

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: 4116

Policy

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

EVALUATION OF TEACHING STAFF MEMBERS

The Chesterfield Township Board of Education believes that the effective evaluation of teaching staff is essential to the achievement of the educational goals of this district, including student achievement of New Jersey Student Learning Standards. The purpose of evaluations shall be to promote professional excellence and improve the skills of teaching staff members; improve pupil learning and growth; and provide a basis for the review of staff performance.

The board is committed to establishing educator evaluation rubrics for the evaluation of teaching staff members' effectiveness to further the development of a professional corps of state educators and to increase student achievement. The district evaluation system shall facilitate:

- A. Continual improvement of instruction;
- B. Meaningful differentiation of educator performance using four performance levels;
- C. Use of multiple valid measures in determining educator performance levels, including objective measures of student performance and measures of professional practice;
- D. Evaluation of educators on a regular basis;
- E. Delivery of clear, timely and useful feedback, including feedback that identifies areas for growth and guides professional development; and
- F. District personnel decisions.

Definitions

For the purpose of this board policy the following definitions shall apply:

"Corrective action plan" means a written plan developed by a teaching staff member serving in a supervisory capacity in collaboration with the teaching staff member to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual teaching staff member and the school district for implementing the plan, and specific support that the district shall provide.

"Post-observation conference" means a meeting, either in-person or remotely, between the supervisor who conducted the observation and the teaching staff member for the purpose of evaluation to discuss the data collected in the observation.

"Teaching staff member" means a member of the professional staff holding office, position, or employment of such character that the qualifications for such office require him or her to hold a valid, effective, and appropriate standard, provisional, or emergency certificate issued by the State Board of Examiners. Teaching staff members include the positions of school nurse. There are three different types of certificates that teaching staff members work under:

- A. An instructional certificate (holders of this certificate are referred to in this chapter as "teachers");
- B. Administrative certificate; and
- C. Educational services certificate (N.J.A.C.6A:9B-14.1 et seq.).

This definition of teaching staff member includes certified staff positions that have instructional responsibilities as well as certified staff positions that have no instructional responsibilities. Some examples of teaching staff member positions

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without instructional responsibilities include supervisor, director, school nurse, principal, vice-principal, student assistance counselor, school psychologist, and guidance counselor.

It is important to note that there are different requirements in this policy and in the law for the training, observation and observation conferences of classroom teachers with instructional responsibilities and those certified staff members who have no instructional responsibilities. This also includes differences in the educational rubrics adopted by the board and approved by the commissioner. The requirements of this policy and law for other aspects of teacher evaluation apply to staff with and without instructional responsibilities (teaching staff members) including reports, personnel records, professional development plans and corrective action plans.

“Teacher” is defined as a “teaching staff member” who holds the appropriate standard, provisional, or emergency certificate issued by the State Board of Examiners and who is assigned a class roster of students for a particular course.

Board Responsibilities

The board shall:

- A. Ensure that evaluation rubrics are submitted to the commissioner by June 1 for approval by August 1. The board shall annually adopt evaluation rubrics for all teaching staff members that have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The evaluation rubric that has been approved by the Commissioner of Education shall not be subject to collective negotiations. No collective bargaining agreement or other contract entered adopted after July 1, 2013 shall conflict with the district’s educator evaluation system;
- B. Annually adopt policies and procedures developed by the superintendent on the evaluation of all teaching staff members.
- C. Annually adopt, by June 1, Commissioner-approved educator practice instruments and notify the New Jersey Department of Education which instruments will be used as part of the school district's evaluation rubrics;
- D. Ensure the principal has established a School Improvement Panel. The panel shall be established annually by August 31 and shall carry out the duties and functions described below and in N.J.A.C. 6A:10-3.2;
- E. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and
- F. Ensure that the superintendent or his or her designee certifies to the New Jersey Department of Education that any observer who conducts an observation of a teaching staff member for the purpose of evaluation meets the statutory observation requirements as described below and in accordance with N.J.S.A. 18A:6-119, N.J.S.A. 18A:6-123.b(8), and N.J.S.A. 18A:27-3.1. Additionally the superintendent or his or her designee shall certify that a teacher member of the School Improvement Panel conducting observations for the purposes of evaluation has the agreement of the majority representative, has the appropriate supervisory certification and has the approval of the principal who supervises the teacher being observed. A teacher member of the School Improvement Panel who participates in the evaluation process shall not serve concurrently as a mentor.
- G. Ensure that the superintendent annually notifies all teaching staff members of the adopted policies and procedures by October 1. The board shall also notify each teaching staff members at the beginning upon commencement of employment.

Responsibilities of the Superintendent

The board shall ensure through the superintendent or his or her designee(s) that the following requirements are met:

- A. The superintendent shall direct the development of and oversee the development, revision, and implementation of district evaluation policies and procedures requiring the annual evaluation of all teaching staff members. The

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superintendent may consult with the representatives from School Improvement Panel. The superintendent shall ensure:

1. The assignment of roles and responsibilities for implementation of evaluation policies and procedures;
 2. The development of job descriptions and evaluation rubrics for all teaching staff members, the process for calculating the summative ratings and each component, and the evaluation regulations set forth in N.J.A.C.6A:10-1.1 et seq.;
 3. The application of methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, principals, assistant principals, and vice principals for calculating the median and schoolwide student growth percentile;
 4. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
 5. Process for developing and scoring student growth objectives;
 6. The process for preparation of individual professional development plans (see board policy 4131/4131.1 Staff Development); and
 7. The process for the preparation of an annual written performance report by the teaching staff member's designated supervisor and an annual summary conference between the teaching staff member and his or her designated supervisor.
- B. The superintendent shall notify all teaching staff members annually of the adopted evaluation policies and procedures no later than October 1. If a staff member is hired after October 1, he/she shall be notified of the policies at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy within 10 working days of adoption;
- C. The principal has established a School Improvement Panel. The panel shall be established annually by August 31;
- D. Data elements shall be collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation; and
- E. The superintendent or his or her designee in the district shall certify to the New Jersey Department of Education that any observer who conducts an observation of a teaching staff member meets the statutory observation requirements (N.J.S.A. 18A:6-119, 18A:6-123.b(8), and 18A:27-3.1) and shall further certify that the teacher member of the School Improvement Panel meets the requirements detailed below and according to law (N.J.A.C. 6A:10-3.2); and
- F. The superintendent shall develop policies and procedures that ensure student performance data on the Statewide assessment, is, upon receipt, promptly disseminated to teaching staff members who were primarily responsible for instructing applicable students in the year the assessment was administered, as well as to teachers who will be primarily responsible to instructing applicable students in the upcoming school year.

Training for Teaching Staff Members and Supervisors

The board of education shall ensure, through the superintendent that the following training procedures are observed when implementing the evaluation rubric for all teaching staff members and, when applicable, applying the Commissioner-approved educator practice instruments:

A. Teaching Staff Members

Annual training shall be provided on and descriptions provided of each component of the evaluation rubric for all teaching staff members who are being evaluated. More thorough training shall be provided for any teaching staff member who is being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components, including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instruments;

B. Supervisors of Classroom Teachers

"Supervisor" means an appropriately certified teaching staff member, employed in the school district in a supervisory

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role and capacity, and possessing a school administrator, principal, or supervisor, endorsement as defined in N.J.A.C. 6A:9B-12.1 et seq.:

1. Annually provide updates and refresher training for supervisors who are conducting evaluations in the district and more thorough training for any supervisor who will evaluate teaching staff members for the first time. Training shall be provided on each component of the evaluated teaching staff member's evaluation rubric before the evaluation of a teaching staff member;
2. Each supervisor who will conduct observations for the purpose of evaluation of a teacher shall complete two co-observations annually, during the academic year:
 - a. Co-observers shall use co-observation to promote accuracy and consistency in scoring;
 - b. A co-observation may count as one required observation for the purpose of evaluation as long as the observer meets the requirements of law and this policy (see Teacher Observation and Observation Conferences below). The co-observation shall not count as two or more required observations. If a co-observation counts as one required observation, the score shall be determined by the teacher's designated supervisor.

The superintendent shall annually certify to the Department of Education that all supervisors of teaching staff members in the school district who are utilizing evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.

School Improvement Panel

The principal shall establish a School Improvement Panel. The panel shall include the principal (or his or her designee), a vice-principal, and a teacher who is chosen by the principal in consultation with the majority representative. If an assistant principal or vice principal is not available to serve on the panel, the principal shall appoint an additional member who is employed in the district in a supervisory role and capacity. The principal may appoint additional members to the panel as long as all members meet the following criteria and teachers on the panel represent at least one-third of its total membership.

The principal annually shall choose the teacher(s) on the School Improvement Panel through the following process:

- A. The teacher member shall be a person with a demonstrated record of success in the classroom and who has demonstrated a record of success with an evaluation rating of effective or highly effective in the most recent available annual summative rating;
- B. The majority representative may submit to the principal teacher member nominees for consideration;
- C. The principal shall have final decision making authority and is not bound by the majority representative's list of nominees.

The teacher member shall serve a full academic year, except in case of illness or authorized leave, but may not be appointed more than three consecutive years. All members of the School Improvement Panel shall be chosen by August 31 of each year.

Duties of the School Improvement Panel

The School Improvement Panel shall (N.J.A.C. 6A:10-3.2):

- A. Oversee the mentoring of teachers according to board policy 4112.2 Certification and support the implementation of the district mentoring plan;
- B. Conduct evaluations of teachers according to board policy and law (N.J.A.C. 6A:10-2.4 and 4.4);
- C. Ensure corrective action plans for teachers are created in accordance to N.J.A.C. 6A:10-2.5(j) and conduct the mid-year evaluations for teachers who are on a corrective action plan; and

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- D. Identify professional development opportunities for all teaching staff members based on the review of aggregate school-level data, including, but not limited to, educator evaluation and student performance data to support school-level professional development plans described in N.J.A.C. 6A:9C-4.2 (see board policy 4131/4131.1 Staff Development);
- E. To conduct observations for the purpose of evaluation, the teacher member shall have:
 - a. Agreement of the majority membership of the teachers' Education Association;
 - b. An appropriate supervisory certificate; and
 - c. Approval of the principal who supervises the teacher being observed.
- F. The teacher member who participates in the evaluation process shall not serve concurrently as a mentor (N.J.A.C. 6A:9C-5.2(a) 3).

Components of Teacher Evaluation

The components of teacher evaluation shall include the following:

- A. Evaluation rubrics for all teaching staff members shall be adopted by the board annually. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The evaluation rubrics for teachers, principals, vice principals, and assistant principals shall include all other relevant minimum standards as stated in board policy and law (N.J.S.A. 18A:6-123). Evaluation rubrics shall be submitted to the Commissioner by June 1 for approval by August 1 of each year.
- B. Board adopted practice instruments for teaching staff members;
- C. Observations for the purposes of evaluation and post observation conferences by the supervisor;
- D. A professional development plan (PDP);
- E. An annual summary conference between designated supervisors and teaching staff members shall be held before the written performance report is filed. The conference shall be held on or before June 30 of each year and include:
 - 1. The performance of the teaching staff member based upon the job description and the scores or evidence compiled using the teaching staff member's evaluation rubric, including, when applicable, the educator's practice instrument and available indicators or student achievement measures such as student growth objective scores and student growth percentile scores;
 - 2. The progress of the teaching staff member toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan;
 - 3. The preliminary annual written performance report.

If any scores for the teaching staff member's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.

- F. An annual performance report shall be prepared by the designated supervisor. The annual written performance report shall include, but not be limited to:
 - 1. A summative rating based on the evaluation rubric, including, when applicable, a total score for each component; Performance area(s) of strength and area(s) needing improvement based upon the job description, and components of the teaching staff member's evaluation rubric;
 - 2. The teaching staff member's individual professional development plan or corrective action plan from the evaluation year being reviewed in the report.

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The teaching staff member and the designated supervisor shall sign the report within five working days of the review.

The board shall include all performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part the teaching staff member's personnel file, or in an alternative, confidential location. If reports and data are stored in an alternative location, the personnel file shall clearly indicate the report's location and how it can be easily accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act (N.J.S.A. 47:1A-1 et seq.)

