

Glassboro Public Schools



MEMO

To: Dr. Mark Silverstein, Superintendent of Schools

From: Dr. Robert Preston, Chief Academic Officer

Date: January 4, 2024

Re: Action Memo
January 24, 2024 Board Meeting

Request Board approval for Rona Johnson, Simone Marques, and Annette Rainear to attend NJTESOL Spring Conference in New Brunswick, NJ on May 29-30, 2024. Cost to be paid through Title III funds. Costs include travel, hotel registration, meals, and tolls. The conference provides the ESL teachers with updated regulations and best practices in the subject. See cost breakdown below:

- Conference registration (includes annual TESOL membership): \$1350.00 (\$450 x3)
- Mileage: approximately \$210.00 (150 miles x \$0.47 mile, per person)
- Parking: approximately \$75.00
- Tolls: TBD
- Hotel: \$230 per room (plus taxes and fees, GSA per diem rate \$118 per person, 2 rooms for 3 staff members)
- Meals: \$51.75 (first and last day of travel, per person)