

# Glassboro Public Schools



## MEMO

---

To: Dr. Mark Silverstein, Superintendent of Schools

From: Dr. Robert Preston, Chief Academic Officer

Date: December 8, 2022

Re: Action Memo  
December 14, 2022 Board Meeting

---

Request Board ratify approval for the following staff members to receive a biannual stipend of up to \$500 to be paid through Title III funds for translation services in December and June pending receipt of their service log prior to payment. With the influx of English Language Learners entering the district, the need for translation services has increased. The staff members will be utilized to translate the following: documents prior to distributing to parents, communications over the phone and during conferences, at school events such as back to school nights and family nights, other events/documentation that may arise during the year that requires translation. Staff members will log their services and submit documentation prior to being paid.

Staff Member	Amount/Date to be Pd	Amount/Date to be Pd
Simone Marques	Up to \$500 on December 15th	Up to \$500 on June 15th
Aileen Ojeda		
Aileen Castro		
Elizabeth Gomez		
Noelia Gonzalez		