Teacher Evaluation Rubric

The evaluation rubrics for all classroom teachers shall include the requirements described in N.J.S.A. 18A:6-123, including, but not limited to:

A. Measures of student achievement:

1. Median student growth percentile for teachers who:

- a. Teach at least one course or group within a course that falls within a standardized-tested grade or subject;
- b. Teach the course or group within the course for at least 60 percent of the time from the beginning of the course to the day of the standardized assessment; and
- c. Have at least 20 individual student growth percentile scores attributed to his or her name during the academic year of the evaluation. If a teacher does not have at least 20 individual student growth percentile scores in a given academic year, the student growth percentile scores attributed to a teacher during the two academic years prior to the evaluation year may be used in addition to the student growth percentile scores attributed to the teacher during the academic year of the evaluation.

2. Student growth objectives which are academic goals that teachers and designated supervisors set for groups of students. Student growth objectives and the criteria for assessing teacher performance based on the objectives shall be determined, recorded, and retained by the teacher and his or her supervisor by October 31 of each school year, or within 25 working days of the teacher's start date if the teacher begins work after October 1;

B. Measures of teacher practice component rating which shall be based on the measurement of the teacher's performance according to the district's Commissioner-approved teacher practice instrument. Observations pursuant to N.J.A.C. 6A:10-4.4 shall be used as one form of evidence for the measurement;

C. Teacher observation.

Teacher Practice Instrument

The teacher practice instrument shall be approved by the Department of Education and shall:

- A. Include domains of professional practice that align to the New Jersey Professional Standards for Teachers (N.J.A.C. 6A:9-3);
- B. Include scoring guides for assessing teacher practice that differentiate among a minimum of four levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall:
 1. Clearly define the expectations for each rating category;
 2. Provide a conversion to the four rating categories: highly effective, effective, partially effective, and ineffective;
 3. Be applicable to all grades and subjects; or to specific grades and/or subjects if designed explicitly for the grades and/or subjects; and
 4. Use clear and precise language that facilitates common understanding among teachers and administrators;
- C. Rely, to the extent possible, on specific, discrete, observable, and/or measurable behaviors of students and teachers in the classroom with direct evidence of student engagement and learning; and

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D. Include descriptions of specific training and implementation details required for the instrument to be effective.

Observation: Tenured and Nontenured Classroom Teachers

For all teachers, at least one of the required observations shall be announced and preceded by a pre-conference, and at least one of the required observations shall be unannounced. The superintendent shall decide whether additional required observations are announced or unannounced, if applicable. The following additional requirements shall apply:

- A. Each observation required for the purpose of evaluation shall be conducted for at least 20 minutes;
- B. Nontenured teachers shall be observed at least three times each school year but not less than once each semester. Evaluations shall take place before April 30 each year. The evaluations may cover that period between April 30 of one year and April 30 of the succeeding year. In the case of the first year of employment all three evaluations must be completed prior to April 30. The number of required observations and evaluations may be reduced proportionately when an individual teaching staff member's term of service is less than one academic year. Each evaluation shall be followed by a conference between that teaching staff member and his or her superior or superiors. The purpose of this procedure is to recommend as to reemployment, identify any deficiencies, extend assistance for their correction and improve professional competence:
 - 1. To earn a teacher practice score, a nontenured teacher shall receive at least three observations;
 - 2. If a nontenured teacher is present for less than 40 percent of the total student school days in a school year, he or she shall receive at least two observations to earn a teacher practice score;
- B. Tenured teachers shall be observed at least two times during each school year. Observations for all tenured teachers shall occur prior to the annual summary conference, which shall occur prior to the end of the academic school year;
- C. If a tenured teacher was rated highly effective on his or her most recent summative evaluation and if both the teacher and the teacher's designated supervisor agree to use this option, one of the two required observations may be an observation of a Commissioner-approved activity other than a classroom lesson. The Department shall post annually to its website a list of Commissioner-approved activities that may be observed in accordance with this section;
- D. Teachers on a corrective action plan shall receive one additional observation, including a post-observation conference.
- E. Upon receiving a final summative evaluation that necessitates a corrective action plan any remaining required observation(s) shall not be conducted until the corrective action plan has been finalized;
- F. A written or electronic observation report shall be signed by the supervisor who conducted the observation and post-observation and the teacher who was observed;
- G. The teacher shall submit his or her written objection(s) of the evaluation within 10 teaching staff member working days following the conference. The objection(s) shall be attached to each party's copy of the annual written performance report. The district may consider and address the objections in the teacher's corrective action plan.

Observation Conferences for Teachers

The following procedures shall apply to teacher observation conferences:

- A. A supervisor who is present at the observation shall conduct a post-observation conference with the teacher being observed. A post-observation conference shall occur no more than 15 teaching staff member working days following each observation;
- B. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the teacher practice instrument and the teacher's individual professional development plan, collecting

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additional information needed for the evaluation of the teacher, and offering areas to improve effectiveness;

- C. If agreed to by the teacher, one required post-observation conference and any pre-conference(s) for observations of tenured teachers who are not on a corrective action plan may be conducted via written communication, including electronic;
- D. One post-observation conference may be combined with a teacher's annual summary conference, as long as it occurs within the required 15 teaching staff member working days following the observation for the purpose of evaluation; and
- E. A pre-conference, when required, shall occur at least one but not more than seven teaching staff member working days prior to the observation.

Annual Written Performance Report for Teachers

The annual written performance report shall be prepared by the designated supervisor. In the case of a teacher, the annual written performance report shall be prepared by the teacher's principal, or his or her designee, and shall include, but not be limited to:

- A. A summative rating based on the evaluation rubric, including, when applicable, a total score for each component as described in N.J.A.C. 6A:10-4.2 including the median student growth percentile, student growth objectives, the teacher practice component, and teacher observation. The four summative performance ratings are:
 - 1. Highly effective;
 - 2. Effective;
 - 3. Partially effective;
 - 4. Ineffective.
- B. Performance area(s) of strength and area(s) needing improvement based upon the job description; and components of the teaching staff member's evaluation rubric; and
- C. The teaching staff member's individual professional development plan or corrective action plan from the evaluation year being reviewed in the report.

The teaching staff member and the designated supervisor shall sign the report within five working days of the review.

Annual Summary Conference for Teachers

The annual summary conference between designated supervisors and teaching staff members shall be held before the annual performance report is filed. The conference shall occur on or before June 30 of each year and include, but not be limited to, a review of the following:

- A. The performance of the teaching staff member based upon the job description and the scores or evidence compiled using the teaching staff member's evaluation rubric, including the educator's practice instrument and available indicators or student achievement measures such as student growth objective scores and student growth percentile scores;
- B. The progress of the teaching staff member toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan;
- C. The preliminary annual written performance report.

If any scores for the teaching staff member's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.

EVALUATION (continued)Teaching Staff Members other than Teachers, Principals, Vice Principals and Assistant Principals

Some examples of teaching staff member positions without instructional responsibilities may include supervisor, director, school nurse, student assistance counselor, school psychologist, and guidance counselor.

The components of the teacher evaluation rubric shall apply to teaching staff members other than a teacher, principals, vice principals and assistant principals and the district shall determine the components of the board adopted rubric that apply to staff without instructional responsibilities.

Observations include, but are not limited to: observations of meetings, student instruction, parent conferences, and case-study analysis of a significant student issue. The observation shall:

- A. Be at least 20 minutes in length;
- B. Be followed within 15 teaching staff member working days by a conference between the supervisor who made the observation and the nontenured teaching staff member;
- C. Be followed by both parties to the conference signing the written or electronic evaluation report and each retaining a copy for his or her records; and
- D. Allow the nontenured teaching staff member to submit his or her written objection(s) of the evaluation within 10 teaching staff member working days following the conference. The objection(s) shall be attached to each party's copy of the annual written performance report. The district may consider and address the objections in the teacher's corrective action plan.

All tenured teaching staff members shall receive at least one observation per school year. All nontenured teaching staff members shall receive at least three observations.

Personnel Records of Teaching Staff Members

The board shall include all written performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of the teaching staff member's personnel file or in an alternative, confidential location. If reports and data are stored in an alternative location, the personnel file shall clearly indicate the report's location and how it can be easily accessed. The records shall be confidential and shall not be subject to public inspection or copying according to the Open Public Records Act (N.J.S.A. 47:1A-1 et seq.) and board policy 4112.6/4212.6 Personnel Records.

Teacher Professional Development Plans

Each teacher shall be guided by an individualized professional development plan (PDP), which shall include at least 20 hours per year of qualifying activities. The 20-hour annual requirement shall be based on the length of full-time employment and reduced by a pro rata share reflecting part-time employment, or an absence, including the use of family or medical leave.

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 and the Standards for Professional Learning in N.J.A.C. 6A:9C-3.3. The individual PDP shall be effective for one year and shall specify, at a minimum:

- A. One area for development of professional practice derived from the results of observations and evidence accumulated through the teacher's annual performance evaluation;
- B. One area for development of professional practice derived from individual, collaborative team, school, or school district improvement goals.

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Progress on the individual PDP shall be discussed at the annual summary conference as detailed in board policy 4116 Evaluation of Teaching Staff Members and law (N.J.A.C. 6A:10-2.4). Evidence of progress toward meeting the requirements of the teacher's individual PDP may be provided by the teacher and/or his or her supervisor, and shall be reviewed as part of each annual summary conference.

Each teacher's individual PDP shall be updated annually no later than October 31. If the teacher is hired after October 1, the PDP shall be developed within 25 working days of his or her hire. A teacher's individual PDP goals may necessitate more than the recommended minimum requirements of 20 hours of professional development annually. Additional hours of qualifying experiences may be required for teachers in low-performing schools, as determined by the Commissioner.

The board of education shall ensure that all teachers receive the necessary opportunities, support, and resources to engage in ongoing professional learning and to complete the requirements of their respective PDPs.

Corrective Action Plans for Teaching Staff Members

When a teaching staff member is rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by the teaching staff member and the superintendent or the teaching staff member's supervisor.

A corrective action plan shall be developed by the teaching staff member and the teaching staff member's designated supervisor when the teaching staff member is rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics. If the teaching staff member does not agree with the corrective action plan's content, the designated supervisor shall make the final determination.

The corrective action plan shall be developed and the teaching staff member and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation. However, if the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan shall be developed, and the teaching staff member and his or her designated supervisor shall meet to discuss the corrective action plan within 25 teaching staff member working days following the school district's receipt of the teaching staff member's summative rating.

The content of the corrective action plan shall replace the content of the individual professional development plan until the next annual summary conference.

The content of the corrective action plan shall:

- A. Address areas in need of improvement identified in the educator evaluation rubric;
- B. Include specific, demonstrable goals for improvement;
- C. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
- D. Include timelines for meeting the goal(s).

The teaching staff member's designated supervisor and the teaching staff member on a corrective action plan shall discuss the teaching staff member's progress toward the goals outlined in the corrective action plan during each post-observation conference. The teaching staff member and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the teaching staff member's progress, position, or role.

Progress toward the teaching staff member's goals outlined in the corrective action plan shall be documented in the teaching staff member's personnel file and reviewed at the annual summary conference or the mid-year evaluation. Both the teaching staff member on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the teaching staff member's progress toward his or her corrective action plan goals.

Progress toward the teaching staff member's goals outlined in the corrective action plan may be used as evidence in the

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teaching staff member's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.

Responsibilities of the evaluated employee on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the teaching staff member's supervisor.

Mid-Year Evaluation of the Corrective Action Plan

The School Improvement Panel shall ensure teachers with a corrective action plan receive a mid-year evaluation. The mid-year evaluation shall occur approximately midway between the development of the corrective action plan and the expected receipt of the next annual summative rating. The mid-year evaluation shall include, at a minimum a conference to discuss progress toward the teacher's goals outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.

The School Improvement Panel shall ensure teachers with a corrective action plan receive one observation, including a post-observation conference, in addition to the observations required as part of the teaching staff member evaluation process

Tenured teachers with a corrective action plan shall be observed by multiple observers.

Implementation

This policy and related procedures shall be reviewed at least yearly, and any necessary revisions made before readoption by the board.

