

Chesterfield Township Board of Education  
Regular Meeting 7:00 p.m.  
Wednesday, December 20, 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:

January 3, 2018 Reorganization Meeting

School District Important Dates

December 22, 2017	Early Dismissal-Winter Break Begins
January 2, 2018	School Re-Opens
January 3, 2018	CPEF Meeting (Art Room)
January 9, 2018	PTA General Meeting
January 15, 2018	School Closed – Martin Luther King Day
January 16, 2018	Community Outreach Meeting
January 19, 2018	PTA Snowball Dance
January 24, 2018	FVL 2019 Sensonics Fund Raiser

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

5C. Northern Burlington County Regional School District  
Dr. James Sarruda will introduce the regional school district's plan moving forward with the 2018 referendum.

6. Correspondence (Attachment) - Public

Letter dated December 8, 2017 to Mr. Mazzoni, Mr. Heino, and the Board of Education from Melody Lloyd, regarding Fairview Lake 2019 fundraising insurance.

7. Minutes (Attachment)

Recommend approval of the following minutes:

November 15, 2017	Regular Minutes
November 15, 2017	Executive Minutes

Vote Section 7

8. Board of Education

8A. Presentation

John J. Maley, Jr., C.P.A. will present the Audit Report for the year ending June 30, 2017.

Committee Reports/Superintendent Reports

8B. Board Committees

<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:		Laura Bond	
Alternate Delegate:		Jignesh Shah	
Legislative Chairperson & Delegate to NJ School Boards Association:		Terran Brown	
Alternate Delegate:		John Probasco	
District Advisory Committee:		Laura Bond	
		Terran Brown	

8C. November 7, 2017 Election Results (Attachment) - Public

Statement of Results for the Annual School Election - Following is the Statement of Results for the School Election of the Chesterfield Township School District in the County of Burlington, held in conjunction with the General Election at the Chesterfield Township Municipal Building on November 7, 2017. Polling Districts 1 & 2 (General Election Districts 1 and 2) were declared open at 6:00 a.m. and were closed at 8:00 p.m.

Registered voters in Chesterfield: 3697

For members of the Chesterfield Board of Education (2) for a three-year term:

John C. Probasco	472
Margaret (Peggy) Hallion	398
Amy Jablonski	914
Christina Hoggan	937
Personal Choice	<u>13</u>
Total votes cast	2,734

8D. Superintendent's Report

8D.1 Student Enrollment

Grade Levels	November 2017	December 2017	Net Change
Pre-School			
Non-Tuition	12	14	+2
Preschool Disabled (non-tuition)	7	7	
Tuition	14	14	
Kindergarten	87	90	+3
1st	102	102	
2nd	101	103	+2
3rd	105	104	-1
4th	114	115	+1
5th	122	121	-1
6th	91	91	
Total In-District	755	761	+6
Attending Out-of-District Schools	4	4	
Total	759	765	+6

8E. Approval to Extend Mentorship

Recommend approval to extend the mentorship of Alice Thompson, Administrative Intern from Caldwell University with Scott Heino, Superintendent from December 9, 2017 through April 18, 2018.

8F. Approval of the Uniform State Memorandum of Agreement (Attachment) - Public

Recommend approval of the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials for the 2017-2018 school year.

Vote Section 8

9. Board Policy

9A. Second Reading of Revised Policy (Attachment) - Public

The following revised policy is being presented for a second reading:

Policy #3542.2	School Meal Program Arrears
Policy #9130	Committees
Policy #4113/4213	Assignment; Transfer

Vote Section 9

10. Personnel

10A. Approval of Staff Chaperones for Fairview Lake (Attachment) - Public

Recommend approval of the attached list of staff chaperones for the sixth grade trip to Fairview Lake from

February 6-9, 2018, at a rate of \$279.00 per night.

10B. Approval of Discipline Committee

Recommend approval of the following staff members for the 2017-2018 discipline committee.

Nicole Pucci	Judy Schwartz
Valerie Lydon	Cindy McNally
Antoinette DiEleuterio	Mike Mazzoni

10C. Approval of Community Service Work

Recommend approval of a prior Chesterfield student to complete 400 hours of community service work under the direction of Chesterfield School over the next 24 months.

10D. Approval of Substitute Lunch/Recess Aide

Recommend approval of Shamika Wise as substitute Lunch/Recess Aide – (retroactive to 11/28/2017), for the remainder of the 2017-2018 school year.

10E. Approval of Part-Time Custodian

Recommend approval of David Shafer as part-time custodian for the 2017-2018 school year, effective January 2, 2018 for 5 hours per day (62.5%) at Custodial Step 4 at a prorated amount of \$12,535.00, as per negotiated agreement. This is a replacement for a retirement.

10F. Approval of Extra Time

Recommend approval of the following extra time for the following employee:

<u>Staff Member</u>	<u>Brief Description of Work Completed</u>	<u>Total amount</u>
Hillman, Melissa	Missed Prep due to CST meeting (11/2/17, 11/7/17)	\$70.00

10G. Approval of Lunch/Recess Aide

Recommend approval of Gina Shandilya as lunch/recess aide for the remainder of the 2017-2018 school year (effective 1/2/2018), 2 hours per day for 106 days at \$11.00/ hour = \$2,332.00.

Vote Section 10

11. Curriculum & Instruction

12. Health & Safety

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

12B. Emergency Drill Report (Attachment) - Public

Fire Drill	November 27, 2017
Evacuation Drill	November 28, 2017
Evacuation Drill	December 1, 2017
Fire Drill	December 5, 2017

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

12D. H.I.B. Incidents (Attachment)  
There was one HIB incident reported and one confirmed for November.

Vote Section 12

13. Staff Professional Development

13A. Approval of Workshops

Recommend approval of the following workshops and mileage:

					<b>Workshop/Exhibit Cost to District</b>	
<b>Name</b>	<b>Position</b>	<b>Destination</b>	<b>Justification</b>	<b>Date</b>	<b>Reg. Fee</b>	<b>Mileage</b>
Michael Mazzoni	Principal	BCSSSD	Burlington County Crisis Response Team	9/14/17 12/5/17 1/25/18 6/7/18		\$10.11 per workshop
Danielle Christiansen	School Counselor	BCSSSD	Burlington County Crisis Response Team	9/14/17 12/5/17 1/25/18 6/7/18		\$10.11 per workshop
Melissa Hillman	Preschool	Cherry Hill, NJ	Increase Your Students' Learning with Work Stations That Work	1/29/2018	\$259.00	\$18.66
Patty Sary	Accounts Payable Secretary	Mt. Laurel, NJ	Purchasing	3/15/2018	\$100.00	\$17.60
Erin Spinello	Speech	Voorhees, NJ	Practical Therapy Techniques for Challenging Articulation Cases: Frontal Lateral Lisp & Distorted "R"	1/11/2018	\$249.00	
Melissa Carlton	Psychologist	Westampton, NJ	FAPE Special Ed Update 2018	1/18/2018	\$0.00	\$10.44
Cindy McNally	Social Worker	Westampton, NJ	FAPE Special Ed Update 2018	1/18/2018	\$0.00	\$10.44
Wendi Sheridan	LDTC	Westampton, NJ	FAPE Special Ed Update 2018	1/18/2018	\$0.00	\$10.44
Amanda Bulley	Resource	Princeton, NJ	Foundations Level 1	2/6/2018	\$350.00	\$14.26
Bethann Molesky	Resource	Princeton, NJ	Foundations Level 1	2/6/2018	\$350.00	\$14.26
Shannon McGettigan	Resource	Princeton, NJ	Foundations Level 1	2/6/2018	\$350.00	\$14.26
Erin Casey	Resource	Princeton, NJ	Foundations Level 2	2/7/2017	\$350.00	\$14.26
Jennifer Hamer	Resource	Princeton, NJ	Foundations Level 2	2/7/2017	\$350.00	\$14.26
Angela Manning	Technology	Atlantic City, NJ	Techspo 18	1/24 - 25/2018	\$425.00	\$44.64
Gwendolyn McCreary	Music Specialist	E. Brunswick, NJ	NJ Music Educators Conference	2/22 - 24/2018	\$210.00	\$34.78

**Vote Section 13**

14. Transportation

14A. Approval of the Revised 2017-2018 Transportation Route - Bus 12 (Attachment)

**Vote Section 14**

15. 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.

