

Glassboro Public Schools



MEMO

To: Dr. Mark Silverstein, Superintendent of Schools

From: Danielle M. Sochor, Chief Academic Officer

Date: September 6, 2019

Re: Action Memo
September 25, 2019 Board Meeting

Request Board approval for LaVonya Mitchell to attend Association for Middle Level Education Conference from November 7-9, 2019 in Nashville, TN to include the following:

Registration: \$649.00 (\$749.00 after Oct. 18, 2019) – District

Hotel: \$219.00 (plus additional tax and fees) for 4 nights (by Oct. 11, 2019) - District

Travel: \$489.00 (flight and fees) (price subject to change) – District

Total \$2014.00 plus the cost of meals (if the deadlines are met as outlined.)