The board shall ensure that the superintendent notifies each teaching staff member of the board adopted evaluation policies and procedures no later than October 1. If a staff member is hired after October 1, the teaching staff member shall be notified of the evaluation policies and procedures at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy within 10 working days of adoption.

Adopted: July 11, 2001

NJSBA Review/Update: May 2011

Readopted: September 21, 2011

Readopted: December 17, 2011

Revised:

Key Words

Evaluation, Teacher Evaluation, Personnel Evaluation, Evaluation Advisory Committee, School Improvement Panel; Evaluation Rubric

Legal References:

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

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

N.J.S.A. 18A:6-117 et seq.
particularly:

N.J.S.A. 18A:6-119

N.J.S.A. 18A:6-120

N.J.S.A. 18A:6-121

N.J.S.A. 18A:6-122

N.J.S.A. 18A:6-123

N.J.S.A. 18A:6-128

N.J.S.A. 18A:27-3.1
through -3.3

N.J.S.A. 18A:27-10 et seq.

General rule-making power

Dismissal and reduction in compensation of persons
under tenure in public school system

Teacher Effectiveness and Accountability for the Children
of New Jersey (TEACHNJ) ACT See

Definitions relative to the TEACHNJ Act

School improvement panel

Evaluation of principal, assistant principal, vice-principal

Annual submission of evaluation rubrics

Review, approval of evaluation rubrics

Ongoing professional development; corrective action plan

Evaluation of nontenured teaching staff

Nontenured teaching staff member; offer of employment for next

EVALUATION (continued)

<u>N.J.S.A.</u> 18A:28-5	succeeding year or notice of termination before May 31
<u>N.J.S.A.</u> 18A:29-14	Requirements for tenure
<u>N.J.A.C.</u> 6A:9B-12.1	Withholding increments; causes; notice of appeals
<u>N.J.A.C.</u> 6A:9C-1.1 <u>et seq.</u>	Purpose of requirements of administrative certification
	Required professional development for teachers and school leaders
<u>N.J.A.C.</u> 6A:10-1.1 <u>et seq.</u>	Educator effectiveness
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:10-1.2	Definitions
<u>N.J.A.C.</u> 6A:10-1.4	Educator evaluation data, information and written reports
<u>N.J.A.C.</u> 6A:10-2.2	Duties of the district board of education
<u>N.J.A.C.</u> 6A:10-2.3	District evaluation advisory committee
<u>N.J.A.C.</u> 6A:10-2.4	Evaluation procedures for all teaching staff members
<u>N.J.A.C.</u> 6A:10-3.1	School improvement panel
<u>N.J.A.C.</u> 6A:10-4.1	Components of Teacher evaluation
<u>N.J.A.C.</u> 6A:10-4.2	Student achievement components
<u>N.J.A.C.</u> 6A:10-4.3	Teacher practice components
<u>N.J.A.C.</u> 6A:10-4.4	Teacher observations
<u>N.J.A.C.</u> 6A:10-6.1	Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals
<u>N.J.A.C.</u> 6A:32-4.1(e) (f)	Employment of teaching staff
<u>N.J.A.C.</u> 6A:32-5.1 <u>et seq.</u>	Standards for determining seniority

Lacey Township Bd. of Ed. v. Lacey Township Education Association, 130 N.J. 312 (1992), aff'g 259 N.J. Super. 397 (App. Div. 1991)

PossibleCross References:

*2130	Principal evaluation
*2131	Chief school administrator
4000	Concepts and roles in personnel
4010	Goals and objectives
*4112.6	Personnel records
*4115	Supervision
*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: 4116

 X **Monitored**

 X **Mandated**

 X **Other Reasons**

Regulation

EVALUATION OF TEACHING STAFF MEMBERS

GENERAL STATEMENT

The Chesterfield Township Board of Education directs the superintendent to oversee the implementation of the evaluation process for all teaching staff members. The board recognizes that the procedures for the implementation of the evaluation process shall in part depend on the specific procedural instructions accompanying the board adopted evaluation rubrics and practice instruments. Therefore the board directs the superintendent to dedicate the supervisory staff necessary to conduct the evaluation process according to such instruction within the time frames detailed in law and board policy.

STAFF RESPONSIBLE

The following chart lists the staff members responsible for the implementation of the regulation and summarizes their responsibilities:

Position	Summary of Main Responsibilities
Superintendent	<ul style="list-style-type: none"> • General policy and procedure oversight within the district • Recommend for board adoption the evaluation rubrics and practice instruments • Ensure teaching staff members and principal and administrators receive training on the evaluation process • Determine the number of required student growth objectives for teachers • Report district evaluation data to the board
Building principal	<ul style="list-style-type: none"> • General oversight of policy and procedures in the school • Appoint the school improvement panel • Serve on the school improvement panel
Designated Supervisor	<ul style="list-style-type: none"> • Receive training in observation, evaluation rubrics, practice instruments • In consultation with the evaluated teaching staff members develop student growth objectives • Conduct evaluations including observations and post observation conferences • Ensure all parts of the evaluation process are conducted by the appropriate deadlines • Annual summary conference • Annual performance report
School Improvement Panel	<ul style="list-style-type: none"> • Oversee the mentoring program • Conduct evaluations • Ensure corrective action plans are created (where appropriate) and conduct mid-year evaluations • Identify professional development opportunities • Conduct observations
Board of education	<ul style="list-style-type: none"> • Approve evaluation rubric and practice instruments • Establish the district evaluation advisory committee • Evaluate evaluation data • Annually readopt teacher evaluation policies and procedures
Teaching staff members (including teachers, noninstructional certified staff)	<ul style="list-style-type: none"> • Receive training on evaluation rubrics, practice instrument • In consultation with the principal, designated supervisor, develop student growth objectives

TEACHER EVALUATION (regulation continued)**PROCEDURES**

- A. The superintendent, and as appropriate in consultation with the ~~district advisory committee and/or~~ the school improvement panel(s), shall oversee the implementation all aspects of the district process for the evaluation of teaching staff members as detailed in board policy;
- B. The superintendent shall notify all teaching staff members annually of the adopted evaluation policies and procedures no later than October 1. If a staff member is hired after October 1, he/she shall be notified of the policies at the beginning of his or her employment.
- C. The superintendent or his or her designee shall notify all teaching staff members of amendments to the policy within 10 working days of adoption;
- D. The superintendent shall recommend annually to the board for adoption teacher and principal evaluation rubrics that meet the following minimum standards (N.J.S.A. 18A:6-123):
 - 1. Four defined annual ratings: ineffective, partially effective, effective, and highly effective;
 - 2. The evaluation rubric must be partially based on multiple objective measures of student learning that assess student growth from one year's measure to the next year's measure;
 - 3. The district may determine the methods for measuring student growth, in grades in which a state test is not required;
 - 4. Multiple measures of practice and student learning are used in conjunction with professional standards of practice using a comprehensive evaluation process in rating effectiveness with specific measures and implementation processes;
 - 5. Standardized assessments shall be used as a measure of student progress but shall not be the predominant factor in the overall evaluation of a teacher;
 - 6. The rubric is based on the professional standards for that employee;
 - 7. The performance measures used in the rubric are linked to student achievement;
 - 8. The employee receives multiple observations during the school year which shall be used in evaluating the employee;
 - 9. At each observation of a teacher, either the principal, his or her designee who is employed by the district in a supervisory role and capacity, and who possesses a school administrator certificate, principal certificate, or supervisor certificate, the vice-principal, or the assistant principal shall be present;
 - 10. The staff member who will be observing shall receive training on the use of the teaching practice instrument. This training shall be completed before the observer conducts his or her first observation for the purpose of evaluation;
 - 11. An opportunity for the employee to improve his effectiveness from evaluation feedback;
 - 12. Guidelines regarding training and the demonstration of competence on the evaluation system to support its implementation;
 - 13. A process for ongoing monitoring and calibration of the observers to ensure that the observation protocols are being implemented correctly and consistently;
 - 14. A performance framework, associated evaluation tools, and observation protocols, including training and observer calibration resources;
 - 15. A process for a school district to obtain the approval of the commissioner to utilize other evaluation tools; and
 - 16. A process for ensuring that the results of the evaluation help to inform instructional development.
- E. The superintendent shall ensure that all teaching staff members including teachers, noninstructional certified staff, principals, assistant principals and supervisors receive the required training detailed in board policy 4116 Evaluation of Teaching Staff Members;
- F. The superintendent or his or her designee shall certify to the Department of Education that any observer who conducts an observation of a teaching staff member meets the statutory observation requirements (N.J.S.A. 18A:6-119, N.J.S.A. 18A:6-123.b(8), and N.J.S.A. 18A:27-3.1) and certify that the teacher member of the School Improvement Panel meets the requirements detailed in board policy 4116 Evaluation of Teaching Staff Members and according to law (N.J.A.C. 6A:10-3.2);
- G. The board shall annually adopt evaluation rubrics for all teaching staff members. The evaluation rubrics shall have

TEACHER EVALUATION (regulation continued)

four defined annual ratings: ineffective, partially effective, effective, and highly effective. The evaluation rubrics for teachers, principals, vice principals, and assistant principals shall include all other relevant minimum standards set forth in N.J.S.A. 18A:6-123 and described above. Evaluation rubrics shall be submitted to the Commissioner by June 1 for approval by August 1 of each year.

Measurements of the Teacher Evaluation Rubric

The measurements of the teacher evaluation rubric shall be used to calculate a summative rating for all teaching staff members. The summative rating is the overall evaluation score derived from the evaluation scores of the following measures:

A. Measures of student achievement:

1. Median student growth percentile for teachers who:

- a. Teach at least one course or group within a course that falls within a standardized-tested grade or subject;
- b. Teach the course or group within the course for at least 60 percent of the time from the beginning of the course to the day of the standardized assessment; and
- c. Have at least 20 individual student growth percentile scores attributed to his or her name during the academic year of the evaluation. If a teacher does not have at least 20 individual student growth percentile scores in a given academic year, the student growth percentile scores attributed to a teacher during the two academic years prior to the evaluation year may be used in addition to the student growth percentile scores attributed to the teacher during the academic year of the evaluation.

2. Student growth objectives (SGO) for all teachers developed in consultation with their designated supervisor or the principal's designee.

A. Measures of teacher practice component rating which shall be based on the measurement of the teacher's performance according to the district's Commissioner-approved teacher practice instrument. Observations pursuant to N.J.A.C. 6A:10-4.4 shall be used as one form of evidence for the measurement;

B. Teacher observation.

Student Growth Percentile

A. Median student growth percentile shall be included in the annual summative rating for teachers who:

1. Teach at least one course or group within a course that falls within a standardized-tested grade or subject;
2. Teach the course or group within the course for at least 60 percent of the time from the beginning of the course to the day of the standardized assessment; and
3. Have at least 20 individual student growth percentile scores attributed to his or her name during the school year of the evaluation. If a teacher does not have at least 20 individual student growth percentile scores in a given school year, the student growth percentile scores attributed to a teacher during the two school years prior to the evaluation year may be used in addition to the student growth percentile scores attributed to the teacher during the school year of the evaluation.

B. The New Jersey Department of Education shall calculate the median student growth percentile for teachers using students assigned to the teacher by the school district. For teachers who have a student growth percentile score:

1. The board shall submit to the Department final ratings for all components, other than the student growth percentile, for the annual summative rating; and
2. The Department then shall report to the board the annual summative rating, including the median student growth percentile for each teacher who receives a median student growth percentile.

