

Glassboro Public Schools



MEMO

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

- School Messenger
 - Superintendent's September 28 Letter
 - Superintendent's September 14 Letter
- Press/Postings
 - Orientation and Bus Tour for New Teachers; MS Ambassadors Lead New Student Introduction Camp; First Day of School – GHS, Bowe, Bullock, Rodgers; Bullock Back to School Night; submitted two articles for the Borough Newsletter (QSAC/District Achievements and Invent2Prevent Success)
 - Interfaced with Press
 - Assorted Facebook Postings
- Borough/Rowan/District Partnership Meeting
 - Issued meeting reminder and an invitation to submit agenda items
 - Created agenda
 - Attended, running technological aspect of meeting
- Referendum Committee
 - Reactivated referendum committee
 - Attended a planning session for the update meeting, running technological aspect of meeting
 - Scheduled a committee update meeting
 - Handled logistics, signage, and invitations for update meeting
 - Subsequent to update, reached out to invite others interested in joining committee to do so
- Academies
 - Met with STEM/Biomed. Coordinator regarding Open House
 - Requested, obtained, evaluated quotes for advertising
 - Reached out to guidance to get information on courses students are taking at Rowan

Glassboro Public Schools

- Registration
 - Entered new students into PowerSchool
 - Attached registration documents
 - Answered registration questions from callers and community members who stopped by
- District Activities Calendar
 - Picked up proof of calendar
 - Requested minor corrections
 - Called to follow-up on delivery
 - Received final boxes of printed calendar
 - Separated for distribution to schools and sent interoffice mail
- Assisted colleague in setting up several interviews