

GLASSBORO SCHOOL DISTRICT

Monthly Board Items

Date Submitted: 5/19/26

Proposed Effective Date: 5/19/26

Short description (title): Human Resources Food Service Administration Coverage

Submitted by: Erin Williams		Building: Beach Administration	
Proposed cost/amount:	ESY:	Funded through: District Funds	Grade(s) impacted if any:

Board Action Requested:

Consideration to approve Jo Ann Gamble, Erica Simmons, and Erin Williams to provide staff coverage for the LOA position of Human Resources Generalist/Food Service Administration at a stipend amount of \$200.00 each per week, from effective date May 27, 2026, through July 2, 2026.

Details and ramifications:

Positives:

Concerns:

Other Comments:

FOR OFFICE USE ONLY:

Board Date: _____ Approved: Y or N Index #: _____

Job Function	Coverage Provided By	WFH Optional
Attendance		
AESOP/Frontline Attendance Requests	Erica & Jo	Yes
Daily Attendance Administration	Erin	Yes
Employee Attendance Rollover	Erin if needed	No
Employee Attendance Verification	Erica & Jo	Yes
Pre-Approval Requests for Absence	Erin	Yes
Verification Forms for Absence	Erica & Jo	Yes
Attendance dockage in Systems & Payroll notification	Erica & Jo	Yes
Health Benefits Administration		
Medical Enrollments	Erica & Jo	Yes-Need Form
Dental Enrollments	Erica & Jo	Yes-Need Form
Waiver Enrollments	Erica & Jo if Needed	Yes-Need Form
Vision Enrollments	Erica & Jo	Yes
Medical billing	Erin	No
Termination of Benefits all 4 websites	Erica & Jo	Yes
Dependent & Coverage Updates	Erica & Jo	Yes
COBRA enrollments notification	Erica & Jo	Yes
Claim Issues or Health Advocate	Erin	Yes
Medical/Dental/Vision Waivers	Erica & Jo	Yes-Need Form
Medical/Dental Carrier /Vision Billing	Erin	Yes-Need Bills
GPSD Benefits Webpage	Erin if needed	
Human Resources		
Employment Verification (Non-Payroll)	Erica & Jo	Yes
Employment Webpage	Erin	Yes
Online Job Posting	Erin	Yes
Job Title Monitoring & Updates	All as Available	Yes
Office Posting	All as Available	No
Online Job Postings	Erin	Yes
TalentEd-hire	Erin	Yes
PowerSchool Records	All as Available	Yes
TalentEd-requisitions	Erin	Yes
Exit interviews	All as Available	No
Pass the Trash forms	All as Available	No
Prepare New Employee Personnel Files	All as Available	No
Minor Working Papers	All as Available	
TB testing excel for nurses	All as Available	Yes-Need Forms
Verify Credentials - Education, Previous Employment and Criminal Backgrounds	All as Available	Yes
Free & Reduced Lunch Administration		
Central Recordkeeping	Erin	Yes
Direct Certifications	Erin	Yes
Lunch Determinations & Communciation	Erin	Yes
New Application Processing	Erin	Yes

NJSNEARS	Erin	Yes
State Application Filing	Erin	Yes
Leave of Absence Administration		
FMLA Administration	Erin	Yes
NJFLA Administration	Erin	Yes
NJFLA - Insurance	Erica & Jo	Yes
Medical billing on CSI	Erica & Jo	Yes
New Hire/Rehire Responsibilities		
Criminal History Review Fingerprint Archive	Erica & Jo	Yes
Criminal History Review Fingerprinting	Erica & Jo	Yes
Mantoux Testing	Erica & Jo	No
Substitute Certificates	Erica & Jo	No
TB testing spreadsheet for nurses	Erica & Jo	Yes
New Hire Orientation	All if Needed	No
SafeSchools Coordination	Erica & Jo	Yes
Systems Applications		
LunchTime	Erin	Yes
TalentEd	Erin	Yes
Systems 3000 new hires and resignations/retirements	Erica & Jo	Yes
NJSNEARS	Erin	Yes
GPSD Benefit Webpage	Erin	Yes
Handbook updates and new school year	TBD if Needed	Yes
ESS new hires and summer spreadsheets	TBD if Needed	Yes
P-EBT	Erin	Yes
End of Year		
Sick payouts	TBD if Needed	Yes
Vacation payouts	TBD if Needed	Yes
P-ebt address changes	TBD if Needed	Yes
Rollover Lunchtime	TBD if Needed	Yes
Handbook 26/27	TBD if Needed	Yes
New assignments for Mitcho Systems & ESS	TBD if Needed	Yes
ESS spreadsheets-5 due in July	TBD if Needed	Yes