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.

15A. Financial Approvals (Attachments)

Recommend the following financial approvals for November:

- Expenditures - Approval and ratification of Expenditures for November 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 November: #040 to #048
- Budget Report
- Revenue Report
- Report of the Secretary
- Report of the Treasurer
- Monthly Transfer Report

Recommend the following financial approvals for December:

- Expenditures - Approval and ratification of Expenditures for December 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.

15B. Approval of Health Benefit Waiver

<u>Employee #</u>		<u>Waives Coverage</u>	<u>Level of Coverage</u>	<u>Waiver Amount</u>	<u>12/15/17 Payment</u>	<u>6/15/18 Payment</u>
4060	*	Yes	Family	\$1,680.00	\$0.00	\$1,680.00

\*waiving coverage as of January 1, 2018

15C. Approval to accept the 2016/17 Comprehensive Annual Financial Report as presented for the Fiscal Year Ended June 30, 2017 (Attachments) - Public

15D. Approval of the 2016/17 Corrective Action Plan as a result of the Fiscal Year Ended June 30, 2017 Audit (Attachment) - Public

15E. Approval of the Certification of Implementation of the Corrective Action Plan for the Fiscal Year Ended June 30, 2017 (Attachment) - Public

15F. Approval of Pitt Bull Secure Technologies (Attachment) - Public

Recommend approval of Pitt Bull Secure Technologies to perform cyber security audit at a cost of \$7,500.00.

## Vote Section 15

16. Other Business

17. Facilities Update/Information

17A. Supervisor of Building & Grounds Report - Robert Carter (Attachment) - Public

17B. School Dude Report (Attachment) - Public

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

17C. Solar Renewable Energy Credits Analysis (Attachment) - Public

17D. Use of Facilities

Recommend the approval of the following use of facilities:

Name Of Organization	Facility requested	Description of Activity	Date
FVL Fundraising 2019	Atrium	Sensonics Fundraiser	1/24/18
Girl Scout Troops	Atrium	Cookie Sales during CTAA Basketball Games	1/18/18-3/11/18
Hindi USA	Cafeteria	Hindi Poetry Competition	2/2/18

Vote Section 17

18. Other Public Comments

19. 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:

Legal Matter

RESOLVED, that the aforesated 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 19

20. Motion to Return to Public Session

Vote Section 20

21. Motion to Adjourn

Vote Section 21





Mary Merrick &lt;mmerrick@chesterfieldschool.com&gt;

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**FW: FVL 2019**

1 message

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

Fri, Dec 8, 2017 at 11:15 AM

Please add the item below.

**From:** Scott Heino [mailto:sheino@chesterfieldschool.com]  
**Sent:** Friday, December 8, 2017 10:01 AM  
**To:** Patrick Pisano  
**Subject:** Fwd: FVL 2019

Patrick,

I would also add this to correspondence since it is addressed to the BOE.

Scott

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

**From:** Melody Lloyd <melody.lloyd917@comcast.net>  
**Date:** Fri, Dec 8, 2017 at 7:00 AM  
**Subject:** FVL 2019  
**To:** mmazzoni@chesterfieldschool.com  
**Cc:** hmerrick@chesterfieldschool.com, sheino@chesterfieldschool.com

Dear Mr. Mazzoni, Mr. Heino and Board,

FVL 2019 is requesting help with our current situation. We would love to start fundraising for next years trip, but we are without the insurance required. Both the PTA and the CPEF have refused to lend us their insurance, so we are in a predicament. What can be done on your end so that we may begin our efforts in fundraising and carry on the annual tradition of the Fairview Lake?

I have a potential fundraiser lined up. We would love to do a research study with Sensonics on January 8th from 3-6 in the atrium. I'm required to provide insurance information on the application for school building use, but we are without. This study pays \$10 per participant. This would be a very successful fundraiser and I would hate to miss out.

Thank you.

Melody Lloyd

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Scott Heino

12/11/2017

Chesterfield Township Elementary School Mail - FW: FVL 2019

**Superintendent**

**Chesterfield Township School District**

sheino@chesterfieldschool.com

(609)298-6900 x1230

BUR\_20171107\_E

November 7, 2017

District Report  
Burlington County

**Chesterfield Township**

**Totals**

**Registration & Turnout**

	Registration	Turnout	
Total Registration & Turnout	3,697	1,888	51.07%

**Contests**

**Governor/Lt. Governor**

GUADAGNO / RENDO	916	49.25%
MURPHY / OLIVER	905	48.66%
RICCARDI / No Candidate Filed	3	0.16%
KAPER-DALE / DURDEN	10	0.54%
GENOVESE / No Candidate Filed	6	0.32%
ROSS / JOHNSON	0	0.00%
ROHRMAN / LAGUERRE	11	0.59%
Personal Choice	9	0.48%
<b>Total</b>	<b>1,860</b>	

**State Senate 12th Legislative District**

Samuel D. THOMPSON	872	50.03%
David H. LANDE	863	49.51%
Kevin ANTOINE	8	0.46%
Personal Choice	0	0.00%
<b>Total</b>	<b>1,743</b>	

**General Assembly 12th Legislative District**

Ronald S. DANCER	956	27.36%
Robert D. CLIFTON	920	26.33%
Gene DAVIS	820	23.47%
Nirav PATEL	773	22.12%
Anthony J. STORROW	12	0.34%
Daniel A. KRAUSE	13	0.37%
Personal Choice	0	0.00%
<b>Total</b>	<b>3,494</b>	

**Freeholder**

Bruce GARGANIO	930	26.89%
Linda HUGHES	948	27.41%
Tom PULLION	809	23.40%
Balvir SINGH	771	22.30%
Personal Choice	0	0.00%
<b>Total</b>	<b>3,458</b>	

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**Chesterfield Township Committee**

Jeremy I. LIEDTKA	913	25.41%
Ronald KOLCZYNSKI	862	23.99%
Denise E. KOETAS-DALE	911	25.35%
Brian KUSER	904	25.16%
Personal Choice	3	0.08%

**Total 3,593**

**Local BOE-Chesterfield Twp**

John C. PROBASCO	472	17.26%
Margaret "Peggy" HALLION	398	14.56%
Amy JABLONSKI	914	33.43%
Christina HOGGAN	937	34.27%
Personal Choice	13	0.48%

