


GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY

TO: Mark Silverstein  
FROM: Scott Henry   
DATE: March 7, 2017  
RE: Agenda Item for March 20, 2017

We are requesting the Board approve Kathy Mastran, Assistant to the Business Administrator, to review and inventory district records stored at The Intermediate School Annex. Mrs. Mastran will inventory and label all boxes and prepare a schedule for disposal. Once records are organized and properly disposed of, records currently stored at the Board Office can be moved to the Annex. We are requesting approval of a contract not to exceed 15 days at \$450/per day or \$6,750.