Student Growth Objectives

Student growth objectives for teachers are academic goals that teachers and designated supervisors set for groups of students. Student growth objectives and the criteria for assessing teacher performance based on the objectives shall be determined, recorded, and retained by the teacher and his or her supervisor by October 31 of each school year, or within

TEACHER EVALUATION (regulation continued)

25 working days of the teacher's start date if the teacher begins work after October 1. Student growth objectives shall be developed and measured according to the following procedures:

- A. The superintendent shall determine the number of required student growth objectives for teachers, including teachers with a student growth percentile. A teacher with a student growth percentile shall have at least one and not more than four student growth objectives. A teacher without a student growth percentile shall have at least two and a maximum of four student growth objectives. The minimum and maximum number of required student growth objectives within this range shall be posted on the New Jersey Department of Education website by August 31, prior to the school year;
- B. A teacher with a student growth percentile shall not use the standardized assessment used in determining the student growth percentile to measure progress toward a student growth objective;
- C. Each teacher shall develop, in consultation with his or her supervisor or a principal's designee, each student growth objective. If the teacher does not agree with the student growth objectives, the principal shall make the final determination;
- D. Student growth objectives and the criteria for assessing teacher performance based on the objectives shall be determined, recorded, and retained by the teacher and his or her supervisor by October 31 of each academic year, or within 20 work days of the teacher's start date if the teacher begins work after October 1;
- E. Adjustments to student growth objectives may be made by the teacher in consultation with his or her supervisor only when approved by the superintendent or designee. Adjustments shall be recorded in the teacher's personnel file on or before February 15. If the SGO covers only the second semester of the school year, or if a teacher begins work after October 1, adjustments shall be recorded before the mid-point of the second semester.
- F. The teacher's designated supervisor shall calculate each teacher's student growth objective score. The teacher's student growth objective score, if available, shall be discussed at the teacher's annual summary conference and recorded in the teacher's personnel file.

Observation and Post Observation Conference

The observation and post observation conferences shall be conducted according the procedures detailed in board policy 4116 Evaluation of Teaching Staff Members.

Corrective Action

A corrective action plan shall be developed for any teaching staff member who is rated ineffective or partially ineffective by the evaluation rubrics. The corrective action plan shall be developed according to the procedures detailed in board policy 4116 Evaluation of Teaching Staff Members.

Staff Development

The observation and post observation conferences shall be conducted according the procedures detailed in board policy 4116 Evaluation of Teaching Staff Members and 4131/4141.1 Staff Development.

REGULATION HISTORY

Effective Date: December 17, 2013

Revised:

CROSS REFERENCES

2130 Principal Evaluation
 2130 Principal Evaluation, Regulation
 2131 Chief School Administrator
 4131/4131.1 Staff Development
 4131/4131.1 Staff Development, Exhibit

STAFF DEVELOPMENT; INSERVICE EDUCATION/VISITATIONS/CONFERENCES

The Chesterfield Township Board of Education recognizes its legal obligation to provide inservice activities that are aligned with student learning and educator development needs and school, district, and/or state improvement goals. It is the board's priority that continuing education for teaching staff focus on the improvement of teachers' and school leaders' effectiveness in assisting students in the achievement of the New Jersey Student Learning Standards.

The superintendent shall develop a comprehensive management system for staff professional improvement and shall assist staff members in the area of professional improvement by providing relevant information regarding workshops, professional meetings and course offerings. Professional learning shall incorporate coherent, sustained, and evidence-based strategies that improve educator effectiveness and student achievement, including job-embedded coaching or other forms of assistance to support educators' transfer of new knowledge and skills to their work.

District-Level Professional Development Plans

The superintendent or his or her designee shall oversee the development and implementation of a plan to address districts' professional development needs. The school district professional development plan shall be reviewed on an annual basis to assess its effectiveness and revised it, as necessary, to meet the school district's learning goals for students, teachers, and school leaders. When overseeing and annually reviewing the school district plan, the superintendent or designee shall:

- A. Review school-level professional development plans;
- B. Assess the learning needs of students, teachers, and school leaders based on educator evaluation data, school-level plans, and data from school- and district-level performances;
- C. Plan, support, and implement professional learning that addresses the New Jersey Student Learning Standards, and that align with the standards for professional learning in N.J.A.C. 6A:9C-3.3 and the Professional Standards for Teachers and the Professional Standards for School Leaders in N.J.A.C. 6A:9-3;
- D. Develop and update, as necessary, the district mentoring plan for non tenured teachers, including novice provisional teachers who hold a certificate of eligibility (CE) or a certificate of eligibility with advanced standing (CEAS);
- E. Present the plan to the district board of education to review for fiscal impact; and
- F. Certify annually to the New Jersey Department of Education, through a statement of assurance, that the school district is meeting the requirements for the school district plan and that it includes requirements of the district mentoring plan.

School districts sending to the same middle and/or high school may form a regional consortium to develop one districtwide plan based on the sending schools' plans.

School-Level Professional Development Plans

The principal shall oversee the development and implementation of a plan for school-level professional development that shall ensure:

- A. The school level plan includes:
 - 1. A description of school-level and team-based professional learning aligned with identified school goals; and

STAFF DEVELOPMENT; INSERVICE EDUCATION/
VISITATIONS/CONFERENCES (continued)

2. Teacher and student learning needs; and
- B. All teachers receive the necessary opportunities, support, and resources to complete individual professional development requirements of N.J.A.C. 6A:9C-4.4(sa) that at least 20 hours per year of qualifying professional development experiences are provided. The 20-hour annual requirement shall be based on the length of full-time employment and reduced by a pro rata share reflecting part-time employment, or an absence, including the use of family or medical leave.

Professional Development for School Leaders

“School leader” means an administrator whose position requires possession of a school administrator, principal, or supervisor endorsement.

All active school leaders serving on a permanent or interim basis shall complete training on issues of school law, ethics, governance, and harassment, intimidation and bullying (N.J.S.A. 18A:26-8.2); and other statutory requirements related to student safety and well-being. To meet this ongoing requirement, the specific training needs of each school leader will be reviewed annually as part of the professional development planning process.

A. School Leaders

Each school leader shall create, implement, and complete an individual professional development plan (PDP) that:

1. Aligns with the Professional Standards for School Leaders (N.J.A.C. 6A:9-3.4) and the Standards for Professional Learning;
2. Derives from the results of observations, evidence, and recommendations included in the annual performance evaluation of the chief school administrator, principals, or supervisors;
3. Identifies professional goals that address specific individual, school, or district goals;
4. Grounds professional development activities in objectives related to improving teaching, learning, and student achievement, and in support of the school and/or district professional development plan; and
5. Includes training on: school law, ethics, and governance pursuant to N.J.S.A. 18A:26-8.2; and other statutory requirements related to student safety, bullying and harassment, and well-being.

Each school leader's individual PDP shall be developed by October 31. However, when the school leader is hired after October 1, the PDP shall be developed within 25 working days of his or her hire.

B. Professional Development for the Superintendent

The superintendent shall develop an individual PDP for review by his or her district board of education. In developing the individual PDP, the following process shall be followed:

1. The board shall review the superintendent's individual PDP, including the individual training needs and shall ensure the individual PDP aligns to school district goals and to the school district's plan for professional development;
2. The superintendent shall submit annually to the board evidence of progress toward completion of the individual PDP. The superintendent also shall submit every three to five years, depending on the length of his or her contract with the board, summative evidence of plan completion;
3. The superintendent may appeal to the executive county superintendent if he or she disagrees with the board regarding PDP contents or progress toward completion. The executive county superintendent shall have final decision-making authority on all such matters.

C. Professional Development for Positions Requiring a Principal, Supervisor of Chief School Administrator Endorsement

Leaders whose positions require a principal or supervisor endorsement, or whose positions require a chief school

STAFF DEVELOPMENT; INSERVICE EDUCATION/
VISITATIONS/CONFERENCES (continued)

administrator endorsement but who do not serve as a superintendent of the district, shall develop an individual PDP in collaboration with his or her designated supervisor. Leaders shall provide evidence of progress toward fulfillment of his or her plan. The superintendent or designee shall:

1. Review each principal's, supervisor's, or other school leader's individual PDP, including individual training needs and shall ensure it aligns to school and school district goals and the school district's plan for professional development;
2. Meet with the principal, supervisor, or other school leader at mid-year to assess progress toward his or her PDP's completion or modification; and
3. Review the individual PDP's status as part of the principal's, supervisor's, or other school leader's annual performance evaluation.

D. Evidence of Progress and Maintaining Records

The school leader's designated supervisor, or the board in the case of the superintendent, shall:

1. Use the performance evaluation process and professional development planning process to monitor the school leader's progress in meeting the professional development requirements. If a school leader's progress is found to be inadequate, the school leader's designated supervisor or the board in the case of the superintendent shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means; and
2. Maintain accurate records of each school leader's progress in meeting the individual professional development requirements. Such records shall include a copy of each school leader's current PDP and timeline, as well as any documentation and evidence showing the school leader's progress toward meeting the plan's requirements.

- E. If a school leader leaves the employ of one New Jersey school district and is hired by another, the school leader's designated supervisor, or the board in the case of the superintendent, shall ensure a revised individual PDP appropriate to the new employment is developed in collaboration with the school leader.

Professional Development for Teachers

Each teacher shall be guided by an individualized professional development plan (PDP), which shall include at least 20 hours per year of qualifying activities. The 20-hour annual requirement shall be based on the length of full-time employment and reduced by a pro rata share reflecting part-time employment, or an absence, including the use of family or medical leave.

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 and the Standards for Professional Learning in N.J.A.C. 6A:9C-3.3. The individual PDP shall be effective for one year and shall specify, at a minimum:

- A. One area for development of professional practice derived from the results of observations and evidence accumulated through the teacher's annual performance evaluation;
- B. One area for development of professional practice derived from individual, collaborative team, school, or school district improvement goals.

Each teacher's individual PDP shall be updated annually no later than October 31. However, when the teacher is hired after October 1, the PDP shall be developed within 25 working days of his or her hire.

Progress on the individual PDP shall be discussed at the annual summary conference as detailed in board policy 4116 Evaluation of Teaching Staff Members and law (N.J.A.C. 6A:10-2.4) but may occur more frequently throughout the year. Evidence of progress toward meeting the requirements of the teacher's individual PDP may be provided by the teacher and/or his or her supervisor, and shall be reviewed as part of each annual summary conference.

STAFF DEVELOPMENT; INSERVICE EDUCATION/
VISITATIONS/CONFERENCES (continued)

A teacher's individual PDP goals may necessitate more than the recommended minimum requirements of 20 hours of professional development annually. Additional hours of qualifying experiences may be required for teachers in low-performing schools, as determined by the Commissioner.

The board of education shall ensure that all teachers receive the necessary opportunities, support, and resources to engage in ongoing professional learning and to complete the requirements of their respective PDPs.

Supervisor Responsibilities in the Development of Profession Development Plans (PDP)

The teacher's designated supervisor shall:

- A. Use the teacher performance evaluation process and the professional development planning process to monitor each teacher's progress in meeting the professional development requirements. The designated supervisor shall take appropriate steps to assure such progress. If a teacher's progress is found to be inadequate, the teacher's designated supervisor shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means; and
- B. Maintain accurate records of each teacher's progress in meeting the individual professional development requirements. Such records shall include a copy of each teacher's current PDP and timeline, as well as any documentation and evidence showing the teacher's progress toward meeting the plan's requirements.

If a teacher leaves the employ of one New Jersey school district and is hired by another, the former district of employment shall share the teacher's individual PDP and all supporting documentation with the new employing school district. If the current individual PDP is found to be unsuitable to the teacher's new assignment, the new employing school district shall ensure a revised individual PDP and timeline is created within 30 days of hire by the employee's new supervisor in collaboration with the new teacher.

Achievement Gap and Inequity

The board shall, on a continuing basis, provide professional development training for all school personnel (certified and noncertified) to identify and resolve problems associated with the student achievement gap and other inequities arising from prejudice on the basis of protected status. Parents/guardians and other community members shall be invited to participate in the professional development training. Newly hired certified and noncertified staff shall be provided professional development training on educational equity issues within the first year of employment.

Mandated Inservice Programs

The superintendent shall arrange development of appropriate inservice presentations, seminars and/or workshops on equity issues, special education, missing, abused and neglected children, drug/alcohol abuse awareness, suicide awareness, handling blood and body fluids, possible hazardous substances in the workplace, crises response, school violence and other topics specifically required by federal or New Jersey law. These required presentations, seminars and/or workshops shall not count automatically toward the required annual 20 hours of continuing education. The superintendent or his or her designee shall determine when required presentations, seminars and/or workshops shall count toward the teaching staff member's completion of the required annual 20 hours of continuing education.

Adopted: November 12, 2001
NJSBA Review/Update: May 2011
Readopted: September 21, 2011
Revised: October 15, 2013
Revised:

Key Words

Staff Development, Professional Inservice, Visitations, Conferences, Continuing Education

STAFF DEVELOPMENT; INSERVICE EDUCATION/
VISITATIONS/CONFERENCES (continued)

Legal References:

N.J.S.A. 18A:6-111 et seq.

