

Glassboro Public Schools



MEMO

To: Dr. Mark Silverstein, Superintendent of Schools

From: Dr. Robert Preston, Chief Academic Officer

Date: June 9th, 2021

Re: June 17th BOE Mtg.

Recommend Board approve the following amounts to be paid to our ESL teachers for their services in helping with various translation services to our students and students' parents. Funds were allocated for salaries for this purpose in our Title 3 application. Each teacher filled out logs of services rendered. (attached)

Staff Name	Hours	Amount
Christina Gennaoui	35	\$1,295.00
Simone Marquez	21	\$777.00
Total	56	\$2,072.00

Gennaoui Translation Hours 2020-21SY

Document	Date	Hours
Superintendent's 8/20 Letter	8/26/2020	0.5
Superintendent's 8/27 Letter	8/31/2020	0.5
Superintendent's 8/28 Letter	8/31/2020	0.5
Bowe School Back to School Newsletter (6 pgs)	8/31/2020	2
Bowe Back to School September Update #1 (9 pgs)	9/10/2020	2.25
Superintendent's 9/18 Letter	9/21/2020	0.5
Health Screening Instructions document	11/20/2020	1
Translate for parent teacher conference, Mr. Clark / Daira Codallos Mendez	12/7/2020	0.25
Translate for parent teacher conference, Ms. Smart / Sheily Ventura	12/8/2020	0.25
Bowe School Return to School Guide document (34 pages)	12/9/2020	5
Translate for parent teacher conference, Mr. Clark / Brian Vuelas	12/9/2020	0.25
Translate for parent teacher conference, Mr. Clark / Wileyshka Melendez Diaz	12/9/2020	0.25
Translate for parent teacher conference, Mr. Clark / Jonathan Soriano	12/10/2020	0.25
Translate for parent teacher conference, Mr. Clark / Brayán Avila Flores	12/10/2020	0.25
Translate for parent teacher conference, Mr. Clark / Danny Cortez Zamora	12/10/2020	0.25
Covid19 Health Check Screener (Powerschool)	12/11/2020	2
Covid Letter (Classroom relocation) document	12/14/2020	0.5
Covid19 Daily Screening Pledge document	12/16/2020	1
Homework Club Newsletter (Smore)	1/8/2021	1
ESL Newsletter (Smore)	1/20/2021	1
Superintendent's 1/22 Letter	1/28/2021	0.5
Superintendent's 1/28 Letter	1/29/2021	0.5
Survey: In-person instruction of ELLS, 4 days per week	2/1/2021	1
Parent letter to new ESL entrants	2/3/2021	0.5
ESL/BPAC Meeting slides	2/9/2021	1
Powerschool instructions for families	2/9/2021	1
Bilingual instructions to view grades / assignments in Schoology	2/10/2021	1
Google form survey to poll Cohort C parents about kids attending school to take ACCESS	2/10/2021	1
ESL Newsletter (Smore)	2/12/2021	1
Superintendent's March 4 Letter	3/5/2021	0.5
ESL Newsletter (Smore)	3/8/2021	1
Superintendent's March 11 Letter	3/16/2021	0.5

Translated for Maria's parent-teacher conference	3/17/2021	0.25
Translated for Sheily's parent-teacher conference	3/17/2021	0.25
Superintendent's March 19 Letter	3/19/2021	0.5
Superintendent's March 31 Letter	4/1/2021	0.5
Superintendent's April 8 Letter	4/16/2021	0.5
Superintendent's April 16 Letter	4/16/2021	0.5
Superintendent's 4/30 Letter	5/3/2021	0.5
GIS Summer Enrichment Program Letter SY20-21	5/6/2021	0.5
Superintendent's 5/6 Letter	5/7/2021	0.5
Superintendent's 5/13 Letter	5/14/2021	0.5
Superintendent's 5/21 Letter	5/21/2021	0.5
BPAC Spring Meeting slides and BPAC Spring Meeting oral presentation	5/27/2021	1
GIS Summer Enrichment Program registration form	5/28/2021	0.5
GIS Summer Enrichment Program letter with session dates	6/1/2021	0.5
Translated at home visit with Alondra Lagos, during HVT	6/3/2021	0.25
ESL Newsletter (Smore)	6/9/2021	1
Translating in Whatsapp group chat for Israel Juarez Velazquez (with Diane Villone and Jane Chang)	2020-2021	1
Translating in Whatsapp group chat for Jeff Velazquez (with Diane Villone and Jane Chang)	2020-2021	1
Total Hours		39.25

Marques Translation Hours 2020-21SY

School Year	Hours	Document/Service
2020-2021	7	I&RS Review Meetings interpreter / translation
2020-2021	2	I&RS Review Reports for Hispanic parents
2020-2021	8	Weekly school documents and letters translated for Hispanic parents
2020-2021	2	Translation of fliers for Bilingual/ESL Parents Committee Meetings
2020-2021	2	Kindergarten report card translation
Total hours	21	