

# Dorothy L. Bullock School

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[www.glassboroschools.us](http://www.glassboroschools.us)

Mrs. Marian Dunn  
School Nurse

**Mr. Richard J. Taibi, Principal**

Mrs. Joan Mannino, Secretary to the Principal

Mrs. Carol Yaksta  
School Secretary

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## Memorandum

**To:** Dr. Silverstein  
**From:** R. Taibi, Principal  
**Date:** May 13, 2015  
**Re:** Summer Employment 2015

For this summer I am requesting the following:

- 20 hours for School Nurse, Marian Dunn, for transfer of records & 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 3 days, 5 hours/day paid per diem for data entry of all students for DIBELS, Star Reading/Math & Accelerated Reader/Math.