

Glassboro Public Schools



MEMO

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

- School Messenger
 - 4/8 Eclipse- Superintendent's Letter, 4/7
 - 4/18 Superintendent's Letter/Safety Information
- Budget
 - Performed follow up research on budget specifics, created financial charts based on data provided, obtained graphics, created slideshow, met with administrators to determine updates needed, finalized presentation, handled technical details of presentation
- Referendum Advisory Committee Meeting
 - Issued invitations, arranged for architect's presentation, created signage and attendance lists, handled logistics for meeting set-up and technical aspects, attended meeting
- Press/Postings
 - Coverage requests for GHS Speak-Easy Golden Age Cabaret Production, GHS Crowns Glassboro Idol, Glassboro School District Announces Science Fair Winners, spoke with press to provide details for a Sports Hall of Fame article
 - Assorted Facebook Postings
- District Activities Calendar
 - Prepared an Excel document and a generic Word calendar with district dates
 - Sent those items and our one-page district calendar to principals, secretaries, and key administrators for them to determine and return their individual school's activity dates
- Sports Hall of Fame
 - Sent out and posted additional requests for nominations
 - Attended Sports Hall of Fame Meeting
 - Acted as spokeswoman, providing details to reporter (as noted above)

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- District/Borough/Rowan Partnership Meeting
 - Attended and ran technology for April 8 Partnership Meeting
- Registration
 - Entered new students into PowerSchool
 - Attached registration documents
 - Answered registration questions from callers and community members who stopped by