**Total 2,734**

**State Question No. 1**

Yes	821	50.80%
No	795	49.20%

**Total 1,616**

**State Question No. 2**

Yes	1,027	63.63%
No	587	36.37%

**Total 1,614**

**BURLINGTON COUNTY Statement of Vote**  
**BUR\_20171107\_E**

CHESTERFIELD TOWNSHIP																	
	Registration	Ballots Cast	Turnout (%)		CHESTERFIELD TOWNSHIP COMMITTEE	Jeremy I. LIEDTKA	Ronald KOLCZYNSKI	Denise E. KOETAS-DALE	Brian KUSER	Personal Choice		LOCAL BOE-CHESTERFIELD TWP	John C. PROBASCO	Margaret "Peggy" HALLION	Amy JABLONSKI	Christina HOGGAN	Personal Choice
Chesterfield Twp 1st D - Polling Place	2446	1128	46.12			463	443	618	613	1		213	196	655	657	7	
Chesterfield Twp 2nd D - Polling Place	1251	638	51.00			380	346	244	245	2		223	175	213	231	3	
Chesterfield Twp Mail-In Ballot - Mail-In	0	112	0.00			65	67	44	42	0		34	26	41	45	3	
Chesterfield Twp Provisional - Provisional	0	10	0.00			5	6	5	4	0		2	1	5	4	0	
Polling Place Totals	3697	1766	47.77			843	789	862	858	3		436	371	868	888	10	
Mail-In Ballot Totals	0	112	0.00			65	67	44	42	0		34	26	41	45	3	
Provisional Totals	0	10	0.00			5	6	5	4	0		2	1	5	4	0	
District Totals - Absentee																	
District Grand Totals																	
Burlington County	3697	1888	51.07			913	862	911	904	3		472	398	914	937	13	
Chesterfield Township	3697	1888	51.07			913	862	911	904	3		472	398	914	937	13	
Grand Totals	3697	1888	51.07			913	862	911	904	3		472	398	914	937	13	



**Policy**

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**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/emailed 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,

<b>Legal References:</b>	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:18A-5	Exceptions to requirement for advertising
	<u>See particularly:</u>	
	<u>N.J.S.A.</u> 18A:18A-5a(6)	
	<u>N.J.S.A.</u> 18A:18A-6	Standards for purchase of fresh milk; penalties; rules and regulations
	<u>N.J.S.A.</u> 18A:33-3	
	through -5	Cafeterias for students
	<u>N.J.S.A.</u> 18A:33-21	Schools meals, notification to parent of payment in arrears before denying to student
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.S.A.</u> 18A:58-7.1	
	through -7.2	School lunch program ...
	<u>N.J.A.C.</u> 2:36-1.1 <u>et seq.</u>	Child Nutrition Programs
	<u>N.J.A.C.</u> 6A:23A-16.5	Supplies and equipment
	<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts

Healthy, Hunger-Free Kids Act of 2010 (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&amp;A</i>

Possible

<b>Cross References:</b>	*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



SCHOOL MEAL PROGRAM ARREARS (continued)

*3542.1	Wellness and nutrition
*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 BOARD OF EDUCATION**  
Chesterfield, New Jersey

FILE CODE: 9130

☐ Monitored

☐ Mandated

☒ Other Reasons

**Bylaw**

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COMMITTEES

In order to use the time, effort and expertise of the members of the board effectively, the board shall operate under a committee system.

Standing Committees

The board may authorize the establishment of such standing committees from among its membership as it finds necessary to study operations in specific areas and to make recommendations for board action. The following rules will govern the appointment and function of such committees:

- A. The committee shall be established through action of the board;
- B. The committee chairperson and members shall be appointed by the board president;
- C. The committee shall be provided with a list of its functions and duties;
- D. The committee may make recommendations for board action, but it may not act for the board;
- E. The board president and chief school administrator shall be ex officio members of all standing committees;
- F. All standing committees shall be dissolved at the end of the board's year – at the annual organizational meeting. They may be dissolved at any time by a motion of the board.

Special Committees

Special committees may be created for special assignments. The same rules shall apply to special committees as apply to standing committees, except that they shall be dissolved upon completion of their assignment.

Committee of the Whole

The board reserves the right to meet and work as a committee of the whole in informational, discussion, and exploratory sessions. No official action shall be taken at these meetings, unless so advertised.

Adopted: October 12, 1999

Revised: October 20, 2003

NJSBA Review/Update: June 2011

Readopted: September 21, 2011

Revised:

Key Words

Committees, Board Committees

**Legal References:** N.J.S.A. 10:4-6 et seq.

N.J.S.A. 18A:10-6

N.J.S.A. 18A:11-1

Open Public Meetings Act

Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum  
General mandatory powers and duties

COMMITTEES (continued)

<u>N.J.S.A.</u> 18A:12-21 <u>et seq.</u>	<u>School Ethics Act</u>
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.A.C.</u> 6A:28-1.1 <u>et seq.</u>	School Ethics Commission

School Ethics Commission, Advisory Opinion, A01-93

School Ethics Commission, Advisory Opinion, A10-93

School Ethics Commission, Advisory Opinion, A33-95

School Ethics Commission, Advisory Opinion, A02-00

School Ethics Commission, Advisory Opinion, A14-00

Possible

Cross References: \*1220 Ad hoc advisory committees  
\*9121 Election and duties of president  
9320 Meetings

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

**CHESTERFIELD TOWNSHIP BOARD OF EDUCATION**  
Chesterfield, New Jersey

**FILE CODE: 4113/4213**

**Policy**

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

**ASSIGNMENT; TRANSFER**

The superintendent shall make certified staff assignments in the manner best calculated, in his/her judgment, to enhance the educational program.

Teaching, supervisory, administrative and support personnel are subject to assignment and transfer after recommendation of the superintendent and approval by the board of education. Procedures for such transfers shall comply with provisions of current negotiated agreements and state and federal law. Disciplinary transfers are prohibited. Particular attention shall be paid to ensuring to the extent possible that there shall be equivalence of teachers and administrative staff among the schools. Discrimination in assignment, transfer and promotion shall not be tolerated (see 2224, 4111 and 4111.1).

The superintendent or his or her designee shall monitor district promotion, assignment and transfer practices to ensure nondiscrimination.

Adopted:	October 9, 2001
NJSBA Review/Update:	May 2011, March 2017
Readopted:	September 21, 2011
Revised:	

**Key Words**

Personnel Assignment, Personnel Transfer, Assignment and Transfer, Assignment, Transfer

**Legal References:** N.J.S.A. 18A:25-1 Transfer of teaching staff members  
N.J.S.A. 18A:27-4 Power of boards of education to make rules governing employment of teacher  
N.J.S.A. 18A:27-4.1 Appointment, transfer, removal, or renewal of officers and employees; exceptions  
N.J.S.A. 18A:59-1 through -3 Apportionment and distribution of federal funds; exceptions  
N.J.S.A. 34:13A-1 et seq. New Jersey Employer-Employee Relations Act  
See particularly:  
N.J.S.A. 34:13A-23, -25, -27, -29  
N.J.A.C. 6A:7-1.1 et seq. Managing for Equality and Equity in Education  
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

42 U.S.C.A. 2000d - 2000d4 - Title VI of the Civil Rights Act of 1964

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

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

20 U.S.C.A. 1401 et seq. - Individuals with Disabilities Education Act

Hawkins-Stafford Elementary and Secondary School Improvement Act of 1988, (Pub. L.

ASSIGNMENT: TRANSFER (continued)

No. 100-297) amending Elementary and Secondary Education Act of 1965.

