

GLASSBORO SCHOOL DISTRICT

Updated 2/1/05

Monthly Board Items

Date Submitted: 12/17/19

Proposed Effective Date: 1.2.20

Grade(s) impacted: 1-3

Name: Elizabeth "Nina"
Gomez

Position/Item: 10-month
Secretary

Submitted By:
Taibi/Sochor

Building: Bullock

Proposed cost/amount:
Contracted hourly rate
\$17.02 per hour

Funded through:
District

Hours/Days per week:
2.5 hours/week

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: X No Yes

Check references/review district personnel file?
 No Yes

Board Action Requested:

Approval of Elizabeth Gomez to be paid for additional office morning duties outside of the contractual school day. She will also serve as a translator for the district when needed.

Details and ramifications:

With the FMLA absences of our 12-month secretary we do not have someone to man the office from 7:30-8:00. This is a busy time with parent calls and to get substitute teachers situated at Bullock.

Positives:

Concerns:

Other Comments:

FOR OFFICE USE ONLY:

Board Date:

Approved: Y or N

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