See particularly:

N.J.S.A. 18A:6-112

N.J.S.A. 18A:6-117 et seq.

N.J.S.A. 18A:6-128

N.J.S.A. 18A:6-130 et seq.

N.J.S.A. 18A:7A-11

N.J.S.A. 18A:17-46

N.J.S.A. 18A:26-8.2

N.J.S.A. 18A:27-4

N.J.S.A. 18A:30-7

N.J.S.A. 18A:31-2

N.J.S.A. 18A:37-17

N.J.S.A. 18A:37-21

N.J.S.A. 18A:40A-3

See particularly:

N.J.S.A. 18A:40A-3(a), -18(c)

N.J.S.A. 34:5A-10

N.J.S.A. 34:5A-13

N.J.A.C. 6A:7-1.4

N.J.A.C. 6A:7-1.6

N.J.A.C. 6A:9C-1.1 et seq.

See particularly:

N.J.A.C. 6A:9C-4.1 through -4.4

N.J.A.C. 6A:10-2.4

N.J.A.C. 6A:10-2.5

N.J.A.C. 6A:10-4.1 et seq.

N.J.A.C. 6A:14-1.2(b)14

N.J.A.C. 6A:15-1.8

N.J.A.C. 6A:16-1.1 et seq.

See particularly:

N.J.A.C. 6A:16-3.1(a)4, -5.1(d),
-6.2(b)12

N.J.A.C. 6A:16-7.7

N.J.A.C. 6A:16-11.1

N.J.A.C. 6A:30-1.1 et seq.

N.J.A.C. 6A:32-4.1

Instruction in Suicide Prevention

Instruction in suicide prevention for public school
teaching staff

Teacher Effectiveness and Accountability for the Children

Ongoing professional development; corrective action plan

Professional development

Reports be school districts, commissioner; interim review

Act of violence; report by school employee; notice of

action taken; annual report

"School leader" defined; training as part of professional
development

Power of boards of education to make rules governing
employment of teacher, etc.;

employment thereunder

Power of boards of education to pay salaries

Attendance at conventions of New Jersey

Education Association

Establishment of Bullying Prevention Programs and
Approaches

School Safety Team

Initial inservice training programs; curriculum;
availability

Retention of workplace surveys

Employee education and training program; certification of
instructors

Responsibilities of the district board of education

Professional development

Required professional development for teachers
and school leaders

Evaluation procedures for all teaching staff

Corrective action plans for all teaching staff

Components of teacher evaluation

District eligibility for assistance under IDEA Part B
(regarding highly qualified teachers)

Inservice training (Bilingual Education)

Programs to Support Student Development

Inservice training, alcohol, tobacco, drug prevention:
safety and security, cooperation with law

Enforcement

Harassment, Intimidation and Bullying

Reporting potentially missing, abused or neglected
children or attempted or completed suicide

Evaluation of the Performance of School Districts

Employment of teaching staff

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

The Comprehensive Equity Plan, New Jersey State Department of Education

STAFF DEVELOPMENT; INSERVICE EDUCATION/
VISITATIONS/CONFERENCES (continued)

Possible

Cross References:

*4115	Supervision
*4116	Evaluation
*4231/4231.1	Staff development; inservice education/visitations/conferences
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5141	Health
*5141.4	Child abuse and neglect
*6142.2	English as a second language; bilingual/bicultural
*6171.3	At-risk and Title 1
*6171.4	Special education

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

CHESTERFIELD TOWNSHIP BOARD OF EDUCATION
Chesterfield, New Jersey

FILE CODE: 5119

☐ **Monitored**

☐ **Mandated**

☒ **Other Reasons**

Policy

TRANSFERS

General

All transfers into the Chesterfield Township Elementary School shall be in accord with file code 5111 Admission. Students transferring into the district are expected to present copies of records from the previously attended school (or district) to aid in placement. Also required are proof of immunizations and proof of identity.

Parents/guardians of pupils or adult pupils transferring from the district shall notify the principal in a timely manner of their intention to leave the district.

Student records shall be transferred between superintendents within the time frame prescribed by law.

Unsafe School Choice Option

If a school in the district is identified as “persistently dangerous” by the State Department of Education, all students shall be offered on a space available basis the option of transferring. Parents/guardians shall be notified within 15 calendar days after the district is notified of the school’s status, and all transfers shall be completed by the beginning of the school year following.

In addition, any student who becomes a victim of a violent criminal offense while in school or on school grounds shall be offered the option of transferring. Applicable definitions and criminal offenses shall be as listed in the statewide policy.

Transportation shall not be provided to students transferring out of the school should it be identified as “persistently dangerous”, and to student victims of violent criminal offenses.

The board will make a reasonable attempt to offer a safe school alternative to students choosing to transfer out of a “persistently dangerous” school or to a student who has been a victim of a violent criminal offense. The superintendent shall attempt to establish an agreement with a neighboring district. The board shall review and approve any agreement prior to its application. Students may remain in the school into which they have transferred until the school of origin is no longer identified as “persistently dangerous”.

The superintendent shall ensure that the district complies with all requirements of federal law and the state department of education. He/she shall prepare regulations to implement this policy.

NJSBA Review/Update: May 2011

Adopted: September 21, 2011

Revised:

Key Words

Transfers, Persistently Dangerous Schools, Victims of Violent Crimes

Legal References:

N.J.S.A. 18A:7B-12

N.J.S.A. 18A:36-19a

N.J.S.A. 18A:36-25.1

N.J.S.A. 18A:36B-1 et seq.

N.J.S.A. 18A:38-8

N.J.A.C. 6A:12-3.2

N.J.A.C. 6A:23A-19.2

District of residence; determination

Newly enrolled students; records and identification

Proof of child’s identity required for enrollment;

transfer of record between districts

Interdistrict Public School Choice Program Act of 1999

Duty to receive pupils from other districts

Criteria to guide the Commissioner’s approval of choice program applications

Method of determining the district of residence

TRANSFERS (continued)N.J.A.C. 6A:32-8.2

School enrollment

Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.Unsafe School Choice Option Policy, New Jersey Department of Education, June 30, 2003PossibleCross References:

*5111	Admission
*5125	Pupil records
*5131	Conduct/discipline
*5131.5	Vandalism/violence
*5141.3	Health examinations and immunizations

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

Chesterfield Township School HEALTH OFFICE REPORT

Date: 5/31/2016 (May)

Student Visits:	Category	Number
	First Aid	174
	Medications	330
	Medical	373
	Other	116
	Counseling	2
	Health Screenings	0
	Health screenings for I&RS or CST	5
	Head lice checks	0
	DYFS	0
	Staff Visits	32
	Parent Communication	12
	Documentation of records	13

Health Office Visits:	Total: 1167	Per Day: 53
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Communicable Diseases:	Disease	Number of cases
	Strep Throat	5
	Conjunctivitis	1
	Lice	0
	Flu	0
	Impetigo	0
	Ringworm	0
	Chicken Pox	0

Accident Reports	2
Students on daily medication / treatment	12
Telephone Calls to parents for illness or injury at school	152
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	0
Home Visits	0
Students on Homebound Instruction	0

Comments:

- End of year field trips, trying to find coverage in a very competitive environment.

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

Emergency Drill Log for 2017-2018 School Year

[illegible]

2017/2018: School Disciplinary Incidents

[illegible]

FACILITY REPORT

June 12, 2018

- EVERYTHING IS SET FOR THE GRADUATION.
- RECEIVED QUOTE FOR PERMANENT REPAIR OF VAULT PIT.
- RECEIVED QUOTE FOR THE REPAIR OF #3 & #4 ERV'S.
- STEVE LEE IS STILL WORKING ON THE SCHOOL'S SECURITY QUOTE.
- RECEIVED LED LIGHT BULBS FOR ONE CLASSROOM. WILL BE INSTALLED SO WE CAN SEE THE CLASSROOM LIGHTING DIFFERENCE AND START TO SAVE ON ELECTRICITY BILL. ONE ROOM AT A TIME. PATRICK HAS THE NUMBER OF WHAT THE SAVINGS WILL BE.
- HAVE A FUN AND SAFE SUMMER.

Robert Carter
Building and Grounds Supervisor

Work Order Summary List

Selected Date Range for Request Dates: 5/1/2018 - 5/31/2018 Order By Status, Location

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

Status: Closed Work Orders

11393	30 Saddle Way			5/14/2018	5/17/2018	0.25	\$7.78
Medium	Pingitor, Larry			1	5/15/2018		
				5/14/2018 1:38:07 AM	5/15/2018		

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

Playground 2 no issues found

Robert Carter

11345	30 Saddle Way			5/1/2018		0.25	\$7.78
Medium	Pingitor, Larry				5/1/2018		
				5/1/2018 3:23:07 AM	5/3/2018		

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

solar readings for may. 393945

Robert Carter

11346	30 Saddle Way			5/1/2018		0.5	\$15.57
Medium	Pingitor, Larry			17	5/18/2018		
				5/1/2018 3:23:08 AM	5/22/2018		

Monthly - PM Schedule created on 12/3/2012 -
Refer to PM schedule details.

roof no leaks at this time

Robert Carter

11348	30 Saddle Way			5/1/2018	5/31/2018	0.75	\$23.35
Medium	Pingitor, Larry			15	5/16/2018		
				5/1/2018 3:23:10 AM	5/17/2018		

Monthly - Fire Extinguishers - Refer to PM schedule
details.

fire extinguishers checked out ok

Robert Carter

11349	30 Saddle Way			5/1/2018		0.25	\$7.78
Medium	Pingitor, Larry				5/1/2018		
				5/1/2018 3:23:11 AM	5/3/2018		

Monthly - PM Schedule created on 1/26/2012 -
Refer to PM schedule details.

diesel fuel tank level for generator may. 547 gal.

Robert Carter

Work Order Summary List

Selected Date Range for Request Dates: 5/1/2018 - 5/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
11415	30 Saddle Way			5/18/2018		0.25	\$7.78
Emergency	Pingitor, Larry	Kitchen		19	6/6/2018		
				5/18/2018 11:26:07 AM	6/12/2018		
phone by register has a bad cord. Larry temporarily switched out cord and headset from aides room. needs a new longer cord.			took cord from aides room to make phone work				
Kelly Morawa							
11416	30 Saddle Way			5/21/2018	5/24/2018	1	\$31.13
Medium	Pingitor, Larry			1	5/22/2018		
				5/21/2018 1:15:48 AM	5/31/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			dan put orange fence around geo vault for safety reasons. playground was ok				
Robert Carter							
11417	30 Saddle Way			5/21/2018	5/24/2018	0.25	\$7.78
Medium	Pingitor, Larry			1	5/22/2018		
				5/21/2018 1:15:49 AM	5/31/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			no issues found				
Robert Carter							
11369	30 Saddle Way			5/7/2018	5/10/2018	0.25	\$7.78
Medium	Pingitor, Larry			2	5/9/2018		
				5/7/2018 3:17:34 AM	5/15/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			playground 1 bees are gone trash was ok				
Robert Carter							
11370	30 Saddle Way			5/7/2018	5/10/2018	0.5	\$15.57
Medium	Pingitor, Larry			2	5/9/2018		
				5/7/2018 3:17:34 AM	5/15/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			playground 2 trash was ok checked for bee activity ok at this time				
Robert Carter							
11371	30 Saddle Way			5/7/2018			\$0.00
Medium	Pingitor, Larry			9	5/16/2018		
				5/7/2018 3:17:35 AM	5/17/2018		
Weekly - PM Schedule created on 2/27/2012 - Refer to PM schedule details.			generator				
Robert Carter							

