

# Memo

To: Dr. Silverstein, Mary MacMichael

From: Wanda Pichardo

Date: May 19, 2015

Re: Summer Requests

---

I am requesting the following to assist in preparation for opening of schools:

9 teachers to be paid for 4 hours each at their GEA contracted rate.

Duties will include but are not limited to the following: Data analysis for PDS, School year preparation and collaboration with Rowan PDS staff

Also, I am requesting the following staff be paid for the days listed below:

Tammy Belcher – 2 days

Michael Sharkey – 3 days

Ron Ferraro – 2.5 days

Duties will include but are not limited to the following:

Administrative Assistance

- Completion of master schedule
- Test review
- Assistance with student placement
- Grade analysis
- Update student and parent handbook
- Review and update emergency procedures
- Planning Back to School Night
- General duties in preparation for opening of schools
- Inventory review