
November 23-24, 2017	School Closed – Thanksgiving Holiday
November 27, 2017	CPEF Barnes & Noble Night/Red Robin Night
November 30, 2017	District Technology Committee Meeting
December 4-8, 2017	PTA Holiday Shop
December 6, 2017	CPEF Monthly Meeting
December 14, 2017	PTA Cookies w/Santa
December 14, 2017	Mid-Marking Period

4. Public Comment – Agenda Items Only

When you address the Board, please approach the podium, state your name and address and limit your comments to three minutes. Please refrain from comments that are likely to invade an individual's privacy rights or are not related to matters before the Board. They will not be permitted.

5. School Community Partnerships

5A. Chesterfield PTA

5B. Chesterfield Public Education Fund

5B.1 CPEF Grant Request (Attachments) - Public

Recommend approval of the following grants:

4th Grade Teachers requesting 130 student subscriptions to Time for Kids, the nonfiction magazine supports anchor standards in most subjects. Cost \$643.50.

Earl Worgess and Chris Gray requesting to replenish supplies needed to continue the "Mileage Club" fitness activity for grades 3 - 6. Cost \$117.65.

Vote Section 5

6. Correspondence (Attachment) - Public

Letter dated November 14, 2017, to the Board of Education and Mr. Heino from Amy Jablonski, regarding the release of attachments and clarification of comments from Mr. Adams of NJSBA.

7. Minutes (Attachment)

Recommend approval of the following minutes:

October 18, 2017	Regular Minutes
October 18, 2017	Executive Minutes

Vote Section 7

8. Board of Education

Presentation of PARCC Perfect Scores

Committee Reports

8A. Board Committee/Superintendent Reports

<u>Committee</u>		<u>Meeting Dates</u>	
Human Resources	Chair	Peggy Hallion	prior to the January, May and September meetings
	Admin. Rep.	Terran Brown Mike Mazzoni	
Curriculum & Instruction	Chair	Laura Bond	prior to the February, June and October meetings
	Admin. Rep.	Jignesh Shah Jeanine May-Sivieri	
Finance	Chair	Jignesh Shah	prior to the March, July and November meetings
	Admin. Rep.	Peggy Hallion Patrick Pisano	
Student Services	Chair	Terran Brown	prior to the April, August and December meetings
	Admin. Rep.	John Probasco Anthony Calandrillo	

BURLCO School Boards Association Executive Committee Delegate:	Terran Brown
Alternate Delegate:	Jignesh Shah

Legislative Chairperson & Delegate to NJ School Boards Association:
Alternate Delegate:

Terran Brown
John Probasco

District Advisory Committee:

Laura Bond
Terran Brown

8B. Superintendent's Report

8B.1. Student Enrollment

Grade Levels	October 2017	November 2017	Net Change
Pre-School			
<i>Non-Tuition</i>	9	12	+3
<i>Preschool Disabled (non-tuition)</i>	7	7	
<i>Tuition</i>	15	14	-1
Kindergarten	88	87	-1
1 st	103	102	-1
2 nd	101	101	
3 rd	105	105	
4 th	114	114	
5 th	121	122	+1
6 th	90	91	+1
Total In-District	753	755	+2
Attending Out-of-District Schools	4	4	
Total	757	759	+2

8C. Approval of Resolution to Submit QSAC Statement of Assurance (Attachment) - Public
Recommend approval of the Resolution to Submit the QSAC Statement of Assurance for the 2017-2018 school year.

NJ QSAC - STATEMENT OF ASSURANCE

Whereas, the Chesterfield Board of Education in the County of Burlington has completed the Statement of Assurances under NJ QSAC for the 2017-2018 school year, and

Whereas, N.J.A.C. 6A:30-3.2 (f) requires participating school districts to hold a public meeting to approve the submission of the district's Statement of Assurance with respect to this process, and

Whereas, the Chesterfield Board of Education in the County of Burlington has reviewed the district's Statement of Assurance and hereby approves this document.

Now Therefore Be It Resolved, that the Chesterfield Board of Education does hereby authorize the Superintendent of Schools to submit the attached Statement of Assurances to the Commissioner of Education in compliance with the provisions of N.J.A.C. 6A:30-3.2 (f)

8D. NJ Department of Education Update

Vote Section 8C

9. Board Policy/Regulation

9A. Second Reading of Revised Policy (Attachment) - Public
The following revised policy is being presented for a second reading:

Vote Section 9

10. Personnel10A. Approval of Extra Time

Recommend approval of the extra time for the following employees:

<u>Staff Member</u>	<u>Brief Description of Work Completed</u>	<u>Total amount</u>
Chou, Melissa	Missed Prep due to CST meeting (10/23/17 & 11/1/17)	\$70.00
Hillman, Melissa	Missed Prep due to CST meeting (10/12/17, 10/16/17 & 10/17/17)	\$105.00
O'Brien, Jennifer	Attended In-Service 10/6/17 (above In-Service hours for part time status)	\$262.46

10B. Approval of Psychology Internship

Recommend approval of Nicolette Morales, student from The College of New Jersey to do a psychology internship with Danielle Christiansen, for 160 hours, 3 days a week from January 2018 to May 2018.

10C. Approval of Interim First Grade Teacher Extension

Recommend approval of the extension of Jennifer Maicher as Interim First Grade Teacher (Melissa Berger) commencing December 5, 2017, through February 1, 2018, at \$264.66 (BA Step 1-2) for days 43-78 at a cost of \$9,527.76. (This includes one transition day.)

10D. Approval of Technology Committee

Recommend approval of the following personnel to work on the technology committee for the 2017-2018 school year.

Michael Brayton	\$52/hour @ 6 hr. max. total	\$312.00, per negotiated agreement
Maria Prince	\$52/hour @ 6 hr. max. total	\$312.00, per negotiated agreement
Angela Manning	\$52/hour @ 6 hr. max. total	\$312.00, per negotiated agreement
Melissa Carlton	\$52/hour @ 6 hr. max. total	\$312.00, per negotiated agreement
Marnie Briel	\$23.65/hour @ 6 hr. max. total	\$141.90

For a total cost of: \$1,389.90

10E. Approval of Salary for Speech Language Specialist

Recommend approval of salary for Kimberly Barca, Speech Language Specialist effective October 30, 2017 at MA Step 11 for the prorated amount of \$60,426.00, as per negotiated agreement. (Board approval of employment on August 30, 2017 had salary to be determined based on start date.)

10F. Approval of Substitutes

Recommend approval of the following substitutes for the 2017-2018 school year:

Christina Randazzo	Teacher
Nijhae McKenney	Custodian
James Aversano	Aide (pending background clearance)
Jacquelyn Troiani	Aide (pending background clearance)
Jessica Wszolek	Aide (pending background clearance)

Vote Section 10

11. Curriculum & Instruction11A. Approval of the Fairview Lake Field Trip for the 2017-2018 School Year

Recommend approval of a field trip to Fairview Lake for the sixth grade students for the 2017-2018 school year,

February 6 – 9, 2018.

11B. Approval of One to One Nurse (Attachment)

Recommend approval of one to one nurse from Bayada Home Health Care, Inc. for student ID#20331959 as per student's IEP at a rate of \$42/hour.

11C. Approval of Paraprofessional

Recommend approval of one additional paraprofessional from Insight Workforce Solutions, L.L.C. for preschool inclusion classroom.

11D. Approval of Revised K – 5 Science Curriculum

Recommend approval of the revised K – 5 science curriculum for the 2017-2018 school year.

Vote Section 11

12. Health & Safety

12A. Nurses Report – October (Attachment) - Public

12B. Emergency Drill Report (Attachment) - Public
Fire Drill October 19, 2017

12C. Student Code of Conduct (Attachment) - Public
Report for October

12D. H.I.B. Incidents (Attachment)

There was one HIB incident reported and one confirmed for October.

Vote Section 12

13. Staff Professional Development

13A. Approval of Workshop

Recommend approval of the following workshops:

Name	Position	Destination	Justification	Date	Reg. Fee	Mileage
Melissa Carlton	School Psychologist	Online webinar	Conducting the VB-MAPP Assessment	11/30-12/01/2017	\$99.00	\$0.00

Vote Section 13

14. Board of Education and Board Secretary Monthly Certifications

Recommend approval of the following resolution:

BE IT Resolved that: Pursuant to N.J.A.C. 6:23-2.12(c)3*, I certify that as of the date of this Board meeting, no budgetary line item account has obligations and payments (contractual orders) which in total, exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8 and N.J.S.A. 18A:22-8-1.

Patrick Pisano

Date

Financial Certification of the Board

Pursuant to N.J.A.C. 6:23-2.12(c)3*, the Chesterfield Township Board of Education hereby certifies that after review of the Board Secretary's and Treasurer's monthly financial reports, as recorded in the minutes of the Board each month, and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6:23-2.12(c)3*, and that sufficient funds are

available to meet the district's financial obligations for the remainder of the fiscal year.

*Citations are subject to change due to periodic amendments, new rule or repeals.

14A. Financial Approvals (Attachments)

Recommend approval of the following financial reports for the month of September:

- Expenditures - Approval and ratification of Expenditures for September and approval to pay additional bills as needed between this meeting and the next meeting with a list to be presented for ratification at the next meeting.
- Transfers for September: #027 to #033
- Report of the Secretary
- Budget Report
- Revenue Report
- Monthly Transfer Report
- Report of the Treasurer

Recommend approval of the following financial reports for the month of October: (Attachments)

- Expenditures - Approval and ratification of Expenditures for October and approval to pay additional bills as needed between this meeting and the next meeting with a list to be presented for ratification at the next meeting.
- Transfers for October: #034 to #039
- Report of the Secretary
- Budget Report
- Revenue Report
- Monthly Transfer Report
- Report of the Treasurer

Recommend approval of the following financial report for the month of November: (Attachment)

- Expenditures - Approval and ratification of Expenditures for November and approval to pay additional bills as needed between this meeting and the next meeting with a list to be presented for ratification at the next meeting.

14B. Surplus Property Disposal (Attachment) - Public

Recommend approval to dispose of two expired Cosco car seats and one Snapper snowblower.

Vote Section 14

15. Other Business

16. Facilities Update/Information

16A. Supervisor of Building & Grounds Report - Robert Carter (Attachment) - Public

16B. School Dude Report (Attachment) - Public

The work order and incident reports for October from the School Dude software are attached.

16C. Solar Renewable Energy Credits Analysis (Attachment) - Public

16D. Use of Facilities

Recommend the approval of the following use of facilities for the 2017-2018 school year:

Name Of Organization	Facility requested	Description of Activity	Date
PTA	Atrium	Evening Holiday Shop	12/5/17 & 12/7/17

Vote Section 16

17. Motion to Adjourn to Executive Session
Recommend approval of the following resolution:

EXECUTIVE SESSION RESOLUTION

WHEREAS, N.J.S.A. 10:4-6, et seq. (Open Public Meetings Act) provides that the Board of Education of the Chesterfield School District may exclude the public from that portion of the meeting at which the Board of Education discusses certain matters as set forth in N.J.S.A. 10:4-12; and,

WHEREAS, the following subjects shall be discussed in the session of the Board of Education closed to the public:

Pending Litigation Matter

RESOLVED, that the aforesaid meeting is closed to the public for the reason set forth above in accordance with the Open Public Meetings Act; and,

BE IT FURTHER RESOLVED that the discussion in executive session will be available for disclosure to the public at such time as it is no longer necessary to maintain the confidential nature of the items discussed.

Vote Section 17

18. Motion to Return to Public Session

Vote Section 18

19. Other Public Comments

20. Motion to Adjourn

Vote Section 20

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

Thecpef@gmail.com

Your Name(s)_4th Grade Teachers: Kim Breiland, Laura Flynn, Date of Request:_June 16, 2017
Nicole Hartman, Karen Stryker, Jamie Surette _____

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

We are requesting 130 student subscriptions to **Time for Kids**, a high interest non-fiction magazine. The magazine consists of weekly issues throughout the school year and is geared toward 4th grade students.

Fourth grade Common Core standards demand that a larger percent of reading instruction be with *nonfiction* texts. **Time for Kids** magazine provides relevant and engaging nonfiction passages. The cross-curricular content often connects to current events, social studies, science, and other content areas.

Time for Kids offers numerous ways to educate and engages students; such as: a weekly magazine, interactive activities, audio read aloud, whole class digital edition, formative assessments, articles at various reading levels, vocabulary practice, evidence based thinking, science articles, paired text and much more.

