

GLASSBORO SCHOOL DISTRICT

Updated 2/1/05

Monthly Board Items

Date Submitted:

7.12.16

Proposed Effective Date:

July, 2016 – August, 2016

Grade(s) impacted:

9-12

Name:

Kathleen Whittle

Position/Item:

**Secretarial
Substitute**

Submitted By:

Dr. Danielle F. Sneathen

Building:

GHS

Proposed cost/amount:

\$78 per day

Funded through:

Budget

Hours/Days per wk:

4 days a week

Benefits: Y or N
(circle one)

Is candidate currently employed by District:

☒ X ___ No ___ Yes

Is candidate a former employee:

☒ X ___ No ___ Yes

(if yes, what position)

If yes, **part time** or full time (circle one)

Check references/review district personnel file?

___ No ___ Yes

Board Action Requested: I am requesting that the Board approve Ms. Kathleen Whittle as a substitute secretary in our GHS Guidance office until a full time replacement can be hired.

Details and ramifications: Ms. Whittle had been working for Source4Teachers and has worked as a long term substitute in our Guidance Office since last August.

Positives: Keeping Ms. Whittle on is allowing us to keep some continuity in the office. She is extremely helpful with the many requests for transcripts and working papers that we receive in the summer months.

Concerns:

Other Comments:

A recommendation has been made to the Superintendent for a full time Guidance secretary so the above request is only temporary.

~~FOR OFFICE USE ONLY:~~

Board Date: _____

Approved: Y or N

Index #: _____