

Glassboro Public Schools



MEMO

To: Dr. Mark Silverstein, Superintendent of Schools

From: Dr. Robert Preston, Chief Academic Officer

Date: May 9, 2023

Re: Action Memo
May 24, 2023 Board Meeting

Recommend Board approval to reimburse Amy Stewart's expenses to attend AVID training in Baltimore, MD on July 17-19, 2023. Costs are approximate and are covered, up to state and federal travel guidelines, by Title II funds.

Hotel	\$274.00 (\$137 x 2 nights, plus taxes and fees)
Meals	\$51.75 X2 days, \$69.00 X1 day
Parking	TBD
Mileage	\$92.12 (98 miles x2 x 0.47 per mile)
Tolls	TBD
Total	\$538.62 (approximate)