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

The subscription costs \$4.95 per student. We are planning on 25 student copies and 1 teacher copy for each of the 5 homerooms.

This will total $130 \times \$4.95 = \643.50

EVALUATION (HOW WILL YOU MEASURE STUDENT GROWTH)

Time For Kids meets Common Core State Standards. This nonfiction magazine supports anchor standards in most subjects. Using this magazine will also help meet key standards in Reading, Writing, Speaking and Listening, and Language.

There are performance tasks in each issue that are designed for students to demonstrate their understanding of what they've learned. For example, an essay, a video, a poster, etc. We will be able to evaluate student growth through the activity sheets, quizzes, reading, and writing prompts requiring students to read closely, draw conclusions from text evidence, and understand nuances of language.

I have discussed this with the following two colleagues:

NAME: Karen Stryker

NAME: Jamie Surrette

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

TOTAL GRANT AMOUNT
REQUESTED:

\$643.50

Please submit completed Grant applications to:
Sheino@chesterfield.nj.k12us.com and thecpef@gmail.com

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

Your
Name(s) Worgess/Gray

Date of
Request: 9/23/17

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

- A. This is a follow-up request to a grant that was approved previously. This grant is a request to replenish supplies needed to continue the "Mileage Club" fitness activity for grades 3 - 6. This is a voluntary program open to all students that would prefer to participate in an alternative activity during recess. The program provides reward incentives, tokens, that students wear on a neck chain. It has been well accepted by a majority of the students. Funding would secure the popularity of the program.
- B. This request is to replenish copies of the book Chew On This; over the years they have become worn, lost, etc. At this time we have nine available copies left; we would like to order 25 new books. The book has been incorporated into the 6th grade curriculum in order to meet NJ state standards (NJCCCS: 2.1B/2.1C) that deal with nutrition and health conditions.

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

- A. Costs are listed on the order form.
Total product costs are \$117.65

- B. Costs through amazon would be approximately \$150 .

EVALUATION (HOW WILL YOU MEASURE STUDENT GROWTH)

- A. Student growth will be shown through % of participation and completion of mileage marker cards.
- B. Evaluation will be a written book report expressing factual information and personal opinions from various chapters.

I have discussed this with the following two colleagues:

NAME: Mr. Gray
NAME:



Mary Merrick <mmerrick@chesterfieldschool.com>

FW: Board Attachments Follow Up

1 message

Patrick Pisano <ppisano@chesterfieldschool.com>
To: Mary Merrick <mmerrick@chesterfieldschool.com>

Tue, Nov 14, 2017 at 10:51 AM

From: Scott Heino [mailto:sheino@chesterfieldschool.com]
Sent: Tuesday, November 14, 2017 10:17 AM
To: Patrick Pisano
Subject: Fwd: Board Attachments Follow Up

----- Forwarded message -----

From: Amy Jablonski <amybjablonski@gmail.com>

Date: Tue, Nov 14, 2017 at 6:55 AM

Subject: Board Attachments Follow Up

To: Jignesh Shah <jignesh_shah1@chesterfieldschool.com>, Peggy Hallion <peggy_hallion1@chesterfieldschool.com>, laura_bond1@chesterfieldschool.com, John Probasco <john_probasco1@chesterfieldschool.com>, terran_brown1@chesterfieldschool.com, **Scott Heino** <sheino@chesterfieldschool.com>

Good morning,

At the last board meeting in the context of our discussion regarding the lack of attachments posted with the board agenda, Mr. Shah stated that he was going to contact Mr. Adams from NJ School Boards Assn to get clarification on his comments regarding best practice for the attachments. At that time he promised me that he would forward me the email and Mr. Adams' response.

To date, I have yet to receive either. Please send me these items prior to the meeting tomorrow night, Wednesday, November 15.

Respectfully,

Amy Jablonski

--

Scott Heino

Superintendent

Chesterfield Township School District

sheino@chesterfieldschool.com

(609)298-6900 x1230

11/14/2017

Chesterfield Township Elementary School Mail - FW: Board Attachments Follow Up



Virus-free. www.avg.com

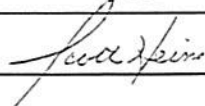
NJ QUALITY SINGLE ACCOUNTABILITY CONTINUUM STATEMENT OF ASSURANCE - SCHOOL YEAR 2017-18

DECLARATION PAGE

Burlington

Chesterfield Township School District

By signing below, the Chief School Administrator and Board President are affirming the accuracy of this document.

POSITION	NAME	SIGNATURE
Chief School Administrator	Scott Heino	
Board of Education President	Jignesh Shah	
Board Resolution Date: November		

NJ Quality Single Accountability Continuum (NJQSAC)

Statement of Assurance - School Year 2017-18

District Information and Score Summary Page

District Name & District Code	Chesterfield Township School District / 0830
County Name & County Code	Burlington / 05
District Superintendent Name	Scott Heino
District Mailing Address	30 Saddle Way Chesterfield, NJ 08515
Superintendent Email	Sheino@chesterfieldschool.com

SOA Area	Score* # of Yes Responses	Score* % of Yes Responses
Instruction and Program	4	80%
Fiscal Management	10	100%
Governance	10	100%
Personnel	5	100%
Operations	20	100%

* Note: Scores will calculate automatically, based on responses to QSAC indicators.

NJQSAC Statement of Assurance -- School Year 2017-18

District Name: Chesterfield Township School District		
Instruction and Program	Yes or N/A = 1 No = 0	Comments
1. Reports to the district board of education and the public on the performance of all students on the New Jersey standardized testing system (N.J.A.C. 6A:8-3.1).	1	
2. Communicates district graduation requirements to all high school students, their families, and the community annually (N.J.A.C. 6A:8-5.1).	1	
3. Implements board-approved new and/or revised curricula that clearly and specifically align with the most recent State Board adopted version of the New Jersey Student Learning Standards (NJSLs) and with the timeline for implementation of curriculum for each content standard (N.J.A.C. 6A:3-3.1).		
(Continued on next page)		

NJQSAC Statement of Assurance -- School Year 2017-18

Instruction and Program	Yes or N/A = 1 No = 0	Comments
Content Area, Date Standards Were Adopted by the State Board of Education and Required Adoption Date for Districts	Yes or N/A = 1 No = 0	In the boxes below, enter the district board adoption date for each content area. DO NOT ENTER THE ANNUAL READOPTION DATE; ENTER THE MOST RECENT DATE CURRICULUM WAS BOARD ADOPTED TO COMPLY WITH THE MOST CURRENT NJSLS STANDARDS.) If the content area has not been aligned to the standards, provide an explanation.
English Language Arts (State adopted on 5/4/2016; district implementation by 9/2017)	0	8/17/2016
Math (State adopted on 5/4/2016; district implementation by 9/2017)		8/17/2016
Science (State adopted on 7/9/2014; district implementation by: 9/2016 for grades 6-12 and 9/2017 for grades K-5)		8/17/2016 & 11/15/2017
Social Studies (State adoption on 7/9/2014; district implementation by 9/2015)		10/19/2016
World Languages (State adoption on 7/9/2014; district implementation by 9/2015)		10/17/2012 Currently under review
Technology (State adopted on 10/1/2014; district implementation by 9/2015)		6/22/2016
21st Century Life and Careers (State adoption on 10/1/2014; district implementation by 9/2015)		10/17/2012 Currently under review
Visual and Performing Arts (State adoption on 7/9/2014; district implementation by 9/2015)		8/17/2016
Comprehensive Health and Physical Education (State adoption on 7/9/2014; district implementation by 9/2015)		8/17/2016

NJQSAC Statement of Assurance -- School Year 2017-18

Instruction and Program	Yes or N/A = 1 No = 0	Comments
4. Aligns the approved career and technical education program with the State Plan for Career and Technical Education and evaluates the program annually, including the required safety and health program (<i>N.J.A.C. 6A:19 et seq.</i>).	1	
5. Has a preschool program plan approved by NJDOE Div. of Early Childhood Education, as per <i>N.J.A.C. 6A:13A-3.1</i> (if district receives State preschool education aid). For those school districts receiving full State funding under the School Funding Reform Act (SFRA) funded per pupil	1	Approved 2016-17 Program Plan update and Budget from NJDOE
Instruction & Program Subtotal	4	
Fiscal Management	Yes or N/A = 1 No = 0	Comments
The district:		
1. Follows a budget calendar that was developed and shared with the board annually and that reflects all applicable legal and management requirements.	1	
2. Bases the tuition estimate on an analysis of prior year expenditures and the current year schedule of out-of-district placements from existing contracts.	1	
3. Bases appropriations for capital projects on the district's Long Range Facilities Plan (<i>N.J.A.C. 6A:26-2.1</i>) and the comprehensive maintenance plan (<i>N.J.A.C. 6A:26-20</i>).	1	
4. Supports other budget lines by a trend analysis of historical expenditures.	1	
5. Includes only line-item transfers or appropriations of surplus for new programs and initiatives contained in the original budget certified for taxes (excluding transfers for health and safety related items and awards of additional state aid or grants for new purposes.	1	
6. Submits initial applications, revisions and final reports for all entitlement and discretionary grants in a timely manner.	1	

NJQSAC Statement of Assurance -- School Year 2017-18

Fiscal Management	Yes or N/A = 1 No = 0	Comments
7. Maintains separate accounts and keeps records, by grant (IDEA, Title I, IDEA-ARRA, Education Jobs Funds, etc.) and location as required (Title I, etc.), and/or consolidates accounts for approved school-wide programs as allowed in accordance with the approved budget.	1	
8. Expends federal funds consistent with the approved indirect cost rate.	1	
9. At a minimum, performs a semi-monthly review of the budget status (budget to actual) to ensure that sufficient appropriations are available.	1	
10. Approves purchase orders approved only by 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.	1	
Fiscal Management Subtotal	10	
Governance	Yes or N/A = 1 No = 0	Comments
The district:		
1. Establishes policies and procedures for the provision of educational programs and services to all students (N.J.A.C. 6A:7 et seq.).	1	
2. Establishes a nepotism policy (N.J.A.C. 6A:23A-6.2)	1	
3. Follows all requirements for the annual organization meeting (N.J.S.A. 18A:10-3 et seq. and 15-1 et seq.).	1	

NJQSAC Statement of Assurance -- School Year 2017-18

Governance	Yes or N/A = 1 No = 0	Comments
4. Drafts minutes of all meetings, including executive sessions, that reflect all board actions and makes the minutes publicly available within two weeks or by the next board meeting (N.J.S.A. 18A:17-7). When appropriate, the board obtains public input and provides information to district staff as it relates to community expectations. The board also implements the Open Public Records Act (OPRA) pursuant to N.J.S.A. 47:1A-1 et seq.).	1	
5. Requires each board member and administrator to file a timely and properly completed financial and personal/relative disclosure statement each year (N.J.S.A. 18A:12-26). Annually discusses the School Ethics Act and has not been found in violation of the School Ethics Act (N.J.S.A. 18A:12-22).	1	
6. Establishes a travel and related expense reimbursement policy and ensures school board members and all employees operate in accordance with that policy (N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7).	1	
7. Submits new, renegotiated, amended, altered or extended contracts for superintendents, deputy superintendents, assistant superintendents and school business administrators to the Executive County Superintendent (ECS) for review and approval. Takes no formal action to approve or implement such contracts prior to ECS review and approval (N.J.S.A. 18A:7-8, N.J.A.C. 6A:23A-3.1).	1	
8. Approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees only by a roll call majority vote of the full membership of the board upon the recommendation of the Chief School Administrator and acts within 60 days of the CSA's recommendation (N.J.S.A. 18A:27-4.1).	1	

NJQSAC Statement of Assurance -- School Year 2017-18

Governance	Yes or N/A = 1 No = 0	Comments
9. Approves the monthly board secretary's and treasurer's reports within 60 days of month's end and certifies in the minutes that the major funds (general fund, special revenue and capital projects fund) have not been over-expended (<i>N.J.A.C. 6A:23A-16.10</i>).	1	
10. Conducts a public hearing on the proposed budget and formally adopts the budget at a public meeting (<i>N.J.A.C. 18A:22-7 et seq. and N.J.A.C. 23A:8-1</i>).	1	
Governance Subtotal	10	
Operations	Yes or N/A = 1 No = 0	Comments
The district:		
1. Conducts all required trainings for school district employees (<i>N.J.S.A. 18A and N.J.A.C. 6A</i>).	1	
2. Submits all required NJSMART files by the due dates and has an error rate of less than 2% for each file.	1	
3. Adopts and distributes to all school staff, students and parents a code of student conduct that contains all required elements (<i>N.J.A.C. 6A:16-7.1</i>).	1	
4. Collects and reports annually, incidents of violence, vandalism, substance abuse and disruptive behavior to the NJDOE on the Electronic Violence and Vandalism Reporting System (EVVRS). Reports to the board all incidents from the previous year, annually at a public hearing. Analyzes these incidents and identifies activities to address them (<i>N.J.A.C. 6A:16-5.3</i>).	1	

