

Glassboro Public Schools



MEMO

To: Dr. Mark Silverstein, Superintendent of Schools

From: Danielle M. Sochor, Chief Academic Officer

Date: May 10, 2019

Re: Action Memo
May 22, 2019 Board Meeting

Recommend Board approve Carrie Owens to test new incoming Kindergarten students for class placement for 2019-2020 school year for 30 hours in the summer at the rate of \$37.00 an hour. This is funded through the 2019-2020 budget.

Glassboro Public Schools



MEMO

To: Dr. Mark Silverstein, Superintendent of Schools

From: Danielle M. Sochor, Chief Academic Officer

Date: May 10, 2019

**Re: Action Memo
May 22, 2019 Board Meeting**

Recommend Board approve Nancy Fiebig to check medical records and notify parents of any additional documents needed to complete students' registration for the 2019-2020 school year for 35 hours in the summer at the per diem rate. This is funded through the 2019-2020 budget.

BOWE ELEMENTARY SCHOOL

Memo

To: Dr. Silverstein, Mary MacMichael
From: Craig Stephenson
Date: May 6, 2019
Re: Summer Requests

I am requesting the following Bowe School staff to be compensated for summer hours to assist with preparation for the opening of the 2019-20 school year.

- Tammy Belcher - (2 days at per diem rate)
- Michael Sharkey – (6 days paid @ \$37 per hour)

Duties will include but are not limited to the following:

Guidance

- Finalize DYFS and HIB State Reports
- Purge testing files and send off DYFS and 504 records to sending schools
- Update 504s in the new system
- Contact incoming parents for our summer tour and send home communication; prepare for tour; conduct tour
- Return phone calls in preparation for 2019-20; complete DYFS forms in preparation for 2019-20

Administrative Assistance

- Finalize master schedule
- Assist with finalizing student placement
- Data analysis
- Update student and parent handbook
- Update faculty handbook
- Finalize discipline code revisions
- Prepare New Staff Development Program
- Review and update emergency procedures
- Plan opening day staff meeting
- Create duty schedule
- Prepare for transportation meeting
- Plan Back to School Night
- General duties in preparation for opening of schools

Monthly Board Items

Date Submitted:
April 30, 2019

Proposed Effective Date:
July 5, 2019

Grade(s) impacted:
7&8

Name:
**School Improvement
Panel**

Position/Item:
Summer Planning

Submitted By:
LaVonya Mitchell

Building:
Intermediate

Proposed cost/amount:
Summer Hourly Rate

Funded through:

Hours/Days per wk:

Benefits: Y or **(N)**
(circle one)

2 Days

Is candidate currently employed by District:
___ No ___ **X** ___ Yes

Is candidate a former employee:
___ No ___ Yes **NA**

(if yes, what position)

If yes, part time or **(full time)** (circle one)

Check references/review district personnel
file?

___ No ___ Yes **NA**

Board Action Requested:

The following staff members to be paid for 6 hours as members of the (ScIP) School Improvement Panel

David Davenport
Suzanne Carson
Diane Villec

Denise Barr
Jennifer Budmen
Matthew Schwarz

Carol Ceglia
Andrew Pancoast

Details and ramifications:

To assist with data desegregation, ASP, school requirements, updates and professional development direction, SIG progress and scheduling.

Positives:

Concerns:

Other Comments:

FOR OFFICE USE ONLY:

Board Date: _____

Approved: Y or N

Index #: _____

Monthly Board Items

Date Submitted:
April 30, 2019

Proposed Effective Date:
June 20, 2019

Grade(s) impacted:
7&8

Name:
Oneda Lee

Position/Item:
Secretary

Submitted By:
LaVonya Mitchell

Building:
Intermediate

Proposed cost/amount:
Summer Hourly Rate

Funded through:

Hours/Days per wk:

Benefits: Y or **(N)**
(circle one)

10 Days

Is candidate currently employed by District:
☐ No ☒ Yes

Is candidate a former employee:
☐ No ☐ Yes **NA**

(if yes, what position)
If yes, part time or **(full time)** (circle one)

Check references/review district personnel file?
☐ No ☐ Yes **NA**

Board Action Requested:

Oneda Lee to work up to 10 days paid an hourly rate up to 10 days in the summer.

