

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

Thecpef@gmail.com

Your Name(s)_4th Grade Teachers: Robert Cochrane, Laura Flynn, Nicole Hartman, Karen Stryker, Jamie Surette _____

Date of Request: April 13, 2018

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

We are requesting 125 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 24 student copies and 1 teacher copy for each of the 5 homerooms.

This will total $125 \times \$4.95 = \618.75

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, Nicole Hartman, Robert Cochrane, Jamie Surette

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

TOTAL GRANT AMOUNT
REQUESTED: \$618.75

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

OK to approve.
mm 4/13/18

BOARD MEMBERS TRAINING

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

CHESTERFIELD TOWNSHIP BOARD OF EDUCATION
Chesterfield, New Jersey

FILE CODE: 4115

Policy

☐ **Monitored**
☐ **Mandated**
☒ **Other Reasons**

SUPERVISION

The Chesterfield Township Board of Education believes that the purpose of supervision is to improve teacher performance in the classroom so that all students have an opportunity to achieve the New Jersey Student Learning Standards.

Each teacher employed in this district as of the effective date specified in code shall be responsible for fulfilling requirements for continuing education and for making annual progress toward the goal of 20 hours annually of state-approved professional development annually. Each teacher's individual professional development plan (PDP) shall incorporate appropriate steps toward this goal and shall be designed to assist teachers in obtaining and maintaining the knowledge and skills essential to student achievement of the New Jersey Student Learning Standards. The professional development plan shall describe specific activities designed to provide guidance for that teacher in improving his/her performance. Such activities may include, but are not limited to, seminars, course work, day-long workshops, and classes on certain instructional approaches.

Although supervisors shall develop professional development plans in collaboration with teachers, the superintendent shall maintain final authority in determining their appropriate content. The content of each PDP shall be developed by each teacher's supervisor in consultation with the teacher and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3.3 and the Standards for Professional Learning in N.J.A.C. 6A:9C-3.3. Supervisory assistance and support in achieving the 20 clock hours of state-approved continuing education shall be offered in the context of the district's evaluation process (see policy 4116 Evaluation for Teaching Staff Members), negotiated agreements, other policies, student safety and well-being, continuity of instruction, and budgetary constraints.

The superintendent shall develop procedures for supervision of the teaching and administrative staff in performance of their duties that shall not be limited to the observations required for evaluation. Such supervision may include, but need not be limited to, review of lesson plans and teacher-made examinations; regularly scheduled curriculum conferences; and brief, informal classroom observations. The supervisor shall note the teacher's satisfactory fulfillment or non-fulfillment of continuing education requirements identified in the professional development plan.

Adopted: October 9, 2001
NJSBA Review/Update: May 2011
Readopted: September 21, 2011'
Revised: May 20, 2015
Revised:

Key Words

Continuing Education, Professional Development Plans, Personnel Supervision, Supervision

Legal References:

N.J.S.A. 18A:4-15
N.J.S.A. 18A:4-16
N.J.S.A. 18A:6-10 et seq.
N.J.S.A. 18A:6-117 et seq.

General rule-making power
Incidental powers conferred
Dismissal and reduction in compensation of persons under tenure in public school system...
Teacher Effectiveness and Accountability for the Children

See particularly:
N.J.S.A. 18A:6-128
N.J.S.A. 18A:11-1

Ongoing professional development; corrective action plan\
General mandatory powers and duties

SUPERVISION (continued)

<u>N.J.S.A.</u> 18A:27-3.1 through -3.3	Non-tenured teaching staff; observation and evaluation; conference; purpose ...
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:29-14	Withholding increments; causes; notice of appeals
<u>N.J.A.C.</u> 6A:9-3	Standards for Professional Learning
<u>N.J.A.C.</u> 6A:9C-3.1 <u>et seq.</u> <u>See particularly:</u> <u>N.J.A.C.</u> 6A:9C-3.9 (c-d)	Professional development for teachers and school leaders
<u>N.J.A.C.</u> 6A:9C-4.4	Requirements for and implementation of teachers' individual professional development plans
<u>N.J.A.C.</u> 6A:10-1.1 <u>et seq.</u>	Educator effectiveness
<u>N.J.A.C.</u> 6A:10-4.1 <u>et seq.</u>	Components of teacher evaluation

Possible

<u>Cross References:</u>	2130	Administrative staff
	*2131	Chief school administrator
	4000	Concepts and roles in personnel
	4010	Goals and objectives
	*4112.6/4212.6	Personnel records
	*4116	Evaluation
	*4117.41	Nonrenewal
	*4131/4131.1	Staff development; inservice education/visitations/conferences
	*4215	Supervision
	*4216	Evaluation
	*6143.1	Lesson plans
	*6200	Adult/community education

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

CHESTERFIELD TOWNSHIP BOARD OF EDUCATION
Chesterfield, New Jersey

FILE CODE: 5131.5
X Monitored
X Mandated
X Other Reasons

Policy

VANDALISM/VIOLENCE

Vandalism

The Chesterfield Township Board of Education believes that students should respect property and take pride in the school, whenever a student has been found to have done willful and malicious damage to property of the board, the principal of the school shall notify the superintendent. The board will hold the pupil or his/her parents/guardians liable for the damage caused by him/her.

When vandalism is discovered, the administration is directed to take such steps as are necessary to identify the vandals. If pupils have taken part in the vandalism, the appropriate administrator shall:

- A. Identify the pupils involved;
- B. Call together persons, including the parents/guardians, needed to study the causes;
- C. Decide upon disciplinary and/or legal action possibly including suspension. Should parents/guardians fail to cooperate in the discussions, the administration may charge the pupil with being delinquent by a petition stating the offense and requesting appearance in juvenile court;
- D. Take any constructive actions needed to try to guard against further such pupil misbehavior;
- E. Seek appropriate restitution.

Violence

Physical violence, including assault with or without a weapon, against another pupil, a staff member or board member is prohibited and will result in the disciplinary sanctions included in policies on suspension and expulsion and conduct/discipline. Disruptive behavior that is characterized by violence, even though not directed toward another person, should be reported by the classroom teacher to the school principal, unless instructed otherwise, so that possible program adjustments may be identified.

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm or any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The superintendent may modify this suspension on a case-by-case basis. Each pupil so removed shall be placed in an alternative educational program or on home instruction and shall be entitled to a hearing before the board.

Any school employee observing or having direct knowledge from a participant or victim of an act of violence in the district public school(s) should complete the standard report form and submit it to the school principal who is responsible for preparing the official report to the superintendent. Staff will report accurately and not falsify information.

The board shall provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements pursuant to N.J.S.A. 18A:17-46.

Two times each year between September 1 and January 1 and between January 1 and June 30, the school board(s) shall hold a public hearing at which the superintendent reports to the board of education all acts of violence, vandalism, and harassment, intimidation, or bullying (HIB) which occurred during the previous reporting period. The report shall include the number of HIB reports in the schools, the status of all investigations, the nature of the HIB, and other data required by law.

VANDALISM/VIOLENCE (continued)Threats of Violence

The board is committed to promoting healthy relationships and a safe learning environment. Therefore, it shall not tolerate pupil threats of harm to self or others or other threatening behaviors, including threats to damage school property. Threatening behaviors shall not be tolerated on school property or at activities under the jurisdiction of the board of education.

Students shall inform a teacher, guidance counselor or principal when he/she is in possession of knowledge of such threats. Staff shall immediately notify the principal of any threat or threatening behavior that he/she has knowledge of, has witnessed or received. All such threats shall be promptly reported to the appropriate law enforcement agency.

Students who perpetrate threatening behaviors shall be disciplined in accordance with policy and regulations on suspension and expulsion and conduct/discipline.

Unsafe School Choice Option

The superintendent shall comply with all requirements of the Unsafe School Choice Option policy adopted by the State Board of Education for schools in districts that receive funds under the Every Student Succeeds Act of 2015 (ESSA). He/she shall keep the board informed of all state requirements and actions taken to implement the policy.

Particularly, if a school in the district is designated as “persistently dangerous” as defined in the policy, corrective action plans shall be prepared and presented to the board for review. The corrective action plans shall be in the format provided by the Department of Education and shall describe how the schools will reduce the number of incidents of violence as determined by the Student Safety Data System (SSDS).

Likewise, if a student while at school or on school grounds becomes a victim of a violent criminal offense as defined by state statute, he/she shall be offered the option of transferring to another safe school within the district.

Parents/Guardians shall be informed according to law and policy.

The board shall be provided with access to a copy of the current statewide Unsafe School Choice Option Policy.

School Violence Awareness Week

This school district shall observe School Violence Awareness Week, the week beginning on the third Monday in October of each year. Organized activities focused on the prevention of school violence will be offered to students, employees and board members. Local law enforcement personnel will be invited to participate.

Violence and Vandalism Reporting

The superintendent will biannually submit a report utilizing the Student Safety Data System (SSDS) accurately reporting on each incident of violence, vandalism and alcohol and other drug abuse and harassment, intimidation and bullying within the school district. Any allegations of falsification of data will be reviewed by the board of education using the requirements and procedures set forth in N.J.A.C. 6A:16-5.3(f). Board action shall be based on a consideration of the nature of the conduct, the circumstances under which it occurred, and the employee’s prior employment record.

Implementation

The superintendent shall oversee the development of implementing regulations on all aspects of this policy, including the establishment of procedures for cooperation between school staff and law enforcement officials for all situations involving firearms or other deadly weapons.

Adopted: March 22, 2004

NJSBA Review/Update: June 2011

Readopted: September 21, 2011

Revised:

VANDALISM/VIOLENCE (continued)Key Words

Conduct, Discipline, Pupil Conduct, Student Conduct, Vandalism, Violence

<u>Legal References:</u>	<u>N.J.S.A. 2A:4A-60 et al.</u> disclosure	Disclosure of juvenile information; penalties for
	<u>N.J.S.A. 2A:53A15</u>	Liability of parent or guardian for willful destruction of property by infant under 18
	<u>N.J.S.A. 2C:39-5</u>	Unlawful possession of weapons
	<u>N.J.S.A. 18A:1746</u>	Act of violence; report by school employee; notice of action taken; annual report,
	<u>N.J.S.A. 18A:252</u>	Authority over pupils
	<u>N.J.S.A. 18A:36-5.1</u>	School Violence Awareness Week
	<u>N.J.S.A. 18A:371 et seq.</u>	Discipline of Pupils
	See particularly:	
	<u>N.J.S.A. 18A:37-2, -2.1</u> through -2.5, -3, -7 through -12	
	<u>N.J.S.A. 18A:37-13 et seq.</u>	<u>Anti-Bullying Bill of Rights Act</u>
	<u>N.J.A.C. 6A:14-2.8</u>	Discipline/suspension/expulsion
	<u>N.J.A.C. 6A:16-1.1 et seq.</u>	Programs to Support Student Development
	See particularly:	
	<u>N.J.A.C. 6A:16-5.1,</u> -5.2, -5.3, -5.5, -5.6, -5.7, -6.1	

"H.A." v. Warren Hills Regional School District, 1976 S.L.D. 336See also Commissioners' Decisions indexed under "Pupils – Punishment of" in Index to N.J. School Law DecisionsEvery Student Succeeds Act of 2015, Pub. L. 114-95. 20 U.S.C.A. 6301 et seq.A Uniform State Memorandum of Agreement Between Education and Law Enforcement OfficialsUnsafe School Choice Option Policy, New Jersey Department of Education, June 30, 2003PossibleCross References:

*1120	Board of education meetings
*3250	Income from fees, fines, charges
3517	Security
*4131/4131.1	Staff Development, Inservice Education, Visitations, Conferences
4148/4238	Employee protection
*5114	Suspension and expulsion
*5119	Transfers
*5124	Reporting to parents/guardians
*5131	Conduct/discipline
*5131.1	Harassment, intimidation and bullying
5131.4	Campus disturbances
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5131.7	Weapons and dangerous instruments
*6114	Emergencies and disaster preparedness
*6172	Alternative educational programs

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

VANDALISM/VIOLENCE (continued)

File Code: 5131.5

CHESTERFIELD TOWNSHIP BOARD OF EDUCATION
Chesterfield, New Jersey

FILE CODE: 5131.6

X **Monitored**

X **Mandated**

X **Other Reasons**

Policy

DRUGS, ALCOHOL, STEROIDS, TOBACCO
(Substance Abuse)

It is the responsibility of the Chesterfield Township Board of Education to safeguard the health, character, citizenship, and personality development of the students in its school. The board of education recognizes that the misuse of drugs, alcohol, steroids, and tobacco threatens the positive development of students and the welfare of the entire school community. We, therefore, must maintain that the use of drugs, alcohol, steroids, and tobacco and the unlawful possession of these substances is wrong and harmful. The board of education is committed to utilizing wellness strategies that encourage the prevention, intervention, and cessation of drug, alcohol, steroid, and tobacco abuse.

