

# *Glassboro Public Schools*



## **MEMO**

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To: Dr. Mark Silverstein, Superintendent of Schools

From: Dr. Robert Preston, Chief Academic Officer

Date: January 9, 2023

Re: Action Memo  
January 18, 2023 Board Meeting

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Request the Board approve payment for the following staff members to attend the NJTESOL Conference in New Brunswick, NJ at a cost of approximately \$2500 to be paid through Title III funds. Costs include travel, hotel, registration fees, meals, and tolls. The conference provides our ESL teachers with updated regulations and best practices in the subject. See cost breakdown below:

- Conference registration (includes annual TESOL membership): \$1375
  - Mileage: \$153.24
  - Meals: (\$69 per day according to GSA per diem rates) \$345
  - Tolls: TBD
  - Hotel: (1 room for 2 staff members; GSA per diem rate \$116 per person) \$433.28
- Total (not including tolls): \$2306.52