Work Order Summary List

Selected Date Range for Request Dates: 5/1/2018 - 5/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
11341	30 Saddle Way			5/1/2018		0.5	\$15.57
Medium	Pingitor, Larry				5/1/2018		
				5/1/2018 3:23:04 AM	5/3/2018		
Yearly - PM Schedule created on 3/5/2012 - Refer to PM schedule details.			compressor runs ok				
Robert Carter							
11363	30 Saddle Way			5/4/2018		0.25	\$7.78
Safety	Pingitor, Larry	Playground			5/4/2018		
				5/4/2018 9:18:37 AM	5/7/2018		
bees nest under blue benches			sprayed nests and covered up holes so they do not return				
Robin Blauth							
11357	30 Saddle Way			5/3/2018		0.25	\$7.78
Medium	Pingitor, Larry	Science Lab		1	5/4/2018		
				5/3/2018 10:50:41 AM	5/7/2018		
Replace damaged ceiling tiles			tiles replaced				
11392	30 Saddle Way			5/14/2018	5/17/2018	0.25	\$7.78
Medium	Pingitor, Larry			1	5/15/2018		
				5/14/2018 1:38:07 AM	5/15/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			Playground 1 no issues found				
Robert Carter							
11394	30 Saddle Way			5/14/2018		0.5	\$15.57
Medium	Pingitor, Larry			2	5/16/2018		
				5/14/2018 1:38:08 AM	5/17/2018		
Weekly - PM Schedule created on 2/27/2012 - Refer to PM schedule details.			Generator run time 211.09 am 8- 16- 18				
Robert Carter							
11444	30 Saddle Way			5/28/2018			\$0.00
Medium	Pingitor, Larry			2	5/30/2018		
				5/28/2018 1:23:02 AM	5/31/2018		
Weekly - PM Schedule created on 2/27/2012 - Refer to PM schedule details.			Generator no test needed at this time				
Robert Carter							

Work Order Summary List

Selected Date Range for Request Dates: 5/1/2018 - 5/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
11389	30 Saddle Way			5/11/2018			\$0.00
Safety	Carter, Robert	Classroom		4	5/15/2018		
		b323		5/11/2018 10:32:00 AM	5/15/2018		
broken chair from sakimura room			Put it with the other ones				
melissa sakimura							
11459	30 Saddle Way			5/31/2018		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		6	6/6/2018		
Carpentry		306		5/31/2018 3:17:56 PM	6/12/2018		
Will you please look at my pencil sharpener(it is on my desk), it is not working. Thank you!			re4paired it motor is starting to go				
Laura Flynn							
11360	30 Saddle Way			5/3/2018		0.25	\$7.78
Medium	Pingitor, Larry	Restroom (Staff)		1	5/4/2018		
Plumbing				5/3/2018 7:54:10 PM	5/7/2018		
staff restroom by cafe. leaking bottom of flush pipe.			tightened fitting				
Dan Cardona							
11361	30 Saddle Way			5/3/2018		0.25	\$7.78
Medium	Pingitor, Larry	Nurse's Office		1	5/4/2018		
Plumbing				5/3/2018 7:55:06 PM	5/7/2018		
toilet seat in nurses office very loose.			tightened up seat bolts				
Dan Cardona							
11424	30 Saddle Way			5/21/2018		0.25	\$7.78
Medium	Pingitor, Larry	Art Room		2	5/23/2018		
Plumbing				5/21/2018 10:03:05 AM	5/31/2018		
clay sink draining slow.			plunged sink running ok				
Dan Cardona							
11433	30 Saddle Way			5/23/2018		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		1	5/24/2018		
Heating/Ventilation /Air		B224		5/23/2018 9:22:33 AM	5/31/2018		
Would like someone to check if air conditioning is available in my room. If it is working. Thank you!			reset breaker working ok				
Time Available: any							
kim barca							

Work Order Summary List

Selected Date Range for Request Dates: 5/1/2018 - 5/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
11434	30 Saddle Way			5/24/2018		0.25	\$7.78
Medium	Pingitor, Larry				5/24/2018		
Heating/Ventilation /Air				5/24/2018 12:53:52 AM	5/31/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PMschedule details.			water room pumps are running ok				
Robert Carter							
11435	30 Saddle Way			5/24/2018		0.25	\$7.78
Medium	Pingitor, Larry				5/24/2018		
Heating/Ventilation /Air				5/24/2018 12:53:53 AM	5/31/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PMschedule details.			fire pump room no issues found				
Robert Carter							
11455	30 Saddle Way			5/31/2018		0.25	\$7.78
Medium	Pingitor, Larry				5/31/2018		
Heating/Ventilation /Air				5/31/2018 1:51:43 AM	5/31/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PMschedule details.			water room checked out ok				
Robert Carter							
11456	30 Saddle Way			5/31/2018		0.25	\$7.78
Medium	Pingitor, Larry				5/31/2018		
Heating/Ventilation /Air				5/31/2018 1:51:43 AM	5/31/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PMschedule details.			fire pump room checked out ok				
Robert Carter							
11407	30 Saddle Way			5/17/2018		0.25	\$7.78
Medium	Pingitor, Larry				5/17/2018		
Heating/Ventilation /Air				5/17/2018 12:55:51 AM	5/17/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PMschedule details.			water room pumps running ok				
Robert Carter							
11408	30 Saddle Way			5/17/2018		0.25	\$7.78
Medium	Pingitor, Larry				5/17/2018		
Heating/Ventilation /Air				5/17/2018 12:55:51 AM	5/17/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PMschedule details.			fire pump room no issues at this time				
Robert Carter							

Work Order Summary List

Selected Date Range for Request Dates: 5/1/2018 - 5/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
11359	30 Saddle Way			5/3/2018		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		1	5/4/2018		
Heating/Ventilation /Air		2333		5/3/2018 3:25:15 PM	5/7/2018		
I don't believe AC is working in my room. Time Available: any			reset unit				
Judy Schwartz							
11354	30 Saddle Way			5/3/2018		0.25	\$7.78
Medium	Pingitor, Larry				5/3/2018		
Heating/Ventilation /Air				5/3/2018 1:16:49 AM	5/7/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			water room heat is off for the summer pumps are ok				
Robert Carter							
11355	30 Saddle Way			5/3/2018		0.25	\$7.78
Medium	Pingitor, Larry				5/3/2018		
Heating/Ventilation /Air				5/3/2018 1:16:49 AM	5/7/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			turned heat off for the summer no issues found				
Robert Carter							
11383	30 Saddle Way			5/10/2018		0.25	\$7.78
Medium	Pingitor, Larry				5/10/2018		
Heating/Ventilation /Air				5/10/2018 1:04:15 AM	5/15/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			water room pumps were ok heat is off				
Robert Carter							
11384	30 Saddle Way			5/10/2018		0.25	\$7.78
Medium	Pingitor, Larry				5/10/2018		
Heating/Ventilation /Air				5/10/2018 1:04:15 AM	5/15/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			fire pump room no issues found heat is off				
Robert Carter							
11457	30 Saddle Way			5/31/2018			\$0.00
Medium	,	Office			5/31/2018		
Heating/Ventilation /Air		b310		5/31/2018 9:12:22 AM	5/31/2018		
My room often has a musty smell. It seems to be more frequent now and when the air is and is not running			CLEANED OUT DRAIN AND CHECKED FILTER ALL GOOD.				
Jeanine May-Sivieri							

Work Order Summary List

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WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
11399	30 Saddle Way			5/14/2018			\$0.00
Medium	,	Classroom		1	5/15/2018		
Heating/Ventilation /Air		B246		5/14/2018 10:08:38 AM	5/15/2018		
The thermostat is all the way on warm, but the AC is on.			Adjusted temp				
Courtney Kovac							
11398	30 Saddle Way			5/14/2018			\$0.00
Medium	,	Classroom		1	5/15/2018		
Custodial		223		5/14/2018 9:55:18 AM	5/15/2018		
The tables and floors in both Kwol and KR were not cleaned as of first thing this morning. The carpets however were vacuumed. Thank you			Cleaned floors and tables				
Victoria Wolochow							
11364	30 Saddle Way			5/4/2018		3	\$93.39
Medium	Pingitor, Larry	Classroom		5	5/9/2018		
Custodial		328		5/4/2018 10:02:31 AM	5/15/2018		
Hello, The shed outside in the courtyard is infested with mice. There is a strong and unpleasant odor as well. I have taken the gardening tools out of the shed and they are in my room or Mrs. G's room. When the shed is cleaned out, please let me know so I can put the gardening supplies back outside. Thank you!			Dan and Larry cleaned up mice problem. shed and tools were power washed				
Vicki (kim) Weisgarber(Kampe)							
11353	30 Saddle Way			5/2/2018			\$0.00
Medium	Pingitor, Larry	Classroom		2	5/4/2018		
Custodial		b116		5/2/2018 2:09:41 PM	5/7/2018		
Many ants in the front of the classroom near the trash and recycle bins. Time Available: anytime			expert pest control treated area for ants.				
Mike McCann							
11397	30 Saddle Way			5/14/2018			\$0.00
Medium	,	Classroom		1	5/15/2018		
General Maintenance		123		5/14/2018 9:49:12 AM	5/15/2018		
ant clean up			Cleaned up ants				
Dan Cardona							

Work Order Summary List

Selected Date Range for Request Dates: 5/1/2018 - 5/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
11452	30 Saddle Way			5/30/2018			\$0.00
Medium				1	5/31/2018		
General Maintenance		103		5/30/2018 8:59:35 AM	5/31/2018		
Warm and humid in classroom even with thermostat turned all the way up on cool. Hallway thermostat is on cool, too.			ADJUSTED TEMP				
Kim Breiland							
11426	30 Saddle Way			5/22/2018		0.25	\$5.43
Medium	Carpenter, Lisa	Media Center			5/22/2018		
General Maintenance		203		5/22/2018 8:44:48 AM	5/22/2018		
One of the kids spilled shavings from the pencil sharpener all over the floor in the back of the library, by the big window. Will someone please come and vaccuum this up? Thank you			vacuumed up pencil sharpener shavings				
Laura DiMeola							
11446	30 Saddle Way			5/29/2018		1	\$18.27
Medium	Cardona, Dan	Other			5/29/2018		
General Maintenance				5/29/2018 8:12:57 AM	5/31/2018		
building walk trough.			dan did walk trough				
Dan Cardona							
11447	30 Saddle Way			5/29/2018		0.25	\$4.57
Medium	Cardona, Dan	Exterior			5/29/2018		
General Maintenance				5/29/2018 8:13:54 AM	5/31/2018		
lower flags half mass.			dan lowered falgs.				
Dan Cardona							
11448	30 Saddle Way			5/29/2018		0.5	\$9.14
Medium	Cardona, Dan	Playground			5/29/2018		
General Maintenance				5/29/2018 8:14:34 AM	5/31/2018		
check underground tank water level.			dan and rob checked water level.				
Dan Cardona							
11404	30 Saddle Way			5/15/2018		1	\$18.27
Medium	Cardona, Dan	Hallway/Corridor			5/15/2018		
General Maintenance				5/15/2018 9:33:30 PM	5/17/2018		
atrium, main halls and back halls need to be scrubbed.			dan scrubbed.				
Dan Cardona							

Work Order Summary List

Selected Date Range for Request Dates: 5/1/2018 - 5/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
11421	30 Saddle Way			5/21/2018		1	\$18.27
Medium	Cardona, Dan	Other			5/21/2018		
General Maintenance				5/21/2018 7:03:08 AM	5/22/2018		
building walkthrough.			dan did walk through.				
Dan Cardona							
11450	30 Saddle Way			5/29/2018		0.5	\$9.14
Medium	Cardona, Dan	Classroom			5/29/2018		
General Maintenance		111		5/29/2018 2:23:04 PM	5/31/2018		
student threw up in class			dan cleaned up.				
Dan Cardona							
11396	30 Saddle Way			5/14/2018		1	\$18.27
Medium	Cardona, Dan	Grounds		1	5/15/2018		
General Maintenance				5/14/2018 9:48:18 AM	5/17/2018		
building walk trough inspection.			dan did walk trough				
Dan Cardona							
11373	30 Saddle Way			5/7/2018		0.5	\$9.14
Medium	Cardona, Dan	Classroom			5/7/2018		
General Maintenance		123		5/7/2018 7:23:25 AM	5/15/2018		
ants			dan cleaned up dead ants.				
Dan Cardona							
11374	30 Saddle Way			5/7/2018		0.25	\$4.57
Medium	Cardona, Dan	Other			5/7/2018		
General Maintenance				5/7/2018 7:24:31 AM	5/15/2018		
flags ordered half staff by Governor.			dan lowered.				
Dan Cardona							
11375	30 Saddle Way			5/7/2018		1	\$18.27
Medium	Cardona, Dan	Building Wide			5/7/2018		
General Maintenance				5/7/2018 7:24:58 AM	5/15/2018		
building walkthrough.			dan did walk trough.				
Dan Cardona							
11376	30 Saddle Way			5/7/2018		0.25	\$4.57
Medium	Cardona, Dan	Multi-purpose Room			5/7/2018		
General Maintenance				5/7/2018 1:48:50 PM	5/15/2018		
student peed on chair and floor.			dan cleaned up				
Dan Cardona							