The board of education recognizes that tobacco is a gateway drug and highly addictive and that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The board believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, faculty/staff and visitors. The board acknowledges that adult employees and visitors serve as role models for students. The board recognizes that it has an obligation to promote positive role models in school and to promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees, and visitors on the school campus. Finally, the board recognizes that it has a legal authority and obligation pursuant to P.L. 2005, Chapter 383 New Jersey Smoke-Free Air Act as well as the federal Pro-Children's Act, Title X of Public Law 103-227 and the No Child Left Behind Act, Part C, Environmental Smoke, Section 4303.

Students

For the purpose of this policy, "drug" includes all controlled dangerous substances set forth in N.J.S.A. 24:211 et seq. and all chemicals that release toxic vapors set forth in N.J.S.A. 2C:35-10.4 et seq.

A. The board of education prohibits the use, possession and/or distribution of any drug, alcohol, or steroids on school premises, and at any event away from the school provided by the board. Compliance with a drug free standard of conduct at all school functions is mandatory for all students. Pupils suspected of being under the influence of drugs, alcohol, or steroids will be identified, evaluated, and reported in accordance with the law. Assessment will be provided by individuals who are certified by the New Jersey State Board of Examiners as student assistance coordinators or by individuals who are appropriately certified by the New Jersey Board of Examiners and trained in alcohol and other drug abuse prevention. A pupil who uses, possesses, or distributes drugs, alcohol, or steroids on school premises or while attending a school sponsored activity will be subject to discipline that may include suspension or expulsion, and may be reported to appropriate law enforcement personnel. Pupils suspected of involvement with alcohol, drugs or steroids away from school premises will be advised of appropriate treatment and remediation (N.J.S.A. 18A:40A-10). Treatment services for students who are affected by alcohol or other drug use will be provided by individuals who are certified as student assistance coordinators or who are otherwise appropriately trained in drug and alcohol prevention, intervention, and follow up. Treatment will not be at the board's expense.

B. The board directs the establishment of a program designed to provide short term counseling and support services for pupils who are in care or returning from care for alcohol and other drug dependencies. Pursuant to N.J.S.A. 18A:40A-16 the district shall establish a parent/guardian substance abuse program offered at times and places convenient to the parents/guardians of the district on school premises or other facilities.

Enforcement of Drug Free School Zones

The board of education recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession, and distribution of controlled dangerous substances and drug paraphernalia on school property. The board further recognizes its responsibility to cooperate with law enforcement authorities in planning and conducting law enforcement activities and operations on school property. The board shall, therefore, establish a formal Memorandum of Agreement with the appropriate law enforcement authorities

SUBSTANCE ABUSE (continued)

and set forth the following policies and procedures after consultation with the county prosecutor and approval by the executive county superintendent of schools. The Memorandum of Agreement shall be consistent with the *Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials*.

Law Enforcement Liaison

In order to ensure that such cooperation continues, the board directs the superintendent to designate a school district liaison(s) to law enforcement agencies and to prescribe the roles and responsibilities of the school liaison(s). Such assignment shall be in accordance with the district's collective bargaining agreement, if applicable.

Undercover Operations

The board hereby recognizes that the superintendent may request that law enforcement authorities conduct an undercover operation in the school if he/she has reason to believe that drug use and/or drug trafficking is occurring in the school and that a less intrusive means of law enforcement intervention would be ineffective. The board hereby authorizes the superintendent to request such intervention under these circumstances. The board recognizes that the superintendent is not permitted to ask the board's approval for his/her action and is not permitted to discuss any aspect of the undercover operation until authorized to do so by law enforcement authorities.

The board recognizes that law enforcement authorities may contact the superintendent to request that an undercover operation be established in a district school. The board recognizes that the superintendent is prohibited from discussing the request with the board. The board hereby authorizes the superintendent to act upon any such request in the manner that he/she determines is in conformity with the law and the Attorney General's Executive Directive 19881 and that is in the best interests of the students and the school district.

The board directs the superintendent and school principal to cooperate with law enforcement authorities in the planning and conduct of undercover school operations. The superintendent, principal, or any other school staff or district board member who may have been informed about the undercover operation is required to immediately communicate information to the county prosecutor or designee if the integrity of the undercover school operation has been compromised in any way.

At the completion of an undercover operation in a school, and with the consent of the appropriate law enforcement authority, the superintendent shall report to the board regarding the nature of the operation, the result of the operation, and any serious problems encountered during the operation.

Summoning Law Enforcement Authorities onto School Property for the Purpose of Conducting Investigations, Searches, Seizures, and Arrests

Any school employee who has reason to believe a student(s) or a staff member(s) is using or distributing controlled dangerous substances, including anabolic steroids, or drug paraphernalia on school premises shall bring that information to the school principal who, in turn, shall report same to the superintendent. The superintendent shall immediately report that information to the appropriate law enforcement agency. If, after consultation with the law enforcement official, it is determined that further investigation is necessary, the superintendent will cooperate with the law enforcement authorities in accordance with the law and administrative code. He/she will provide the officials with a room in an area away from the general student population in which to conduct their law enforcement duties. If law enforcement officials do not choose to investigate the incident, the superintendent may continue the investigation to determine if any school rules have been broken and whether any school discipline is appropriate.

If an arrest is necessary, and no exigent circumstances exist, the superintendent and staff will cooperate with the law enforcement officials and provide them access to the office of a school administrator or some other area away from the general student population. Every effort shall be made to enable law enforcement personnel to carry out the arrest in a manner that is least disruptive to the educational environment. The superintendent or the principal shall immediately notify the student's parent/guardian whenever a pupil is arrested for violating any laws prohibiting the possession, use, sale, or distribution of any controlled substance or drug paraphernalia.

Whenever the police have been summoned to a school building by the superintendent, the superintendent shall report the

SUBSTANCE ABUSE (continued)

reason the police were summoned and any pertinent information to the board at its next regular meeting. If confidentiality is required, the report shall be made in executive session.

Student Searches and Securing Physical Evidence

The principal or his/her designee may conduct a search of a student's person or belongings if the search is necessary to maintain discipline and order in the school, and the school official has a reasonable suspicion that the student is concealing contraband. All searches and seizures conducted by designated school staff shall comply with the standards prescribed by the United States Supreme Court in State in re T.L.O. 94 N.J. 331 (1983), reversed on other grounds, New Jersey v. T.L.O. 569 U.S. 325 (1985) and the New Jersey School Search Policy Manual.

If, as a result of the search, a controlled dangerous substance or drug paraphernalia is found, or if a controlled dangerous substance or drug paraphernalia is by any means found on school property, the individual discovering the item or substance shall immediately notify the building principal; the principal shall immediately notify the superintendent who shall immediately, in turn, notify the appropriate law enforcement agency. The principal shall ensure that the controlled or dangerous substance and/or drug paraphernalia is labeled and secured in a locked cabinet or desk until law enforcement officials pick it up. The principal shall then contact the student's parents/guardians to inform them of the occurrence.

Whenever law enforcement officials have been called into the school, and a search of a student's person or belongings is necessary, or questioning is to be conducted, the principal and/or superintendent shall contact the student's parents/guardians and the principal and/or superintendent shall request that the law enforcement officials conduct the search, seizure, or questioning.

Police Presence at Extracurricular Activities

The superintendent is hereby authorized to contact the appropriate law enforcement agency and arrange for the presence of an officer(s) in the event of an emergency or when the superintendent believes that uniformed police presence is necessary to deter illegal drug use or trafficking or to maintain order or crowd or traffic control at a school function.

Resolving Disputes Concerning Law Enforcement Activities

The board authorizes the superintendent to contact the chief executive officer of the law enforcement agency involved with any dispute or objection to any proposed or ongoing law enforcement operation or activity on school property. If for any reason the dispute or objection is not satisfactorily resolved with the chief executive officer of the agency, the superintendent shall work in conjunction with the county prosecutor and, where appropriate, the division of criminal justice to take appropriate steps to resolve the matter. Any dispute that cannot be resolved at the county level shall be reported to the board and shall be resolved by the attorney general whose decision will be binding.

Confidentiality of Pupil Involvement in Intervention and Treatment Programs

Nothing in this policy shall be construed in any way to authorize or require the transmittal of any information or records that are in the possession of a substance abuse counseling or treatment program including, but not limited to, the school district's own substance abuse programs. All information concerning a pupil's or staff member's involvement in a school intervention or treatment program shall be kept confidential. See 42 CFR 2 and N.J.A.C. 6A:16-6.5.

Tobacco

Tobacco use is now recognized as a chronic disease and public health hazard. Tobacco use is associated with conditions such as heart disease, emphysema, asthma, high blood pressure, diabetes, and many other chronic diseases. The most effective strategy for discouraging tobacco use by young people is a wellness strategy that supports prevention, intervention, and cessation.

A. Tobacco Use and Possession

1. No student, faculty/staff member or school visitor is permitted to use any tobacco product or electronic smoking

SUBSTANCE ABUSE (continued)

device:

- a. In any building, facility, or vehicle owned, leased, rented or chartered by the district;
 - b. On any school grounds and property—including athletic fields and parking lots—owned, leased, rented, utilized (e.g., adjacent parking lots) or chartered by the board of education;
 - c. At any school-sponsored or school-related event on-campus or off-campus (e.g., field trips, sporting events off campus, etc).
2. In addition, school district employees, school volunteers, contractors or other persons performing services on behalf of the school district (e.g., bus drivers) also are prohibited from using tobacco products at any time while on duty in accordance with their contracts or in the presence of students, either on or off school grounds.
 3. Further, no student is permitted to possess a tobacco product while in any school building, while on school grounds or property or at any school-sponsored or school-related event, or at any other time that students are under the authority of school personnel.

B. Definition of Tobacco Products, Tobacco Use, and Electronic Smoking Device

For the purposes of this policy:

1. “Tobacco product” is defined to include but is not limited to cigarettes, cigars, blunts, bidis, pipes, chewing tobacco and all other forms of smokeless tobacco, rolling papers and any other items containing or reasonably resembling tobacco or tobacco products (excluding quit products);
2. “Tobacco use” includes smoking, chewing, dipping, or any other use of tobacco products;
3. “Electronic smoking device” means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.

C. Signage

Signs will be posted in a manner and location that adequately notify students, faculty/staff and visitors about the Comprehensive Tobacco-Free School Policy.

D. Compliance for Students

In recognition that tobacco use is a public health issue and that tobacco is a gateway drug and highly addictive, the board of education recognizes that intervention rather than punishment is the most effective way to address violations of this policy. Students who violate the school district’s tobacco-use policy will be referred to the student assistance coordinators (SAC), guidance counselor, a school nurse, or other health or counseling services for all offenses for health information, counseling, and referral. The administration will consult with appropriate health organizations in order to provide student violators with access to an Alternative-to-Suspension (ATS) program. The ATS program will provide up-to-date information on the many consequences of tobacco use, offer techniques that students can use to stop tobacco use at school, and provide referrals to local youth tobacco cessation programs.

Parents/guardians will be notified of all violations and actions taken by the school. The school may also use community service as part of the consequences. Ordinarily, and consistent with a wellness strategy, suspension will only be used after a student has three or more prior violations or has refused to participate in other outlined measures.

E. Compliance for Faculty, Staff, and Visitors

As with students, intervention rather than punishment is the most effective way to address adult violations of this policy. Faculty or staff who violate the school district’s tobacco-use policy will be referred to the Employee Assistance Program (EAP) or a tobacco cessation program. Employees who repeatedly violate the policy or do not comply with intervention or cessation referrals may be subject to consequences in accordance with district policy and their contract. Visitors using tobacco products will be informed about the policy and asked to refrain while on

SUBSTANCE ABUSE (continued)

school property. Visitors who continue to violate the policy will then be asked to leave the premises. Law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave the school property.

F. Opportunities for Cessation

The administration will consult with the county health department and other appropriate health organizations (e.g., American Lung Association, American Cancer Society, etc.) to provide students and employees with information and access to support systems, programs and services (e.g., NJDHSS Quitline 1 866 NJSTOPS (657-8677) and njquitline.org) to encourage them to abstain from the use of tobacco products.

G. Prevention Education

The administration will consult with appropriate health organizations to identify and provide programs or opportunities for students to gain a greater understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean and inviting school environment.

H. Procedures for Implementation

The administration will develop a plan for communicating the policy that may include information in student and employee handbooks, announcements at school-sponsored or school-related events, and appropriate signage in buildings and around campus. A process that identifies intervention and referrals for students, faculty/staff, and visitors who violate the policy will be created and communicated to all students, faculty/staff and parents.

