

# *Glassboro Public Schools*



## **MEMO**

Date: May 10, 2023

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: April Project Report

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- School Messenger Communication
  - Superintendent's April 20 Letter
- Press/Postings
  - Thomas E. Bowe Welcomes 23 New NJHS Members
  - Glassboro Junior Wins Widener Leadership Award
  - GHS Crowns a New Glassboro Idol
  - GHS Presents Murder Mystery Dinner Theatre
  - GHS Students Beautify Beaches
  - Assorted FB postings, including science fair, zoo visit, etc.
- Referendum Citizens Advisory Committee
  - Scheduled and issued invitations for Referendum Citizens Advisory Committee Meeting
  - Reserved room for meeting
  - Arranged for microphone and chair setup for meeting
- Budget PowerPoint and Presentation
  - Created charts of expenditures and revenues
  - Incorporated additional information, graphics, and motion for slides
  - Attended meeting to review PowerPoint with district administrators
  - Arranged for additional microphones for Budget Presentation and public comment
  - Operated slide presentation at BOE meeting
- Calendar
  - Posted one-page, BOE approved calendar on web
  - Created calendar frames for 12-month calendar in Illustrator
  - Added overall district dates to calendar
  - Sent 12-month calendar of district dates to school principals with request for school event dates

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- Registration/PS
  - Assisted parents with registration
  - Entered registration information into PowerSchool
  - Answered registration questions from callers