

Glassboro Public Schools



MEMO

To: Dr. Mark Silverstein, Superintendent of Schools

From: Danielle M. Sochor, Chief Academic Officer

Date: December 5, 2019

Re: Action Memo
December 18, 2019 Board Meeting

Request Board approval for Rona Johnson and Christina Gennaoui to attend TESOL 2020 International Convention & English Language Expo from March 31-April 3, 2020 in Denver, CO to include the following. Cost covered by Title III funds.

Registration: \$365.00 per person (early registration by 2/3/20, otherwise price increase)

Hotel: \$249.00 (plus additional tax and fees) a night for 3 nights, 2 rooms

Flight: \$487.00 per person (plus tax and fees) (price subject to change)

Meals: \$192.50 per person (per diem rate)

Transportation to/from hotel/airport: \$100.00

Mileage: \$20.00 (to/from airport from home)

Parking: \$44.00 (\$11.00/day)

Membership: \$98.00 each

Book: \$59.00 each

Approximate Total: \$4061.00 (plus tax and fees, subject to change)