Ongoing Implementation of this Policy

A. Prevention Education for Students

The board will enforce the laws of New Jersey requiring a program of drug, alcohol, steroid, and tobacco education.

B. Faculty Education and Inservice Training

All district personnel shall be alert to signs of alcohol, drug, steroid, and tobacco use by pupils and shall respond to those signs in accordance with procedures established by the superintendent. The board of education will provide inservice training to assist teaching staff members in identifying the pupil who uses drugs, alcohol, steroids, and/or tobacco and in helping pupils with drug-, alcohol-, steroid-, and tobacco related problems in a program of rehabilitation. The superintendent will ensure that all district employees receive annual inservice training to make them aware of their responsibilities in accordance with board policies and N.J.A.C. 6A:16-3.1.

C. Annual Review and Distribution of Policy

The board will review annually the effectiveness of these policies and the Memorandum of Agreement entered into with the appropriate law enforcement agency. As part of this review, the board will consult with the executive county superintendent, local community members, and the county prosecutor's office.

In accordance with N.J.S.A. 18A:40A-10, copies of the policy statement shall be distributed to pupils and their parents/guardians at the beginning of each school year. Board policy and procedures shall disseminated be annually to all school staff, students and parents through its website or other means (N.J.A.C. 6A:16-4.2).

D. Administrative Regulations

The superintendent may develop administrative regulations for:

1. A comprehensive program of drug, alcohol, steroid, and tobacco education;
2. The identification and remediation of pupils involved with drugs, alcohol, steroids, and tobacco;

SUBSTANCE ABUSE (continued)

3. The examination and treatment of pupils suspected of being under the influence of drugs, alcohol, steroids, or tobacco to determine the extent of the pupil's use or dependency;
4. The treatment of pupils who use, possess or distribute drugs, alcohol, steroids, and tobacco in violation of law or this policy through referral to an appropriate drug/alcohol/tobacco abuse program as recommended by the department of health; and
5. The readmission to school and treatment of pupils who have been convicted of drug, alcohol, steroid, or tobacco offenses.

E. Reporting and Liability

The superintendent will biannually submit a report utilizing the Student Safety Data System (SSDS) accurately reporting on each incident of violence, vandalism including harassment, intimidation and bullying, and alcohol and other drug abuse within the school district. Any allegations of falsification of data will be reviewed by the board of education using the requirements and procedures set forth in N.J.A.C. 6A:16-5.3(g). Board action shall be based on a consideration of the nature of the conduct, the circumstances under which it occurred, and the employee's prior employment record.

At an biannual hearing the superintendent shall report to the board all acts of violence and vandalism and incidents of alcohol and other drug abuse that occurred during the previous school year.

Any staff member who reports a pupil to the principal or his/her designee in compliance with the provisions of this policy shall not be liable in civil damages as a result of making such a report as provided for under N.J.S.A. 18A:40A1 et seq.

F. Confidentiality Requirements

All policies and procedures must comply with the confidentiality requirements established in federal regulation found at 42 CFR Part II.

G. Parental Compliance

Substance abuse in the district is considered a health risk. It is the expressed position of the district that when school rules have been violated, and when a student's health is at risk, we must notify the student's parents/guardians and attempt to involve the family in the rehabilitation plan subject to the confidentiality restrictions of 42 CFR Part II.

Adopted: July 30, 2007

Revised: April 23, 2008

NJSBA Review/Update: June 2011

Readopted: September 21, 2011

Revised: August 17, 2014

Revised:

Key Words

Drugs, Alcohol, Tobacco, Steroids, Substance Abuse, Smoking, Drinking, Drug Testing

Legal References: N.J.S.A. 2A:62A4

Reports by educational personnel on dependency upon or illegal use of controlled dangerous substances or use of intoxicating vapor releasing chemicals; immunity from liability

N.J.S.A. 2C:293a

Hindering apprehension or prosecution

N.J.S.A. 2C:3315

possession or consumption of alcoholic beverage by person under legal age, penalty

Possession or consumption of alcoholic beverage by

N.J.S.A. 2C:3316

Alcoholic beverages; bringing or possession on school property by person of legal age; penalty

Alcoholic beverages; bringing or possession on school

SUBSTANCE ABUSE (continued)

<u>N.J.S.A.</u> 2C:3317	Offer or service of alcoholic beverage to underage person; disorderly persons; exceptions
<u>N.J.S.A.</u> 2C:3319	Paging devices, possession by students
<u>N.J.S.A.</u> 2C:351 et seq.	<u>New Jersey Comprehensive Drug Reform Act of 1987</u>
See particularly:	
<u>N.J.S.A.</u> 2C:357, -10	
<u>N.J.S.A.</u> 2C:352	Definitions
<u>N.J.S.A.</u> 9:6-1 et seq.	Abuse abandonment, cruelty, and neglect of child; what constitutes
<u>N.J.S.A.</u> 9:17A4	Consent by minor to medical care or treatment; venereal disease, sexual assault or drug use or dependency; notice and report of treatment; confidentiality
<u>N.J.S.A.</u> 18A:252	Authority over pupils
<u>N.J.S.A.</u> 18A:3619.2	Student locker or other storage facility; inspections; notice to students
<u>N.J.S.A.</u> 18A:371	Submission of pupils to authority
<u>N.J.S.A.</u> 18A:372	Causes for suspension or expulsion of pupils
<u>N.J.S.A.</u> 18A:3825	Attendance required of children between six and sixteen, exceptions
<u>N.J.S.A.</u> 18A:3831	Violation of article by parents or guardian, penalties
<u>N.J.S.A.</u> 18A:40A-1 et seq.	Substance abuse
See particularly:	
<u>N.J.S.A.</u> 18A:40A1, 2, -3, 4, 5, and 9	
<u>N.J.S.A.</u> 18A:40A-22 to -25	Random student drug testing
<u>N.J.S.A.</u> 24:212	Definitions (New Jersey controlled dangerous substances)
<u>N.J.S.A.</u> 26:3D-55 et seq.	<u>New Jersey Smoke-Free Air Act</u>
<u>N.J.A.C.</u> 6A:8-3.1	Curriculum and instruction
<u>N.J.A.C.</u> 6A:9B14.2	Student assistance coordinator
<u>N.J.A.C.</u> 6A:14-2.8	Discipline/suspension/expulsion
<u>N.J.A.C.</u> 6A:16-1.1 et seq.	Programs to Support Student Development
See particularly:	
<u>N.J.A.C.</u> 6A:16-4.4	Voluntary policy for random testing of student alcohol or
See also: other drug use.	
<u>N.J.A.C.</u> 6A:16-1.3, -2.2, -2.4, -3.1, -3.2, -4.1 through -4.3, -5.3, -6.1 -6.5	

Drug Free Workplace Act of 1988 Enacted November, 1988 (Pub. L. 100690, Title V, Subtitle D) 102 Stat. 43054308

Regulations Under Drug Free Workplace Act, C.F.R. 4946 (1/31/89)

42 CFR Part 2 Confidentiality of alcohol and drug abuse patient records

F.G. v. Bd. of Ed. of Hamilton, 1982 S.L.D. 382

G.L.H. v. Bd. of Ed. of Hopewell Valley Regional School District, et al., 1987 S.L.D. April 20, aff'd St. Bd. 1987 S.L.D. Sept. 2

State in re T.L.O., 94 N.J. 331 (1983), reversed on other grounds, New Jersey v. T.L.O.,

569

U.S. 325 (1985).

State of New Jersey v. Jeffrey Engerud, 93 N.J. 308 (1983)

SUBSTANCE ABUSE (continued)Honig v. Doe 484 U.S. 305 (1988)Vernonia School District v. Acton, 515 U.S. 646 (1995)In the Matter of the Tenure Hearing of Graceffo, 2000 S.L.D. (September 2002)Board of Education of Independent School District No. 92 of Pottawatomie County et al. v. Earls et al., 536 U.S. (2002)Every Student Succeeds Act of 2015, Pub.L. 114-95, 20 U.S.C.A. 6301 et seq.The New Jersey School Search Policy Manual, New Jersey Attorney General (1998)A Uniform State Memorandum of Agreement Between Education and Law Enforcement OfficialsPossibleCross References:

*1120	Board of Education Meetings
*1330	Use of school facilities
*1410	Local units
*4131.1	Inservice education/visitations/conferences
*4231.1	Inservice education/visitations/conferences
*5114	Suspension and expulsion
*5124	Reporting to parents/guardians
*5125	Pupil records
*5131	Conduct/discipline
*5131.7	Weapons and dangerous instruments
*5141.3	Health examinations and immunizations
*5141.21	Administering medication
*5145.12	Search and seizure
*6145.1/6145.2	Intramural competition; interscholastic competition
6145.7	Social events/meetings
*6154	Homework/makeup work
*6172	Alternative educational programs
*6173	Home instruction

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

EQUAL EDUCATIONAL OPPORTUNITY

The district shall provide equal and bias-free access for all students to all school facilities, courses, programs, activities and services and give them maximum opportunity to achieve their potential regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, liability for service in the Armed Forces of the United States, nationality, place of residence within the district, socioeconomic status, disability, or pregnancy. Enforcement of other district affirmative action/equity policies (2224, 4111.1, 4211.1 and 6121) contribute to this legally required equality of educational opportunity.

Staff members shall maintain professional relationships with pupils at all times and develop wholesome and constructive relationships with them. Staff members shall be expected to regard each pupil as an individual and to accord each pupil the rights and respect that are his/her due.

Staff members shall promote a learning environment that encourages fulfillment of each pupil's potential in regard to his/her program, consistent with district goals and with optimal opportunities for pupils. This goal may be reached by adapting instruction to individual needs, by:

- A. Insisting on reasonable standards of scholastic accomplishment for all pupils;
- B. Creating a positive atmosphere in and out of the classroom;
- C. Extending the same courtesy and respect that is expected of pupils;
- D. Treating all pupils with consistent fairness.

The board of education guarantees all pupils equal access to all academic programs within the learning environment.

Pupils shall respect the rights of other pupils to receive an education in an environment that is conducive to learning and personal growth. No pupil shall have the right to abridge another pupil's right to privacy or right to hold personal beliefs which are different from those of the mainstream.

Harassment

The district's affirmative action program is part of each academic program regarding all pupils. No one, including pupils, staff members, vendors, volunteers, or visitors--shall commit an act of harassment/ discrimination of any kind against any member of the school community on any of the grounds prohibited by law.

"Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

- A. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- B. Has the effect of insulting or demeaning any student or group of students; or
- C. Creates a hostile educational environment for the student by interfering with the student's education or by severely

EQUAL EDUCATIONAL OPPORTUNITY (continued)

or pervasively causing physical or emotional harm to the student.

All reported incidents of harassment, intimidation or bullying shall be handled according to law and board policy 5131.1 Harassment, Intimidation and Bullying. Harassment may be claimed by a third party. That is, individuals who are not directly involved in the behavior may experience a hostile environment. They shall have the same legal rights to act under this policy as those directly victimized.

Any member of the student body may file a formal grievance related to harassment. The school anti-bullying specialist will receive all complaints and initiate a thorough investigation and will protect the rights of both the pupil making the complaint and the alleged harasser. If the victim is from a protected class, the affirmative action officer will be included in the investigation. Filing of a grievance or otherwise reporting harassment of any kind will not reflect upon the pupil's status nor affect future grades or class assignments.

The administration will inform all pupils that sexual harassment is prohibited in the educational setting. Specifically, no person employed by the district or by a vendor, or acting in a voluntary capacity, shall threaten or insinuate, either directly or indirectly, that a pupil's refusal to submit to sexual advances will adversely affect the pupils standing in the school setting. Pupils are forbidden to harass other pupils or staff members or vendors or volunteers through conduct or communications of a sexual nature within the school setting.

Findings of discrimination in the form of harassment will result in appropriate disciplinary action.

