

# Glassboro Public Schools



## MEMO

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To: Dr. Silverstein, Superintendent of Schools

From: Danielle M. Sochor, Chief Academic Officer

Date: November 3, 2016

Re: Action Item  
November 16, 2016 Board Meeting

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Recommend Board approve stipends for the following PARCC Coordinators for the 2016-2017 school year:

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

Partial payments to be made in December 2016 and May 2017.

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