

**Glassboro Intermediate School**  
**April 2020**  
**LaVonya Mitchell, Principal**

**ADMINISTRATION:**

- Staff Evaluations (Month)

Tenured Certified Staff	5
Non-Tenured Certified Staff	0
Non-Certified Staff	

**Committee Meetings**

Administrative Council  
SciP meetings  
PBS monthly meeting  
Positive Actions (SIG Committee)  
Renaissance monthly meetings  
Building Men monthly meeting  
GLOW monthly meeting  
Common Planning meetings  
Student Government Association Meetings  
PLC Meetings  
(All GIS clubs and teams meet regularly)

**PTO Meetings**

- None

**Professional Development**

- Common Planning Meetings are in place for ELA/Math, Social Studies, Science and Special area
- Gloucester County Middle School Principals Meetings are scheduled
- PLC groups formed by departments Co-Curricular planning
- Positive Actions groups formed by book selection

**INSTRUCTION / STUDENT NOTES:**

- Exploratory Courses Rotation 5

- SIG funds used to tutor students 30 minutes per day during PA/Exploratory
- SciP are in place to discuss instructional and managerial concerns.
- Student data is tiered to support research-based interventions. Historical Data will be examined to search for trends.
- I&RS Meeting

## **OPERATIONS:**

- none

## **FACILITIES:**

- Referendum upgrades are complete

## **NURSES:**

- **Attached**

## **COMMUNITY:**

- GIS Parent Teacher Conference, March 13, 2020 7:15am –9:15am
- **NJ Maker Day Soap Making Event sponsored by SIG, March 23, 2020 6:30pm**
- **NJHS Induction, March 25, 2020 6:30pm**
- SIG School & Family Liaison (Steve Belh) and SIG Guidance Counselor (Britinee Garcia) reached out to the disadvantaged families in our school. They obtained donations of Shoprite Gift Cards and Nick's Pizza with the help of Mr. Hagerty. Mr. Belh and Mrs. Mitchell shopped and packaged the meals for 13 families. The packages were delivered by Mr. Belh, Mrs. Barr (SIG Director) and Mrs. Mitchell, March 30, 2020

**Events cancelled due to COVID19 school closure**

## **UPCOMING EVENTS:**

*All events postponed until further notice*

## **VIRTUAL ACTIVITIES:**

- Coordinate social media post with guidance to provide parental information
- Create & send School Messenger to provide parental information
- Set attendance protocol with guidance and teachers during cyber learning
- Check attendance daily
- Create morning announcement via MyVrSpot
- Bi-weekly staff correspondence
- Coordinate laptop deliveries to students with GIS staff, parents and Sue Kornicki
- Assist with technology concerns in collaboration with guidance, staff & technology
- Master Schedule planning for 20-21 SY (Webex)
- Development of "Contact Log" (Webex)
- Collaborative meeting with colleagues on parent and staff communications for continuity between the schools 6-12 grades
- Collaborate with colleagues on cyber learning grading protocol
- Respond to staff, parents and student emails
- Check cyber lesson plans
- Review specs GIS LED school sign & shared photo of preferred sign
- Visit teachers' Google Classroom
- PD with Sue Kornicki
- Communicate with guidance concerning students having an array of difficulties during school closures.
- Communication with guidance, SRO, Together Shelter and DCP&P concerning missing student.