Work Order Summary List

Selected Date Range for Request Dates: 5/1/2018 - 5/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
11377	30 Saddle Way			5/7/2018		0.5	\$9.14
Medium	Cardona, Dan	Classroom			5/7/2018		
General Maintenance		109		5/7/2018 1:50:33 PM	5/15/2018		
student had a nose bleed on carpet.			dan cleaned up blood				
Dan Cardona							
11378	30 Saddle Way			5/7/2018		0.5	\$15.57
Medium	Pingitor, Larry			1	5/8/2018		
General Maintenance				5/7/2018 1:58:29 PM	5/15/2018		
portable extractor leaking			cleaned out machine and tightened up hoses working ok now				
Dan Cardona							
11420	30 Saddle Way			5/21/2018			\$0.00
Medium	,	Board/Conference		1	5/22/2018		
General Maintenance		205b		5/21/2018 7:01:01 AM	5/22/2018		
payroll b205 PIR burglar alarm.			reset panel				
Dan Cardona							
11429	30 Saddle Way			5/22/2018		1.5	\$46.70
Medium	Pingitor, Larry	Stage		1	5/23/2018		
General Maintenance		200		5/22/2018 12:33:05 PM	5/31/2018		
Blue folding chairs need to be removed from the stage area. Time Available: Any			stage cleared off				
Gwendolyn mcreary							
11386	30 Saddle Way			5/10/2018		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		1	5/11/2018		
General Maintenance		247		5/10/2018 9:06:22 AM	5/15/2018		
The cold handle on our sink is not working properly. Thanks!			replaced faucet washer				
Lauren Rahey							
11449	30 Saddle Way			5/29/2018		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		1	5/30/2018		
General Maintenance		B224		5/29/2018 8:56:26 AM	5/31/2018		
I have two heavy boxes of files to be moved upstairs to Lori W. They are to go in the closet across from her room. I will have them labeled. Thanks! Time Available: any			delivered boxes to store room across from lori office				
kim barca							

Work Order Summary List

Selected Date Range for Request Dates: 5/1/2018 - 5/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
11454	30 Saddle Way			5/30/2018			\$0.00
High	Pingitor, Larry	Kitchen		6	6/5/2018		
General Maintenance				5/30/2018 1:16:17 PM	6/12/2018		
convection oven will not light smell gas. walk in fridge door not closing properly			oven was repaired by res tech and new door closer for walk in fridge				
Kelly Morawa							
11356	30 Saddle Way			5/3/2018		0.25	\$7.78
Medium	Pingitor, Larry	Classroom			5/3/2018		
General Maintenance		321		5/3/2018 8:33:26 AM	5/7/2018		
I need to have a couple of staplers repaired, and one of my closet handles is ready to fall off. Time Available: Anytime			repaired 3 staplers				
John Salamon							
11410	30 Saddle Way			5/17/2018		0.25	\$7.78
Medium	Pingitor, Larry	Media Center			5/17/2018		
General Maintenance		203		5/17/2018 11:13:28 AM	5/22/2018		
Can we please have some paper towels in the library bathroom and library office? We ran out in each area. Thank you			refilled both paper towel dispensers				
Laura DiMeola							
11440	30 Saddle Way			5/25/2018		0.25	\$7.78
Medium	Pingitor, Larry	Classroom			5/25/2018		
General Maintenance		6A		5/25/2018 9:21:02 AM	5/31/2018		
A desk in 6A was raised earlier this year to accommodate a student in a wheel chair. A newer student is now using that desk and would like to have the desk lowered to the normal height. The teacher requested for this to take place during lunch/recess (10:50-11:45) or after school.			Adjusted student desk				
Heather Merrick							
11438	30 Saddle Way			5/24/2018		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		1	5/25/2018		
Pest Control		222		5/24/2018 10:46:02 AM	5/31/2018		
I have ants in the bathroom and near the children's cubbies. Time Available: any			found crack at bathroom door threshold caulk area				
Carla Rigolizzo							

Work Order Summary List

Selected Date Range for Request Dates: 5/1/2018 - 5/31/2018 Order By Status, Location

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

11347	30 Saddle Way			5/1/2018			\$0.00
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Medium	Pingitor, Larry			3	5/4/2018		
Pest Control				5/1/2018 3:23:09 AM	5/7/2018		
Monthly - PM Schedule created on 9/25/2012 - Refer to PM schedule details.			ants in stairway #3. Mr micains room. Nancy spivak room and. micice in courtyard shed . expert pest control treated areas				

Robert Carter

11422	30 Saddle Way			5/21/2018		0.25	\$7.78
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Medium	Pingitor, Larry	Classroom		16	6/6/2018		
Pest Control		247		5/21/2018 9:23:11 AM	6/12/2018		

We have a lot of ants in and around our student lockers. cleaned up juice spill in cubbie will monitor

Lauren Rahey

11427	30 Saddle Way			5/22/2018		0.25	\$7.78
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Medium	Pingitor, Larry	Classroom		2	5/24/2018		
Moving		2333		5/22/2018 10:56:11 AM	5/31/2018		

Next to my computer table are several bags of extra clothes and a bin of hats that needs to be put into storage with the other Fairview Lake bins. Thanks! Time Available: any moved items to storage

Judy Schwartz

11453	30 Saddle Way			5/30/2018		0.5	\$15.57
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Medium	Pingitor, Larry	Classroom		1	5/31/2018		
Moving		B111		5/30/2018 10:15:25 AM	5/31/2018		

I need 22 folding chairs for our Special Tea tomorrow (5/31) 22 chairs for tea delivered

Leia Wisniewski

11437	30 Saddle Way			5/24/2018		0.25	\$7.78
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Medium	Pingitor, Larry	Classroom			5/24/2018		
Doors and Hardware		326		5/24/2018 9:52:38 AM	5/31/2018		

top left cabinet facing the door will not open. I need to access my graduation files asap. Time Available: any got door open repaired lock

Laura Garofalo

Work Order Summary List

Selected Date Range for Request Dates: 5/1/2018 - 5/31/2018 Order By Status, Location

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

11380	30 Saddle Way			5/8/2018		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		3	5/11/2018		
Doors and Hardware		B116		5/8/2018 10:49:34 AM	5/15/2018		

Window screens need to be repaired or restretched. Balls from the playground often hit my windows. Time Available: anytime

replaced screens with spare ones

Mike McCann

11352	30 Saddle Way			5/2/2018		0.25	\$7.78
Medium	Pingitor, Larry	Office		1	5/3/2018		
Copier		copy room office		5/2/2018 1:28:49 PM	5/7/2018		

we need green paper please! thank you Time Available: 8:00-3:00

derlivered paper

Robin Blauth

11395	30 Saddle Way			5/14/2018		0.75	\$23.35
Medium	Pingitor, Larry			9	5/23/2018		
Landscaping				5/14/2018 1:38:09 AM	5/31/2018		

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

Court yard grass was cut

Robert Carter

11445	30 Saddle Way			5/28/2018		0.75	\$23.35
Medium	Pingitor, Larry			2	5/30/2018		
Landscaping				5/28/2018 1:23:03 AM	5/31/2018		

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

Court yard grass was cut

Robert Carter

11372	30 Saddle Way			5/7/2018		3	\$93.39
Medium	Pingitor, Larry			2	5/9/2018		
Landscaping				5/7/2018 3:17:36 AM	5/15/2018		

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

courtyard grass cut mice in shed cleaned up

Robert Carter

11419	30 Saddle Way			5/21/2018		0.75	\$23.35
Medium	Pingitor, Larry			1	5/22/2018		
Landscaping				5/21/2018 1:15:50 AM	5/31/2018		

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

grass was cut

Robert Carter

6/12/2018 9:57:26 AM

Work Order Summary List

Selected Date Range for Request Dates: 5/1/2018 - 5/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
11351	30 Saddle Way			5/2/2018		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		2	5/4/2018		
Equipment Maintenance		B304		5/2/2018 12:28:59 PM	5/7/2018		
Paper towel dispenser isn't working well.			replaced dispenser				
robert cochrane							
11390	30 Saddle Way			5/11/2018		0.25	\$7.78
Medium	Pingitor, Larry	Classroom		4	5/15/2018		
Equipment Maintenance		229		5/11/2018 5:56:38 PM	5/15/2018		
The portable white board is loose. Please tighten the screws. Thank you.			tightened up screws on portable white board				
Melissa Chou							
11391	30 Saddle Way			5/14/2018			\$0.00
Medium	Pingitor, Larry			1	5/15/2018		
Equipment Maintenance				5/14/2018 1:38:06 AM	5/15/2018		
Weekly - PM Schedule created on 1/11/2012 - Refer to PM schedule details.			Steamers are delimed by the kitchen staff				
Robert Carter							
11441	30 Saddle Way			5/28/2018			\$0.00
Medium	Pingitor, Larry			3	5/31/2018		
Equipment Maintenance				5/28/2018 1:23:00 AM	5/31/2018		
Weekly - PM Schedule created on 1/11/2012 - Refer to PM schedule details.			Steamer steamers are delimed by kitchen staff				
Robert Carter							
11343	30 Saddle Way			5/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			16	5/17/2018		
Pumps				5/1/2018 3:23:05 AM	5/17/2018		
Monthly - PM Schedule created on 1/12/2012 - Refer to PM schedule details.			domestic hot water pump working ok				
Robert Carter							
11344	30 Saddle Way			5/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			16	5/17/2018		
Pumps				5/1/2018 3:23:06 AM	5/17/2018		
Monthly - PM Schedule created on 1/12/2012 - Refer to PM schedule details.			booster pumps running ok greased motors				
Robert Carter							
Count: 81 Work Orders		Avg. Age of WO's 2		Total for Closed Work Orders		32.5	\$909.71

Work Order Summary List

Selected Date Range for Request Dates: 5/1/2018 - 5/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor	Total
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date	Hours	Costs
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
Status:	Declined						
11350	30 Saddle Way			5/1/2018			\$0.00
Medium	,	Classroom		42			
IT/Technology		B227		5/1/2018 8:04:29 AM	5/1/2018		
Disregard request for IT from yesterday regarding small window popping up on screen for Outlook. Substitute was on my computer and I guess she was trying to get on?? It's gone now! I'm sorry and TY!			entered in error				
Joan mueller							
Count: 1 Work Orders		Avg. Age of WO's 42			Total for Declined		0 \$0.00

Work Order Summary List

Selected Date Range for Request Dates: 5/1/2018 - 5/31/2018 Order By Status, Location

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

Status: Forwarded

11358	30 Saddle Way			5/3/2018			\$0.00
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Medium	,	Classroom		40			
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IT/Technology		245		5/3/2018 2:49:26 PM	5/3/2018		
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I need toner. Thank you:)

Jenn Feder

11362	30 Saddle Way			5/4/2018			\$0.00
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Medium	,	Classroom		39			
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IT/Technology		B302		5/4/2018 8:22:38 AM	5/4/2018		
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The mouse on chromebook #15 in the 4th grade chromebook cart does not work. Time Available: anytime

Jamie Surrette

11368	30 Saddle Way			5/4/2018			\$0.00
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Medium	,	Classroom		39			
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IT/Technology		321		5/4/2018 12:37:43 PM	5/4/2018		
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ReneSince you gave me a new password, I'm not able to log into two websites that I use. Could you please check with me on your next day at Chesterfield? Thanks - John

John Salamon

11381	30 Saddle Way			5/8/2018			\$0.00
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Medium	,	Classroom		35			
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IT/Technology		B302		5/8/2018 12:33:53 PM	5/8/2018		
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Chromebook #23 in the 4th grade chromebook cart does not charge. Time Available: anytime

Jamie Surrette

11382	30 Saddle Way			5/8/2018			\$0.00
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Medium	,	Classroom		35			
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IT/Technology		108		5/8/2018 1:57:58 PM	5/8/2018		
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classroom printer is not working

Colleen McDermott

Work Order Summary List

Selected Date Range for Request Dates: 5/1/2018 - 5/31/2018 Order By Status, Location

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

11379	30 Saddle Way			5/8/2018			\$0.00
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Medium , Classroom 35

IT/Technology 326 5/8/2018 9:46:17 AM 5/8/2018

toner for printer Time Available: any except am 5-8 and 9

Laura Garofalo

11385	30 Saddle Way			5/10/2018			\$0.00
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Medium , Administration Area 33

IT/Technology a205 5/10/2018 8:41:50 AM 5/10/2018

I believe my printer needs a new cartridge.

