

# Glassboro Public Schools



## MEMO

Date: May 11, 2021  
To: Dr. Mark Silverstein, Superintendent  
From: Jody Rettig  
Re: April Project Report

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- COVID-19
  - Advised on, wrote, edited, posted, and sent numerous updates for parents and staff (These are highlighted in next of this report, along with other messages.)
  - Participated in Administrative Council Meetings
- School Messenger Communication and Superintendent's Letters
  - Superintendent's April 8 Letter
  - Superintendent's April 16 Letter
  - Superintendent's April 22 Letter
  - Superintendent's April 30 Letter
- Press Releases/Postings
  - 6<sup>th</sup> Grader Places 3<sup>rd</sup> in Region in State Competition, DLB Star Students, GHS Theatre Under the Stars, For Boro Newsletter – TEB Receives Kindness Certified School Designation, For Boro Newsletter – TCC Diamond Champs/1000<sup>th</sup> Career Point Picture and Caption, GPSD Welcomes New Special Education Director, TEB Principal's List/Honor Roll, GIS Principal's List/Honor Roll, assorted posts
- Budget Presentation
  - Scheduled and attended planning meeting
  - Requested and received Budget Worksheets from BA
  - Requested and received supporting information from many district areas
  - Developed Budget PowerPoint
  - Edited document
  - Requested that BA review material
  - Held dry run/review of presentation

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- Registrations/PowerSchool
  - Assisted parents with registrations
  - Entered several students into PowerSchool
  - Scanned and reduced the size of registration documents as needed, attaching them in PowerSchool
- Sports Hall of Fame
  - Participated in Meeting
  - Scanned nominations into packets and sent to the SHOF Committee
  - Received Nomination Committees inductee recommendations
  - Scanned those recommendations to committee chair