

Glassboro Public Schools



MEMO

Date: January 12, 2025

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: December Project Report

- Employee ID pictures
 - Took employee photos for ID badges and sent to technology for processing
- Press/Postings
 - Multiple press coverage invites for concerts, TEBMS Principal's List and Honor Roll, Glassboro Elementary Students Craft Gingerbread Houses, GHS Freshman Chosen for All-South Jersey Symphonic Band, Six GHS Students Selected for All-South Jersey Choir, GHS Students Realize Success at Mid-Atlantic Regional College Auditions, TEBMS Students Explore Career Opportunities, Glassboro BOE Welcomes New Employees
 - Assorted Facebook Postings
- School Messenger
 - Superintendent's December 5 Letter
 - Starting 1/6 – Bowe and GHS Cell Phone Policy Changes
- Strategic Planning
 - Revised update templates
 - Sent templates to all areas responsible for updates
 - Requested to receive updates by early January
- Gloucester County Public Employees Charitable Campaign
 - Ran the campaign for Glassboro
 - Interfaced with United Way, which administers the county aspect of campaign
 - Obtained campaign materials and sent them out to employees
 - Followed-up with multiple reminders
 - Produced spreadsheet of donations
 - Sent donation information to United Way and Glassboro Payroll Department

Glassboro Public Schools

- Academies
 - Assisted callers with Academy contact and program information
 - Followed up on the number of applicants
- Registration
 - Answered registration questions from callers and community members who stopped by
 - Provided registration instructions
 - Attached documents in the registration system