Equity in School

The board of education shall maintain an academic environment that is free from harassment and provide equal and bias free access for all students to all school facilities, courses, programs activities and services, regardless of race, creed, color, national origin, ancestry, age marital status, affectional or sexual orientation, gender identity or expression, religion, disability, nationality or socioeconomic status. The board shall ensure that:

- A. School classrooms and facilities will be barrier free;
- B. Attention will be directed at attaining minority representation that approximates the district's overall minority representation. The ultimate goal shall be to achieve the greatest degree of racial balance that is feasible and consistent with sound educational values and procedures;
- C. Utilizing on an annual basis a State-approved English language proficiency measure for determining the special needs of English language learners and their progress in learning English;
- D. Utilizing bias-free multiple measures for determining the special needs of students with disabilities,
- E. The district curriculum will be aligned with the New Jersey Student Learning Standards and address the elimination of discrimination by narrowing the achievement gap by:
 1. Providing equity in educational programs and by providing opportunities for students to interact with others proactively regardless of status;
 2. Ensuring there are no differential requirements for completion of course offerings or programs of study solely on the basis of race, creed, color, national origin, ancestry, age, affectional or sexual orientation, gender, religion, disability, or socioeconomic status;
 3. Ensuring courses shall not be offered separately on the basis of race, creed, color, national origin, ancestry, age, affectional or sexual orientation, gender, religion, disability, or socioeconomic status;
 4. Reducing or preventing the underrepresentation of minority, female, and male students in all classes and programs, including gifted and talented;
 5. Ensuring schools demonstrate the inclusion of a multicultural curriculum in its instructional content, materials, and methods, and ensuring students understand the basic tenets of multiculturalism;
 6. Ensuring instruction on the Holocaust and other acts of genocide is included in the curriculum, as developmentally appropriate; and

EQUAL EDUCATIONAL OPPORTUNITY (continued)

7. Ensuring that students are not discriminated against because of a medical condition.

F. All students shall have support services, including intervention and referral services, school health services and counseling services; and

G. Physical education program shall be equitable and co-educational.

Procedures shall be made available for pupils and/or parents/guardians who wish to file a grievance protesting alleged discriminatory or sexually (or other) harassing action. An immediate report of the allegation should be made to the affirmative action officer or chief school administrator. Violations of this policy or its related procedures shall be cause for appropriate disciplinary action.

Bias-Related Incidents

An employee of the board who becomes aware in the course of his/her employment that a student or other staff person has committed a bias-related act (hate crime) or is about to commit one shall immediately inform the building principal and superintendent. All incidents of bias-related acts shall be reported whether they occur during school hours on school grounds or otherwise. The principal or his or her designee shall promptly notify the local police department and the bias investigation officer for the county prosecutor's office.

The principal or his or her designee shall immediately notify the local police department and the bias investigation officer for the county prosecutor's office where there is reason to believe a bias-related act that involves an act of violence has been or is about to be physically committed against a student, or there is otherwise reason to believe a life has been or will be threatened.

All incidents shall be reported utilizing the Student Safety Data System (SSDS) according to board policy 5131.5 Violence and Vandalism.

Service Animals

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of the school facilities, including school buses and/or transportation vehicles, where members of the community, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

Appeals

Grievances related to equity in school and classroom shall be submitted to the affirmative action officer. Any individual may petition the Commissioner in writing to resolve a dispute arising related to equity in school and classroom.

Implementation

The superintendent shall direct development of procedures regarding the implementation of this policy to include sanctions, protection of individual rights to confidentiality and due process, and notification procedures. The superintendent shall ensure that, annually, all staff and all pupils (in means and terms that are age-appropriate) be thoroughly informed of this policy, their right to file grievances under this policy and the law and the procedures relative to filing. Further, all staff and pupils shall be informed annually of the identity of the district's affirmative action officer and how he/she may be contacted.

The superintendent shall also ensure that staff and pupils participate in educational programs relating to this policy and the maintenance of a safe and nurturing educational environment.

The superintendent shall use all customary methods of information dissemination to ensure that the community is informed of its policies on educational equity.

EQUAL EDUCATIONAL OPPORTUNITY (continued)

Adopted: May 8, 2000
 Revised: May 13, 2002
 Revised: March 22, 2004
 NJSBA Review/Update: June 2011
 Readopted: September 21, 2011
 Revised: May 14, 2014
 Revised: January 4, 2017
 Revised:

Key Words

Nondiscrimination, Affirmative Action, Equal Educational Opportunity, Harassment, Sexual Harassment

Legal References:

<u>N.J.S.A.</u> 2C:16-1	Bias Intimidation
<u>N.J.S.A.</u> 2C:33-4	Harassment
<u>N.J.S.A.</u> 10:5-1 <u>et seq.</u>	Law Against Discrimination
<u>N.J.S.A.</u> 18A:3620	Discrimination; prohibition
<u>N.J.S.A.</u> 18A:3714	Electronic communication, harassment, intimidation or bullying defined
<u>N.J.S.A.</u> 18A:385.1	No child to be excluded from school because of race, etc.
<u>N.J.A.C.</u> 6A:7-1.1 <u>et seq.</u>	Managing for Equality and Equity in Education
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:7-1.4,-1.7	
<u>N.J.A.C.</u> 6A:16-6.3(e)	Reporting students or staff members to law enforcement Authorities
<u>N.J.A.C.</u> 6A:17-1.1 <u>et seq.</u>	Education of Homeless Children and Students in State Facilities
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts

Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)
State v. Mortimer, 135 N.J. 517 (1994)
 20 U.S.C.A. 1681 - Title IX of the Education Amendments of 1972
 20 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973
 20 U.S.C.A. 1400 et seq. - Individuals with Disabilities Education Act (formerly Education for All Handicapped Children Act) Part B
 42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)
 28 C.F.R. 35 - Nondiscrimination on the Basis of Disability in State and Local Government Services (covers service animals)
Hawkins-Stafford Elementary and Secondary School Improvement Act of 1988, (Pub. L. No. 100-297) amending Elementary and Secondary Education Act of 1965.
Saxe v. State College Area School Dist., 240 F.3d 200 (3d Cir. 2001)
Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.
L.W. v. Toms River Regional Schools Board of Education, N.J., No. A-111-05 (Feb. 22, 2007), 2007 N.J. Lexis 184. The New Jersey Supreme Court ruled that a school district may be held liable under the New Jersey Law Against Discrimination (LAD), N.J.S.A. 10:5-1 to -49,

EQUAL EDUCATIONAL OPPORTUNITY (continued)

when students harass another student because of his perceived sexual orientation. A district school will be liable for such harassment if it knew or should have known of the harassment but failed to take reasonable remedial actions. The matter was remanded to the Director of the Division on Civil Rights.

Comprehensive Equity Plan, New Jersey State Department of Education

PossibleCross References:

*2224	Nondiscrimination/affirmative action
*4111.1/4211.1	Nondiscrimination/affirmative action
*5131.1	Harassment, intimidation and bullying
*5134	Married/pregnant pupils
*6121	Nondiscrimination/affirmative action
*6141	Curriculum design/development
*6145	Extracurricular activities
*6161.1	Guidelines for evaluation and selection of instructional materials
*6171.4	Special education

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

TITLE I
IMPROVING ACADEMIC ACHIEVEMENT AND PARENT AND FAMILY ENGAGEMENT

The Chesterfield Township School District shall comply with all state and federal requirements in developing, implementing, administering and evaluating funded compensatory education programs and in particular programs and activities provided with Title I funds.

The purpose of Title I funding is to provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps.

Definitions

A Title I targeted assistance program provides supplemental Title I services to eligible students who are identified failing or most at risk of failing to meet the New Jersey Student Learning Standards and have the “greatest need” for academic assistance. Categorizing students with “the greatest need” is based entirely on academic need (low achievement) and poverty is not a factor. Title I, Part A funds may only be used to upgrade the educational program for the targeted group identified as academically at risk. Schools with targeted assistance programs do not meet the 40% poverty threshold required for a schoolwide program.

A Title I schoolwide program permits a school to use Title I, Part A funds to upgrade the entire educational program of the school in order to raise academic achievement for all students. A school is eligible to have a schoolwide program when the school meets the 40% or greater poverty threshold and has as a goal upgrading the entire educational program with Title I, Part A funds.

(Note: the 40% or greater poverty threshold is waived for propriety and focus schools under the approved New Jersey ESEA flexibility waiver.)

District Educational Plan

The district educational plan shall be developed with timely and meaningful consultation with teachers, principals, other school leaders, paraprofessionals, specialized instructional support personnel, charter school leaders, administrators, other appropriate school personnel, and with parents of children receiving Title I funds. As appropriate, the district educational plan shall be coordinated with other federal programs as detailed in the Every Student Succeeds Act of 2015, the Individuals with Disabilities Education Act (20 U.S.C.A. 1400 et seq.), the Rehabilitation Act of 1973 (20 U.S.C.A. 701 et seq.), the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C.A. 2301 et seq.), the Workforce Innovation and Opportunity Act (29 U.S.C.A. 3101 et seq.), the Head Start Act (42 U.S.C.A. 9831 et seq.), the McKinney-Vento Homeless Assistance Act (42 U.S.C.A. 11301 et seq.), the Adult Education and Family Literacy Act (29 U.S.C.A. 3271 et seq.), and other Acts as appropriate.

The district educational plan shall describe:

- A. How student progress in meeting the New Jersey Student Learning Standards shall be monitored. To ensure that students are successful in achieving the New Jersey Student Learning Standards the district shall:
 - 1. Develop and implement a well-rounded program of instruction that meets the academic needs of all students;
 - 2. Identify students who may be at risk for academic failure;
 - 3. Provide additional educational assistance to individual students determined to need help in meeting the New Jersey Student Learning Standards; and
 - 4. Identify and implement instructional and other strategies intended to strengthen academic programs and improve school conditions for student learning;
- B. How the district shall identify and address any disparities that result in low-income students and minority students being taught at higher rates than other students by ineffective, inexperienced, or out-of-field teachers;

TITLE I (continued)

- C. How the district shall carry out its responsibilities when the district is identified as needing comprehensive support and improvement and targeted support and improvement;
- D. The poverty criteria that will be used to select school attendance areas under the federal law (section 1113);
- E. The nature of the programs to be conducted by the school including schoolwide and targeted assistance programs (sections 1114 and 1115) and, where appropriate, educational services provided outside the school for children living in local institutions for neglected or delinquent children, and for neglected and delinquent children in community day school programs;
- F. The services the district will provide homeless children and youths, including services to support the enrollment, attendance, and success of homeless children and youths, in coordination with the services the district is providing under the McKinney-Vento Homeless Assistance Act (42 U.S.C.A. 11301 et seq.);
- G. The strategy the district will use to implement effective parent and family engagement;
- H. If applicable, how the district will support, coordinate, and integrate Title I services with early childhood education programs, including plans for the transition of participants in preschool programs to elementary school programs;
- I. How teachers and school leaders, in consultation with parents/guardians, administrators, paraprofessionals, and specialized instructional support personnel, in schools operating a targeted assistance school program, will identify the eligible children most in need of services;
- J. How the district will support efforts to reduce the overuse of discipline practices that remove students from the classroom;
- K. As appropriate, how the district will support programs that coordinate and integrate academic and career and technical education content through coordinated instructional strategies; and
- L. Any other information on how the district proposes to use funds to meet the purposes of the federal Title I program including identifying and serving gifted and talented students; and developing effective school library programs to provide students an opportunity to develop digital literacy skills and improve academic achievement.

If the district educational plan is not satisfactory to the parents/guardians of participating children, the district shall submit the parent/guardian comments with the plan to the New Jersey Department of Education.

Parent and Family Engagement

The superintendent or his or her designees shall ensure that parents/guardians and family members are involved in developing the district Title I educational plan. The district shall provide the coordination, technical assistance, and other support necessary to assist in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance. In providing coordination, technical assistance, and other support, the superintendent or his or her designee may obtain meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education. To the extent feasible and appropriate, parent and family engagement strategies shall be coordinated and integrated with other relevant Federal, State, and local laws and programs. The superintendent shall ensure that an evaluation of the content and effectiveness of the parent and family engagement policy is conducted annually.

Parents/guardians shall be involved in the activities of the schools. These activities may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members of the district school to adequately represent the needs of the district population for the purposes of developing, revising, and reviewing the board parent and family engagement policy.

TITLE I (continued)School Level Parent and Family Engagement

Each district school served by Title I funds shall convene an annual meeting at a convenient time, to which all parents/guardians of participating children shall be invited and encouraged to attend. The purpose of this meeting shall be to inform parents/guardians of programs and activities provided with Title I funds, to explain the federal requirements for participation in the federal Title I program, and inform parents/guardians of their right to be involved.

The building principal or his or her designee shall ensure that parents/guardians are involved, in an organized, ongoing and timely way, in the planning, review, and improvement of Title I programs. Parents/guardians shall be included in the planning, review, and improvement of the school parent and family engagement effort consistent with board policy for targeted assistance programs and/or the joint development of the schoolwide program plan.

A flexible number of meetings shall be offered, such as meetings in the morning or evening. Transportation, child care, or home visits, as such services relate to parental involvement may be provided with Title I funds.

The parents/guardians and family members of all participating children shall be invited to attend and participate in district Title I programs. The principal or his or her designee shall ensure opportunities are provided for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required by law in a format and, to the extent practicable, in a language parents/guardians understand.