Patricia Sary

11388	30 Saddle Way			5/10/2018			\$0.00
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Medium , Receiving 33

IT/Technology 5/10/2018 12:43:25 PM 5/10/2018

my computer will not let me access air quality that is on my tool bar. need it to test generator

Larry Pingitor

11406	30 Saddle Way			5/16/2018			\$0.00
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Medium , Resource Room 27

Equipment Maintenance 112B 5/16/2018 3:03:27 PM 5/16/2018

My printer is out of toner

Erin Casey

11403	30 Saddle Way			5/15/2018			\$0.00
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Medium , Classroom 28

IT/Technology b117 5/15/2018 9:00:25 AM 5/15/2018

Hello, I am trying to show my students a video on youtube for our Fairytale performances. It's a song with lyrics... everything is blocked, can someone help me unblock it so that I can use it for my performances.

jen cirillo

Work Order Summary List

Selected Date Range for Request Dates: 5/1/2018 - 5/31/2018 Order By Status, Location

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

11409	30 Saddle Way			5/17/2018			\$0.00
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Medium	,	Classroom		26			
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IT/Technology		320		5/17/2018 9:48:02 AM		5/17/2018	
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My printer has the red error light on and it isn't out of paper or anything that I can tell. It just stopped working all of a sudden.

Jillian Biddle

11411	30 Saddle Way			5/17/2018			\$0.00
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Medium	,	Classroom		26			
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IT/Technology		321		5/17/2018 12:23:07 PM		5/17/2018	
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The choice of font size does not work on Computer 1 in the back of the room. The printer prints out a larger font. Time Available: Anytime

John Salamon

11412	30 Saddle Way			5/17/2018			\$0.00
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Medium	,	Classroom		26			
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IT/Technology		315		5/17/2018 1:49:30 PM		5/17/2018	
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Please restore the internet connection on Chromebook #18 in the 5th grade Chrome Cart #1 located in Maria Prince's classroom - Room 315

Antoinette DiEleuterio

11413	30 Saddle Way			5/18/2018			\$0.00
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Medium	,	Classroom		25			
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IT/Technology		b117		5/18/2018 9:15:17 AM		5/18/2018	
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I am wondering if the link I sent in a previous request is ready for me to use in the classroom. I need to use it for performances happening next week. Thank you.

jen cirillo

11400	30 Saddle Way			5/14/2018			\$0.00
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Medium	,	Classroom		29			
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IT/Technology		315		5/14/2018 10:20:01 AM		5/14/2018	
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5th grade computer cart 1 located in Maria Prince's room - Chromebook #5 is asking for the Chesterfield password to access the internet.

Antoinette DiEleuterio

Work Order Summary List

Selected Date Range for Request Dates: 5/1/2018 - 5/31/2018 Order By Status, Location

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

11401	30 Saddle Way			5/14/2018			\$0.00
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Medium	,	Classroom		29			
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IT/Technology		B111	5/14/2018 10:26:21 AM		5/14/2018		
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Chromebook 1 from chart 2 had a key from the keyboard fall off.

Leia Wisniewski

11425	30 Saddle Way			5/21/2018			\$0.00
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Medium	,	Office		22			
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IT/Technology		B325	5/21/2018 11:39:39 AM		5/21/2018		
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Please change print default for Lexmark printer on Tony's computer from double sided to single sided. Time Available: 8-4

Lori Wisniewski

11430	30 Saddle Way			5/22/2018			\$0.00
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Medium	,	Classroom		21			
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IT/Technology		b117	5/22/2018 1:16:52 PM		5/22/2018		
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I just wanted to try to reach out one more time to ask if the website I am trying to use for in class performances this Thursday can be unblocked. I keep trying and it's still blocked.

jen cirillo

11431	30 Saddle Way			5/22/2018			\$0.00
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Medium	,	Classroom		21			
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IT/Technology		223	5/22/2018 2:10:33 PM		5/22/2018		
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I need help with my projection. The whole screen is purple and I have had hanging wires from my wall all year. Also, I still have an additional keyboard as well as a keypad on my laptop... Can I have the keyboard on the lab top repairs and the keyboard removed. ? Time Available: ASAP

Victoria Wolochow

11432	30 Saddle Way			5/22/2018			\$0.00
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Medium	,	Classroom		21			
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IT/Technology		B123	5/22/2018 2:58:21 PM		5/22/2018		
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Printer is disabled, needing toner. Time Available: anytime

N Spivack

Work Order Summary List

Selected Date Range for Request Dates:5/1/2018 - 5/31/2018 Order By Status, Location

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

11458	30 Saddle Way			5/31/2018			\$0.00
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Medium	,	Classroom		12			
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IT/Technology		B123	5/31/2018 12:48:49 PM		5/31/2018		
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B123 printer not printing — Says "no toner".Message "Clean corona wire" keeps popping up. Although I do clean corona wire, message still returns. Time Available: any time

N Spivack

11460	30 Saddle Way			5/31/2018			\$0.00
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Medium	,	Classroom		12			
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IT/Technology		247 - Mrs. Rahey	5/31/2018 3:33:08 PM		5/31/2018		
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The phone in 1R is "out of service". She also reported that her computer does not have internet.

Heather Merrick

11436	30 Saddle Way			5/24/2018			\$0.00
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Medium	,	Classroom		19			
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IT/Technology		B123	5/24/2018 9:40:22 AM		5/24/2018		
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Documents are building up on B123 printer, waiting to be printed. No toner. Time Available: always

N Spivack

11439	30 Saddle Way			5/24/2018			\$0.00
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Medium	,	Classroom		19			
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IT/Technology		B116	5/24/2018 11:33:32 AM		5/24/2018		
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Printer is completely out of toner and will not print. Call to order toner last Thursday, 5/17/18. Called yesterday (Wednesday) to see where toner is and it was received by us on Friday, 5/18/18. Cannot find who has my box and would like to replace the cartridge as soon as possible. Not sure why toner was not delivered to me! Thank you! Time Available: anytime - except this afternoon from 2p-3p.

Mike McCann

Work Order Summary List

Selected Date Range for Request Dates: 5/1/2018 - 5/31/2018 Order By Status, Location

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

11451	30 Saddle Way			5/29/2018			\$0.00
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Medium	,	Classroom		14			
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IT/Technology		315		5/29/2018 2:36:51 PM	5/29/2018		
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5th grade Chrome Cart #1, located in Maria Prince's room - #19 will not turn on even though it is light up with a white light in the cart as if it were fully charged.

Antoinette DiEleuterio

11405	30 Saddle Way			5/16/2018			\$0.00
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Medium	,	Classroom		27			
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IT/Technology		322		5/16/2018 12:03:18 PM	5/16/2018		
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I am unable to access the shared directory (z drive) on my laptop. I was able to get on yesterday but today it is telling me that the network name is unavailable.

Antoinette DiEleuterio

Count: 26 Work Orders	Avg. Age of WO's 27	Total for Forwarded	0	\$0.00
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Work Order Summary List

Selected Date Range for Request Dates: 5/1/2018 - 5/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
<hr/>							
Status:	New Request						
11387	30 Saddle Way			5/10/2018			\$0.00
Medium	Carter, Robert	Roof		33			
Heating/Ventilation /Air				5/10/2018 12:36:33 PM	5/10/2018		
ef. #5 has no cut off switch							
Larry Pingitor							
<hr/>							
Count: 1 Work Orders	Avg. Age of WO's 33			Total for New Request		0	\$0.00

Work Order Summary List

Selected Date Range for Request Dates: 5/1/2018 - 5/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
Status: Waiting More Information							
11442	30 Saddle Way			5/28/2018	5/31/2018		\$0.00
Medium	Pingitor, Larry			15			
				5/28/2018 1:23:01 AM	5/31/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			Playground 1 was inspected by insurance co.				
Robert Carter							
11443	30 Saddle Way			5/28/2018	5/31/2018		\$0.00
Medium	Pingitor, Larry			15			
				5/28/2018 1:23:01 AM	5/31/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			Playground 2 was inspected by insurance co. 5.29.18				
Robert Carter							
Count: 2 Work Orders		Avg. Age of WO's 15		Total for Waiting More Information		0	\$0.00

Work Order Summary List

Selected Date Range for Request Dates: 5/1/2018 - 5/31/2018 Order By Status, Location

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

Status: Work In Progress

11414	30 Saddle Way			5/18/2018			\$0.00
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Emergency Carter, Robert	Kitchen			25			
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5/18/2018 10:09:52 AM	5/21/2018
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upper convection oven not working

Kelly Morawa

11366	30 Saddle Way			5/4/2018			\$0.00
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Medium Carter, Robert	Office			39			
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Electrical	Main Office			5/4/2018 11:05:26 AM	5/7/2018		
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The light right above my desk in the main office makes a vibrating noise every so often. This morning it was happening every couple of seconds. It has been happening for quite a few months, but I've noticed this week that it is getting louder and it is sometimes difficult to hear parents when it is vibrating. The day that it started raining on me from that light earlier this year, it was making the same noise. I'm not sure if it is something that can be fixed but I figured I'd put it out there.

Heather Merrick

11367	30 Saddle Way			5/4/2018			\$0.00
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High Carter, Robert	Gym			39			
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Heating/Ventilation /Air	5/4/2018 11:35:53 AM	5/7/2018
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air is not working reset unit didnot work

Larry Pingitor

11402	30 Saddle Way			5/15/2018			\$0.00
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Medium Pingitor, Larry	Kitchen			28			
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5/15/2018 8:19:38 AM	5/15/2018
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steam tables in kitchen drains need to be cleaned

Kelly Morawa

11342	30 Saddle Way			5/1/2018			\$0.00
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Medium Pingitor, Larry				42			
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5/1/2018 3:23:05 AM	5/1/2018
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Monthly - PM Schedule created on 12/6/2012 - to be inspected in june
Refer to PM schedule details.

Robert Carter

Work Order Summary List

Selected Date Range for Request Dates: 5/1/2018 - 5/31/2018 Order By Status, Location

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

11418	30 Saddle Way			5/21/2018			\$0.00
Medium	Pingitor, Larry			22			
				5/21/2018 1:15:50 AM	5/21/2018		

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

Robert Carter

11423	30 Saddle Way			5/21/2018			\$0.00
Medium	Carter, Robert	Playground		22			
General Maintenance				5/21/2018 10:00:44 AM	5/22/2018		

underground pump tank has about a foot of water.

Dan Cardona

11428	30 Saddle Way			5/22/2018			\$0.00
Medium	Carter, Robert	Faculty Lounge		21			
Lighting		101		5/22/2018 12:31:42 PM	5/23/2018		

Overhead light(s) not working... perhaps bulbs
need to be replaced. Time Available: Any lower
level faculty room waiting for electrician to replace
ballast

Gwendolyn mcreary

11365	30 Saddle Way			5/4/2018			\$0.00
Medium	Carter, Robert			39			
Lighting				5/4/2018 11:00:20 AM	5/4/2018		

2 lights out in lower level faculty room changed bulbs 1 works the other one needs a ballast

Larry Pingitor

Count: 9 Work Orders	Avg. Age of WO's 31	Total for Work In Progress	0	\$0.00
Count: 120 Work Orders	Avg. Age of WO's 11	Grand Total	32.5	\$909.71

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	5	391					5
May, 2018	399873	5928	397103		391					
Totals						270		\$51,843.50		46

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