34 CFR 200.1 to 200.89 - Part 200

34 CFR Part 204

Ridgefield Park Education Association v. Ridgefield Park Board of Education, 78 N.J. 144 (1978)

The Comprehensive Equity Plan, New Jersey State Department of Education Division

Possible

<u>Cross References:</u>	*2224	Nondiscrimination/affirmative action
	*3220/3230	State funds; federal funds
	*4111	Recruitment, selection and hiring
	*4111.1/4211.1	Nondiscrimination/affirmative action
	*4131/4131.1	Staff development; inservice education/visitations/conferences
	*5145.4	Equal educational opportunity
	*6121	Nondiscrimination/affirmative action
	*6141	Curriculum design/development
	*6145	Extracurricular activities
	*6160	Instructional services and resources
	*6171.3	At-risk and Title 1
	*6171.4	Special education

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



# *Chesterfield Township School District*

30 Saddle Way  
Chesterfield, NJ 08515



Tel: 609-298-6900 ext 1211  
Fax: 609- 298-7884

[www.ChesterfieldSchool.com](http://www.ChesterfieldSchool.com)

*Office of the Principal*

## **2018 FVL Chaperones**

*Recommend that approval of the following staff to attend the 2018 6<sup>th</sup> Grade Fairview Lake trip:*

- ✓ *Senor Moncada*
- ✓ *M. Brayton*
- ✓ *E. Worgess*
- ✓ *C. Gray*
- ✓ *D. Cardona*
- ✓ *M. Mazzoni*

- ✓ *S. Angelucci*
- ✓ *L. Garofalo*
- ✓ *V. Lydon*
- ✓ *V. Weisgarber*
- ✓ *S. Farreny*

- ✓ *L. Schauer*
- ✓ *A. Manning*
- ✓ *M. Sakimura*
- ✓ *T. Miller*
- ✓ *E. Stumpf*
- ✓ *E. Menon*

### Alternates:

<i>M. Prince</i>	<i>G. McCreary</i>
<i>S. Heino</i>	<i>C. Cavallo</i>
<i>A. Calandrillo</i>	<i>K. Brilliant</i>
<i>A. Bulley</i>	<i>V. Cacace</i>

*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 HEALTH OFFICE REPORT

Date:/November / 2016

Student Visits:	Category	Number
	First Aid	68
	Medications	207
	Medical	286
	Other	39
	Counseling	0
	Health Screenings	2
	Health screenings for I&RS or CST	4
	Head lice checks	6
	DYFS	1
	Staff Visits	31
	Parent Communication	59
	Documentation of records	1

<b>Health Office Visits:</b>	Total: 806	Per Day: 45
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Communicable Diseases:	Disease	Number of cases
	Strep Throat	4
	Conjunctivitis	2
	Lice	0
	Flu	2
	Impetigo	0
	Ringworm	0
	Chicken Pox	0

Accident Reports	0
Students on daily medication / treatment	8
Telephone Calls to parents for illness or injury at school	64
Attendance Meeting as Attendance Officer	0
Special Services – I&RS, IEP, 504 meetings attended by nurse	4
Telephone calls to Poison Control	0
Students Out of District	4
DYFS	1
Home Visits	0
Students on Homebound Instruction	0

**Comments:**

- Short month with conferences and holiday:
- Set up FVL medical spread sheets

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

## Emergency Drill Log for 2017-2018 School Year

[illegible]



## 2017/2018: School Disciplinary Incidents

[illegible]

# CORRECTIVE ACTION PLAN

NAME OF SCHOOL Chesterfield Township School District

COUNTY Burlington


TYPE OF AUDIT Comprehensive Annual Financial Report

DATE OF BOARD MEETING December 20, 2017

CONTACT PERSON Patrick Pisano

TELEPHONE NUMBER (609) 298-0307

RECOMMENDATION	CORRECTION ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSONNEL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
The District did not receive proper county approval for line-item transfers from general appropriation accounts that on cumulative basis exceeded 10% of the original budget.	The District will review and approve all transfers along with being submitted to the Board of Education on a monthly basis.	The Business office will review monthly transfers and receive a county approval for any transfer that will exceed 10% of the original budget.	Business Administrator	January 1, 2018
<u>Student Activities</u> There was not sufficient supporting documentation for cash receipts related to student activity fundraisers.	Additional oversight will be provided by the principal and business office that will eliminate this recommendation in the future.	The Principals office and Business office have created a District document that all fundraisers will require 3 signatures before being processed. 1. Parent 2. Principal 3. Business Office.	Principal and Business Administrator	January 1, 2018

  
\_\_\_\_\_  
CHIEF SCHOOL ADMINISTRATOR  
c: County Superintendent

12/20/17  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR

12/20/17  
\_\_\_\_\_  
DATE

CERTIFICATION OF IMPLEMENTATION OF CORRECTIVE ACTION PLAN

For the Fiscal Year Ended June 30, 2017

School District/Charter School/Renaissance School Project: Chesterfield Township School District  
County: Burlington

I hereby certify that all corrective actions listed on the district's/charter school's/renaissance school project's Corrective Action Plan (CAP) for the fiscal year indicated above have been fully implemented with the following exceptions:

CAP  
Recommendation  
Number

2017-001 The District will review and submit all transfers exceeding 10% to the county Superintendent for its required approval.

2017-002 The District will provide additional oversight on all future fundraisers that will require 3 signatures verifying a reconciliation prior to being processed.

  
\_\_\_\_\_  
Board Secretary/Business Administrator      12/20/17  
Date

  
\_\_\_\_\_  
Chief School Administrator      12/20/17  
Date

For fiscal year ended June 30, 2017 submit no later than June 30, 2018 via upload to the CAFR Repository <http://homeroom.state.nj.us/>

PITT BULL SECURE TECHNOLOGIES, INC.

# CYBER SECURITY ASSESSMENT

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NORTH BURLINGTON REGIONAL SCHOOL

921 GATES HILL ROAD  
SUMMERHILL, PA 15958  
(814) 262-7400

610 FOUNTAIN AVE.  
BURLINGTON, NJ 08016  
(814) 262-7400



# CYBER SECURITY ASSESSMENT

NORTH BURLINGTON REGIONAL SCHOOL

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## MISSION STATEMENT

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**PITT BULL SECURE TECHNOLOGIES, INC.** has been providing cutting edge technology support services throughout New Jersey and Pennsylvania for approximately 10 years. Pitt Bull's focus in the Technology Market has allowed us to offer a more specialized form of Managed Information Technology Support Service coupled with superior customer service skills that are unmatched in our industry.

Network security and design is significantly more complex than it was even just a few years ago, and the pace of rapidly evolving threats shows no sign of slowing. Managing network security can be extremely difficult when you layer in the additional complexities of compliance mandates, Bring Your Own Device (BYOD) and mobility, lack of visibility and the requirement to quickly solve problems. We provide a wide range of network security services and solutions to help you decipher new technology, understand which improvements are right for your infrastructure and separate real threats from security noise.

## Our Mission Statement:

Our mission is to empower our customers by providing the most innovative and versatile tools for success across a wide array of industry sectors, from startups and small businesses to long standing corporations and school districts.

Our consultants and technicians are skilled at listening to our clients in order to thoroughly understand their current needs, anticipate future ones, and deliver complete, cost-effective business solutions. With expertise in the latest technology and dedication to providing the highest level of quality and support in the industry, we believe no other company in our region has our desire and capacity to facilitate client IT needs and surpass expectations.

## Our Philosophy:

We have the commitment to conduct all business with the highest level of professionalism, honesty, and integrity.

We have the skill and experience to deliver technology solutions customized to the unique needs of each client.

We have the resources available to satisfy all of your computer and technology needs.

## Our Commitment:

Our commitment is to genuinely service each and every one of your unique needs empower our customers by providing the most innovative and versatile tools for success across a wide array of industry sectors, from startups and small businesses to long standing corporations and school districts.