Specifically parents/guardians of participating children shall:

- A. Receive timely information about programs and activities provided with Title I funds;
- B. Receive a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the New Jersey Student Learning Standards; and
- C. If requested by parents/guardians, be provided opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

If the schoolwide program plan is not satisfactory to the parents/guardians of participating children, the principal or his or her designee shall submit any parent/guardian comments with the schoolwide plan to the superintendent and the board.

This parent and family engagement policy shall be distributed to parents and family members of participating children.

Building Capacity for Parent and Family Engagement

The superintendent shall ensure effective involvement of parents/guardians and implement appropriate measures to support a partnership among the school, parents/guardians, and the community to improve student academic achievement. The superintendent or his or her designee shall ensure that the school shall at a minimum:

- A. Provide assistance to parents/guardians in understanding New Jersey Student Learning Standards, the New Jersey Department of Education approved statewide proficiency assessments, school administered assessments, the requirements under federal law, and how to monitor a child's progress and work with educators to improve the achievement of their children;
- B. Provide materials and training to help parents to work with their children to improve their children's achievement;
- C. Educate teachers, specialized instructional support personnel, the principal, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build

TITLE I (continued)

ties between parents and the school;

- D. Coordinate and integrate parent involvement programs and activities to the extent feasible, with other Federal, State, and local programs, including public preschool programs, and conduct other activities, that support involvement;
- E. Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand; and
- F. Provide such reasonable support as requested by parents/guardians.

School-Parent Compact

High student achievement is a shared responsibility. Each school receiving Title I funds shall jointly develop a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall:

- A. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the challenging State academic standards;
- B. Describe the ways in which parents will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and
- C. Address the importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:
 - 1. Parent-teacher conferences, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
 - 2. Frequent reports to parents on their children's progress;
 - 3. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
 - 4. Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

Annual Evaluation

An annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of Chesterfield School shall be conducted with the meaningful involvement of parents and family members. The annual evaluation shall identify:

- A. Barriers to greater participation by parents in activities authorized with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background;
- B. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
- C. Strategies to support successful school and family interactions.

The findings of the evaluation shall be used to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policy.

TITLE I (continued)Supplement not Supplant

The Chesterfield Township School District shall use Title I funds only to supplement and to the extent practical increase the level of funds that would, in the absence of Title I funds, be made available for the education of pupils participating in Title I or state compensatory education projects. In no case shall Title I funds be used to supplant those non-Title I or non-state compensatory education funds.

Maintenance of Effort

The board of education will maintain a combined fiscal effort per pupil or aggregate expenditures of state and local funds with respect to the provision of the public education for the preceding fiscal year that is not less than 90% of the required amount of the combined fiscal effort per pupil or the aggregate expenditures for the second preceding fiscal year.

Eligibility for State and Federal Funds

The superintendent shall ensure that all requirements for receiving state and federal funds shall be fulfilled in an accurate and timely manner.

Control over such funds and title to all equipment and supplies purchased with such funds shall remain with the board of education. Procurement, control, use and disposition of equipment and supplies purchased with state/federal funds shall be in full compliance with the law.

General

The superintendent shall direct appropriate administrative personnel to pursue vigorously all possible sources of funding, either state or federal, that support such compensatory services, and shall keep abreast of all changes in the law which restrict or expand the district's use of state or federal funds.

Programs especially designed for migrant children shall be provided as necessary.

Adopted: March 22, 2004

Revised: December 17, 2008

NJSBA Review/Update: June 2011

Readopted: September 21, 2011

Revised:

Key Words

State/Federal Funds, Federal Funds, Compensatory Instruction, Basic Skills, Maintenance of Effort, Supplement not Supplant, Comparability, At-Risk Pupils

<u>Legal References:</u>	<u>N.J.S.A. 18A:35-4.9</u>	Pupil promotion and remediation; policies and procedures
	<u>N.J.S.A. 18A:59-1 through -3</u>	Apportionment and distribution of federal funds; exceptions
	<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts

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

Hawkins-Stafford Elementary and Secondary School Improvement Act of 1988, (Pub. L. No. 100-297) amending Elementary and Secondary Education Act of 1965.

Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.

Resources:

New Jersey Department of Education Every Student Succeeds (ESSA) Guidance Document located at: <http://www.state.nj.us/education/ESSA/guidance/njdoe/DistrictGuide.pdf> (Last

TITLE I (continued)

accessed 1/2/2018.)

New Jersey Department Of Education Webinar: *An Introduction To Title I Targeted Assistance Programs*. Located at: <http://www.state.nj.us/education/title1/grants/> (Last accessed 1/2/2018.)

New Jersey Department Of Education Webinar: *Transition from a Targeted Assistance Title I Program of Schoolwide Program*. Located at: <http://www.state.nj.us/education/title1/grants/> (Last accessed 1/2/2018.)

PossibleCross References:

*3220/3230	State funds; federal funds
*3514	Equipment
*5120	Assessment of individual needs
*5200	Nonpublic school pupils
*6122	Articulation
*6141	Curriculum design/development
*6142.2	English as a second language; bilingual/bicultural
*6142.6	Basic skills
*6171.1	Remedial instruction
*6171.4	Special education

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

CHESTERFIELD TOWNSHIP BOARD OF EDUCATION FILE CODE: 1312
Chesterfield, New Jersey

Regulation

PROCEDURES FOR COMPLAINTS AND INQUIRIES

The Chesterfield Township Board of Education welcomes inquiries about and constructive criticism of the district's programs, equipment, operations and personnel. Any person or group having a legitimate interest in the school may present a request, suggestion, or complaint concerning school personnel, the educational program, instructional or resource materials, or the operations of the school.

Any misunderstandings or disputes between the public and school district staff should, whenever possible, be settled by direct, informal discussions among the interested parties. It is only when such informal meetings fail to resolve differences that more formal procedures shall be employed.

The board expects that reasonable efforts shall be made to resolve disputes at the lowest possible level. At the request of the complainant and the at the discretion of superintendent or the board of education, the processing of a complaint may be expedited and/or processed initially at higher levels in those exceptional circumstances warranted by the nature or emergent circumstances of the complaint. In addition, the timelines contained in these procedures may be extended at any level with the consent of the complainant.

Order of Complaint/Appeals

Complaints shall be addressed in the following order to ensure prompt and meaningful resolution:

A. Individuals having a general complaint regarding a situation, activity or procedure in a school that is not specific to any individual,

1. Principal
2. Superintendent
3. Board of Education

B. Individuals having a complaint (other than board members not in parental capacity) against a teacher or supervisor:

1. Teacher or supervisor first
2. Principal
3. Superintendent
4. Board of Education

C. Individuals having a complaint against the principal:

1. Principal
2. Superintendent
3. Board of Education

D. Individuals having a complaint against any janitor, custodian, secretary, cafeteria worker:

1. Individual first
2. Principal (if a building complaint) or school business administrator (if a business office or custodian complaint)
3. Superintendent
4. Board of Education

E. Individuals having a complaint against the superintendent:

1. Superintendent
2. Board of Education

F. Board members having a complaint should not approach the employees of the district with complaints about them. If the matter is not resolved to the board member's satisfaction, he/she should contact the board president to see if it is a matter for Board Meeting Agenda.

PROCEDURES FOR COMPLAINTS AND INQUIRIES (regulation continued)

Complaint/Appeal Protocol

Level One: Discussion Level

The first level of the handling of a complaint involves an informal discussion at the lowest possible level. The lowest level will vary, depending on the circumstances and the nature of the complaint. Generally, the lowest possible level shall be the employee whose decision or action is the subject of the complaint. For example, with respect to student and/or parent concerns about a classroom matter, the informal discussion and resolution should normally take place at the teacher level. With respect to the operation of a school, or in any cases of doubt, a complaint should be lodged with the principal.

Any allegations of child abuse or criminal activity shall be communicated to the principal or other designated administrator depending upon the circumstances. The principal or other administrator shall contact state agencies and law enforcement when required or warranted.

Level Two: Initial Appeal

If the informal discussion at Level One does not resolve the issue, the complainant may file a written appeal in accordance the structure set forth above in the "Order of Complaint/Appeals".

The written appeal shall include at a minimum the following information:

1. The name and contact information of person submitting the complaint;
2. Date and manner of the submission of initial complaint;
3. The outcome of the initial complaint;
4. A description of the basis of the appeal, including why the individual believes the handling of the initial complaint was in error; and
5. Any supporting documentation.

Teachers or other employees to whom the complaint was directed at Level One shall be advised of a Level Two Appeal and may be requested to attend a meeting related to the complaint. In any such meeting, the teacher or other employee shall have the right to representation.

The individual overseeing the appeal shall conduct such meetings and/or investigations as he/she deems appropriate and either resolve the matter informally or make an administrative determination on the matter.

If the appeal is not resolved informally, the individual handling the initial appeal shall issue his/her decision in writing within ten (10) calendar days of notice of the complainant's appeal. The decision shall set forth any findings of fact and convey the basis of the decision. The decision shall be forwarded to the complainant, the teacher or other staff member who addressed the complaint at Level One and the individual designated to oversee Level Three of the Appeals process.

Level Three:

In the event the complainant is dissatisfied with the determination made in Level Two, the complainant may appeal the matter by submitting a written appeal within ten (10) calendar days of the determination.

The appeal must set forth the determination being appealed, the basis for the appeal and the specific relief requested.

Any documents to support the appeal should be attached to the appeal. In reviewing a matter on appeal, the individual overseeing the appeal shall conduct such investigation/review as he/she deems appropriate. The individual may, but is not required to meet with the complainant, and shall confer and consult with the principal and such other staff as he/she deems appropriate.

If the complaint is about a particular employee's decision or action, the employee shall receive a copy of the appeal and be provided an opportunity to submit a written response to the complaint within five (5) school days of receipt of the complaint.

PROCEDURES FOR COMPLAINTS AND INQUIRIES (regulation continued)

The individual overseeing the appeal shall render a decision on the appeal within ten (10) calendar days of receipt of the appeal. The decision shall be communicated in writing to the complainant and any employees directly involved in the appeal process. The decision shall set forth any findings of fact and convey the basis of the decision.

Level Four: Appeal to the Board of Education

In the event the complainant is dissatisfied with the determination made by the superintendent, the complainant may file an appeal with the board of education.

Any such appeal must be in writing and filed in the board office within ten (10) calendar days of the superintendent's decision.

The written appeal must set forth the determination being appealed, the basis for the appeal and the specific relief requested.

If the matter is referred to the board, it shall be scheduled for review by the full board at its next possible meeting provided reasonable advance notice may be provided to the individuals involved in the appeal. The provisions of the Open Public Meetings Act shall apply to review of appeals by the full board. The board shall render a decision on the appeal within five (5) calendar days of its consideration of the appeal. The board's decision shall be communicated in writing to the complainant and any employees directly involved in the appeal process.

It is understood that any member of the community seeking redress who feels that satisfaction has not been received retains the right to carry the complaint to the next highest level of authority.

The board requests that all complaints be signed. Anonymous complaints shall be disregarded unless issues of health and safety are involved. The superintendent shall determine if an anonymous complaint shall be investigated.

Any administrator receiving a complaint shall refer the complainant to the appropriate individual in the chain of command.

Any board members who are contacted with complaints shall refer the complainant to the superintendent who shall refer the issue to the appropriate individual in the chain of command.

Complaints and Inquiries regarding board actions/operations

- A. Questions and/or complaints about board actions or operations may be made at the appropriate time during public board meetings (see policy 1120 Board of Education Meetings) or in writing to the office of the superintendent.
- B. The superintendent or his or her designee shall respond to all inquiries about district issues. When appropriate, he/she may require the issue to be put in writing. In the response, the superintendent shall indicate:
 1. If the information requested is restricted and the district is prohibited by law from providing the information requested;
 2. The time frame in which the information requested will be available;
 3. Whether the response will be given orally at a board meeting and/or in writing to the questioner:
 - a. If the information is of general interest, it will be given publicly at a board meeting and every attempt shall be made to respect and protect the confidentiality of those involved;
 - b. If the information is personal, or of interest only to the respondent, it will be given in writing. The board shall be copied on the written response unless privacy or legal issues prohibit such action;
 4. How the questioner will be notified of the date and time of the board meeting if the response is to be given publicly;
 5. Whether there will be any charge for duplication of materials and what those charges might be.

Procedure for Complaints And Inquiries Regarding Compliance with Federal Law

PROCEDURES FOR COMPLAINTS AND INQUIRIES (regulation continued)

Inquiries about and constructive criticism of the district programs, equipment, operations and personnel subsidized through federal funding under the Every Student Succeeds Act of 2015 (ESSA) shall be addressed according to the following procedure. In most cases, it is possible to make a satisfactory adjustment by staff at the building level or by the superintendent at the district level. If this is not possible, complaints may be referred to the board of education for resolution.

