

Glassboro Public Schools



MEMO

Date: December 8, 2023
To: Dr. Mark Silverstein, Superintendent
From: Jody Rettig
Re: November Project Report

- School Messenger
 - GHS Play Tickets and Email
 - Superintendent's November 16 Letter
- Press/Postings
 - First and Fifth Graders Team-Up for Truth Seekers Game, GHS Marching Band Wins State Championship, GHS Play Tells the Story of Ernestina Scrooge, Young Women Helping Women: Glassboro School's Glow Club Raises Money to Fight Cancer, GHS's Award Winning Interact Club Benefits the Community, Glassboro Board of Education Honors Students for Integrity, GHS Hall of Distinguished Alumni Seeks Nominations for Spring Induction Ceremony, Apply by December First to School Choice Programs in Glassboro, coverage requests for GHS play and playoff games
 - Assorted Facebook Postings
- Referendum Committee
 - Invited committee to attend meetings
 - Held two planning sessions for the November 20 meeting
 - Reviewed architect's spreadsheet and presentation, making editing suggestions
 - Reserved meeting room, arranged for correct meeting set-up, created signage and sign-in sheets
 - Attended November 20 meeting and worked with the committee
- Academies and GHS Open House
 - Discussed academies with prospective applicants
 - Forwarded application received to Academy Coordinators
 - Corresponded with Academy Coordinators about the Notices of Intent
 - As noted previously, sent out a press release regarding the application deadline
 - Posted information on Facebook

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- Gloucester County Public Employees Charitable Campaign
 - Interfaced with United Way representative
 - Announced the campaign and sent out the campaign forms/literature
 - Acted as a point of contact for employees for the campaign
- Registration
 - Entered new students into PowerSchool
 - Attached registration documents
 - Answered registration questions from callers and community members who stopped by
- Prepared material for the superintendent