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#### **CLIENT ASSESSMENT AREAS**

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- 1. Technology Connectivity Evaluation:**
  - a. Incoming Connections (IE Internet, Phone, etc.)
  - b. Core & Edge Switching
  - c. Wireless Connectivity
  - d. Phone Connectivity
  - e. Remote Access Connectivity
- 2. Technology Equipment Evaluation:**
  - a. Servers (Physical/Virtual)
  - b. Endpoint Devices
- 3. Technology Procedures Evaluation:**
  - a. Technology Group, Definition of the important tasks
  - b. Technology Group, Review of SOPs
- 4. Technology Communication:**
  - a. Problems
  - b. Internal / External Vulnerability Assessments
  - c. Risk Assessment / Threat Analysis
  - d. User Community Procedures
- 5. User Community Evaluation:**
  - a. Overall Needs
  - b. Satisfaction
- 6. Disaster Recovery and Data Security**
  - a. Assessment of Internal and External Systems
  - b. Assessment of Data Retention
  - c. Assessment of Physical Inventory
  - d. Definition of Policies and Procedures
  - e. Definition of End-user Needs
- 7. Recommendations**
- 8. Executive Summary**

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### PERFORMANCE TIMELINES

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Security Assessment timeline from the time of client committal to the end result is approximately 30 to 45 business days. This will require multiple site visits and interaction with staff in order to provide the proper information on all aspects of this project.

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### SPECIAL NEEDS

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Pitt Bull will need the following:

1. Onsite access to all hardware closets and tech offices
2. Facility maps
3. Employee Access for casual questions on policies and procedures
4. Data Understanding

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### ASSESSMENT COST BREAKDOWNS

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1. On-site Visits	24 - 48 Hours
2. Planning	48 - 72 Hours
3. Document Development	40 - 54 Hours
4. Complete Presentation and Executive Summary	24 - 36 Hours

Proposal Cost: \$8,500.00

Educational Discount: - \$1,000.00

Total Proposal Cost: \$ 7,500.00

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### MULTI-SCHOOL DISCOUNTS

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SHOULD THE NORTH BURLINGTON REGIONAL DECIDE TO UTILIZE PITT BULL SECURE TECHNOLOGIES, INC. FOR THEIR SERVICES TO PROVIDE A CYBER SECURITY ASSESSMENT A DISCOUNT OF 10% DISCOUNT WILL BE GIVEN TO EACH OF THE SCHOOL.

THIS DISCOUNT WOULD ALSO APPLY TO ALL OTHER DISTRICTS IN YOUR REGION IF THEY WOULD ALSO DECIDE TO USE PITT BULL TO ASSESS THEIR SECURITY NEEDS.

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## CONTACT INFORMATION

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### CORPORATE CONTACTS:

Pitt Bull Secure Technologies, Inc  
921 Gates Hill Road  
Summerhill, PA 15958  
[www.pittbullsecure.com](http://www.pittbullsecure.com)  
(814) 262-7400  
1-844-TECH DOG

Chief Technology Officer:  
Brett Summers  
[brett@pittbullsecure.com](mailto:brett@pittbullsecure.com)  
extension: 403

Chief Information Analyst:  
Phil Kapelewski  
[phil@pittbullsecure.com](mailto:phil@pittbullsecure.com)

### NEW JERSEY CONTACTS:

Chief Operations Officers:  
Paul Cannizzaro  
[paul@pittbullsecure.com](mailto:paul@pittbullsecure.com)  
(814) 421-3859

New Jersey Regional Manager:  
Brad Kirkpatrick  
[brad@pittbullsecure.com](mailto:brad@pittbullsecure.com)  
(814) 312-2964



## FACILITY REPORT

DECEMBER 8, 2017

- STROBER WRIGHT REPLACED THE SHINGLES ON THE ROOF AND INSTALLED FLASHING ABOVE NURSES OFFICE. WAITING FOR REPAIR DATE FOR THE REST OF THE SCHOOLS ROOFING.
- JOHN VERDERAME & SONS HVAC WILL BE WORKING ON OUR ERV'S, STARTING ON DECEMBER 19, 2017.
- JOCKEY CONTROL SWITCH ON THE FIRE PUMP HAS BEEN REPLACED AND IS WORKING AS ADVERTISED.
- ALL OF THE SNOW REMOVAL EQUIPMENT IS UP AND RUNNING AND READY GO.
- AS THE SCHOOL GETS OLDER WE ARE MAKING MORE AND MORE RUNS TO HOME DEPOT, PLUMBING SUPPLY AND BILLOWS WITH OUR POV'S (PRIVATELY OWNED VECHILES). THE DISTRICT IS GOING TO NEED A TRUCK.
- HAVE A HAPPY AND SAFE HOLIDAY.

Robert Carter

Building and Grounds Supervisor

# Work Order Summary List

Selected Date Range for Request Dates: 11/1/2017 - 11/30/2017 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							

## Status: Closed Work Orders

10533	30 Saddle Way			11/1/2017		0.25	\$7.78
Medium	Pingitor, Larry				11/1/2017		
				11/1/2017 3:28:32 AM	11/7/2017		

Monthly - PM Schedule created on 1/30/2012 - Refer to PM schedule details.

solar readings for oct. 375258

Mike Coolidge

10540	30 Saddle Way			11/1/2017		0.25	\$7.78
Medium	Pingitor, Larry	Classroom			11/1/2017		
		b247		11/1/2017 8:59:50 AM	11/7/2017		

room b247 roof leak by cubbies replaced wet tile. roofer repaired leak

Lauren Rahey

10546	30 Saddle Way			11/2/2017		0.25	\$7.78
Medium	Pingitor, Larry			1	11/3/2017		
Heating/Ventilation /Air				11/2/2017 12:50:08 AM	11/7/2017		

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

water room no issues found at this time

Mike Coolidge

10547	30 Saddle Way			11/2/2017		0.25	\$7.78
Medium	Pingitor, Larry			1	11/3/2017		
Heating/Ventilation /Air				11/2/2017 12:50:08 AM	11/7/2017		

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

fire pump room no issues found at this time

Mike Coolidge

10582	30 Saddle Way			11/16/2017		0.25	\$7.78
Medium	Pingitor, Larry			11	11/27/2017		
Heating/Ventilation /Air				11/16/2017 12:45:58 AM	12/7/2017		

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

Water room no issues found heat is on

Robert Carter

10583	30 Saddle Way			11/16/2017		0.25	\$7.78
Medium	Pingitor, Larry			11	11/27/2017		
Heating/Ventilation /Air				11/16/2017 12:45:58 AM	12/7/2017		

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

Fire pump room heat is on no issues found

Robert Carter

# Work Order Summary List

Selected Date Range for Request Dates: 11/1/2017 - 11/30/2017 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							
10590	30 Saddle Way			11/20/2017			\$0.00
Medium	Carter, Robert	Media Center		7	11/27/2017		
Heating/Ventilation /Air		203		11/20/2017 11:11:30 AM	11/27/2017		
Please turn down the heat in the library. I'm roasted like a Thanksgiving turkey in here. Thank you			turned heat down				
Laura DiMeola							
10617	30 Saddle Way			11/29/2017		0.5	\$7.78
Medium	Carter, Robert	Classroom			11/29/2017		
Heating/Ventilation /Air		247		11/29/2017 10:41:32 AM	12/7/2017		
Our room has been cold since returning from break. Thermostat set all the way to "warm" - not helping. Thanks!			adjusted temp.				
Lauren Rahey							
10525	30 Saddle Way			11/1/2017		0.75	\$23.35
Medium	Pingitor, Larry				11/1/2017		
Heating/Ventilation /Air				11/1/2017 3:28:29 AM	11/7/2017		
Monthly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			rtu 2 cafeteria filters changed				
Mike Coolidge							
10526	30 Saddle Way			11/1/2017		0.75	\$23.35
Medium	Pingitor, Larry				11/1/2017		
Heating/Ventilation /Air				11/1/2017 3:28:29 AM	11/7/2017		
Monthly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			rtu 1 gym filters changed				
Mike Coolidge							
10527	30 Saddle Way			11/1/2017			\$0.00
Medium	Pingitor, Larry				11/1/2017		
Heating/Ventilation /Air				11/1/2017 3:28:30 AM	11/7/2017		
Monthly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			erv 3 no service needed at this time				
Mike Coolidge							

