

# Glassboro Public Schools



## MEMO

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To: Dr. Mark Silverstein, Superintendent of Schools

From: Dr. Robert Preston, Chief Academic Officer

Date: August 14, 2023

Re: Action Memo  
August 23, 2023 Board Meeting

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Request Board approval for the following staff members to receive a biannual stipend to be paid in December and June, of up to \$500 to be paid through Title III funds for translation services pending receipt of their service log prior to payment. With the influx of Multilingual Learners entering the district, the need for translation services has increased. The staff members will be utilized to translate items such as documents prior to distributing to parents, communications over the phone, communication during conferences and meetings, at school events such as back to school nights and family nights, other events/documentation as needed 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
Aileen Castro		
Elizabeth Gomez		
Noelia Gonzalez		