

Glassboro Public Schools



MEMO

Date: January 10, 2022

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: December Project Report

- School Messenger Communication
 - Superintendent's December 22 Letter
 - Superintendent's December 16 Letter
 - Superintendent's December 9 Letter
 - Superintendent's December 2 Letter
- Press Releases and Contacts/Postings
 - GIS Principal's List and Honor Roll, Bowe Principal's List and Honor Roll, GHS Holds Its 82nd National Honor Society Induction Ceremony, GHS Interact Operation Christmas Child, GIS All SJ Chorus, GHS All SJ Chorus, DLB Star Students, Kindergarten Class Leaves Gift Under Tree for Neonatal Care Unit and Doctors/Nurses, Distinguished Alumni Hall of Fame Requests Nominations, District Welcomes New Employee, GHS Seniors of the Month Honored at BOE Meeting (sent late Nov.), GHS Spotlight Students of the Month Honored at Board Meeting (sent late Nov.), and shared news on Facebook and web to deliver the calendars to the schools
- Gloucester County Public Employees Charitable Campaign
 - Sent out reminders/information about the campaign
 - Collected donation forms
 - Created a spreadsheet of donations received
 - Provided spreadsheet and forms to payroll and United Way
- Attended multiple concerts
- Communicated concert times with BOE
- Registrations
 - Scanned and attached documents for registrants who brought in/emailed paperwork
 - Assisted callers with registration