NJQSAC Statement of Assurance -- School Year 2017-18

Operations	Yes or N/A = 1 No = 0	Comments
5. Develops and implements policies and procedures prohibiting harassment, intimidation and bullying (HIB); distributes them to students, parents and staff; and posts the policies and procedures on the district's website (<i>N.J.S.A. 18A:37-14-18 and N.J.A.C. 6A:16-7.7</i>).	1	
6. Satisfies all requirements of the Gun-Free Schools Act, 20 USC 7151 and the Title IV Section 4141 of NCLB (<i>N.J.S.A. 18A:37-7-12 and N.J.A.C. 6A:16-5.5</i>).	1	
7. Provides for the safety and protection of students through the annual review, development and implementation of a memorandum of agreement (MOA) with law enforcement and implementation of board-approved policies to facilitate cooperation between school staff and law enforcement (<i>N.J.A.C. 6A:16-6.2</i>).	1	
8. Implements procedures to review and resolve transportation incidents to avoid safety violations and ensures the safety of children including but not limited to meeting Motor Vehicle Commission requirements for bus driver inspections before loading and after drop-off and evacuation drills (<i>N.J.A.C. 6A:27-11 and 12.1(g)</i>).	1	
9. Adopts and implements policies and procedures designed to report missing and abused children to law enforcement and child welfare authorities. Appoints and school district liaison and provides training to district employees, volunteers and interns working in the school district (<i>N.J.A.C. 6A:16-11</i>).	1	
10. Provides school health services, screenings and examinations to identify the need for medical services for public and nonpublic students. Maintains student health records (<i>N.J.A.C. 6A:16-2.1 et seq.</i>).	1	
11. Implements the NJDOE-approved school health nursing services plan (<i>N.J.A.C. 6A:16-2.1(b)</i>).	1	
12. Implements a board-approved comprehensive guidance and academic counseling program for all students (<i>N.J.A.C. 6A:8-3.2</i>).	1	

NJQSAC Statement of Assurance -- School Year 2017-18

Operations	Yes or N/A = 1 No = 0	Comments
13. Coordinates a comprehensive career education and counseling program with transition services for students with disabilities beginning at age 14 or younger as determined by the Individualized Education Program team (<i>N.J.A.C. 6A:14-3.7(e)11-13</i>).	1	
14. Ensures that each school building has a multidisciplinary team (such as Intervention and Referral Services Team, Pupil Assistance Team and School Resource Committee) as part of its coordinated system for the planning and delivery of intervention and referral services (<i>NJAC 6A:16-8</i>).	1	
15. Provides educational services, either in school or out of school, within five days of the student's removal for disciplinary reasons or absence due to chronic or temporary illness (<i>N.J.A.C. 6A:16-7.2; 7.3 and 10</i>). If the district is a County Special Services School District, it develops and implements procedures for notifying resident district of disciplinary removals or absences due to chronic or temporary illness.	1	
16. Forwards all student records, including disciplinary records, to the school district to which the student has transferred within 10 school days after the transfer has been verified by the requesting school district. Forwards disciplinary records, with respect to suspensions and expulsions, to nonpublic schools (<i>N.J.A.C. 6A:32-7.5(f)10iii and 6A:16-7.10</i>).	1	
17. Provides services and programs to nonpublic school students in accordance with Chapter 192 Auxiliary Services (<i>N.J.S.A. 18A:46A-1 et seq. and N.J.A.C. 6A:14-6.1 et seq</i>) and Chapter 193 Remedial Services for the Handicapped (<i>N.J.S.A. 18A:46-19.1 et seq and N.J.A.C. 6A:14-6.1</i>).	1	

NJQSAC Statement of Assurance -- School Year 2017-18

Operations	Yes or N/A = 1 No = 0	Comments
18. Disseminates information about and implements a comprehensive alcohol, tobacco and other drug abuse program. Adopts and disseminates to all school staff, students and parents 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 (<i>N.J.S.A. 18A:40A-B and N.J.A.C. 6A:16-1.4(a)18; 6A:16-3-4</i>).	1	
19. Annually reviews, revises or develops, and implements safety and security plans, procedures and mechanisms in consultation with law enforcement, health, social service and emergency management agencies and other community members, including parents (<i>N.J.A.C. 6A:16-5.1 et seq.</i>).	1	
20. Implements the NJDOE-approved Comprehensive Equity Plan (CEP) designed to eliminate discrimination according to race, age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender, religion, disability, socioeconomic status, pregnancy or parenthood (<i>N.J.A.C. 6A:7-1.4</i>).	1	
Operations Subtotal	20	
Personnel	Yes or N/A = 1 No = 0	Comments
The district:		
1. Utilizes board-approved job descriptions and standards for appointment of each teaching staff member, substitute teacher and other staff including paraprofessional positions. Ensures that all staff are appropriately certified and credentialed for their assignment (<i>N.J.A.C. 6A:32-4 and N.J.A.C. 6A:9-6.5</i>).	1	
2. Confirms that new employees have a successful criminal history record check within three months of employment and that they have not been disqualified for employment (<i>N.J.S.A. 18A:6-7.1 et. seq., 18A:39-19.1 and 18A:6-4.13 et. seq.</i>).	1	

NJQSAC Statement of Assurance -- School Year 2017-18

Personnel	Yes or N/A = 1 No = 0	Comments
3. Adopts written policies and procedures for the physical examination of new and existing employees and maintains personnel health records in a secure separate location from personnel files (<i>N.J.A.C. 6A:32-6.2 and 6.3</i>).	1	
4. Adopts policies and procedures for the annual evaluation of all tenured and non-tenured teaching staff members by appropriately certified personnel. Distributes the policies to all tenured teaching staff members, including administrators and supervisor, by October 1 (<i>N.J.A.C. 6A:10</i>).	1	
5. Uses multiple data sources, (e.g., test scores, needs assessments, attendance data, violence reports) to address current and projected needs and priorities for all school/district staff when providing professional development opportunities. Uses the data sources to analyze the alignment of the district's Professional Development Plan with teaching staff needs (<i>N.J.A.C. 6A:9-15 et seq.</i>).	1	
Personnel Subtotal	5	

New Jersey Department of Education

Health and Safety Evaluation Of School Buildings Checklist

COUNTY: BURLINGTON DISTRICT: CHESTERFIELD SCHOOL YEAR: 17/18

(check one) ☐ Leased ☒ Owned SCHOOL BUILDING: Chesterfield Elementary School

COMPLETED BY: Robert J. Carter Jr. DATE: Sept 5, 2017

This form shall be used for the evaluation of school buildings including: Traditional Public School Districts (owned or leased), Private Schools for the Disabled, Charter Schools, Renaissance School Projects and any other school settings. This evaluation checklist shall be completed annually by appropriate district personnel and kept on file for inspection or other legal issues. These indicators cover regulations issued by NJDOE, NJDEA, NJICC, OSHA. The emphasis of this evaluation is for the health and safety of students and staff even in the absence of a specific Statute or Code. The items listed are not mutually exclusive of other findings a monitor/inspector may site. See "Facility Instructions and Guidance" for additional information.

SECTION A: 100% Items

100% COMPLIANCE	YES	NO	N/A	VIOLATION LOCATION
CURRENT LICENSES AND CERTIFICATES				
1. A current certificate of compliance with the Uniform Fire Code has been issued by the local or State fire official/inspector within the year and posted in a conspicuous location. (or current abatement inspection is available)	✓			
2. A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.	✓			
3. A 3 year asbestos management plan, as required by A.H.E.R.A., is available including current 6 month surveillance letters. If constructed without asbestos, a letter of certification from the architect is available.	✓			
4. An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.			✓	
5. Current boiler inspection certificate(s) posted at site of boiler			✓	
6. Current license(s) for high and low pressure boiler operators, as required by code, are properly posted.			✓	
7. Current drinking water supply inspection reports are available to comply with the Safe Water Drinking Act. (N.J.A.C 58:12A-1) (6A:26-12.4)	✓			
8. One fire drill and one school security drill are held each month; [See "Checklist Instructions" for Certificate of Assurance] 18A:41-1	✓			
9. Right To Know requirements are properly posted and MSDS reporting materials on file for review.	✓			
10. District has defibrillators identified with appropriate signage, is placed and made available in an unlocked location on school property, which is accessible during the school day and any other time in which a school-sponsored athletic event or team practice, in which pupils of the district are participating, is taking place and is within reasonable proximity of the school athletic field or gymnasium, as applicable (Janet's Law 18A:40-41a-41c)	✓			

100% COMPLIANCE				
EXITS/EXTERIOR	YES	NO	N/A	VIOLATION LOCATION
11. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.	✓			
12. All exterior exits are in good condition; readily accessible and free of obstructions for use in an emergency; including: a. Fire escapes and/or exterior stairs can be safely negotiated. b. Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.	✓			
INTERIOR				
13. All electrical outlets; switches, receptacles and junction boxes; electric wires; fuses and/or circuit breaker panels; etc. are properly covered and/or secured and/or protected.	✓			
14. Sufficient access and working space is provided and maintained around all electrical spaces. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment; i.e.: circuit breaker panels, fuse boxes, transformers.	✓			
15. <i>Instructional</i> areas are free of all unapproved construction; e.g.: walls; partitions; doors and stairs; etc.	✓			
16. The hardware on doors of any space occupied by students shall permit egress from the room at all times. Key-operated locks, thumb-turn locks, hasps dead bolts, slide bolts or similar types of locking devices shall not be permitted. 6A:26-8.1 (i2)	✓			
17. Unobstructed vision panels with code approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. 6A:26-8.1 (i3)	✓			
18. Kindergarten and Pre-K toilet requirements are met.	✓			
19. District approves as needed: Dual Use, Change of Use, Alternate Toilet, Temporary sites (TCU or rented facilities). Required DOE approvals in place.			✓	
20. Dangerous chemicals (i.e.: liquefied petroleum gas/propane) and/or explosive materials (i.e.: gunpowder; picric acid) are <u>NOT</u> stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e.: in properly rated cabinets; NOT in boiler room/hazardous areas).	✓			
VOCATIONAL/LABORATORIES				
21. Power machinery and equipment, as well as science labs, have appropriate safety features in place, including as applicable: a. Appropriate placement on the floor and required point of operation guards to protect users from injury due to moving parts. b. Clearly visible and accessible push-type emergency cut-out switches at appropriate locations within shops to de-energize electrical supply to nonportable machinery. c. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch. d. Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut off valve which is clearly marked and accessible.	✓			

100% COMPLIANCE				
VOCATIONAL/LABORATORIES continued	YES	NO	N/A	VIOLATION LOCATION
22. At a minimum, one # 20 BC rated fire extinguisher is provided in each laboratory and vocational area.	✓			
23. Adequate eye and body protection is provided, including: a. Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation. b. Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used. c. An emergency cold-water shower for chemistry laboratory if constructed after October 1985. (6A:26-12.5)	✓			
24. Room provides for proper local or general ventilation and/or exhaustion of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable: a. For science activities (i.e.: via fume hoods) b. For welding operations. c. For paint spraying operations: 1 Auto: should have separate exhaust system. 2 Art: proper ventilation for spray/ paint with fumes d. Art: Safe designated space/room for kilns with proper ventilation e. For dust generating operations, such as wood working, (i.e.: a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system	✓			
100% ITEMS TOTAL				

Section B: 80% Items

80% COMPLIANCE				
EXITS/EXTERIOR	YES	NO	N/A	VIOLATION LOCATION
1. No evidence of major exterior building structural damage. Example(s) would include: a. Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking. b. Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create drainage or soil erosion.	✓			
2. All exterior receptacles are GFI protected in accordance with code.	✓			
3. All school grounds, including general purpose play areas and athletic fields, are free of holes; glass; stumps, roots; rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for the temporary facility enrollment and program needs and be protected from hazards or traffic conditions. 6A:26-8.1ix	✓			
EXITS/EXTERIOR continued	YES	NO	N/A	VIOLATION LOCATION

