

Glassboro Public Schools



MEMO

Date: February 6, 2025
To: Dr. Mark Silverstein, Superintendent
From: Jody Rettig
Re: January Project Report

- Employee ID pictures
 - Took employee photos for ID badges and sent to technology for processing
- Press/Postings
 - Ground Hog Day Comes Early for Second Graders, Glassboro School District and Rowan University Students Collaborate on Urban Planning, Glassboro High School Students Honored by New Jersey 3rd Legislative District and Glassboro Board of Education, GHS Announces HOBY Leadership Seminar Delegate and Alternate, GHS Inducts 15 Scholars to National Honor Society,
 - Assorted Facebook Postings
- School Messenger
 - Superintendent's Staff Letter
 - We Need Your Input: Superintendent Search Survey
 - Superintendent's Letter: Making Up Snow Day – February 14
 - Superintendent's January 9 Letter
- Strategic Planning
 - Updated Stakeholder engagement section of plan
 - Collected others' updates for Curriculum and Facilities/Finance sections
 - Met with superintendent to enable him to identify designated material for presentation
 - Reached out to administration/staff for additional information
 - Created slideshow from those updates
 - Selected and added photos
 - Specified correct meeting set-up
 - Ran slide show

Glassboro Public Schools

- Referendum
 - Took and gathered pictures spotlighting referendum projects
 - Shared with other team members for website creation
 - Added information and content to the referendum website
 - Created and tracked invites for Citizens Advisory Committee update meeting
 - Managed room reservation and technology set-up for the meeting
 - Created signage and attendance sheets for meeting
 - Attended the meeting
 - Sent a meeting summary to those members who could not attend the meeting
- Registration
 - Answered registration questions from callers and community members who stopped by
 - Provided registration instructions
 - Attached documents in the registration system