

Glassboro Public Schools



MEMO

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

- School Messenger Communication
 - Superintendent's March 7 Letter
 - Superintendent's March 28 Letter
- Rowan and Borough Partnerships
 - Researched information for partnership presentation
 - Designed partnership PowerPoint
 - Reviewed with Administration and incorporated edits
 - Coordinated technology logistics for the presentation, and ran slides at the March BOE Meeting
 - Developed agenda, sent meeting reminders, and ran technology for April Partnership Meeting
 - Sent meeting reminders and ran technology for meeting
- Press
 - Bowe Honors 2nd Marking Period Principal's List and Honor Roll Students, Bowe Students Performed in All SJ Junior High Concert, BOE Honors Bulldog Buddies, Black Culture Club Leads the Way, Universal African Dance & Drum Ensemble at Rogers, Bullock Pen Pals Meet Up for Read Across America Activities, Glassboro 8th Graders Present Immersive Immigration Projects to 3rd Graders, Black History Month Read-In at Rodgers, Black History Month Read-In at Bullock, Black History Celebration at Bowe, Phillie Phanatic Visits Rodgers, Rodgers' Students Dress for Success During Read Across America Week, GHS HOBY Leadership Delegate and Alternate Announced, GHS Student Wins Widener Leadership Award, Bowe Holds 1st Annual Pickle Ball Tournament, Students Dance the Night Away at Unified Dance

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- Budget Presentation
 - Requested and obtained preliminary information for presentation
- Sports Hall of Fame
 - Issued nominations request for Sports Hall of Fame
 - Tracked new nominations in a spreadsheet
 - Communicated with those who sent in nominations
- Registration/PS
 - Entered registrations in PowerSchool
 - Answered registration questions from callers, particularly about the lottery
 - Attached documents for registrants
- Card Printer
 - Set-up ID card printer