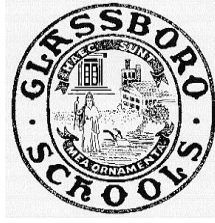


Glassboro Public Schools



MEMO

To: Dr. Silverstein, Superintendent of Schools

From: Danielle M. Sochor, Chief Academic Officer

Date: December 3, 2015

Re: Action Item
December 16, 2015 Board Meeting

Recommend Board ratify stipends for the following PARCC Coordinators for the 2015-2016 school year:

Michael Sharkey	\$1000.00
Tim Hagerty	\$1000.00
Robin Boyd	\$500.00
Janice Rynkiweicz	\$500.00

PARCC coordinators are responsible for the following:

- Create a school wide schedule for PARCC testing, including: adjusting lunch and special area schedules, collecting and preparing devices, mice, and headphones
- Download and print daily testing tickets for every student
- Daily test caching
- Monitor testing, reset tests, mark students as tested
- Document refusals and test sessions
- Complete spreadsheet for all students who did not complete testing
- Teacher training
- Prepare and monitor make up testing
- Troubleshooting during testing

DS/bg