

# Glassboro Public Schools



## MEMO

Date: July 10, 2023  
To: Dr. Mark Silverstein, Superintendent  
From: Jody Rettig  
Re: June Project Report

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- School Messenger Communication
  - Superintendent's June 1 Letter
  - Superintendent's June 14 Letter
- District Activities Calendar
  - Sent prior year's calendar sections (e.g., transportation, health, curriculum, letters, maintenance) to section authors and requested updates
  - Confirmed school start/end times
  - Incorporated dates for all schools
  - Worked with schools to resolve date conflicts
  - Sent out incorporated dates for review
  - Cropped Teacher/ESP of the Year pictures
  - Completed layout for BOE Member and Teacher/ESP of the Year pages
  - Requested printing quotes
- Press/Postings
  - GHS Select Choir Captures 1<sup>st</sup> Place
  - GHS Inducts Students Into Nat. Art and Tri-M Musical Honor Society
  - Reminder: Press Coverage Invitation of Sr. Awards and Graduation
  - Glassboro Celebrates Commencement
  - Glassboro Middle Schoolers Hold STEAM Carnival
  - Bullock Art Exhibit
  - 6<sup>th</sup> Grade DARE Picnic
  - Bullock DARE Poster and Essay Contest Winners
  - Assorted FB postings regarding district accomplishments
- Assisted in setting up applicant interviews

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- Registration/PS
  - Followed up with and facilitated the registration process for choice students
  - Answered registration questions from callers