Details and ramifications:

- Finalization of the master schedule
- NJSLA analysis
- New registrants/student placement
- Confirm Special Education student placement
- Planning and Articulation

Positives:

Concerns:

Other Comments:

~~FOR OFFICE USE ONLY:~~

Board Date: _____

Approved: Y or N

Index #: _____

Monthly Board Items

Date Submitted:
April 30, 2019

Proposed Effective Date:
June 20, 2019

Grade(s) impacted:
7&8

Name:
David Davenport

Position/Item:
Guidance

Submitted By:
LaVonya Mitchell

Building:
Intermediate

Proposed cost/amount:
Summer Hourly Rate

Funded through:

Hours/Days per wk:

Benefits: Y or **(N)**
(circle one)

10 Days

Is candidate currently employed by District:
___ No ___ **X** ___ Yes

Is candidate a former employee:
___ No ___ Yes **NA**

(if yes, what position)
If yes, part time or **(full time)** (circle one)

Check references/review district personnel file?
___ No ___ Yes **NA**

Board Action Requested:

David Davenport to work 10 days during the summer in preparation of a successful 2019-2020 school.

Details and ramifications:

- Finalization of the master schedule
- NJSLA analysis
- New registrants/student placement
- Confirm Special Education student placement
- Planning and Articulation

Positives:

Concerns:

Other Comments:

~~FOR OFFICE USE ONLY:~~

Board Date: _____

Approved: Y or N

Index #: _____

GLASSBORO SCHOOL DISTRICT

Updated 2/1/05

Monthly Board Items

Date Submitted: 5.10.19

Proposed Effective Date: **July 1, 2019**

Grade(s) impacted: 9-12

Name: Guidance Counselor Marybeth Ragozzino Robin Boyd	Position/Item: Summer work	Submitted By: Dr. Danielle F. Sneathen	Building: GHS
Proposed cost/amount: Hourly wages	Funded through: GEA Contract	Hours/Days per week: 15 days for X and MR and 20 days for RB.	Benefits: Y or N (circle one)
Is candidate currently employed by District: ____ No __X__ Yes (if yes, what position) _____ If yes, part time or full time (circle one)		Is candidate a former employee: ____ No ____ Yes Check references/review district personnel file? ____ No ____ Yes	

Board Action Requested:

I am seeking Board of Education approval for the high school counselors, Ms. Ragozzino, to work 15 days in the summer and for Ms. Boyd to assist in the scheduling process by working 20 days. Ms. Boyd will take on some of the duties of the guidance director on those additional days.

Details and ramifications:

These employees are vital to the scheduling process during the summer. They must review students' grades and assist with the development of the GHS master schedule. Since scheduling and PARCC adjustments that must be made after June 30, the counselors know their students best and can make the best determinations.

Positives:

In the event that a parent/guardian comes in, there will be more of a chance that there will be a counselor in to answer their questions about the upcoming school year as it relates to their student and guidance. Additionally, a counselor is on hand to enroll new students to the district.

Concerns:

Other Comments:

FOR OFFICE USE ONLY:

Board Date: _____

Approved: Y or N

Index #: _____

GLASSBORO SCHOOL DISTRICT

Monthly Board Items

Date Submitted: 5.6.19

Proposed Effective Date: 6/20/19

Short description (title): Summer Employment of Child Study Team

Submitted by: Danielle M. Sochor, Chief Academic Officer				Building: Special Services	
Proposed cost/amount: \$25,000.00	ESY	Funded through:		Grade(s) impacted if any:	Pre-K -12

Board Action Requested: I am requesting Board approval for summer work for up to 11 members of the Child Study Team. Team members will be paid their per diem rate for up to 5-10 days each not to exceed the budgeted amount of \$25,000.00. Funding is provided through district funds.

Details and ramifications: The summer work includes initial planning meetings, conducting evaluations, IEP meetings, case management responsibilities and planning for the 2019-2020 school year.

Positives:

Concerns:

Other Comments:

FOR OFFICE USE ONLY:

Board Date: _____

Approved: Y or N

Index #: _____