80% COMPLIANCE				
4. Playground area and equipment appear to be in safe operating condition and in compliance with code and district maintains documentation of compliance and regular inspections.	✓			
INTERIOR				
5. All interior exits and corridors are in good condition; readily accessible; and free of obstructions and/or excessive materials which would hinder exiting.	✓			
6. Emergency evacuation egress procedures are posted at a visible height and standard location in all areas. 6A:26-8.1 (i4)	✓			
7. Doors leading to interior courtyards are clearly marked: "Not an Exit"	✓			
8. Handrails on both sides of interior stairways, guardrails, and interior stair treads are free of surface features which may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair	✓			
9. Stage curtains are flame proof or flame retardant and certificates are on file.	✓			
10. All education spaces shall be equipped with a communication devise/system connected to the main office and capable of emergency communication to local authorities or 9-1-1. 6A:26-8.1 (i6)	✓			
11. Electric outlets and/or wiring appear appropriate, including: a. GFI protection for receptacle(s) within 6 ft of water in accordance with code. b. Electrical extension cords and surge protectors used appropriately, with extension cords <u>only used</u> for temporary need(s). c. Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in N.J.A.C. 6A:26-6.3 6A:26-8.1(vii2)	✓			
12. Nurse's Office: District boards of education shall provide the necessary facilities, equipment and supplies for the performance of the duties required under State law and the rules by health services personnel. (6A:26-12.3 & 6A:26-6.3(b))	✓			
13. Individual or central mechanical ventilation unit(s) are operating in all student and staff occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in N.J.A.C. 6A:26-6.3 and the UCC. 6A:26-8.1 (iii)	✓			
14. Lighting levels in all instructional areas at least 50 foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. (6A:26-8.1(vi) & 6A:6.3(g)(1))	✓			
15. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. 6A:26-8.1 (i1)	✓			
16. A chalkboard or whiteboard, and/or display board is provided in each instructional space and is free of cracks and jagged edges. 6A:26-8.1 (viii1)	✓			
INTERIOR	YES	NO	N/A	VIOLATION LOCATION

80% COMPLIANCE				
17. Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall be at least 8' feet for instructional spaces in temporary facilities in an existing public school, in a district owned facility and in rented or leased buildings not on school district owned sites. 6A:26-8.1 (ii)	✓			
18. Area and floor drains, where provided, appear to be in working order and covered with appropriate plates; unused (abandoned) waste lines (drains) are sealed off and capped.	✓			
19. Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping; and/or other hazards. Any concrete floors in all instructional areas, except shops, shall be covered with a resilient floor covering. 6A:26-8.1 (i5)	✓			
20. Supplies and materials are neatly and appropriately stored: a. Storage racks/shelving over 6 feet in height are properly secured from tipping. b. In general, there is no storage within 24 inches of a ceiling. In buildings with sprinkler systems, storage is at least a minimum of 18 inches below sprinkler head deflectors. c. Storage is organized to allow safe access through space.	✓			
21. Provision shall be made for storage of students' clothing in other than a corridor or exitway. Student lockers are usable; i.e.: doors, handles and locks are operable. 6A:26-8.1 (i7)	✓			
22. Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available. (6A:26-12.4) Potable water shall be available and drinking fountains shall be provided for students in cafeterias, preschool and kindergarten programs in accordance with N.J.A.C. 5:23-7; 6A:26-8.1(v)	✓			
23. Toilet facilities shall meet existing UCC requirements for the E Use Group as determined by the construction official. Toilet facilities shall be available within a reasonable distance not more than one floor away, and shall be equipped with an exterior operable window sash or mechanical exhaust ventilation. 6A:26-8.1 (iv)	✓			
24. Food and nonfood items (i.e.: cleaning products, etc.) in home economics rooms & cafeteria are stored separately	✓			
25. <i>Non-instructional</i> areas are free of all unapproved construction; e.g.: walls, partitions, doors and stairs.	✓			
26. Furniture and equipment that is in good condition and suitable for the age and size of the students and purposes of instruction shall be provided; 6A:26-8.1(vii)	✓			
VOCATIONAL/LABORATORIES				
27. Corrosives, toxic and other hazardous substances are stored in proper corrosive storage cabinets and are properly labeled.	✓			
28. Required space is available for the safe operation of machinery			✓	
29. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.			✓	
30. Floor(s) and aisles in all shops are free of slipping and tripping hazards.			✓	
31. "Eye Hazard Area-Wear Your Eye Protection" signs are posted.	✓			
VOCATIONAL/LABORATORIES	YES	NO	N/A	VIOLATION LOCATION

80% COMPLIANCE				
32. The following additional safety measures are in place if welding operations are on-going: a. Welding curtains are provided and are painted with a finish of low reflectivity. b. Personal protective equipment (goggles, aprons, etc.) are provided.			✓	
33. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.			✓	
34. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.			✓	
80% ITEMS TOTAL				

SCORING SECTIONS	100% Section A	80% Section B
Maximum # of Compliant Questions:	24	34

100% Section A Compliance	SCORE	NJSAC FISCAL DPR [All items are in compliance in building(s)]
0# of NO responses in section A	24	COMPLIANT (No exceptions) NONCOMPLIANT

80% Section B Compliance	SCORE	NJSAC DPR [At least 80% of items are in compliance in building(s)]
a. # of YES responses	28	X COMPLIANT Line a is equal to or <u>greater than</u> Line #d
b. # of NO responses	6	
c. Subtotal [(a)+(b)]	22	NONCOMPLIANT Line a is <u>less than</u> Line #d
d. Multiply [(c) x 80%]	22.40	

LEA SIGNATURES:

Robert D. Carter Jr
Completed By

Facility Manager 9-5-2017
Title Date

Robert D. Carter Jr
if applicable, Certified Educational Facilities Manager

9-5-2017
Date

Scott J. Jones
Chief School Administrator

9-5-2017
Date

All indicators denoted with 6A:26-8.1 also represent codified Temporary Facility Standards.

CHESTERFIELD TOWNSHIP BOARD OF EDUCATION
Chesterfield Township, New Jersey

FILE CODE: 3542.2

 X **Mandated**

 Monitored

 X **Other Reasons**

Policy

SCHOOL MEAL PROGRAM ARREARS

The school meal program shall make a nutritionally adequate meal available to every student and shall operate on the most economically feasible basis. It shall be operated in strict compliance with all laws and regulations pertaining to health; sanitation and safety; internal accounting; employment practices; nutritional standards; costs of meals; and periodic reporting required by New Jersey law.

The board of education believes that regularly consumed nutrition helps maintain the students' energy and facilitates concentration, supporting student achievement (see board policy 3542.1 Wellness and Nutrition). Therefore, it is the expectation of the board that students, with the assistance of their parents/guardians, come prepared for school each day with lunch or meal money.

Qualified students whose families have a financial hardship may apply for assistance according to policy 3542.31 Free or Reduced Price Lunches, Milk. The procedures for the administration of the free and reduced price meal program of this school district will be the same as those prescribed in current state and federal laws and regulations.

The board shall strive to make affordable meals available to all students. Students who do not qualify for free or reduced price meals or milk may receive school lunch through the school meal program for a fee that is approved by the board. Any student who has a hardship but does not qualify for free and reduced price lunches or milk, may be considered for other assistance on a case by case basis.

The purchase of meals through the school program shall be optional and shall not prevent any student from bringing their own lunch to school.

The school business administrator shall be responsible for the accounting and tracking of revenues and expenses generated by the school meal program. The principal or his or her designee shall oversee the notification of parents/guardians for the payment of charges and arrears associated with the school meal program. Being in arrears shall be defined as being behind in meal payments due, resulting in debt or liability to the district.

Procedures for Charging Lunch

In the event a student's school lunch bill is in arrears, the principal or his or her designee shall contact the student's parent/guardian to provide notice of the amount in arrears and shall provide the parent/guardian a period of ten school days to pay the full amount due. If the student's parent/guardian does not make full payment to the school by the end of the ten school days, the principal or his or her designee shall again contact the student's parent/guardian to provide a second notice that their child's lunch bill is in arrears. If payment in full is not made within one week from the date of the second notice, the student may not be served school lunch, as applicable, beginning the eighth calendar day from the date of the second notice (N.J.S.A. 18A:33-21). Although N.J.A.S. 18A:33-21 provides school districts with the option to deny a child a meal when a school lunch bill is in arrears, the Chesterfield Township Board of Education has made a commitment to ensure no child is denied a meal.

The building principal or his or her designee shall implement appropriate measures that ensure that students who cannot pay for a school lunch or whose school lunch bill is in arrears shall not be publicly identified or stigmatized.

Students without lunch or meal money may receive a meal through the school meal program according to the following rules:

SCHOOL MEAL PROGRAM ARREARS (continued)

- A. Students without lunch or meal money shall be allowed to select a meal from a limited menu not to exceed the reimbursable meal allowance and shall not be permitted ala carte items, or other food charges during the school day;
- B. Payment on the charge should be made by the student the following school day;
- C. The school business administrator shall notify the principal when the student has accumulated five (5) unpaid meal charges;
- D. The principal or his or her designee shall notify parents/guardians of the lunch arrears. This shall constitute the first notification in accordance with law (N.J.S.A. 18A:33-21). The notification shall include:
 - 1. The board policy 3542.2 School Meal Program Arrears;
 - 2. The requirement that payment be made within ten school days;
 - 3. A statement of the meal charges, that includes instructions for payment;
 - 4. A description and price list for the school lunch program;
 - 5. Information regarding participation in the federal free or reduced price lunches, milk program;
 - 6. A request to schedule a conference to investigate and address the problem and to ascertain to what degree the student is responsible or if there are mitigating circumstances or financial hardship that are contributing to the problem;
- E. Following the first notice the district shall continue to provide the student with a meal. When payment is not received within ten school days following the first notice, the principal or his or her designee shall provide the second notification of the arrears. In addition to the second notice, the principal will contact the parent by phone to discuss the concern. The second notice shall be mailed/mailed to the student and the parents/guardians and include:
 - 1. The board policy 3542.2 School Meal Program Arrears;
 - 2. A statement of the meal charges, that includes instructions for payment;
 - 3. A request to schedule a conference with the principal to discuss the arrears;
 - 4. As necessary and appropriate notification that the district shall make a report to the Division of Child Protection and Permanence;
 - 5. As necessary and appropriate notification that the district will enforce collection efforts and related fees, including filing a cause of action in small claims court.
- F. Qualified students receiving assistance according to policy 3542.31 Free or Reduced Price Lunches, who accumulate arrears, shall continue to receive a meal not to exceed the reimbursable meal allowance regardless of a bill in arrears. The student shall not, however, be permitted ala carte items, or other food charges during the school day;
- G. A meal from a limited menu not to exceed the reimbursable meal allowance shall always be provided to students who do not have lunch or meal money. The student shall not be permitted ala carte items, or other food charges during the school day.

Restrictions related to the purchase of ala carte items or other foods that are offered as part of the school meal program shall cease upon payment of the charges in arrears.

Payment of Charges

The school business administrator shall be responsible for tracking and billing all lunch accounts in arrears. The following guidelines shall apply:

- A. Charges will show a negative account balance on the student's school meal program account, and billed, at a minimum, quarterly to the parent/guardian;
- B. Payments on charges shall be brought directly to the main office or mailed to the main office;

SCHOOL MEAL PROGRAM ARREARS (continued)

- C. The payment shall be recorded and a receipt generated and given or mailed in acknowledgement of payment received according to the established district business procedures.

Implementation

The policy shall be communicated in writing at the start of the school year to the families of enrolled students and students whose families are transferring into the district. The policy may be distributed in writing, posted in the student handbook, and/or posted on the school and/or district website to meet this communication requirement.

The policy shall be reviewed regularly and updated as necessary.

