

Glassboro Public Schools



MEMO

Date: May 8, 2025

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: April Project Report

- Employee ID pictures
 - Took employee photos for ID badges and sent to technology for processing
- Budget Presentation
 - Requested and received revenue/appropriations/tax impact details from BA
 - Designed pie charts and performed calculations
 - Gathered pictures
 - Requested background information BA, CAO, CST on budgeted items
 - Developed PowerPoint
 - Met with district administration to review PowerPoint
 - Edited and revised PowerPoint
 - Handled technological aspects of running PowerPoint at BOE Meeting
- Registration
 - Answered registration questions from callers and community members who stopped by
 - Attached documents in the registration system
- School Messenger
 - GHS and TEBMS Dismissing Early
 - Superintendent's April 11 Letter
- Press/Postings
 - GHS Seniors of the Month, TEBMS Students Play in All SJ Elementary Honors Orchestra
 - Assorted Facebook Postings – GPSD Science Fair, GHS Craft Show, and more
- Attended and took pictures of district events
- Attended Apptegy Meeting and worked with new website
- Rowan and Borough Partnerships
 - Requested agenda items for May 1 Meeting
 - Drafted agenda