

Glassboro Public Schools



MEMO

To: Dr. Mark Silverstein, Superintendent of Schools

From: Dr. Robert Preston, Chief Academic Officer

Date: January 24, 2023

Re: Action Memo
February 22, 2023 Board Meeting

Request Board approval for Suzanne Rutter and Victoria Toczyłowski to attend National Association of Professional Development Schools on March 23-25, 2023 in Jacksonville, FL to include the following. Cost covered by Title II funds.

Hotel: \$636.00 (4-night stay for two people, per diem rate for FL plus taxes and fees)

Flights: \$454.00 (flight to Jacksonville, FL per person)

Meals: \$310.50 (maximum per person for 2 days @ \$51.75 and 3 days @ \$69.00 per diem rate)

Mileage: \$25.00 (approximate)

Approximate Total: \$2190.00 (approximate)