

# *Glassboro Public Schools*



## **MEMO**

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To: Mark Silverstein

From: Michael Sloan

Date: July 24, 2024

Re: Central Office Coverage

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Recommend that the Board ratify amending the start date to compensate Gabrielle French to provide staff coverage for the extended vacant position of Administrative Assistant to Superintendent at a stipend amount of \$800.00 per week, from effective date July 1, 2024, to June 24, 2024. Due to the extended vacancy of this position, it is critical to utilize knowledgeable staff who can fulfill the role promptly in the most efficient and organized manner.