

Glassboro Public Schools



MEMO

Date: January 12, 2024
To: Dr. Mark Silverstein, Superintendent
From: Jody Rettig
Re: December Project Report

- School Messenger
 - Superintendent's December 7 Letter
- Press/Postings
 - Fifth and First Graders Learn Fairness through Game Day, Community News- GHS Sports Hall of Fame Nominations Due by April, Glassboro Kindergartners Donate Holiday Gifts to Vineland NICU, It's as Much Fun to Give as It Is to Receive, Glassboro Pre-K and Kindergarten Students Build Gingerbread Houses, Kindergartners Write Letters to Santa and Sample Cookies, Glassboro Principal's Breakfast Celebrates Student Scholars, Dorothy L. Bullock School First and Second Graders Perform in Concert, GHS Friends of Rachel Club Volunteers at Samaritan Center, Glassboro Middle Schooler Competes in USATF National Olympics Cross Country Championships, Glassboro Class Celebrates Friendsgiving, sent press invitations to cover our district concerts
 - Assorted Facebook Postings
- Referendum Committee
 - Reviewed the project and reached out to the architect with content questions
 - Provided input on the clarity and layout of the project list
 - Sent the project list to the committee ahead of the December 6 meeting
 - Coordinated meeting room set-up and created signage and sign-in sheets
 - Facilitated technology used at/for the meeting
 - Attended the Referendum Meeting and ensured that committee members could actively participate
- Gloucester County Public Employees Charitable Campaign
 - Administered campaign, which ran through December 6
 - Created spreadsheet of donations
 - Interfaced with payroll, employees, and United Way
 - Delivered employee donation forms to United Way Representative

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- Registration
 - Entered new students into PowerSchool
 - Attached registration documents
 - Answered registration questions from callers and community members who stopped by
- Prepared material for the superintendent
- Scheduled interviews