

Glassboro Public Schools



MEMO

To: Dr. Mark Silverstein, Superintendent of Schools

From: Dr. Robert Preston, Chief Academic Officer

Date: August 3, 2022

Re: Action Memo
August 24, 2022 Board Meeting

Recommend Board approval to ratify reimbursement for Michele Memis's expenses to attend AVID training in Baltimore, MD on July 26-27, 2022. Costs are covered, up to state and federal travel guidelines, by Title II funds.

Hotel	\$274.00 (\$137 x 2 nights)
Taxes and fees	\$105.60
Meals	\$62.00
Parking	\$68.00
Mileage	\$89.58 (95.3 miles x2 x 0.47 per mile)
Total	\$599.18