Adopted:

Key Words

School Lunch, Food Service, Nutrition, Wellness,

Legal References:	<u>N.J.S.A. 18A:111</u>	General mandatory powers and duties
	<u>N.J.S.A. 18A:18A-5</u>	Exceptions to requirement for advertising
	<u>See particularly:</u>	
	<u>N.J.S.A. 18A:18A-5a(6)</u>	
	<u>N.J.S.A. 18A:18A6</u>	Standards for purchase of fresh milk; penalties; rules and regulations
	<u>N.J.S.A. 18A:333</u>	
	through 5 Cafeterias for students	
	<u>N.J.S.A. 18A:3321</u>	Schools meals, notification to parent of payment in arrears before denying to student
	<u>N.J.S.A. 18A:5420</u>	Powers of board (county vocational schools)
	<u>N.J.S.A. 18A:587.1</u>	
	through 7.2	School lunch program ...
	<u>N.J.A.C. 2:36-1.1 et seq.</u>	Child Nutrition Programs
	<u>N.J.A.C. 6A:23A-16.5</u>	Supplies and equipment
	<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts
	<u>Healthy, Hunger-Free Kids Act of 2010</u> (Section 143), P.L. 111-296; December 13, 2010.	

Federal policy guidance and resources guidance at https://www.fns.usda.gov/school-meals/policy . See:	
SP 17-2014, January 22, 2014	<i>Discretionary Elimination of Reduced Price Charges in the School Meal Program</i>
SP 46-2016, July 8, 2016.	<i>Unpaid Meal Charges: Local Meal Charge Policies</i>
SP 46-2016, July 8, 2016	<i>Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments</i>
SP 23-2017, March 23, 2017.	<i>Unpaid Meal Charges: Guidance and Q&A</i>

Possible

Cross References:	*1200	Participation by the public
	*1220	Ad hoc advisory committees
	*3000/3010	Concepts and roles in business and noninstructional operations; goals and objectives
	*3220/3230	State funds; federal funds
	*3250	Income from fees, fines and charges
	*3450	Money in school buildings
	*3510	Operation and maintenance of plant
	*3542.1	Wellness and nutrition

SCHOOL MEAL PROGRAM ARREARS (continued)

*3542.31	Free or reduced price lunches/milk
*3542.44	Purchasing
*4222	Noninstructional aides
*5131	Conduct/discipline
9123	Appointment of board secretary
9124	Appointment of business official

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

Chesterfield Township School HEALTH OFFICE REPORT

Date: 10/31/2016

Student Visits:	Category	Number
	First Aid	141
	Medications	251
	Medical	371
	Other	55
	Counseling	0
	Health Screenings	224
	Health screenings for I&RS or CST	0
	Head lice checks	23
	DYFS	0
	Staff Visits	7
	Parent Communication	56
	Documentation of records	227

Health Office Visits:	Total: 1355	Per Day: 68
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Communicable Diseases:	Disease	Number of cases
	Strep Throat	4
	Conjunctivitis	0
	Lice	0
	Flu	0
	Impetigo	0
	Ringworm	0
	Chicken Pox	0

Accident Reports	1
Students on daily medication / treatment	10
Telephone Calls to parents for illness or injury at school	56
Attendance Meeting as Attendance Officer	0
Special Services – I&RS, IEP, 504 meetings attended by nurse	2
Telephone calls to Poison Control	0
Students Out of District	5
DYFS	0
Home Visits	0
Students on Homebound Instruction	0

Comments:

- Finished 2017 health screenings
 - Entered all screenings in computer
 - Entered 6th grade screenings on A45 hard copy

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 2017-2018 School Year

[illegible]

2017/2018: School Disciplinary Incidents

[illegible]

**Chesterfield Elementary School
Surplus Property Disposal Request Form**

Date Oct 27, 2017
 School/Department Chesterfield Elementary School
 Requestor Name Janet Flannery + Robert Carter

Title Bus Driver + B & G Supervisor

Item Description	Make	Model	Serial No.	EWRSD Asset Tag	Disposal Reason
Car Seat	Cosco	High Back	Mfg 4108014783		Expired Dec 2015
Car Seat	Cosco	High Back	Mfg 1/9 A 537416		Expired Dec 2015
Snowblower	Snapper				Unrepairable

Business Office Use Only:

Board Approval Date _____

Posted Gov Deals _____

Scrap/Recycled _____

Trash _____

Donated _____

Other _____

Business Administrator _____

FACILITY REPORT

November 8, 2017

- **STROBER-WRIGHT ROOFING FIXED LEAKS ON FLAT ROOF WAITING ON QUOTE FOR SHINGLE ROOF REPAIR.**
- **STILL RECEIVING QUOTES FOR PAVER REMOVAL AND DYED CONCRETE POURING.**
- **STILL WAITING ON QUOTE ON ERV CONTROLLER. PATRICK IS REACHING OUT TO ARCHITECT.**
- **ONE OF THE GEO-THERMAL PUMPS CONTROL BOARD IS DOWN. PART WAS ORDERED.**
- **WITH ALL OF THE RAIN WE'VE BEEN HAVING THE GEO-THERMAL VAULT IS DOING FINE. PUMPS ARE WORKING AS ADVERTISED.**

Robert Carter

Building and Grounds Supervisor

Work Order Summary List

Selected Date Range for Request Dates: 10/1/2017 - 10/31/2017 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor	Total
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date	Hours	Costs
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
Status: Closed Work Orders							
10371	30 Saddle Way			10/1/2017			\$0.00
Medium	Pingitor, Larry			1	10/2/2017		
Plumbing				10/1/2017 2:26:11 AM	10/3/2017		
Yearly - PM Schedule created on 1/12/2012 - Refer to PM schedule details.			Domestic water back flow preventer was serviced and repaired in sept. 2017. by plumber				
Mike Coolidge							
10372	30 Saddle Way			10/1/2017	10/31/2017	0.5	\$15.57
Medium	Pingitor, Larry				10/1/2017		
Heating/Ventilation /Air				10/1/2017 2:26:13 AM	10/3/2017		
Yearly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			Heater by teachers entrance filter changed heater cleaned				
Mike Coolidge							
10373	30 Saddle Way			10/1/2017	10/31/2017	0.5	\$15.57
Medium	Pingitor, Larry			2	10/3/2017		
Heating/Ventilation /Air				10/1/2017 2:26:13 AM	10/3/2017		
Yearly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			Stairway 4 heater filter changed and heater cleaned				
Mike Coolidge							
10374	30 Saddle Way			10/1/2017	10/31/2017	0.5	\$15.57
Medium	Pingitor, Larry			2	10/3/2017		
Heating/Ventilation /Air				10/1/2017 2:26:13 AM	10/3/2017		
Yearly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			Stairway 3 heater cleaned and filter changed				
Mike Coolidge							
10375	30 Saddle Way			10/1/2017	10/31/2017	0.5	\$15.57
Medium	Pingitor, Larry			2	10/3/2017		
Heating/Ventilation /Air				10/1/2017 2:26:14 AM	10/3/2017		
Yearly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			Stairway 2 heater cleaned and filter changed				
Mike Coolidge							
10376	30 Saddle Way			10/1/2017	10/31/2017	0.5	\$15.57
Medium	Pingitor, Larry			2	10/3/2017		
Heating/Ventilation /Air				10/1/2017 2:26:14 AM	10/3/2017		
Yearly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			Stairway 1 heater filter changed and cleaned				
Mike Coolidge							
11/8/2017 11:50:02 AM							

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Work Order Summary List

Selected Date Range for Request Dates: 10/1/2017 - 10/31/2017 Order By Status, Location

WOLID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor	Total
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date	Hours	Costs
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
10377	30 Saddle Way			10/1/2017	10/31/2017	0.5	\$15.57
Medium	Pingitor, Larry			2	10/3/2017		
Heating/Ventilation /Air				10/1/2017 2:26:14 AM	10/3/2017		
Yearly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			Pre k entrance heater cleaned and filter changed				
Mike Coolidge							
10378	30 Saddle Way			10/1/2017	10/31/2017	0.5	\$15.57
Medium	Pingitor, Larry			2	10/3/2017		
Heating/Ventilation /Air				10/1/2017 2:26:14 AM	10/3/2017		
Yearly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			Ceiling heater by cafe. cleaned and filter changed				
Mike Coolidge							
10379	30 Saddle Way			10/1/2017	10/31/2017	0.5	\$15.57
Medium	Pingitor, Larry			2	10/3/2017		
Heating/Ventilation /Air				10/1/2017 2:26:15 AM	10/3/2017		
Yearly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			Ceiling heater by gym cleaned and filter changed				
Mike Coolidge							
10380	30 Saddle Way			10/1/2017		0.5	\$15.57
Medium	Pingitor, Larry			2	10/3/2017		
Heating/Ventilation /Air				10/1/2017 2:26:15 AM	10/3/2017		
Yearly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			Geo thermal heaters heaters cleaned no filters				
Mike Coolidge							
10381	30 Saddle Way			10/1/2017		0.5	\$15.57
Medium	Pingitor, Larry			2	10/3/2017		
Heating/Ventilation /Air				10/1/2017 2:26:16 AM	10/3/2017		
Yearly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			10 heater in geo thermal room cleaned no filters				
Mike Coolidge							
10382	30 Saddle Way			10/1/2017		0.5	\$15.57
Medium	Pingitor, Larry			2	10/3/2017		
Heating/Ventilation /Air				10/1/2017 2:26:17 AM	10/3/2017		
Yearly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			Water room heater cleaned no filter				
Mike Coolidge							

Work Order Summary List

Selected Date Range for Request Dates: 10/1/2017 - 10/31/2017 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor	Total
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date	Hours	Costs
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
10383	30 Saddle Way			10/1/2017		0.5	\$15.57
Medium	Pingitor, Larry			2	10/3/2017		
Heating/Ventilation /Air				10/1/2017 2:26:18 AM	10/3/2017		
Yearly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			Fire pump heater cleaned no filter				
Mike Coolidge							
10384	30 Saddle Way			10/1/2017		0.5	\$15.57
Medium	Pingitor, Larry			2	10/3/2017		
Heating/Ventilation /Air				10/1/2017 2:26:19 AM	10/3/2017		
Yearly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			Boys restroom by cafeteria heater heater cleaned no filter				
Mike Coolidge							
10385	30 Saddle Way			10/1/2017		0.5	\$15.57
Medium	Pingitor, Larry			2	10/3/2017		
Heating/Ventilation /Air				10/1/2017 2:26:19 AM	10/3/2017		
Yearly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			Girls restroom by cafeteria cleaned no filter				
Mike Coolidge							
10386	30 Saddle Way			10/1/2017		0.5	\$15.57
Medium	Pingitor, Larry			2	10/3/2017		
Heating/Ventilation /Air				10/1/2017 2:26:19 AM	10/3/2017		
Yearly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			Boys restroom by gym cleaned no filter				
Mike Coolidge							
10387	30 Saddle Way			10/1/2017		0.5	\$15.57
Medium	Pingitor, Larry			2	10/3/2017		
Heating/Ventilation /Air				10/1/2017 2:26:19 AM	10/3/2017		
Yearly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			Girls restroom by gym cleaned no filter				
Mike Coolidge							
10388	30 Saddle Way			10/1/2017		0.5	\$15.57
Medium	Pingitor, Larry			2	10/3/2017		
Heating/Ventilation /Air				10/1/2017 2:26:20 AM	10/3/2017		
Yearly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			Boys restroom lower level heater cleaned no filter				
Mike Coolidge							

Work Order Summary List

Selected Date Range for Request Dates: 10/1/2017 - 10/31/2017 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor	Total
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date	Hours	Costs
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description							
Requester Name							
10389	30 Saddle Way			10/1/2017		0.5	\$15.57
Medium	Pingitor, Larry			2	10/3/2017		
Heating/Ventilation /Air				10/1/2017 2:26:20 AM	10/3/2017		
Yearly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			Girls restroom lower level cleaned no filter				
Mike Coolidge							
10390	30 Saddle Way			10/1/2017		0.5	\$15.57
Medium	Pingitor, Larry			2	10/3/2017		
Heating/Ventilation /Air				10/1/2017 2:26:20 AM	10/3/2017		
Yearly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			Boys restroom back hallway heater cleaned no filter				
Mike Coolidge							
10391	30 Saddle Way			10/1/2017		0.5	\$15.57
Medium	Pingitor, Larry			2	10/3/2017		
Heating/Ventilation /Air				10/1/2017 2:26:20 AM	10/3/2017		
Yearly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			Girls restroom back hallway heater cleaned no filter				
Mike Coolidge							
10392	30 Saddle Way			10/1/2017		0.5	\$15.57
Medium	Pingitor, Larry			2	10/3/2017		
Heating/Ventilation /Air				10/1/2017 2:26:21 AM	10/3/2017		
Yearly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			Boys restroom upper level heater cleaned no filter				
Mike Coolidge							
10393	30 Saddle Way			10/1/2017		0.5	\$15.57
Medium	Pingitor, Larry			2	10/3/2017		
Heating/Ventilation /Air				10/1/2017 2:26:21 AM	10/3/2017		
Yearly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			Girls restroom upper level heater cleaned no filter				
Mike Coolidge							
10394	30 Saddle Way			10/1/2017			\$0.00
Medium	Pingitor, Larry				10/1/2017		
Equipment Maintenance				10/1/2017 2:26:22 AM	10/3/2017		
Yearly - PM Schedule created on 3/5/2012 - Refer to PM schedule details.			Snapper snow blower was disposed of				
Mike Coolidge							

