

GLASSBORO SCHOOL DISTRICT

Monthly Board Items

Date Submitted: January 11, 2024

Proposed Effective Date: January 4, 2024

Short description (title): Request for Mrs. Deneen Molloy and Mrs. Ginger Sinning to provide staff coverage for the Business Office Secretary/Clerk.

Submitted by: Erin Williams

Building: District Office on Behalf of Business Office

Proposed

cost/amount:

\$400 stipend
per week each

Funded

through: Salary Reserve

Grade(s)

**impacted
if any:**

Board Action Requested:

Mrs. Molloy and Mrs. Sinning will equally split the tasks of the Business Office Secretary/Clerk until a candidate has been selected, board approved, begins work and completes a training period.

Details and ramifications:

Due to the extended vacancy of this position, it is crucial to utilize knowledgeable staff who can fulfil the role promptly in the most efficient and organized manner.

Positives:

Mrs. Molloy and Mrs. Sinning are both proficient in all aspects of the Business Office allowing them to quickly manage the tasks necessary to support the Business Office.

Concerns:

N/A

Other Comments:

It is understood that each party will complete the assigned tasks as noted on the attachment before or after their current work schedule, or when possible, after the completion of their daily tasks. Furthermore, under certain conditions, Mr. Sloan, Business Administrator may require assistance from either party to complete pertinent tasks. Estimated work hours in excess of 20 per week.

FOR OFFICE USE ONLY:

Board Date: _____

Approved: Y or N

Index #: _____

**GPSD Job Share
Business Operations Secretary - Clerk**

Assigned	Category	Topic	Details	Additional Resources
Deneen	Board	Board Members	Oaths, Ethics, Name plates	update website, Personal disclosure statements
Deneen	Board	Board Minutes	Typing, format and submitted for agenda	Attachments and where to keep
Deneen	Board	Executive Minutes	Format and submitting for agenda	
Deneen	Board	Reorganization	Format and submission	Get new contracts from professional services
Ginger	Finance	Billing		Legal bills
Ginger	Finance	Cafeteria Account	Cafeteria account, Nutri-Serv Food Management	
Ginger	Finance	Financial Reports		
Ginger	Finance	Glassboro Education Foundation	Account and contact	
Ginger	Finance	Petty Cash Account		
Ginger	Finance	Purchase Orders	Input in the system	
Ginger	Finance	Reimbursement	Submit PO	
Ginger	Finance	Requisitions	Submit in the system (CSI or Systems)	
Ginger	Finance	Scholarship Account	Access to bank and reconciliation	
Ginger	Finance	Student Activities	Accounts, collections, deposits, tracking	
Deneen	Operations	Advertising	Bids-RFP-check if BA does this	Advertise school budget
Deneen	Operations	Agreements	Professional services	File on contracts in the file cabinets, send fully executed contract back & keep original as well
Deneen	Operations	Contracts	Types, distribution, invoices, checks	
Ginger	Operations	Insurance	Student accidents, personal property letter, COI	Tim Irons

Deneen	Operations	OPRA Requests	Log the request and send out information	OPRA request procedure is on GPSD
Deneen	Operations	Policy & Regulation	Add, revisions, updates	Strauss-Esmay website- https://straussesmay.com/seportal/DesktopDefault.aspx?tabindex=0&tabid=1
Deneen	Operations	Right to Know	Workplace Health and Safety	https://www.nj.gov/health/workplacehealthandsafety/right-to-know/
Deneen	Operations	Safety Committee	Take minutes and send out	Craig sends invites and agenda, you type minutes
Deneen	Operations	School Ethics	Who, how, why, when	https://www.nj.gov/education/ethics/
Deneen	Operations	Transportation	Contracts, jointures, homeless, choice	
Ginger	Operations	Transportation	Driver Info, registration renewal	
Ginger	Operations	Use of School Facilities	Application, fees, rules, approval	Refer to binder
Deneen	Operations	Workers' Compensation	Incident, reporting, communication, filing, OSHA	https://www.osha.gov/recordkeeping/forms