

Glassboro Public Schools



MEMO

To: Dr. Mark Silverstein, Superintendent of Schools

From: Dr. Robert Preston, Chief Academic Officer

Date: October 29, 2021

Re: Action Memo
November 17, 2021 Board Meeting

Request Board 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. Proration of stipend will depend on the number of contact hours logged.

Staff Member	Amount/Date to be Pd	Amount/Date to be Pd
Simone Marques	Up to \$500 in December	Up to \$500 in June
Christina Gennaoui		
Aileen Castro		
Elizabeth Gomez		
Noelia Gonzalez		