

Glassboro Public Schools



MEMO

To: Dr. Mark Silverstein, Superintendent of Schools

From: Dr. Robert Preston, Chief Academic Officer

Date: September 2, 2020

Re: Action Memo
September 23, 2020 Board Meeting

Recommend Board approval for the following testing coordinator stipends for the 2020 2021 school year pending assessment guidelines from the state. Payment for the stipend would be in May 2021 and would be contingent upon the NJSLA test being administered.

Testing Coordinator	Date	Total
Michael Sharkey	May 2021	\$1000
Dave Davenport	May 2021	\$500
Robin Boyd	May 2021	\$500
Janice Rynkiewicz	May 2021	\$500
Amanda Brice	May 2021	\$500

NJSLS assessment coordinators are responsible for the following:

- Create a schoolwide schedule for NJSLS testing, including adjusting lunch and special area schedules, collecting, and preparing devices, mice and headphones
- Daily test caching
- Monitoring testing ticketing
- Document refusals and test sessions
- Complete spreadsheet for all students who did not complete testing
- Teacher training
- Prepare and monitor make up testing