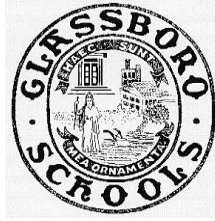


Glassboro Public Schools



MEMO

To: Dr. Mark Silverstein, Superintendent of Schools

From: Danielle M. Sochor, Chief Academic Officer

Date: October 7, 2015

Re: Action Memo
October 21, 2015 Board Meeting

Recommend board approve a half day orientation at each of the 5 schools: Rodgers, Bullock, Bowe, Intermediate and High School for Jenna Christinzie, Kimberly Mittelstadt, and Jennifer Rathbone (each done separately) to be paid pro-rated at the substitute nurse rate of \$175 per day. Orientation to be done at individual schools by nurse at each school. This is an effort to help retain substitute school nurses and acclimate them to the schools. The following will be reviewed:

- Documentation of school nurse visits
- Accident report procedures per school
- Location of equipment and supplies/ Epi-pens and Glucagon
- Location of various forms that may need to be sent home individually or for a class or the school
- Student Medications- location of meds, times/ teacher- anything specific- can students self-medicate/ varies by age/school
- Phone system- how to contact office and get in touch with different teachers and staff
- Tour of the school and key locations/ Tour of outside recess areas
- Emergency Response Team members/procedures
- List of students with food allergies and how this is managed in cafeteria
- How/when to contact parents