Parents and community members who have specific concerns regarding the administration of education programs required by the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act of 2015 should first attempt to settle their concerns locally as described above. If issues still remain, a complaint may be filed with either the New Jersey or the United States government.

A complaint is a written allegation that a school, school district, other agency authorized by a school district or the New Jersey Department of Education (NJDOE) has violated the law in the administration of education programs required by the ESSA. A complaint shall identify:

- A. The alleged ESSA violation;
- B. The facts supporting the alleged violation; and
- C. Any supporting documentation.

To initiate a complaint that a school, school district, or other agency authorized by a school district or the NJDOE has violated the administration of an education program, a complainant must submit a written complaint to the NJDOE, attention Burlington County Executive Chief School Administrator. An allegation may be submitted in writing or electronically. If a complaint is submitted electronically, a hard copy should also be sent to the NJDOE via regular mail.

A copy of the New Jersey procedures for processing the complaint may be obtained from the Office of the Burlington County Executive Chief School Administrator.

The New Jersey procedures require that the executive county superintendent coordinate the investigation of the complaint. When the investigation is complete, the executive county superintendent will notify the complainant in writing regarding the outcome of the investigation. If a violation has occurred, the assistant commissioner assigned to oversee the matter shall identify and impose the appropriate consequences or corrective action as required by regulation to resolve the complaint. If the complainant does not agree with the NJDOE's decision, the complainant may appeal to:

United States Department of Education Secretary
Office of Hearings & Appeals
400 Maryland Avenue, SW
Washington, DC 20202-4611
(202) 619-9700
www.ed-oha.org

To initiate a complaint against the NJDOE alleging a violation of the administration of a program, a written complaint should be submitted to:

Chief of Staff New Jersey Department of Education
Office of the Chief of Staff
P.O. Box 500
Trenton, New Jersey 08625-0500
(609) 292-4442

If the complainant is unsatisfied with the resolution or the process, the complaint may be submitted to:

United States Department of Education Secretary
Office of Hearings and Appeals

PROCEDURES FOR COMPLAINTS AND INQUIRIES (regulation continued)

400 Maryland Avenue, SW
Washington, DC 20202-4611
(202) 619-9700.

Adopted:	February 21, 2007
NJSBA Review/Update:	May 2011, August 2017
Readopted:	September 21, 2011
Revised:	

Chesterfield Township School HEALTH OFFICE REPORT

Date: 4/30/2018

Student Visits:	Category	Number
	First Aid	68
	Medications	216
	Medical	358
	Other	54
	Counseling	0
	Health Screenings	1
	Health screenings for I&RS or CST	2
	Head lice checks	1
	DYFS	2
	Staff Visits	18
	Parent Communication	25
	Documentation of records	10

Health Office Visits:	Total: 765	Per Day: 45
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Communicable Diseases:	Disease	Number of cases
	Strep Throat	4
	Conjunctivitis	2
	Lice	0
	Flu	0
	Impetigo	0
	Ringworm	0
	Chicken Pox	0

Accident Reports	2
Students on daily medication / treatment	11
Telephone Calls to parents for illness or injury at school	87
Attendance Meeting as Attendance Officer	0
Special Services – I&RS, IEP, 504 meetings attended by nurse	0
Telephone calls to Poison Control	0
Students Out of District	5
DYFS	2
Home Visits	0
Students on Homebound Instruction	0

Comments:

- Preparing for Kindergarten round-up
- Covering field trips for May

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]

FACILITY REPORT

May 7, 2018

- APPLIED FOR PERMIT FOR THE USE OF VILLAGE SQUARE PARK FOR THE UPCOMING GRADUATION.
- RESERVATIONS HAVE BEEN MADE FOR THE RENTAL OF CHAIRS AND THE U-HAUL TRUCK. WE ARE TWO FOR TWO FOR OUT OUTSIDE GRADUATION HOPING TO MAKE IT THREE FOR THREE.
- ROOF REPAIRS HAVE BEEN TAKEN CARE OF.

Robert Carter

Building and Grounds Supervisor

Work Order Summary List

Selected Date Range for Request Dates: 4/1/2018 - 4/30/2018 Order By Status, Location

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

Status: Closed Work Orders

11337	30 Saddle Way			4/30/2018		0.75	\$23.35
Medium	Pingitor, Larry			2	5/2/2018		
Landscaping				4/30/2018 2:14:02 AM	5/3/2018		
Weekly - PM Schedule created on 9/10/2012 - Refer to PM schedule details.			courtyard grass cut				
Robert Carter							
11335	30 Saddle Way			4/30/2018	5/3/2018	0.25	\$7.78
Medium	Pingitor, Larry			2	5/2/2018		
				4/30/2018 2:14:01 AM	5/3/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			playground 2 no issues found pulled trash				
Robert Carter							
11333	30 Saddle Way			4/30/2018			\$0.00
Medium	Pingitor, Larry				4/30/2018		
Equipment Maintenance				4/30/2018 2:13:59 AM	5/1/2018		
Weekly - PM Schedule created on 1/11/2012 - Refer to PM schedule details.			steamer is de limed by kitchen staff				
Robert Carter							
11334	30 Saddle Way			4/30/2018	5/3/2018	0.25	\$7.78
Medium	Pingitor, Larry			2	5/2/2018		
				4/30/2018 2:14:00 AM	5/3/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			playground 1 found wasp nest in bench removed it pulled trash				
Robert Carter							
11336	30 Saddle Way			4/30/2018			\$0.00
Medium	Pingitor, Larry				4/30/2018		
				4/30/2018 2:14:01 AM	5/1/2018		
Weekly - PM Schedule created on 2/27/2012 - Refer to PM schedule details.			generator no test needed at this time				
Robert Carter							
11338	30 Saddle Way			4/30/2018		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		1	5/1/2018		
Heating/Ventilation /Air		301		4/30/2018 11:02:17 AM	5/3/2018		
paper towel dispenser broken in classroom Time Available: Any			replaced dispenser				
Jennifer Hamer							
5/7/2018 7:07:36 AM							
Page 1 of 19							

Work Order Summary List

Selected Date Range for Request Dates: 4/1/2018 - 4/30/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
11324	30 Saddle Way			4/25/2018		1	\$18.27
Medium	Cardona, Dan	Restroom (Boys)			4/25/2018		
General Maintenance				4/25/2018 6:47:37 PM	5/1/2018		
restrooms by café. need to be power washed. a bad smell in boys room.			dan power washed.				
Dan Cardona							
11326	30 Saddle Way			4/26/2018		0.25	\$7.78
Medium	Pingitor, Larry				4/26/2018		
Heating/Ventilation /Air				4/26/2018 1:15:09 AM	5/1/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			water room pumps are ok heat is on				
Robert Carter							
11327	30 Saddle Way			4/26/2018		0.25	\$7.78
Medium	Pingitor, Larry				4/26/2018		
Heating/Ventilation /Air				4/26/2018 1:15:10 AM	5/1/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			fire pump room heat is on no issues found				
Robert Carter							
11328	30 Saddle Way			4/26/2018		0.5	\$15.57
Medium	Pingitor, Larry	Classroom			4/26/2018		
		b 229		4/26/2018 7:48:54 AM	5/1/2018		
need flag hung in classroom			installed flag holder in front of room				
Melissa Chou							
11330	30 Saddle Way			4/26/2018		0.5	\$9.14
Medium	Cardona, Dan	Hallway/Corridor			4/26/2018		
General Maintenance				4/26/2018 9:18:15 PM	5/1/2018		
student threw up by 234.			dan cleaned up.				
Dan Cardona							
11331	30 Saddle Way			4/27/2018		0.25	\$7.78
Medium	Pingitor, Larry	Classroom			4/27/2018		
Custodial		6L- Room 331		4/27/2018 10:52:03 AM	5/1/2018		
Soap needed in upper floor staff bathroom across from room 331 Time Available: asap			replaced empty soap cartridge in Janet's section				
Valerie Lydon							

Work Order Summary List

Selected Date Range for Request Dates: 4/1/2018 - 4/30/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
11332	30 Saddle Way			4/27/2018		0.25	\$7.78
Medium	Pingitor, Larry	Classroom			4/27/2018		
General Maintenance		2221		4/27/2018 12:29:19 PM	5/1/2018		
Our play kitchen table is very wobble. Could someone coe and tighten it up before it breaks?			tightened up legs on small table				
Sue Woodruff							
11340	30 Saddle Way			4/30/2018		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		1	5/1/2018		
Equipment Maintenance		247		4/30/2018 2:25:56 PM	5/3/2018		
Paper towel machine isn't working properly - handle gets stuck and won't dispense paper towels.			replaced dispenser				
Lauren Rahey							
11303	30 Saddle Way			4/18/2018		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		6	4/24/2018		
		b 329		4/18/2018 6:55:34 AM	5/1/2018		
broken student chair from room b329 put it in electrical room in robs office			moved chair to robs office				
Sharon angelucci							
11305	30 Saddle Way			4/19/2018		0.25	\$7.78
Medium	Pingitor, Larry				4/19/2018		
Heating/Ventilation /Air				4/19/2018 1:05:51 AM	4/24/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			water room heat is on pumps running ok				
Robert Carter							
11306	30 Saddle Way			4/19/2018		0.25	\$7.78
Medium	Pingitor, Larry				4/19/2018		
Heating/Ventilation /Air				4/19/2018 1:05:51 AM	4/24/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			fire pump room heat is on no leaks				
Robert Carter							
11308	30 Saddle Way			4/19/2018		0.5	\$9.14
Medium	Cardona, Dan	Classroom		1	4/20/2018		
General Maintenance				4/19/2018 8:24:44 PM	4/24/2018		
take boxes from silviri room to 112b			dan delivered				
Dan Cardona							

Work Order Summary List

Selected Date Range for Request Dates: 4/1/2018 - 4/30/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
11309	30 Saddle Way			4/19/2018		0.5	\$9.14
Medium	Cardona, Dan	Classroom		1	4/20/2018		
General Maintenance		220		4/19/2018 8:25:33 PM	4/24/2018		
take two boxes of furniture to preschool.			dan delivered				
Dan Cardona							
11311	30 Saddle Way			4/23/2018	4/26/2018	0.25	\$7.78
Medium	Pingitor, Larry			2	4/25/2018		
				4/23/2018 1:23:38 AM	5/1/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			Playground 1 no issues found at this time				
Robert Carter							
11312	30 Saddle Way			4/23/2018	4/26/2018	0.25	\$7.78
Medium	Pingitor, Larry			2	4/25/2018		
				4/23/2018 1:23:38 AM	5/1/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			Playground 2 no issues found at his time				
Robert Carter							
11313	30 Saddle Way			4/23/2018			\$0.00
Medium	Pingitor, Larry			2	4/25/2018		
				4/23/2018 1:23:39 AM	5/1/2018		
Weekly - PM Schedule created on 2/27/2012 - Refer to PM schedule details.			Generator no test needed at this time				
Robert Carter							
11314	30 Saddle Way			4/23/2018		0.75	\$23.35
Medium	Pingitor, Larry			2	4/25/2018		
Landscaping				4/23/2018 1:23:41 AM	5/1/2018		
Weekly - PM Schedule created on 9/10/2012 - Refer to PM schedule details.			Court yard grass cut				
Robert Carter							
11317	30 Saddle Way			4/24/2018		1	\$18.27
Medium	Cardona, Dan	Atrium			4/24/2018		
General Maintenance				4/24/2018 7:52:02 PM	5/1/2018		
atrium and main side halls need to be scrubbed.			dan scrubbed				
Dan Cardona							

Work Order Summary List

Selected Date Range for Request Dates: 4/1/2018 - 4/30/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
11318	30 Saddle Way			4/24/2018		0.5	\$15.57
Medium	Pingitor, Larry	Hallway/Corridor		3	4/27/2018		
Electrical				4/24/2018 9:23:05 PM	5/1/2018		
bottom floor outlet in stairwell #3 not working			stairwell outlet #3 replaced				
Dan Cardona							
11319	30 Saddle Way			4/25/2018		0.25	\$7.78
Medium	Carter, Robert	Classroom			4/25/2018		
Custodial		220		4/25/2018 8:30:28 AM	5/1/2018		
I am out of the folded paper towels for the sink in the classroom.			replenished paper towel s in dispenser				
Melissa Hillman							
11320	30 Saddle Way			4/25/2018		0.25	\$7.78
Medium	Pingitor, Larry			1	4/26/2018		
General Maintenance		103		4/25/2018 8:53:38 AM	5/1/2018		
Students reporting that girls restroom on lower level has very wet floor. They were slipping and falling.			girls were playing with water in sink				
Kim Breiland							
11321	30 Saddle Way			4/25/2018			\$0.00
Medium	Carter, Robert	Computer Lab		1	4/26/2018		
General Maintenance		209		4/25/2018 9:56:25 AM	5/1/2018		
students taking parcc and complaining room is too cold. thermostat is turned up all the way on warm.			temp. was ok				
Angela Manning							
11322	30 Saddle Way			4/25/2018		0.25	\$7.78
Medium	Pingitor, Larry	Media Center			4/25/2018		
General Maintenance		203		4/25/2018 12:34:55 PM	5/1/2018		
Can we have more paper for the library copier please? Thank you			paper delivered to media center				
Laura DiMeola							
11325	30 Saddle Way			4/25/2018		0.25	\$7.78
Medium	Pingitor, Larry	Hallway/Corridor		2	4/27/2018		
Lighting				4/25/2018 8:27:22 PM	5/1/2018		
light bulb out in front of Dave and Janet's closet door.			replaced bulb				
Dan Cardona							