# Work Order Summary List

Selected Date Range for Request Dates: 11/1/2017 - 11/30/2017 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							
10528	30 Saddle Way			11/1/2017			\$0.00
Medium	Pingitor, Larry				11/1/2017		
Heating/Ventilation /Air				11/1/2017 3:28:30 AM	11/7/2017		
Monthly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			erv 2 no service needed at this time				
Mike Coolidge							
10529	30 Saddle Way			11/1/2017			\$0.00
Medium	Pingitor, Larry				11/1/2017		
Heating/Ventilation /Air				11/1/2017 3:28:30 AM	11/7/2017		
Monthly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			erv 1 no service needed at this time				
Mike Coolidge							
10530	30 Saddle Way			11/1/2017		0.75	\$23.35
Medium	Pingitor, Larry				11/1/2017		
Heating/Ventilation /Air				11/1/2017 3:28:30 AM	11/7/2017		
Monthly - PM Schedule created on 1/10/2012 - Refer to PM schedule details.			filters changed				
Mike Coolidge							
10601	30 Saddle Way			11/23/2017		0.25	\$7.78
Medium	Pingitor, Larry			4	11/27/2017		
Heating/Ventilation /Air				11/23/2017 12:32:52 AM	12/7/2017		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			water room heat is on no issues found				
Robert Carter							
10602	30 Saddle Way			11/23/2017		0.25	\$7.78
Medium	Pingitor, Larry			4	11/27/2017		
Heating/Ventilation /Air				11/23/2017 12:32:52 AM	12/7/2017		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			fire pump room heat is on no issues found				
Robert Carter							
10622	30 Saddle Way			11/30/2017		0.25	\$7.78
Medium	Pingitor, Larry				11/30/2017		
Heating/Ventilation /Air				11/30/2017 1:16:33 AM	12/7/2017		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			fire pump room heat is on no issues found				
Robert Carter							



# Work Order Summary List

Selected Date Range for Request Dates: 11/1/2017 - 11/30/2017 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							
10621	30 Saddle Way			11/30/2017		0.25	\$7.78
Medium	Pingitor, Larry				11/30/2017		
Heating/Ventilation /Air				11/30/2017 1:16:32 AM	12/7/2017		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			water room heat is on pumps running ok				
Robert Carter							
10559	30 Saddle Way			11/9/2017		0.25	\$7.78
Medium	Pingitor, Larry			1	11/10/2017		
Heating/Ventilation /Air				11/9/2017 12:38:29 AM	11/13/2017		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			Water room no issues found				
Mike Coolidge							
10560	30 Saddle Way			11/9/2017		0.25	\$7.78
Medium	Pingitor, Larry			1	11/10/2017		
Heating/Ventilation /Air				11/9/2017 12:38:29 AM	11/13/2017		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			Fire pump room no issues found heat is on				
Mike Coolidge							
10581	30 Saddle Way			11/15/2017			\$0.00
Medium	,	Classroom		12	11/27/2017		
Heating/Ventilation /Air		b326		11/15/2017 3:45:43 PM	11/27/2017		
6g is too warm, even on coldest setting. Time Available: any			adjusted heat				
Laura Garofalo							
10571	30 Saddle Way			11/13/2017		0.25	\$4.57
Medium	Cardona, Dan	Restroom (Girls)		2	11/15/2017		
Heating/Ventilation /Air		209		11/13/2017 12:49:53 PM	12/7/2017		
Please turn the heat on in the girls bathroom by the gym.			dan turned on				
Angela Manning							
10588	30 Saddle Way			11/20/2017		0.25	\$4.57
Medium	Cardona, Dan	Classroom		1	11/21/2017		
Custodial		2244		11/20/2017 10:21:19 AM	12/7/2017		
No soap in girls and boys bathrooms by cafeteria. Thank you!			jak refilled.				
Wendy Lawrence							

# Work Order Summary List

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WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
10549	30 Saddle Way			11/2/2017			\$0.00
Medium	Cardona, Dan	Classroom		5	11/7/2017		
Custodial		220		11/2/2017 8:33:30 AM	11/7/2017		
My room was not cleaned again. There is urine on the toilet, sticky substance still on the floor and was not swept. The trash was emptied.			Larry cleaned room				
Melissa Hillman							
10620	30 Saddle Way			11/29/2017		0.75	\$23.35
Medium	Pingitor, Larry	Atrium		5	12/4/2017		
Custodial		b109		11/29/2017 3:23:15 PM	12/7/2017		
10 tables for our map projects to be displayed in the hall on 11/30.Sorry for the late notice :-)			delivered tables for projects				
Allan Forsyth							
10609	30 Saddle Way			11/27/2017		0.25	\$7.78
Medium	Pingitor, Larry	Restroom (Girls)			11/27/2017		
Custodial		Lower Level		11/27/2017 9:09:49 AM	12/7/2017		
Girls's bathroom on lower level...Soap dispenser is out of soap.Thanks! Time Available: Anytime			refilled both soap dispensers				
Mike McCann							
10613	30 Saddle Way			11/28/2017		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		1	11/29/2017		
Custodial		220		11/28/2017 8:17:07 AM	12/7/2017		
My floors were not cleaned again. The carpets were not vacuumed and the tables are still dirty. The bathroom floor is dirty too.			did what i could in room				
Melissa Hillman							
10614	30 Saddle Way			11/28/2017		0.25	\$7.78
Medium	Pingitor, Larry	Classroom			11/28/2017		
Custodial		6L- Room 331		11/28/2017 8:47:54 AM	12/7/2017		
uneven student desks Time Available: asap			adjusted all loose student desks				
Valerie Lydon							

# Work Order Summary List

Selected Date Range for Request Dates: 11/1/2017 - 11/30/2017 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							

10579	30 Saddle Way			11/15/2017		0.25	\$7.78
Medium	Pingitor, Larry	Media Center		13	11/28/2017		
Custodial		203		11/15/2017 11:09:57 AM	12/7/2017		

We ran out of paper towels in the library office.  
Please replace when you have a chance. Thank you

refilled paper towel dispenser

Laura DiMeola

10589	30 Saddle Way			11/20/2017		0.25	\$7.78
Medium	Pingitor, Larry			7	11/27/2017		
General Maintenance		103		11/20/2017 10:46:58 AM	12/7/2017		

Lower level girls bathroom, one of the stalls is unusable my student reported.

working ok now

Kim Breiland

10544	30 Saddle Way			11/1/2017		0.5	\$15.57
Medium	Pingitor, Larry	Classroom		1	11/2/2017		
General Maintenance		2244		11/1/2017 10:12:30 AM	11/7/2017		

paper towel holder is jammed Time Available: anytime

replaced broken paper towel dispenser

Wendy Lawrence

10610	30 Saddle Way			11/27/2017		0.25	\$7.78
Medium	Pingitor, Larry	Atrium		1	11/28/2017		
General Maintenance		atrium		11/27/2017 11:33:09 AM	12/7/2017		

Can I have someone bring the tree down to the front atrium for the winter giving tree drive? Thanks so much! Time Available: when available

delivered tree to atrium

Danielle Christiansen

10618	30 Saddle Way			11/29/2017		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		1	11/30/2017		
General Maintenance		247		11/29/2017 12:59:58 PM	12/7/2017		

My easel broke and I can't get it back together :(

reassembled spring tension

Lauren Rahey

10545	30 Saddle Way			11/1/2017		0.5	\$9.14
Medium	Cardona, Dan	Computer Lab		12	11/13/2017		
General Maintenance		209		11/1/2017 10:40:09 AM	11/15/2017		

Can we have tables in the hallway for computer lab 209 from November 13-November 21.

dan delivered tables.

