

# Glassboro Public Schools



## MEMO

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To: Dr. Mark Silverstein, Superintendent of Schools

From: Dr. Robert Preston, Chief Academic Officer

Date: January 10, 2023

Re: Action Memo  
January 18, 2023 Board Meeting

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Request the Board approve payment for Andrew K. Pancoast to attend the AVID District Leadership Training Conference in Baltimore, MD from March 8-10 at a cost of approximately \$637.22 to be paid through Title II funds. Costs include travel, hotel, meals, and tolls. The conference provides district leadership with best practices for implementation and includes a site visit to an AVID showcase school. See cost breakdown below:

- Mileage: \$146.72 (224 miles round trip x \$0.655 per mile according to GSA rate)
- Meals: \$172.50 (2 days x \$51.75 per day and 1 day x \$69 according to GSA per diem rates)
- Tolls: TBD
- Hotel: \$318 (1 room for 1 staff member x 2 nights at conference group rate of \$159 per room)

Total (not including tolls): \$637.22