Work Order Summary List

Selected Date Range for Request Dates: 10/1/2017 - 10/31/2017 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							
10397	30 Saddle Way			10/1/2017		0.25	\$7.78
Medium	Pingitor, Larry			2	10/3/2017		
Heating/Ventilation /Air				10/1/2017 2:26:23 AM	10/3/2017		
Monthly - PM Schedule created on 3/21/2012 - Refer to PM schedule details.			Sanyo 1 filters and remotes are ok washed filters and wiped down unit				
Mike Coolidge							
10398	30 Saddle Way			10/1/2017			\$0.00
Medium	Pingitor, Larry			2	10/3/2017		
Heating/Ventilation /Air				10/1/2017 2:26:23 AM	10/3/2017		
Monthly - PM Schedule created on 3/21/2012 - Refer to PM schedule details.			Sanyo 2 wased filters wiped down unit remote was ok				
Mike Coolidge							
10399	30 Saddle Way			10/1/2017		0.5	\$15.57
Medium	Pingitor, Larry			17	10/18/2017		
Heating/Ventilation /Air				10/1/2017 2:26:24 AM	10/24/2017		
Monthly - PM Schedule created on 3/21/2012 - Refer to PM schedule details.			Sanyo 3 washed filters wiped down unit remote was ok				
Mike Coolidge							
10400	30 Saddle Way			10/1/2017		0.5	\$15.57
Medium	Pingitor, Larry			17	10/18/2017		
Heating/Ventilation /Air				10/1/2017 2:26:24 AM	10/24/2017		
Monthly - PM Schedule created on 3/21/2012 - Refer to PM schedule details.			Sanyo 4 washed filters wiped down unit remote was ok				
Mike Coolidge							
10401	30 Saddle Way			10/1/2017		0.5	\$15.57
Medium	Pingitor, Larry			17	10/18/2017		
Heating/Ventilation /Air				10/1/2017 2:26:24 AM	10/24/2017		
Monthly - PM Schedule created on 3/21/2012 - Refer to PM schedule details.			Sanyo 5 washed filters wiped down unit remote was ok				
Mike Coolidge							
10402	30 Saddle Way			10/1/2017		0.5	\$15.57
Medium	Pingitor, Larry			17	10/18/2017		
Heating/Ventilation /Air				10/1/2017 2:26:25 AM	10/24/2017		
Monthly - PM Schedule created on 3/21/2012 - Refer to PM schedule details.			Sanyo 6 washed filters wiped town unit and remote works ok				
Mike Coolidge							

Work Order Summary List

Selected Date Range for Request Dates: 10/1/2017 - 10/31/2017 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							
10403	30 Saddle Way			10/1/2017		0.5	\$15.57
Medium	Pingitor, Larry			17	10/18/2017		
Heating/Ventilation /Air				10/1/2017 2:26:25 AM	10/24/2017		
Monthly - PM Schedule created on 3/21/2012 - Refer to PM schedule details.			Sanyo 7 washed filters wiped down unit checked remote was ok				
Mike Coolidge							
10404	30 Saddle Way			10/1/2017		0.5	\$15.57
Medium	Pingitor, Larry			17	10/18/2017		
Heating/Ventilation /Air				10/1/2017 2:26:25 AM	10/24/2017		
Monthly - PM Schedule created on 3/21/2012 - Refer to PM schedule details.			Sanyo 8 washed filters wiped down unit remote was ok				
Mike Coolidge							
10405	30 Saddle Way			10/1/2017		0.5	\$15.57
Medium	Pingitor, Larry			11	10/12/2017		
Heating/Ventilation /Air				10/1/2017 2:26:26 AM	10/24/2017		
Monthly - PM Schedule created on 3/21/2012 - Refer to PM schedule details.			Sanyo 9 cleaned filter and and ceiling vent				
Mike Coolidge							
10406	30 Saddle Way			10/1/2017		0.5	\$15.57
Medium	Pingitor, Larry			17	10/18/2017		
Heating/Ventilation /Air				10/1/2017 2:26:26 AM	10/24/2017		
Monthly - PM Schedule created on 3/21/2012 - Refer to PM schedule details.			Sanyo 10 washed filters wiped down unit remote was ok				
Mike Coolidge							
10408	30 Saddle Way			10/1/2017		0.5	\$15.57
Medium	Pingitor, Larry			1	10/2/2017		
Refrigeration				10/1/2017 2:26:28 AM	10/3/2017		
Monthly - PM Schedule created on 9/25/2012 - Refer to PM schedule details.			food line fridge. 1 cleaned coils				
Mike Coolidge							
10409	30 Saddle Way			10/1/2017		0.5	\$15.57
Medium	Pingitor, Larry			1	10/2/2017		
Refrigeration				10/1/2017 2:26:28 AM	10/3/2017		
Monthly - PM Schedule created on 9/25/2012 - Refer to PM schedule details.			food line fridge 2 cleaned coils				
Mike Coolidge							

Work Order Summary List

Selected Date Range for Request Dates: 10/1/2017 - 10/31/2017 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor	Total
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date	Hours	Costs
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
10410	30 Saddle Way			10/1/2017		0.5	\$15.57
Medium	Pingitor, Larry			1	10/2/2017		
Refrigeration				10/1/2017 2:26:29 AM	10/3/2017		
Monthly - PM Schedule created on 9/25/2012 - Refer to PM schedule details.			Milk cooler cleaned coils				
Mike Coolidge							
10411	30 Saddle Way			10/1/2017		0.5	\$15.57
Medium	Pingitor, Larry			1	10/2/2017		
Refrigeration				10/1/2017 2:26:29 AM	10/3/2017		
Monthly - PM Schedule created on 9/25/2012 - Refer to PM schedule details.			2 reach in fridge cleaned coils				
Mike Coolidge							
10412	30 Saddle Way			10/1/2017			\$0.00
Medium	Pingitor, Larry			1	10/2/2017		
Refrigeration				10/1/2017 2:26:29 AM	10/3/2017		
Monthly - PM Schedule created on 9/25/2012 - Refer to PM schedule details.			Reach in fridge 1 american kitchen had to charge freon . working ok. and cleaned coils				
Mike Coolidge							
10413	30 Saddle Way			10/1/2017		0.25	\$7.78
Medium	Pingitor, Larry			1	10/2/2017		
				10/1/2017 2:26:30 AM	10/3/2017		
Monthly - PM Schedule created on 1/30/2012 - Refer to PM schedule details.			Solar readings for sept.371617				
Mike Coolidge							
10415	30 Saddle Way			10/1/2017		0.5	\$15.57
Medium	Pingitor, Larry			2	10/3/2017		
Pest Control				10/1/2017 2:26:32 AM	10/3/2017		
Monthly - PM Schedule created on 9/25/2012 - Refer to PM schedule details.			IPM no issues found				
Mike Coolidge							
10416	30 Saddle Way			10/1/2017	10/31/2017	0.75	\$23.35
Medium	Pingitor, Larry			11	10/12/2017		
				10/1/2017 2:26:32 AM	10/24/2017		
Monthly - Fire Exiguishers - Refer to PM schedule details.			Fire extinguishers all checked out ok				
Mike Coolidge							

Work Order Summary List

Selected Date Range for Request Dates: 10/1/2017 - 10/31/2017 Order By Status, Location

W/O ID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor	Total
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date	Hours	Costs
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
10417	30 Saddle Way			10/1/2017			\$0.00
Medium	Pingitor, Larry			1	10/2/2017		
				10/1/2017 2:26:33 AM	10/3/2017		
Monthly - PM Schedule created on 1/26/2012 - Refer to PM schedule details.			Generator fuel level 639 gal.				
Mike Coolidge							
10419	30 Saddle Way			10/2/2017		0.75	\$23.35
Medium	Pingitor, Larry			3	10/5/2017		
Equipment Maintenance				10/2/2017 1:51:41 AM	10/24/2017		
Monthly - PM Schedule created on 8/6/2012 - Refer to PM schedule details.			vacuum 1 changed bag belt was ok.blew out beater bar compartment. running ok				
Mike Coolidge							
10420	30 Saddle Way			10/2/2017		0.75	\$23.35
Medium	Pingitor, Larry			3	10/5/2017		
Equipment Maintenance				10/2/2017 1:51:41 AM	10/24/2017		
Monthly - PM Schedule created on 8/6/2012 - Refer to PM schedule details.			vacuum 2 changed bag belt was ok, blew out beater bar compartment				
Mike Coolidge							
10421	30 Saddle Way			10/2/2017		0.75	\$23.35
Medium	Pingitor, Larry			3	10/5/2017		
Equipment Maintenance				10/2/2017 1:51:41 AM	10/24/2017		
Monthly - PM Schedule created on 8/6/2012 - Refer to PM schedule details.			vacuum 3 belt was ok changed bag, blew out beater bar compartment. runs ok				
Mike Coolidge							
10422	30 Saddle Way			10/2/2017		0.75	\$23.35
Medium	Pingitor, Larry			3	10/5/2017		
Equipment Maintenance				10/2/2017 1:51:41 AM	10/24/2017		
Monthly - PM Schedule created on 8/6/2012 - Refer to PM schedule details.			vacuum 4 bag was over full, tube was clogged belt was ok changed bag cleaned out clogged tube running ok				
Mike Coolidge							
10423	30 Saddle Way			10/2/2017		0.5	\$15.57
Medium	Pingitor, Larry			3	10/5/2017		
Equipment Maintenance				10/2/2017 1:51:41 AM	10/24/2017		
Monthly - PM Schedule created on 8/6/2012 - Refer to PM schedule details.			vacuum 5 back pack changed bag cleaned unit runs ok				
Mike Coolidge							

Work Order Summary List

Selected Date Range for Request Dates: 10/1/2017 - 10/31/2017 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor	Total
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date	Hours	Costs
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
10424	30 Saddle Way			10/2/2017			\$0.00
Medium	Pingitor, Larry				10/2/2017		
Equipment Maintenance				10/2/2017 1:51:42 AM	10/3/2017		
Weekly - PM Schedule created on 1/11/2012 - Refer to PM schedule details.			steamer reminded kitchen staff to de lime them				
Mike Coolidge							
10425	30 Saddle Way			10/2/2017	10/5/2017	0.25	\$7.78
Medium	Pingitor, Larry				10/2/2017		
				10/2/2017 1:51:43 AM	10/3/2017		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			playground 1 no issues found				
Mike Coolidge							
10426	30 Saddle Way			10/2/2017	10/5/2017	0.25	\$7.78
Medium	Pingitor, Larry				10/2/2017		
				10/2/2017 1:51:43 AM	10/3/2017		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			playground2 no issues found				
Mike Coolidge							
10427	30 Saddle Way			10/2/2017			\$0.00
Medium	Pingitor, Larry			8	10/10/2017		
				10/2/2017 1:51:44 AM	10/24/2017		
Weekly - PM Schedule created on 2/27/2012 - Refer to PM schedule details.			generator no test needed at this time				
Mike Coolidge							
10428	30 Saddle Way			10/2/2017		0.75	\$23.35
Medium	Pingitor, Larry				10/2/2017		
Landscaping				10/2/2017 1:51:44 AM	10/3/2017		
Weekly - PM Schedule created on 9/10/2012 - Refer to PM schedule details.			grass cut				
Mike Coolidge							
10430	30 Saddle Way			10/2/2017		0.25	\$7.78
Medium	Pingitor, Larry	Classroom			10/2/2017		
Custodial		321		10/2/2017 10:51:38 AM	10/3/2017		
One of the desks near the lockers is very wobley. The legs need to be adjusted. I've tagged it with a blue post-it.Thanks			adjusted desk				
Time Available: Anytime							
John Salamon							

