

GLASSBORO SCHOOL DISTRICT

Updated

Monthly Board Items

Date Submitted: **6/2/16**

Proposed Effective Date: **July 1, 2016**

Grade(s) impacted:

Name: **Tom Riley** Position/Item: **Substitute Housekeeper** Submitted By: **Drew Sole** Building: **OPS**

Proposed cost/amount: Funded through: Hours/Days per wk: Benefits: Y or **N**
(circle one)

AS NEEDED

Is candidate currently employed by District:
 No Yes

Is candidate a former employee:
 No Yes

(if yes, what position) Teacher
If yes, part time or full time (circle one)

Check references/review district personnel file?
 No Yes

Board Action Requested:

Request Board Approval for Tom Riley to be **approved** as a Substitute Housekeeper for the months of July and August.

Details and Ramifications:

Mr. Riley will be used to fill in for other contracted housekeeping staff during absences resulting from vacation/illness basis

Positives:

Concerns:

Other Comments:

FOR OFFICE USE ONLY:

Board Date: _____

Approved: Y or N

Index #: _____

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Date Submitted: **6/2/16**

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Grade(s) impacted:

Name: Valerie Willis	Position/Item: Substitute Housekeeper	Submitted By: Drew Sole	Building: OPS
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Proposed cost/amount:	Funded through:	Hours/Days per wk:	Benefits: Y or <input checked="" type="radio"/> N (circle one)
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AS NEEDED

Is candidate currently employed by District:
___ No Yes

Is candidate a former employee:
___ No ___ Yes

(if yes, what position) ___ Aide
If yes, part time or full time (circle one)

Check references/review district personnel file?
___ No ___ Yes

Board Action Requested:

Request Board Approval for Valerie Willis to be **approved** as a Substitute Housekeeper for the months of July and August.

Details and Ramifications:

Ms. Willis will be used to fill in for other contracted housekeeping staff during absences resulting from vacation/illness basis

Positives:

Concerns:

Other Comments:

FOR OFFICE USE ONLY:

Board Date: _____

Approved: Y or N

Index #: _____