

# *Glassboro Public Schools*



## **MEMO**

Date: April 5, 2023  
To: Dr. Mark Silverstein, Superintendent  
From: Jody Rettig  
Re: March Project Report

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- School Messenger Communication
  - Important Safety Message
  - Important Message from Bowe School
  - Time Sensitive: Important Message from Bowe School
  - GHS Craft Fair – April 1, 9 a.m.-2p.m.
  - Superintendent’s March 30 Letter
  - Superintendent’s March 16 Letter
  - Superintendent’s March 3 Letter
- Press
  - African American Read-In Celebration
  - Read Across America Week with Sock Drive and Reading Celebrations
  - Bowe MS 2<sup>nd</sup> Marking Period Principal’s List and Honor Roll Students
  - Pre-K and Kindergarten Students Honored for Showing Fortitude
  - Community Partners Receive Thanks
  - Three Glassboro Schools Celebrate Choose to Include Week
  - Seeing Eye Puppy Raisers Visit Glassboro School
  - GHS High School Students Present Black History Celebration Highlighting Dance through the Decades
  - Students Host African American Performance and Arts Festival
  - PTO Snowball Dance
  - JHR Welcomes Universal African Dance and Drum Ensemble in for Assembly
  - 100<sup>th</sup> Day of School
  - Glassboro Schools and Rowan PDS Team Present at National Conference
  - Bowe MS Students Participate in Hands on Engineering Experiments at Rowan

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- Budget PowerPoint
  - Requested/obtained budget worksheets
  - Incorporated data
  - Corresponded with various areas to obtain additional information
  - Created draft of budget PowerPoint
  - Met with superintendent, business administrator, and chief academic coordinator to review the PowerPoint
  - Revised the PowerPoint, and set a follow-up meeting
- Rowan and Borough Partnerships
  - Created and shared agenda
  - Ran Zoom partnership meeting
  - Set follow-up meeting
- Registration/PS
  - Assisted parents with Pre-K Lottery Registration
  - Answered registration questions from callers