11/8/2017 11:50:03 AM

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Selected Date Range for Request Dates: 10/1/2017 - 10/31/2017 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor	Total
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date	Hours	Costs
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
10431	30 Saddle Way			10/2/2017		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		1	10/3/2017		
Custodial		223		10/2/2017 3:36:31 PM	10/3/2017		
can you please refill my soap in my bathroom and for about two weeks now there has been a large soap residue spot on my floor in the bathroom. Can someone please run a mop over the floor when you can. Thank you. Time Available: ASAP			filled empty soap dispenser. mopped bathroom floor				
Victoria Wolochow							
10434	30 Saddle Way			10/3/2017		0.25	\$7.78
Medium	Pingitor, Larry	Gym		1	10/4/2017		
				10/3/2017 1:36:04 PM	10/4/2017		
Need 2 tables set up for ride your bike school day in gym tomorrow 10/04/2017			2 tables set up outside gym doors				
10436	30 Saddle Way			10/3/2017		0.5	\$9.14
Medium	Cardona, Dan	Media Center		3	10/6/2017		
				10/3/2017 1:41:54 PM	10/24/2017		
set up blue chairs in media center for in service for Friday OCTOBER 6TH 2017			dan set up				
10437	30 Saddle Way			10/3/2017		0.5	\$9.14
Medium	Cardona, Dan	Cafeteria		3	10/6/2017		
				10/3/2017 1:47:21 PM	10/24/2017		
SET UP TABLES IN CAFETERIA FOR FOOD FOR FRIDAY OCTOBER 6TH 2017			lisa and dan set it up				
10439	30 Saddle Way			10/4/2017		0.25	\$7.78
Medium	Pingitor, Larry	Classroom			10/4/2017		
Custodial		322		10/4/2017 8:41:27 AM	10/24/2017		
Could you please replenish my paper towels? Thank you.			paper towel dispenser filled				
Antoinette DiEleuterio							

Work Order Summary List

Selected Date Range for Request Dates: 10/1/2017 - 10/31/2017 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							
10441	30 Saddle Way			10/4/2017		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		1	10/5/2017		
Moving		301		10/4/2017 12:25:17 PM	10/24/2017		
Please remove 3 chairs and boxes. If there are two student chairs with wheels available could I have those. Thanks Time Available: Any			removed 3 student chairs and empty boxes. put 2 wheeled chairs in there place				
Jennifer Hamer							
10442	30 Saddle Way			10/5/2017		0.25	\$7.78
Medium	Pingitor, Larry				10/5/2017		
Heating/Ventilation /Air				10/5/2017 12:44:44 AM	10/24/2017		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			water room on issues found				
Mike Coolidge							
10443	30 Saddle Way			10/5/2017		0.25	\$7.78
Medium	Pingitor, Larry				10/5/2017		
Heating/Ventilation /Air				10/5/2017 12:44:44 AM	10/24/2017		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			fire pump room no issues found				
Mike Coolidge							
10447	30 Saddle Way			10/6/2017		0.25	\$7.78
Medium	Pingitor, Larry	Restroom (Girls)		4	10/10/2017		
Plumbing		by gym		10/6/2017 11:13:57 AM	10/24/2017		
girls RR by gym first stall toilet is dripping from the top by handle. water is off at this point.			took toilet valve apart cleaned out debris not leaking now				
Dan Cardona							
10448	30 Saddle Way			10/9/2017	10/12/2017	0.25	\$7.78
Medium	Pingitor, Larry			1	10/10/2017		
				10/9/2017 12:53:52 AM	10/24/2017		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			Playground 1 no issues found pulled trash				
Mike Coolidge							
10449	30 Saddle Way			10/9/2017	10/12/2017	0.25	\$7.78
Medium	Pingitor, Larry			1	10/10/2017		
				10/9/2017 12:53:52 AM	10/24/2017		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			Playground 2 no issues found pulled trash				

Mike Coolidge

11/8/2017 11:50:03 AM

Work Order Summary List

Selected Date Range for Request Dates: 10/1/2017 - 10/31/2017 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							
10450	30 Saddle Way			10/9/2017		0.75	\$23.35
Medium	Pingitor, Larry			1	10/10/2017		
				10/9/2017 12:53:52 AM	10/24/2017		
Weekly - PM Schedule created on 2/27/2012 - Refer to PM schedule details.			Generator transfer test 189.0 run time				
Mike Coolidge							
10451	30 Saddle Way			10/9/2017		0.5	\$15.57
Medium	Pingitor, Larry			4	10/13/2017		
				10/9/2017 12:53:53 AM	10/24/2017		
Landscaping			Courtyard cut grass				
Weekly - PM Schedule created on 9/10/2012 - Refer to PM schedule details.							
Mike Coolidge							
10453	30 Saddle Way			10/10/2017		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		1	10/11/2017		
Equipment Maintenance		B123		10/10/2017 1:13:21 PM	10/24/2017		
Please raise the table-top of table (near my windows) to match the semi-circular table.Thank you. Time Available: any time			raised table to height of kidney shape one				
N Spivack							
10454	30 Saddle Way			10/10/2017		0.75	\$23.35
Medium	Pingitor, Larry	Restroom (Girls)		1	10/11/2017		
				10/10/2017 1:47:34 PM	10/24/2017		
lower level girls rm aerator on sink broken also 1 toilet not flushing right			cleaned flush valve working ok. replaced damaged faucet aerator				
Larry Pingitor							
10455	30 Saddle Way			10/11/2017		0.25	\$7.78
Medium	Pingitor, Larry	Media Center		1	10/12/2017		
Plumbing		203		10/11/2017 3:42:39 PM	10/24/2017		
The sink in the library office is clogging up.			plunged drain running ok				
Laura DiMeola							
10456	30 Saddle Way			10/11/2017		1.1	\$20.10
Medium	Cardona, Dan	Hallway/Corridor			10/11/2017		
General Maintenance				10/11/2017 9:07:01 PM	10/24/2017		
atrium and main halls need to scrubbed.			dan scrubbed atrium and main hallways. scrubbed atrium and main hallway floors				
Dan Cardona							

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Selected Date Range for Request Dates: 10/1/2017 - 10/31/2017 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							
10457	30 Saddle Way			10/12/2017		0.25	\$7.78
Medium	Pingitor, Larry				10/12/2017		
Heating/Ventilation /Air				10/12/2017 12:37:29 AM	10/24/2017		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			no issues found				
Mike Coolidge							
10458	30 Saddle Way			10/12/2017		0.25	\$7.78
Medium	Pingitor, Larry				10/12/2017		
Heating/Ventilation /Air				10/12/2017 12:37:30 AM	10/24/2017		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			fire pump room no issues found				
Mike Coolidge							
10460	30 Saddle Way			10/12/2017		0.5	\$15.57
Medium	Pingitor, Larry	Alrium			10/12/2017		
Doors and Hardware				10/12/2017 9:04:49 AM	10/24/2017		
show case by main entrance guides and door stop came off of glass doors			removed both glass doors re installed upper door glide and door stop. working ok				
Michael Mazzoni							
10461	30 Saddle Way			10/12/2017		0.25	\$7.78
Medium	Pingitor, Larry	Conference Room		24	11/5/2017		
				10/12/2017 9:14:09 AM	11/7/2017		
please hang 2 pictures up in conference room by projector screen			Hung up 2 pictures as requested in main office conference room				
Michael Mazzoni							
10462	30 Saddle Way			10/12/2017		0.75	\$23.35
High	Pingitor, Larry	Fields		1	10/13/2017		
Grounds				10/12/2017 9:30:17 AM	10/24/2017		
soccer net needs to be refastened			Repaired soccer goal net				
Michael Mazzoni							
10463	30 Saddle Way			10/12/2017			\$0.00
Medium	Pingitor, Larry	Classroom			10/12/2017		
General Maintenance		333		10/12/2017 11:32:44 AM	10/24/2017		
Please deliver the FVL bins to Judy Schwartz's room. Please deliver them on Thursday 10/11 am or 10/10 pm due to limited space. Thank you!							
Vicki (kim) Weisgarber(Kampe)							

Work Order Summary List

Selected Date Range for Request Dates: 10/1/2017 - 10/31/2017 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							
10464	30 Saddle Way			10/12/2017		0.5	\$15.57
Medium	Pingitor, Larry	Classroom		7	10/19/2017		
General Maintenance		333		10/12/2017 11:35:07 AM	10/24/2017		
I'm sorry, I gave you incorrect dates for the delivery of the FVL bins. Please have them in J. Schwartz's room by 10/18 in pm or 10/19 in am. Thank you!			Moved bins in Judy's room for Fairview lake				
Vicki (kim) Weisgarber(Kampe)							
10465	30 Saddle Way			10/12/2017		0.25	\$7.78
Medium	Pingitor, Larry	Computer Lab			10/12/2017		
Grounds		209		10/12/2017 11:42:01 AM	10/24/2017		
Please trim the plants outside my classroom, in the court yard. They keep brushing up against the screen.			trimmed butterfly bush				
Angela Manning							
10466	30 Saddle Way			10/12/2017		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		1	10/13/2017		
Doors and Hardware		2221		10/12/2017 12:49:36	10/24/2017		
My hanging strip fell off...could you put it back up please.....thank you! Time Available: Any			re installed cork strip				
Sue Woodruff							
10469	30 Saddle Way			10/12/2017		0.5	\$9.14
Medium	Cardona, Dan	Other		1	10/13/2017		
General Maintenance				10/12/2017 10:00:13	10/24/2017		
power went out around 930pm came back on quickly. i checked circuit breaker & pumps everything was fine.			dan checked secured everthing.				
Dan Cardona							
10471	30 Saddle Way			10/16/2017		0	\$0.00
Medium	Pingitor, Larry				10/16/2017		
Equipment Maintenance				10/16/2017 12:51:58 AM	10/24/2017		
Weekly - PM Schedule created on 1/11/2012 - Refer to PM schedule details.			Remind kitchen staff to de lime steamers				
Mike Coolidge							

Work Order Summary List

Selected Date Range for Request Dates: 10/1/2017 - 10/31/2017 Order By Status, Location

WORLD	Location	Building	Deferred By	Request Date	Target Completion Date	Labor	Total
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date	Hours	Costs
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
10472	30 Saddle Way			10/16/2017	10/19/2017	0.25	\$7.78
Medium	Pingitor, Larry			2	10/18/2017		
				10/16/2017 12:51:59 AM	10/24/2017		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			Playground 1 no issues found at this time trash was ok				
Mike Coolidge							
10473	30 Saddle Way			10/16/2017	10/19/2017	0.25	\$7.78
Medium	Pingitor, Larry			2	10/18/2017		
				10/16/2017 12:51:59 AM	10/24/2017		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			Playground 2 no issues found at this time trash was ok				
Mike Coolidge							
10474	30 Saddle Way			10/16/2017		0.25	\$7.78
Medium	Pingitor, Larry			2	10/18/2017		
				10/16/2017 12:52:00 AM	10/24/2017		
Weekly - PM Schedule created on 2/27/2012 - Refer to PM schedule details.			Generator transfer test 10-18-17. 189.3				
Mike Coolidge							
10475	30 Saddle Way			10/16/2017		0.25	\$7.78
Medium	Pingitor, Larry			2	10/18/2017		
Landscaping				10/16/2017 12:52:01 AM	10/24/2017		
Weekly - PM Schedule created on 9/10/2012 - Refer to PM schedule details.			Court yard no issues found				
Mike Coolidge							
10478	30 Saddle Way			10/16/2017		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		1	10/17/2017		
Custodial		322		10/16/2017 10:34:23 AM	10/24/2017		
Please replenish the paper towels in my room			replenished paper towels				
Antoinette DiEleuterio							
10479	30 Saddle Way			10/16/2017		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		1	10/17/2017		
Electrical		317		10/16/2017 10:35:03 AM	10/24/2017		
Please fix the clock in the Science Lab			reset clock				
Antoinette DiEleuterio							