Angela Manning

12/7/2017 1:38:27 PM



# Work Order Summary List

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WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
10577	30 Saddle Way			11/15/2017		0.5	\$9.14
Medium	Cardona, Dan	Kitchen			11/15/2017		
General Maintenance				11/15/2017 8:50:33 AM	12/7/2017		
pilot lights out on stove			rob and dan lit the pilots				
Dan Cardona							
10566	30 Saddle Way			11/13/2017		0.25	\$4.57
Medium	Cardona, Dan	Cafeteria			11/13/2017		
General Maintenance		103 breiland		11/13/2017 9:07:56 AM	11/13/2017		
spill on floor.			dan cleaned spill.				
Dan Cardona							
10567	30 Saddle Way			11/13/2017		0.5	\$9.14
Medium	Cardona, Dan	Hallway/Corridor			11/13/2017		
General Maintenance		computer lab		11/13/2017 10:19:21 AM	11/13/2017		
6 tables by computer lab for displays.			dan set up tables.				
Dan Cardona							
10569	30 Saddle Way			11/13/2017		0.25	\$4.57
Medium	Cardona, Dan	Classroom			11/13/2017		
General Maintenance		229 chou		11/13/2017 12:08:22 PM	11/15/2017		
bathroom emergency clean up.			dan clenaed up				
Dan Cardona							
10535	30 Saddle Way			11/1/2017		0.75	\$23.35
Medium	Pingitor, Larry			5	11/6/2017		
Pest Control				11/1/2017 3:28:33 AM	11/7/2017		
Monthly - PM Schedule created on 9/25/2012 - Refer to PM schedule details.			ipm no issues found by expert pest control				
Mike Coolidge							
10625	30 Saddle Way			11/30/2017		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		1	12/1/2017		
Moving		B304		11/30/2017 12:31:49 PM	12/7/2017		
Requesting a desk and chair for a new student starting on Monday			delivered student desk and chair				
robert cochrane							



# Work Order Summary List

Selected Date Range for Request Dates: 11/1/2017 - 11/30/2017 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							
10611	30 Saddle Way			11/27/2017		0.25	\$7.78
Medium	Pingitor, Larry	Hallway/Corridor		2	11/29/2017		
Lighting				11/27/2017 12:37:00 PM	12/7/2017		
light out in hallway by cafeteria			replaced bad bulbs				
Larry Pingitor							
10557	30 Saddle Way			11/7/2017		0.25	\$7.78
Medium	Pingitor, Larry	Hallway/Corridor			11/7/2017		
Lighting				11/7/2017 12:00:33 PM	11/13/2017		
light out in hallway lower level by stairwell 2			replaced bad bulbs				
Larry Pingitor							
10575	30 Saddle Way			11/14/2017		0.5	\$9.14
Medium	Cardona, Dan	Office		1	11/15/2017		
Copier		copy room		11/14/2017 2:18:36 PM	12/7/2017		
2 boxes white paper please Time Available: 8:00-3:00			dan delievered paper				
Robin Blauth							
10585	30 Saddle Way			11/16/2017		0.5	\$9.14
Medium	Cardona, Dan	Office		5	11/21/2017		
Copier		copy room		11/16/2017 9:18:30 AM	12/7/2017		
More white paper Please! Sorry doing Math project, Thank YOU! Time Available: 8:00-3:00			dan deliverd paper				
Robin Blauth							
10596	30 Saddle Way			11/21/2017		0.25	\$7.78
Medium	Pingitor, Larry	Office		7	11/28/2017		
Copier		copy room		11/21/2017 10:06:33 AM	12/7/2017		
can you give me a rough count of what we have left in white paper? Thank You! Time Available: 8:00-3:00			2 pallets of paper				
Robin Blauth							
10600	30 Saddle Way			11/22/2017		0.25	\$7.78
Medium	Pingitor, Larry	Faculty Lounge		5	11/27/2017		
Copier		lower level faculty		11/22/2017 1:07:45 PM	12/7/2017		
Out of paper. Please restock. Thanks! Time Available: anytime			re stocked paper in lower faculty room				
Mike McCann							

# Work Order Summary List

Selected Date Range for Request Dates: 11/1/2017 - 11/30/2017 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							
10555	30 Saddle Way			11/6/2017		0.75	\$23.35
Medium	Pingitor, Larry				11/6/2017		
Landscaping				11/6/2017 2:03:23 AM	11/7/2017		
Weekly - PM Schedule created on 9/10/2012 - Refer to PM schedule details.			grass was cut				
Mike Coolidge							
10565	30 Saddle Way			11/13/2017		0.25	\$7.78
Medium	Pingitor, Larry			14	11/27/2017		
Landscaping				11/13/2017 12:59:47 AM	12/7/2017		
Weekly - PM Schedule created on 9/10/2012 - Refer to PM schedule details.			courtyard no issues found				
Mike Coolidge							
10594	30 Saddle Way			11/20/2017		0.25	\$7.78
Medium	Pingitor, Larry			7	11/27/2017		
Landscaping				11/20/2017 11:26:24 AM	12/7/2017		
Weekly - PM Schedule created on 9/10/2012 - Refer to PM schedule details.			Courtyard no issues found				
Robert Carter							
10607	30 Saddle Way			11/27/2017		0.25	\$7.78
Medium	Pingitor, Larry				11/27/2017		
Landscaping				11/27/2017 1:21:30 AM	12/7/2017		
Weekly - PM Schedule created on 9/10/2012 - Refer to PM schedule details.			courtyard no issues found				
Robert Carter							
10624	30 Saddle Way			11/30/2017		0.25	\$7.78
Medium	Pingitor, Larry	Classroom			11/30/2017		
Equipment Maintenance		B228		11/30/2017 8:59:12 AM	12/7/2017		
We need paper for the copier in the main level faculty room.			delivered paper				
Joan mueller							
10561	30 Saddle Way			11/13/2017			\$0.00
Medium	Pingitor, Larry			14	11/27/2017		
Equipment Maintenance				11/13/2017 12:59:45 AM	12/7/2017		
Weekly - PM Schedule created on 1/11/2012 - Refer to PM schedule details.			steamers to be de limed by kitchen staff				
Mike Coolidge							

