

# Glassboro Public Schools



## MEMO

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

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- School Messenger
  - GHS New Student Orientation
  - GHS Seeds to Success Stand Opens
- Press/Postings
  - GHS Seeds to Success Farm Stand – press coverage request and picture/overview
  - Assorted Facebook Postings
- District Activities Calendar
  - Incorporated BOE president message
  - Added transportation section
  - Confirmed school times
  - Resolved situations where multiple schools had overlapping event times
  - Created front and back covers
  - Worked on layout of other graphics
  - Received calendar quotes
  - Requested PO for the calendar
- Superintendent Secretarial Support
  - Due to temporary secretarial support needs in superintendent's office, assumed multiple daily tasks, in addition to regular duties, including: setting up interviews, managing phone calls, handling daily sign/review/mail folders, assorted filing
- Sports Hall of Fame
  - Attended evening meeting
  - Continued to research contact information for new inductees and emailed/contacted multiple inductees
  - Researched more information regarding the use of the Venmo QR Code

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- Registration
  - Answered registration questions from callers and community members who stopped by
  - Provided registration instructions
  - Attached documents in the registration system