

# Glassboro Public Schools



## MEMO

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To: Dr. Mark Silverstein, Superintendent of Schools

From: Dr. Robert Preston, Chief Academic Officer

Date: 6/3/24

Re: Action Memo  
Board Meeting 6/11/24

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Recommend Board approval to reimburse expenses for Michele Memis, Amy Stewart, and Brittany Cox to attend AVID training in Baltimore, MD from August 5-7, 2024. Costs are approximate and are covered, up to state and federal travel guidelines, by Title II funds.

Hotel	\$1,314.00 (\$219 x 2 nights x 3 staff members, plus taxes and fees)
Meals	\$517.50 (\$51.75 x 2 days, \$69.00 X1 day x 3 staff members)
Parking	TBD
Mileage	\$276.36 (98 miles x 2 x \$0.47 per mile x 3 staff members)
Tolls	TBD
<b>Total</b>	<b>\$2,107.86</b>