# Work Order Summary List

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WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
10603	30 Saddle Way			11/27/2017			\$0.00
Medium	Pingitor, Larry				11/27/2017		
Equipment Maintenance				11/27/2017 1:21:28 AM	12/7/2017		
Weekly - PM Schedule created on 1/11/2012 - Refer to PM schedule details.			kitchen staff delimed steamers before holiday				
Robert Carter							
10541	30 Saddle Way			11/1/2017		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		1	11/2/2017		
Equipment Maintenance		328		11/1/2017 9:07:13 AM	11/7/2017		
The plastic box that covers the red button keeps falling off. Please secure it. Thanks!			re fastened cover on emergency cover				
Vicki (kim) Weisgarber(Kampe)							
10531	30 Saddle Way			11/1/2017		0.25	\$7.78
Medium	Pingitor, Larry			2	11/3/2017		
Pumps				11/1/2017 3:28:31 AM	11/7/2017		
Monthly - PM Schedule created on 1/12/2012 - Refer to PM schedule details.			domestic hot water running ok				
Mike Coolidge							
10532	30 Saddle Way			11/1/2017		0.25	\$7.78
Medium	Pingitor, Larry			2	11/3/2017		
Pumps				11/1/2017 3:28:31 AM	11/7/2017		
Monthly - PM Schedule created on 1/12/2012 - Refer to PM schedule details.			domestic cold water pumps are holding presser greased motors				
Mike Coolidge							
10550	30 Saddle Way			11/2/2017		1.75	\$54.48
High	Pingitor, Larry	Custodial Closet			11/2/2017		
				11/2/2017 10:33:27 AM	11/7/2017		
on jacks vacuum housing that holds wheels on broke			repaired vacuum with spare parts				
Larry Pingitor							
10551	30 Saddle Way			11/6/2017		0.25	\$7.78
Medium	Pingitor, Larry				11/6/2017		
				11/6/2017 2:03:20 AM	11/7/2017		
Monthly - PM Schedule created on 10/01/2017 - Refer to PM schedule details.			Larry and Dan lifted lid to vault. water level was 2 inches				
Mike Coolidge							



# Work Order Summary List

Selected Date Range for Request Dates: 11/1/2017 - 11/30/2017 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							
10552	30 Saddle Way			11/6/2017	11/9/2017	0.25	\$7.78
Medium	Pingitor, Larry			1	11/7/2017		
				11/6/2017 2:03:21 AM	11/7/2017		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			playground 1 no issues found trash was ok				
Mike Coolidge							
10553	30 Saddle Way			11/6/2017	11/9/2017	0.25	\$7.78
Medium	Pingitor, Larry			1	11/7/2017		
				11/6/2017 2:03:21 AM	11/7/2017		
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							
10554	30 Saddle Way			11/6/2017		0.5	\$15.57
Medium	Pingitor, Larry			2	11/8/2017		
				11/6/2017 2:03:22 AM	11/13/2017		
Weekly - PM Schedule created on 2/27/2012 - Refer to PM schedule details.			generator transfer test 189.7				
Mike Coolidge							
10562	30 Saddle Way			11/13/2017	11/16/2017	0.25	\$7.78
Medium	Pingitor, Larry			14	11/27/2017		
				11/13/2017 12:59:46 AM	12/7/2017		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			no issues found at this time				
Mike Coolidge							
10563	30 Saddle Way			11/13/2017	11/16/2017	0.25	\$7.78
Medium	Pingitor, Larry			14	11/27/2017		
				11/13/2017 12:59:46 AM	12/7/2017		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			playground 2 no issues found at this time				
Mike Coolidge							
10564	30 Saddle Way			11/13/2017			\$0.00
Medium	Pingitor, Larry			14	11/27/2017		
				11/13/2017 12:59:47 AM	12/7/2017		
Weekly - PM Schedule created on 2/27/2012 - Refer to PM schedule details.			no test needed at this time				
Mike Coolidge							

# Work Order Summary List

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WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
10604	30 Saddle Way			11/27/2017	11/30/2017	0.25	\$7.78
Medium	Pingitor, Larry				11/27/2017		
				11/27/2017 1:21:29 AM	12/7/2017		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			playground 1 no issues found trash was ok				
Robert Carter							
10605	30 Saddle Way			11/27/2017	11/30/2017	0.25	\$7.78
Medium	Pingitor, Larry				11/27/2017		
				11/27/2017 1:21:29 AM	12/7/2017		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			playground 2 no issues found				
Robert Carter							
10606	30 Saddle Way			11/27/2017		1	\$31.13
Medium	Pingitor, Larry			1	11/28/2017		
				11/27/2017 1:21:29 AM	12/7/2017		
Weekly - PM Schedule created on 2/27/2012 - Refer to PM schedule details.			generator load test run time 190.3 hrs.				
Robert Carter							
10615	30 Saddle Way			11/28/2017		1	\$31.13
Medium	Pingitor, Larry				11/28/2017		
				11/28/2017 11:33:38 AM	12/7/2017		
vacumme 1 beater bar broke			replaced beater bar with a used one. running ok				
Lisa Carpenter							
10591	30 Saddle Way			11/20/2017	11/23/2017	0.25	\$7.78
Medium	Pingitor, Larry			7	11/27/2017		
				11/20/2017 11:26:22 AM	12/7/2017		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			Playground 2 no issues found				
Robert Carter							
10592	30 Saddle Way			11/20/2017	11/23/2017	0.25	\$7.78
Medium	Pingitor, Larry			7	11/27/2017		
				11/20/2017 11:26:22 AM	12/7/2017		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			Playground 2 no issues found				
Robert Carter							



# Work Order Summary List

Selected Date Range for Request Dates: 11/1/2017 - 11/30/2017 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							
10593	30 Saddle Way			11/20/2017			\$0.00
Medium	Pingitor, Larry			7	11/27/2017		
				11/20/2017 11:26:23 AM	12/7/2017		
Weekly - PM Schedule created on 2/27/2012 - Refer to PM schedule details.			Generator no test needed at this time				
Robert Carter							
10548	30 Saddle Way			11/2/2017		1	\$31.13
High	Pingitor, Larry	Stairway			11/2/2017		
				11/2/2017 8:12:21 AM	11/7/2017		
install portable emergency chair in stairway 1-2-4			installed wall pockets for emergency stair chairs put up signage				
Stacey Farreny							
10536	30 Saddle Way			11/1/2017	12/1/2017	0.75	\$23.35
Medium	Pingitor, Larry			35	12/6/2017		
				11/1/2017 3:28:34 AM	12/7/2017		
Monthly - Fire Extinguishers - Refer to PM schedule details.			fire extinguishers checked ok				
Mike Coolidge							
10537	30 Saddle Way			11/1/2017		0.25	\$7.78
Medium	Pingitor, Larry				11/1/2017		
				11/1/2017 3:28:34 AM	11/7/2017		
Monthly - PM Schedule created on 1/26/2012 - Refer to PM schedule details.			diesel fuel readings for generator 635 gal.				
Mike Coolidge							
Count: 74 Work Orders		Avg. Age of WO's 4		Total for Closed Work Orders		25.25	\$733.24

# Work Order Summary List

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

Status: Complete

10534	30 Saddle Way			11/1/2017			\$0.00
Medium	Pingitor, Larry			35	12/6/2017		
				11/1/2017 3:28:32 AM	12/6/2017		

Monthly - PM Schedule created on 12/3/2012 - waiting for roof repairers  
Refer to PM schedule details.

Mike Coolidge

Count: 1 Work Orders	Avg. Age of WO's 35	Total for Complete	0	\$0.00
Count: 75 Work Orders	Avg. Age of WO's 4	Grand Total	25.25	\$733.24

## 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	



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

April, 2015	232854	5971	230084	6	230	6	\$228.50	\$1,371.00	6/17/15	
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	4	372					4
November, 2017	378337	3079	375567		372					
<b>Totals</b>						<b>270</b>		<b>\$51,843.50</b>		<b>27</b>

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