Work Order Summary List

Selected Date Range for Request Dates: 4/1/2018 - 4/30/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
11258	30 Saddle Way			4/2/2018			\$0.00
Medium	Pingitor, Larry			7	4/9/2018		
				4/2/2018 3:18:11 AM	4/17/2018		
Weekly - PM Schedule created on 2/27/2012 - Refer to PM schedule details.			Generator no test needed at this time				
Robert Carter							
11259	30 Saddle Way			4/2/2018		0.25	\$7.78
Medium	Pingitor, Larry			7	4/9/2018		
Landscaping				4/2/2018 3:18:12 AM	4/17/2018		
Weekly - PM Schedule created on 9/10/2012 - Refer to PM schedule details.			Courtyard no issues found				
Robert Carter							
11261	30 Saddle Way			4/5/2018		0.25	\$7.78
Medium	Pingitor, Larry			4	4/9/2018		
Heating/Ventilation /Air				4/5/2018 1:05:50 AM	4/17/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			Water room pumps running ok heat was on				
Robert Carter							
11262	30 Saddle Way			4/5/2018		0.25	\$7.78
Medium	Pingitor, Larry			4	4/9/2018		
Heating/Ventilation /Air				4/5/2018 1:05:51 AM	4/17/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			Fire pump room heat is on no issues at this time				
Robert Carter							
11264	30 Saddle Way			4/6/2018		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		3	4/9/2018		
Equipment Maintenance		306		4/6/2018 10:41:01 AM	4/17/2018		
I need another desk and chair for my new student.			delivered student desk				
Laura Flynn							
11266	30 Saddle Way			4/9/2018	4/12/2018		\$0.00
Medium	Pingitor, Larry				4/9/2018		
				4/9/2018 1:20:19 AM	4/17/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			playground 1 no issues found				
Robert Carter							

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Selected Date Range for Request Dates: 4/1/2018 - 4/30/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
11267	30 Saddle Way			4/9/2018	4/12/2018	0.25	\$7.78
Medium	Pingitor, Larry				4/9/2018		
				4/9/2018 1:20:19 AM	4/17/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			play ground 2 no issues found				
Robert Carter							
11268	30 Saddle Way			4/9/2018		0.5	\$15.57
Medium	Pingitor, Larry				4/9/2018		
				4/9/2018 1:20:20 AM	4/17/2018		
Weekly - PM Schedule created on 2/27/2012 - Refer to PM schedule details.			generator trans fir test run time210.2				
Robert Carter							
11269	30 Saddle Way			4/9/2018		0.25	\$7.78
Medium	Pingitor, Larry				4/9/2018		
Landscaping				4/9/2018 1:20:21 AM	4/17/2018		
Weekly - PM Schedule created on 9/10/2012 - Refer to PM schedule details.			courtyard grass is ok no issues found				
Robert Carter							
11271	30 Saddle Way			4/9/2018		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		1	4/10/2018		
General Maintenance		B230		4/9/2018 10:28:08 AM	4/17/2018		
can you please help me with taking off the bicycle wheels on the bike in my room. I need to repair them since they have a leak(unless you can repair them for me).			pumped up tires presser stayed over night. will monitor it				
annemarie petty							
11273	30 Saddle Way			4/10/2018		0.25	\$7.78
Medium	Pingitor, Larry	Classroom			4/10/2018		
Custodial		220		4/10/2018 8:47:39 AM	4/17/2018		
We are out of soap in the bathroom. Thank you!			soap dispenser filled				
Melissa Hillman							

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Selected Date Range for Request Dates: 4/1/2018 - 4/30/2018 Order By Status, Location

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

11274	30 Saddle Way			4/10/2018		1	\$31.13
Medium	Pingitor, Larry	Cafeteria		8	4/18/2018		
Custodial		321		4/10/2018 9:32:55 AM	4/24/2018		

On Thursday, April 16 Sam Davis will be here to speak with the fifth grade classes in the cafeteria at about 1:40. I will need benches set up for approximately 110 students. Thanks!

John Salamon

11275	30 Saddle Way			4/10/2018		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		7	4/17/2018		
Athletic Fields		6L- Room 331		4/10/2018 11:57:13 AM	4/17/2018		

recess basketball's need to be blown up for the kids Time Available: asap

pumped up recess balls

Valerie Lydon

11276	30 Saddle Way			4/10/2018		0.25	\$7.78
Medium	Pingitor, Larry	Kitchen			4/10/2018		
Heating/Ventilation /Air		250		4/10/2018 12:01:16 PM	4/17/2018		

Pretzel machine light bulb blew

replaced bad bulb on machine by the window

Kelly Morawa

11277	30 Saddle Way			4/10/2018		1.5	\$46.70
Medium	Pingitor, Larry	Classroom		7	4/17/2018		
General Maintenance		315		4/10/2018 2:48:20 PM	4/17/2018		

To administer the PARCC assessment, number line strips above our white boards need to covered with bulletin board paper (housed in Mrs. Biddle's room right now) for the following classrooms: 5D 322, 5P 315, 5B 320, 5Sak 323 Keep in mind: Due to the height of the boards, a ladder is needed. Time Available: ASAP

removed number line on all 5th grade classrooms. will re install after testing

Maria Prince

11278	30 Saddle Way			4/11/2018		0.25	\$7.78
Medium	Pingitor, Larry	Restroom (Staff)			4/11/2018		
General Maintenance				4/11/2018 7:11:45 AM	4/17/2018		

upper level staff restroom across from rm. 331 paper towel dispenser broken

replaced broken paper towel dispenser

Dan Cardona

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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							
11280	30 Saddle Way			4/11/2018			\$0.00
Medium	Pingitor, Larry	Classroom		1	4/12/2018		
General Maintenance		B227		4/11/2018 9:02:37 PM	4/17/2018		
I do not have a classroom map, are there any available US/World maps?			none available				
Joan mueller							
11281	30 Saddle Way			4/12/2018		0.25	\$7.78
Medium	Pingitor, Larry				4/12/2018		
Heating/Ventilation /Air				4/12/2018 1:01:49 AM	4/17/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			water room pumps running ok and heat is on				
Robert Carter							
11282	30 Saddle Way			4/12/2018		0.25	\$7.78
Medium	Pingitor, Larry				4/12/2018		
Heating/Ventilation /Air				4/12/2018 1:01:49 AM	4/17/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			fire pump room heat is on				
Robert Carter							
11283	30 Saddle Way			4/12/2018		0.25	\$7.78
High	Pingitor, Larry	Cafeteria			4/12/2018		
General Maintenance				4/12/2018 7:02:34 AM	4/17/2018		
epie pen cabinet door in cafeteria broken			glued broken door on cabinet back together				
Larry Pingitor							
11286	30 Saddle Way			4/12/2018		0.25	\$7.78
Medium	Pingitor, Larry	Music Room		1	4/13/2018		
General Maintenance		260		4/12/2018 10:06:24 AM	4/17/2018		
Several Music Stands are in need of tightening. (Near the entry door) Time Available: any			tightened stands				
Gwendolyn mcreary							
11287	30 Saddle Way			4/12/2018		0.25	\$7.78
Medium	Pingitor, Larry	Multi-purpose Room		5	4/17/2018		
General Maintenance		Cafe		4/12/2018 10:07:42 AM	4/17/2018		
Music Stands need tightening. They are located on the stage, and on Tuesdays, they are located near the director's stand at the end of band rehearsal. Time Available: any			music stands checked				
Gwendolyn mcreary							

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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							
11288	30 Saddle Way			4/13/2018		0.25	\$7.78
Medium	Pingitor, Larry	Classroom			4/13/2018		
Equipment Maintenance		B227		4/13/2018 8:47:14 AM	4/17/2018		
Please repair my 'Rekenrek'. It is on the red table. TY!			put screws on sides to keep it from falling apart				
Joan mueller							
11289	30 Saddle Way			4/15/2018			\$0.00
Medium	Pingitor, Larry				4/15/2018		
				4/15/2018 1:15:37 AM	4/17/2018		
Yearly - PM Schedule created on 11/29/2012 - Refer to PM schedule details.			Snapper snow blower is out of service was disposed of				
Robert Carter							
11292	30 Saddle Way			4/16/2018			\$0.00
Medium	Pingitor, Larry				4/16/2018		
Equipment Maintenance				4/16/2018 1:21:16 AM	4/17/2018		
Weekly - PM Schedule created on 1/11/2012 - Refer to PM schedule details.			steamer delimed by kitchen staff				
Robert Carter							
11293	30 Saddle Way			4/16/2018	4/19/2018	0.25	\$7.78
Medium	Pingitor, Larry			1	4/17/2018		
				4/16/2018 1:21:17 AM	4/24/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			playground 1 no issues found pulled trash				
Robert Carter							
11294	30 Saddle Way			4/16/2018	4/19/2018	0.25	\$7.78
Medium	Pingitor, Larry			1	4/17/2018		
				4/16/2018 1:21:17 AM	4/24/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			playground 2 no issues found trash was pulled				
Robert Carter							
11295	30 Saddle Way			4/16/2018		0.5	\$15.57
Medium	Pingitor, Larry			4	4/20/2018		
				4/16/2018 1:21:19 AM	4/24/2018		
Weekly - PM Schedule created on 2/27/2012 - Refer to PM schedule details.			generator test with load. run time 210.6				
Robert Carter							

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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							
11296	30 Saddle Way			4/16/2018		0.25	\$7.78
Medium	Pingitor, Larry			4	4/20/2018		
Landscaping				4/16/2018 1:21:20 AM	4/24/2018		
Weekly - PM Schedule created on 9/10/2012 - Refer to PM schedule details.			courtyard no issues found				
Robert Carter							
11299	30 Saddle Way			4/17/2018		0.25	\$7.78
Medium	Pingitor, Larry	Hallway/Corridor			4/17/2018		
				4/17/2018 7:36:48 AM	4/17/2018		
CHANGE CEILING TILE OUTSIDE CAFETERIA			stained ceiling tile replaced				
11302	30 Saddle Way			4/17/2018			\$0.00
Medium	Pingitor, Larry	Classroom		9	4/26/2018		
Custodial		B302		4/17/2018 12:45:33 PM	5/1/2018		
Key does not go all the way into the lock on the classroom door Time Available: anytime			room key was bent Robert replaced it				
Jamie Surrette							
11304	30 Saddle Way			4/18/2018		0.5	\$15.57
Medium	Pingitor, Larry	Media Center		1	4/19/2018		
Electrical		203		4/18/2018 12:28:06 PM	4/24/2018		
One of the clocks in the library is not working. Its been 11:00 for a few days now.			replaced bad clock				
Laura DiMeola							
11130	30 Saddle Way			4/1/2018			\$0.00
Medium	Pingitor, Larry			3	4/4/2018		
Refrigeration				4/1/2018 4:05:30 AM	4/6/2018		
Monthly - PM Schedule created on 9/25/2012 - Refer to PM schedule details.			Ice machine was cleaned and disinfected by contractor				
Robert Carter							
11212	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			26	4/27/2018		
Heating/Ventilation /Air				4/1/2018 4:06:03 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PM schedule details.			B 332 filters changed				
Robert Carter							

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Selected Date Range for Request Dates: 4/1/2018 - 4/30/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
11213	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			26	4/27/2018		
Heating/Ventilation /Air				4/1/2018 4:06:03 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PM schedule details.			B 331 filters changed				
Robert Carter							
11214	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			26	4/27/2018		
Heating/Ventilation /Air				4/1/2018 4:06:04 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PM schedule details.			Stairway 4 filters changed				
Robert Carter							
11215	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			26	4/27/2018		
Heating/Ventilation /Air				4/1/2018 4:06:04 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PM schedule details.			B 327 filters changed				
Robert Carter							
11216	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			26	4/27/2018		
Heating/Ventilation /Air				4/1/2018 4:06:04 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PM schedule details.			B329 filters changed				
Robert Carter							
11217	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			26	4/27/2018		
Heating/Ventilation /Air				4/1/2018 4:06:05 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PM schedule details.			B326 filters changed				
Robert Carter							
11218	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			26	4/27/2018		
Heating/Ventilation /Air				4/1/2018 4:06:05 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PM schedule details.			B328 filters changed				
Robert Carter							

