

Glassboro Public Schools



MEMO

To: Dr. Silverstein, Superintendent of Schools

From: Danielle M. Sochor, Chief Academic Officer

Date: September 16, 2019

Re: Action Item
September 25, 2019 Board Meeting

Recommend Board approve stipends for the following NJSLs assessments coordinators for the 2019-2020 school year:

Michael Sharkey	\$1000.00
Dave Davenport	\$500.00
Robin Boyd	\$500.00
Janice Rynkiewicz	\$500.00
Amanda Brice	\$500.00

Partial payments to be made in December 2019 and May 2020.

NJSLs assessment coordinators are responsible for the following:

- Create a school wide schedule for NJSLs 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