

Glassboro Public Schools



MEMO

Date: July 10, 2024
To: Dr. Mark Silverstein, Superintendent
From: Jody Rettig
Re: June Project Report

- School Messenger
 - 6/6 Superintendent's Letter
- Referendum Advisory Committee Meeting
 - Managed replies and meeting set up
 - Prepared signage and attendance sheets
 - Attended meeting
- Press/Postings
 - Glassboro Middle School Students Show the Way at Steam Fair for Youngsters, Glassboro Student Wins Kind Heart Award, GHS Graduation – Valedictorian and Other Top Contributors, Glassboro's Youngest Students Learn STEAM through Indi Cars, TEBMS Inducts New Students into NJHS, Coverage requests for GHS graduation,
 - Assorted Facebook Postings
- District Activities Calendar
 - Took award winning employees' photos for the calendar
 - Produced a draft of the administrative calendar letter for the superintendent
 - Verified with school nurse that no changes needed to be made to the health section
 - Reached out to CAO for curriculum section text and incorporated it
 - Worked with schools to avoid having multiple events on one date
 - Input dates from schools and sent draft of those out for review
 - Requested printing quotes
- Sports Hall of Fame
 - Attended evening meeting
 - Worked with committee members on menu selection and payment options
 - Redesigned advertising sheet and created advertising letter
 - Researched contact information on team inductees

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- District/Borough/Rowan Partnership Meeting
 - Developed the agenda
 - Ran the technology for the meeting
 - Attended the meeting
- Scheduled employment interviews for potential new hires
- Registration
 - Answered registration questions from callers and community members who stopped by
 - Sent out registration instructions
 - Attached documents in the registration system