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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							
11219	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			26	4/27/2018		
Heating/Ventilation /Air				4/1/2018 4:06:05 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PM schedule details.			B325b filters changed				
Robert Carter							
11220	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			26	4/27/2018		
Heating/Ventilation /Air				4/1/2018 4:06:06 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PM schedule details.			Hallway by 325 filters changed				
Robert Carter							
11221	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			26	4/27/2018		
Heating/Ventilation /Air				4/1/2018 4:06:06 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PM schedule details.			B325b filters changed				
Robert Carter							
11222	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			26	4/27/2018		
Heating/Ventilation /Air				4/1/2018 4:06:07 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PM schedule details.			B325 filters changed				
Robert Carter							
11223	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			26	4/27/2018		
Heating/Ventilation /Air				4/1/2018 4:06:07 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PM schedule details.			Stairway 3 filters changed				
Robert Carter							
11224	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			26	4/27/2018		
Heating/Ventilation /Air				4/1/2018 4:06:07 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PM schedule details.			B322 filters changed				
Robert Carter							

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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							
11225	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			26	4/27/2018		
Heating/Ventilation /Air				4/1/2018 4:06:08 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PM schedule details.			B321 filters changed				
Robert Carter							
11226	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			29	4/30/2018		
Heating/Ventilation /Air				4/1/2018 4:06:09 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PM schedule details.			B320 filters changed				
Robert Carter							
11227	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			29	4/30/2018		
Heating/Ventilation /Air				4/1/2018 4:06:09 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PM schedule details.			Hallway by b324 filters changed				
Robert Carter							
11228	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			29	4/30/2018		
Heating/Ventilation /Air				4/1/2018 4:06:10 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PM schedule details.			B317 filters changed				
Robert Carter							
11229	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			29	4/30/2018		
Heating/Ventilation /Air				4/1/2018 4:06:10 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PM schedule details.			B315 filters changed				
Robert Carter							
11230	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			29	4/30/2018		
Heating/Ventilation /Air				4/1/2018 4:06:10 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PM schedule details.			B316 filters changed				
Robert Carter							

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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							
11231	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			29	4/30/2018		
Heating/Ventilation /Air				4/1/2018 4:06:11 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PM schedule details.			B313 filters changed				
Robert Carter							
11232	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			29	4/30/2018		
Heating/Ventilation /Air				4/1/2018 4:06:11 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PM schedule details.			B314 filters changed				
Robert Carter							
11233	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			29	4/30/2018		
Heating/Ventilation /Air				4/1/2018 4:06:11 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PM schedule details.			Hallway by b312 filters changed				
Robert Carter							
11234	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			29	4/30/2018		
Heating/Ventilation /Air				4/1/2018 4:06:12 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PM schedule details.			Stairway 2 filters changed				
Robert Carter							
11235	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			29	4/30/2018		
Heating/Ventilation /Air				4/1/2018 4:06:12 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PM schedule details.			B310 filters changed				
Robert Carter							
11236	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			29	4/30/2018		
Heating/Ventilation /Air				4/1/2018 4:06:12 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PM schedule details.			B307 filters changed				
Robert Carter							

Work Order Summary List

Selected Date Range for Request Dates: 4/1/2018 - 4/30/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
11237	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			29	4/30/2018		
Heating/Ventilation /Air				4/1/2018 4:06:13 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PMschedule details.			Hallway by b307 filters changed				
Robert Carter							
11238	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			29	4/30/2018		
Heating/Ventilation /Air				4/1/2018 4:06:13 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PMschedule details.			B305 filters changed				
Robert Carter							
11239	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			29	4/30/2018		
Heating/Ventilation /Air				4/1/2018 4:06:13 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PMschedule details.			B306 filters changed				
Robert Carter							
11240	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			29	4/30/2018		
Heating/Ventilation /Air				4/1/2018 4:06:14 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PMschedule details.			B304 filters changed				
Robert Carter							
11241	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			29	4/30/2018		
Heating/Ventilation /Air				4/1/2018 4:06:14 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PMschedule details.			B 303 filters changed				
Robert Carter							
11242	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			29	4/30/2018		
Heating/Ventilation /Air				4/1/2018 4:06:14 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PMschedule details.			B301 filters changed				
Robert Carter							

Work Order Summary List

Selected Date Range for Request Dates: 4/1/2018 - 4/30/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
11243	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			29	4/30/2018		
Heating/Ventilation /Air				4/1/2018 4:06:15 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PM schedule details.			Stairway 1 filters changed				
Robert Carter							
11244	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			29	4/30/2018		
Heating/Ventilation /Air				4/1/2018 4:06:15 AM	5/1/2018		
Monthly - PM Schedule created on 2/7/2012 - Refer to PM schedule details.			B302 filters changed				
Robert Carter							
11245	30 Saddle Way			4/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			8	4/9/2018		
				4/1/2018 4:06:16 AM	4/24/2018		
Monthly - PM Schedule created on 1/30/2012 - Refer to PM schedule details.			Solar readings for march. 389701				
Robert Carter							
11247	30 Saddle Way			4/1/2018		50	\$1,556.50
Medium	Pingitor, Larry			8	4/9/2018		
Pest Control				4/1/2018 4:06:19 AM	4/24/2018		
Monthly - PM Schedule created on 9/25/2012 - Refer to PM schedule details.			lpm no findings at this time				
Robert Carter							
11248	30 Saddle Way			4/1/2018	5/1/2018	0.5	\$15.57
Medium	Pingitor, Larry			9	4/10/2018		
				4/1/2018 4:06:20 AM	4/24/2018		
Monthly - Fire Exdiguishers - Refer to PM schedule details.			Fire extinguishers checked out ok				
Robert Carter							
11249	30 Saddle Way			4/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			8	4/9/2018		
				4/1/2018 4:06:21 AM	4/24/2018		
Monthly - PM Schedule created on 1/26/2012 - Refer to PM schedule details.			Diesel fuel level for generator 565 gal.				
Robert Carter							

Work Order Summary List

Selected Date Range for Request Dates: 4/1/2018 - 4/30/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
11250	30 Saddle Way			4/2/2018		0.5	\$15.57
Medium	Pingitor, Larry			11	4/13/2018		
Equipment Maintenance				4/2/2018 3:18:07 AM	4/24/2018		
Monthly - PM Schedule created on 8/6/2012 - Refer to PM schedule details.			Vacuum 1 changed bag checked belt runs ok				
Robert Carter							
11251	30 Saddle Way			4/2/2018		0.5	\$15.57
Medium	Pingitor, Larry			11	4/13/2018		
Equipment Maintenance				4/2/2018 3:18:07 AM	4/24/2018		
Monthly - PM Schedule created on 8/6/2012 - Refer to PM schedule details.			Vacuum 2 replaced bag and filters belt was ok running ok				
Robert Carter							
11252	30 Saddle Way			4/2/2018		0.5	\$15.57
Medium	Pingitor, Larry			11	4/13/2018		
Equipment Maintenance				4/2/2018 3:18:07 AM	4/24/2018		
Monthly - PM Schedule created on 8/6/2012 - Refer to PM schedule details.			Vacuum 3 changed bag and filters belt was ok running ok				
Robert Carter							
11253	30 Saddle Way			4/2/2018		0.5	\$15.57
Medium	Pingitor, Larry			11	4/13/2018		
Equipment Maintenance				4/2/2018 3:18:07 AM	4/24/2018		
Monthly - PM Schedule created on 8/6/2012 - Refer to PM schedule details.			Vacuum 4 filters changed bag replaced belt was ok running good				
Robert Carter							
11254	30 Saddle Way			4/2/2018		0.25	\$7.78
Medium	Pingitor, Larry			8	4/10/2018		
Equipment Maintenance				4/2/2018 3:18:08 AM	4/24/2018		
Monthly - PM Schedule created on 8/6/2012 - Refer to PM schedule details.			Back pack vacuum runs good bag was ok				
Robert Carter							
11255	30 Saddle Way			4/2/2018			\$0.00
Medium	Pingitor, Larry			2	4/4/2018		
Equipment Maintenance				4/2/2018 3:18:09 AM	4/6/2018		
Weekly - PM Schedule created on 1/11/2012 - Refer to PM schedule details.			Steamers were delimed before break by kitchen staff				
Robert Carter							

Work Order Summary List

Selected Date Range for Request Dates: 4/1/2018 - 4/30/2018 Order By Status, Location

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

11256	30 Saddle Way			4/2/2018	4/5/2018	0.25	\$7.78
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Medium	Pingitor, Larry			7	4/9/2018		
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			4/2/2018 3:18:10 AM		4/24/2018		
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Weekly - PM Schedule created on 2/16/2011 -
Refer to PM schedule details.

Playground 1 no issues found

Robert Carter

11257	30 Saddle Way			4/2/2018	4/5/2018	0.25	\$7.78
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Medium	Pingitor, Larry			7	4/9/2018		
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			4/2/2018 3:18:10 AM		4/24/2018		
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Weekly - PM Schedule created on 2/16/2011 -
Refer to PM schedule details.

Playground 2 no issues found trash was ok

Robert Carter

Count: 108 Work Orders	Avg. Age of WO's 10	Total for Closed Work Orders	89.75	\$2,748.91
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Count: 108 Work Orders	Avg. Age of WO's 10	Grand Total	89.75	\$2,748.91
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E+mon D-mon Meter Readings

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

E+mon D-mon Meter Readings

May, 2015	239646	6792	236876	6	236	6	\$258.00	\$1,548.00	12/1/15	
June, 2015	245524	5878	242754	6	242	6	\$258.00	\$1,548.00	12/1/15	
July, 2015	252536	7012	249766	7	249	7	\$258.00	\$1,806.00	12/1/15	
August, 2015	259153	6617	256383	7	256	7	\$258.00	\$1,806.00	12/1/15	
September, 2015	263908	4755	261138	5	261	5	\$258.00	\$1,290.00	12/1/15	
October, 2015	268273	4365	265503	4	265	4	\$258.00	\$1,032.00	12/1/15	
November, 2015	271026	2753	268256	3	268	3	\$193.00	\$579.00	8/15/17	
December, 2015	273242	2216	270472	2	270	2	\$193.00	\$386.00	8/15/17	
January, 2016	275363	2121	272593	2	272	2	\$193.00	\$386.00	8/15/17	
February, 2016	277983	2620	275213	3	275	3	\$193.00	\$579.00	8/15/17	
March, 2016	283738	5755	280968	5	280	5	\$193.00	\$965.00	8/15/17	
April, 2016	289130	5392	286360	6	286	6	\$193.00	\$1,158.00	8/15/17	
May, 2016	294478	5348	291708	5	291	5	\$193.00	\$965.00	8/15/17	
June, 2016	302274	7796	299504	8	299	8	\$195.00	\$1,560.00	8/15/17	
July, 2016	308004	5730	305234	6	305	6	\$195.00	\$1,170.00	8/15/17	
August, 2016	314445	6441	311675	6	311	6	\$195.00	\$1,170.00	8/15/17	
September, 2016	319354	4909	316584	5	316	5	\$195.00	\$975.00	8/15/17	
October, 2016	323364	4010	320594	4	320	4	\$195.00	\$780.00	8/15/17	
November, 2016	326569	3205	323799	3	323	3	\$195.00	\$585.00	8/15/17	
December, 2016	328851	2282	326081	3	326	3	\$195.00	\$585.00	8/15/17	
January, 2017	330377	1526	327607	1	327	1	\$195.00	\$195.00	8/15/17	
February, 2017	333530	3153	330760	3	330	3	\$195.00	\$585.00	8/15/17	
March, 2017	337510	3980	334740	4	334	4	\$195.00	\$780.00	8/15/17	
April, 2017	342349	4839	339579	5	339	5	\$195.00	\$975.00	8/15/17	
May, 2017	348015	5666	345245	6	345	6	\$195.00	\$1,170.00	8/15/17	
June, 2017	354910	6895	352140	7	352					7
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	3	375					3
December, 2017	380253	1916	377483	2	377					2
January, 2018	382604	2351	379834	2	379					2
February, 2018	385186	2582	382416	3	382					3
March, 2018	389701	4515	386931	4	386					4
April, 2018	393945	4244	391175		386					
Totals						270		\$51,843.50		41

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