Glassboro Public Schools

MEMO

Date: May 10, 2022

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: April Project Report

- School Messenger Communication
  - Superintendent's April 28 Letter
  - Superintendent's April 14 Letter
- Budget
  - Reviewed budget worksheets from Business Administrator
  - Requested additional background information from those overseeing key areas
  - Created and labeled revenue and expense charts from worksheets
  - Developed Budget PowerPoint
  - Met with administrators initially and later to review PowerPoint
  - Revised PowerPoint
  - Included a Budget Hearing invitation in the April 14 Superintendent's Letter and a recap in the April 28 Superintendent's Letter
  - Communicated with Technology to ensure the proper microphone and slideshow setup for the Budget Hearing
- Press Releases/Postings
  - GHS Sports Hall of Fame (2x), GHS Football Field Wins a 2021 Field of Excellence Award, GHS Idol, Battle of the Books, GIS Principal's List, posted assorted web/FB information, including details about the Hall of Distinguished Alumni
- Borough Newsletter
  - Revised the Rowan/GPSD article on the sale of GIS to include additional information, and submitted the article for the Borough Newsletter
  - Researched PDS details with Rowan and GPSD staff
  - Added the above details to the Rowan/PDS article for the newsletter

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- o Submitted the previously mentioned GHS Football Field of Excellence Award article and a picture for the Borough Newsletter
- Sports Hall of Fame
  - o Created/sent press release (as noted) and posted information on district website, district Facebook, and community Facebook group sites
  - o Received nominations
  - o Documented nominations and related information in spreadsheet to provide to committee chairperson
- Registrations
  - o Responded to inquiries regarding notification of Pre-K lottery results
  - o Scanned and attached documents for registrants who brought in/emailed paperwork
  - o Entered registrations into PowerSchool
  - o Assisted callers with registration