

# Glassboro Public Schools



## MEMO

Date: May 30, 2024  
To: Dr. Mark Silverstein, Superintendent  
From: Jody Rettig  
Re: May Project Report

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- School Messenger
  - 5/9 Superintendent's Letter
- Budget
  - Scheduled budget presentations at staff meetings
  - Arranged logistics
  - Ran the slides/technology aspects of meetings
- Referendum Advisory Committee Meeting
  - Arranged and administered planning meeting
  - Scheduled Referendum Citizens Advisory Committee for June and sent out invites
  - Liaised with the Technology Department to arrange for technology support
- Press/Postings
  - GHS Select Choir Takes First Place for Third Year, Glassboro Students Hatch Baby Chicks, Glassboro Students and Families Attended AVID Night, Daytime NJHS Ceremony for One Class, Cape May Zoo Visits Rodgers, Bowe Transported Visitors "Around the World in 80 Days" Through First Annual Art Show, GHS Celebrates a Successful Year of Theatrical Productions, Take Your Child to Work Day
  - Assorted Facebook Postings
- Sports Hall of Fame
  - Gathered nominations, made copies for the nomination committee, helped locate and provide GHS memory books for the committee to verify athletic accomplishments
  - Provided assorted administrative support regarding the venue, documents, date selection, menu, etc.
- District/Borough/Rowan Partnership Meeting
  - Scheduled June meeting and sent out an invite/request for agenda items

# *Glassboro Public Schools*

- Scheduled employment interviews for potential new hires
- Registration
  - Answered registration questions from callers and community members who stopped by
  - Attached documents in PowerSchool