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Selected Date Range for Request Dates: 10/1/2017 - 10/31/2017 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor	Total
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date	Hours	Costs
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
10480	30 Saddle Way			10/16/2017		0.5	\$15.57
Medium	Pingitor, Larry	Classroom		1	10/17/2017		
General Maintenance				10/16/2017 10:39:48 AM	10/24/2017		
ms angelucci requested a desk adjustment for new student in wheelchair. desk does not go any higher. do we have anything that can help?			put longer adjustable legs on student desk				
Dan Cardona							
10481	30 Saddle Way			10/16/2017		0.5	\$15.57
Medium	Pingitor, Larry	Kitchen		3	10/19/2017		
Pest Control				10/16/2017 10:53:20 AM	10/24/2017		
ants in the kitchen area			found source of ants in kitchen under window baseboard tile crack in joint caulked up hole				
Dan Cardona							
10483	30 Saddle Way			10/17/2017		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		1	10/18/2017		
Custodial		220		10/17/2017 8:35:09 AM	10/24/2017		
My room was not cleaned last night. My floors are dirty (food on the floor), trash cans are full and tables are dirty.			colleen was out sick. pulled trash				
Melissa Hillman							
10487	30 Saddle Way			10/18/2017		0.25	\$7.78
Medium	Pingitor, Larry				10/18/2017		
Heating/Ventilation /Air		103		10/18/2017 10:35:00 AM	10/24/2017		
Very cold in my room even though thermostat up all the way to warm.			adjusted temp.				
Kim Breiland							
10491	30 Saddle Way			10/19/2017		0.25	\$7.78
Medium	Pingitor, Larry				10/19/2017		
Heating/Ventilation /Air				10/19/2017 12:36:37 AM	10/24/2017		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			water room no issues found at this time				
Mike Coolidge							
10492	30 Saddle Way			10/19/2017		0.25	\$7.78
Medium	Pingitor, Larry				10/19/2017		
Heating/Ventilation /Air				10/19/2017 12:36:37 AM	10/24/2017		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			fire pump room no issues found at this time				
Mike Coolidge							

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Selected Date Range for Request Dates: 10/1/2017 - 10/31/2017 Order By Status, Location

W/O ID	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							
10493	30 Saddle Way			10/19/2017		0.25	\$4.57
Medium	Cardona, Dan	Media Center		7	10/26/2017		
General Maintenance		203		10/19/2017 12:40:31	11/7/2017		
Can we have more paper towels in the library office please? Thank you							
Laura DiMeola							
10497	30 Saddle Way			10/22/2017		0.5	\$15.57
Medium	Pingitor, Larry	Classroom		1	10/23/2017		
Custodial		321		10/22/2017 8:36:34 PM	10/24/2017		
The 5th grades need 5 long tables for the Pumpkin Patch display. They should be set up along the wall beside the gym and across from the computer lab. Thanks Time Available: Anytime							
John Salamon							
10498	30 Saddle Way			10/23/2017	10/26/2017	0.25	\$7.78
Medium	Pingitor, Larry				10/23/2017		
				10/23/2017 12:48:27 AM	10/24/2017		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.							
Mike Coolidge							
10499	30 Saddle Way			10/23/2017	10/26/2017	0.25	\$7.78
Medium	Pingitor, Larry				10/23/2017		
				10/23/2017 12:48:27 AM	10/24/2017		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.							
Mike Coolidge							
10500	30 Saddle Way			10/23/2017			\$0.00
Medium	Pingitor, Larry				10/23/2017		
				10/23/2017 12:48:27 AM	10/24/2017		
Weekly - PM Schedule created on 2/27/2012 - Refer to PM schedule details.							
Mike Coolidge							

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Selected Date Range for Request Dates: 10/1/2017 - 10/31/2017 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							
10501	30 Saddle Way			10/23/2017		0.25	\$7.78
Medium	Pingitor, Larry				10/23/2017		
Landscaping				10/23/2017 12:48:28 AM	10/24/2017		
Weekly - PM Schedule created on 9/10/2012 - Refer to PM schedule details.			courtyard grass was ok				
Mike Coolidge							
10502	30 Saddle Way			10/23/2017		8	\$249.04
Emergency	Pingitor, Larry	Restroom (Staff)			10/23/2017		
Plumbing				10/23/2017 7:47:43 AM	10/24/2017		
board office restroom toilet backed up on floor and rug			cleaned bathroom and shampooed rug. In boe. office. snaked out line in office was clear . had to snake out line in art room . running ok now. didnot find any thing in drain.				
Marnie Briel							
10504	30 Saddle Way			10/23/2017		0.25	\$7.78
Medium	Pingitor, Larry	Playground		11	11/3/2017		
Equipment Maintenance		Outside Climbing		10/23/2017 12:39:31	11/7/2017		
One of the beige jacks is getting loose on the climbing area outside.			tightened up all jacks				
Heather Merrick							
10505	30 Saddle Way			10/24/2017		0.25	\$7.78
Medium	Pingitor, Larry	Classroom			10/24/2017		
Custodial		220		10/24/2017 8:29:46 AM	10/24/2017		
We are out of paper towels in the bathroom. Thanks!			filled empty paper towel dispenser				
Melissa Hillman							
10506	30 Saddle Way			10/25/2017		0.25	\$7.78
Medium	Pingitor, Larry	Restroom (Girls)		5	10/30/2017		
Plumbing		B116		10/25/2017 9:13:55 AM	11/7/2017		
Girls bathroom on lower level. First toilet will not flush at all. Time Available: anytime			adjusted water presser				
Mike McCann							
10507	30 Saddle Way			10/26/2017		0.25	\$7.78
Medium	Pingitor, Larry			5	10/31/2017		
Heating/Ventilation /Air				10/26/2017 12:37:55 AM	11/7/2017		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			Water room no issues found				
Mike Coolidge							

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WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
10508	30 Saddle Way			10/26/2017		0.25	\$7.78
Medium	Pingitor, Larry			5	10/31/2017		
Heating/Ventilation /Air				10/26/2017 12:37:55 AM	11/7/2017		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			Fire pump room no issues found				
Mike Coolidge							
10509	30 Saddle Way			10/26/2017		0.75	\$23.35
Medium	Pingitor, Larry	Classroom		1	10/27/2017		
Carpentry		220		10/26/2017 12:53:09	11/7/2017		
Can one of my tables be lowered? Thanks!			installed smaller legs from an another table. for new student				
Melissa Hillman							
10512	30 Saddle Way			10/27/2017		0.5	\$15.57
Medium	Pingitor, Larry	Classroom		3	10/30/2017		
General Maintenance		B123		10/27/2017 3:11:55 PM	11/7/2017		
Students have discovered dead ants in my classroom. Probably from our spring infestation here. Time Available: anytime			cleaned up ants in inflatable pool. let air out of pool				
N Spivack							
10513	30 Saddle Way			10/30/2017			\$0.00
Medium	Pingitor, Larry				10/30/2017		
Equipment Maintenance				10/30/2017 1:03:29 AM	11/7/2017		
Weekly - PM Schedule created on 1/11/2012 - Refer to PM schedule details.			steamers delimed by kitchen staff				
Mike Coolidge							
10514	30 Saddle Way			10/30/2017	11/2/2017	0.5	\$15.57
Medium	Pingitor, Larry			1	10/31/2017		
				10/30/2017 1:03:32 AM	11/7/2017		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			playground 1 cleaned up toilet paper from Mistchiff night				
Mike Coolidge							
10515	30 Saddle Way			10/30/2017	11/2/2017	0.5	\$15.57
Medium	Pingitor, Larry			1	10/31/2017		
				10/30/2017 1:03:32 AM	11/7/2017		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			playground 2 cleaned up toilet paper from mistchiff night				
Mike Coolidge							

Work Order Summary List

Selected Date Range for Request Dates: 10/1/2017 - 10/31/2017 Order By Status, Location

W.OID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date	Hours	Costs
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
10516	30 Saddle Way			10/30/2017			\$0.00
Medium	Pingitor, Larry				10/30/2017		
				10/30/2017 1:03:33 AM	11/7/2017		
Weekly - PM Schedule created on 2/27/2012 - Refer to PM schedule details.			generator no test needed at this time				
Mike Coolidge							
10517	30 Saddle Way			10/30/2017		0.25	\$7.78
Medium	Pingitor, Larry			1	10/31/2017		
Landscaping				10/30/2017 1:03:34 AM	11/7/2017		
Weekly - PM Schedule created on 9/10/2012 - Refer to PM schedule details.			courtyard no issues found				
Mike Coolidge							
10518	30 Saddle Way			10/30/2017			\$0.00
Medium	Pingitor, Larry	Classroom		1	10/31/2017		
Equipment Maintenance		328		10/30/2017 9:49:47 AM	11/7/2017		
Hello, Please return the FVL bins back to the storage area. They are currently in Judy Schwartz's room. Thank you!			Judy said it was OK to leave bins in her room				
Vicki (kim) Weisgarber(Kampe)							
10521	30 Saddle Way			10/31/2017		0.75	\$7.78
Medium	Carter, Robert	Restroom (Girls)		1	11/1/2017		
Lighting				10/31/2017 9:49:29 PM	11/7/2017		
night lights are out in the girls restroom by gym.			replaced light bulbs				
Dan Cardona							
10522	30 Saddle Way			10/31/2017		1	\$18.27
Medium	Cardona, Dan	Hallway/Corridor			10/31/2017		
General Maintenance				10/31/2017 9:50:12 PM	11/7/2017		
atrium and main halls need to be scrubbed.			dan scrubbed.				
Dan Cardona							
10523	30 Saddle Way			10/31/2017		0.5	\$9.14
Medium	Cardona, Dan	Atrium			10/31/2017		
General Maintenance				10/31/2017 9:50:48 PM	11/7/2017		
atrium needs to be burnished.			dan burnished.				
Dan Cardona							
Count: 117 Work Orders		Avg. Age of WO's 3		Total for Closed Work Orders 53.10000		\$1,581.50	
Count: 117 Work Orders		Avg. Age of WO's 3		Grand Total 53.1000000		\$1,581.50	
11/8/2017 11:50:03 AM							Page 20 of 20

E+mon D-mon Meter Readings

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

E+mon D-mon Meter Readings

May, 2015	239646	6792	236876	6	236	6	\$258.00	\$1,548.00	12/1/15	
June, 2015	245524	5878	242754	6	242	6	\$258.00	\$1,548.00	12/1/15	
July, 2015	252536	7012	249766	7	249	7	\$258.00	\$1,806.00	12/1/15	
August, 2015	259153	6617	256383	7	256	7	\$258.00	\$1,806.00	12/1/15	
September, 2015	263908	4755	261138	5	261	5	\$258.00	\$1,290.00	12/1/15	
October, 2015	268273	4365	265503	4	265	4	\$258.00	\$1,032.00	12/1/15	
November, 2015	271026	2753	268256	3	268	3	\$193.00	\$579.00	8/15/17	
December, 2015	273242	2216	270472	2	270	2	\$193.00	\$386.00	8/15/17	
January, 2016	275363	2121	272593	2	272	2	\$193.00	\$386.00	8/15/17	
February, 2016	277983	2620	275213	3	275	3	\$193.00	\$579.00	8/15/17	
March, 2016	283738	5755	280968	5	280	5	\$193.00	\$965.00	8/15/17	
April, 2016	289130	5392	286360	6	286	6	\$193.00	\$1,158.00	8/15/17	
May, 2016	294478	5348	291708	5	291	5	\$193.00	\$965.00	8/15/17	
June, 2016	302274	7796	299504	8	299	8	\$195.00	\$1,560.00	8/15/17	
July, 2016	308004	5730	305234	6	305	6	\$195.00	\$1,170.00	8/15/17	
August, 2016	314445	6441	311675	6	311	6	\$195.00	\$1,170.00	8/15/17	
September, 2016	319354	4909	316584	5	316	5	\$195.00	\$975.00	8/15/17	
October, 2016	323364	4010	320594	4	320	4	\$195.00	\$780.00	8/15/17	
November, 2016	326569	3205	323799	3	323	3	\$195.00	\$585.00	8/15/17	
December, 2016	328851	2282	326081	3	326	3	\$195.00	\$585.00	8/15/17	
January, 2017	330377	1526	327607	1	327	1	\$195.00	\$195.00	8/15/17	
February, 2017	333530	3153	330760	3	330	3	\$195.00	\$585.00	8/15/17	
March, 2017	337510	3980	334740	4	334	4	\$195.00	\$780.00	8/15/17	
April, 2017	342349	4839	339579	5	339	5	\$195.00	\$975.00	8/15/17	
May, 2017	348015	5666	345245	6	345	6	\$195.00	\$1,170.00	8/15/17	
June, 2017	354910	6895	352140	7	352					7
July, 2017	360693	5783	357923	5	357					5
August, 2017	367274	6581	364504	7	364					7
September, 2017	371617	4343	368847	4	368					4
October, 2017	375258	3641	372488		368					
Totals						270		\$51,843.50		23

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