

Memo

To: Dr, Silverstein
From: Joe DePalma
Date: 3/24/2014
Re: Summer employment 2014

For this summer I am requesting:

- ❖ 20 hours for School Nurse Marian Dunn for transfer of records and collection of immunization files for the upcoming school year, and for nursing medical plans of all new students entering Bullock including 504/IEP plans.
- ❖ 10 month secretary Carol Yaksta for 4 days, 5 hours per day paid per diem for data entry of all students for DIBELS, Star Reading/Math, and Accelerated Reader/Math. August 18- 21, 2014