

# *Glassboro Public Schools*



## **MEMO**

Date: September 13, 2021  
To: Dr. Mark Silverstein, Superintendent  
From: Jody Rettig  
Re: August Project Report

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- Registrations
  - Assisted numerous callers and visitors with registration
  - Scanned and attached documents for registrants who brought in/emailed paperwork
- School Messenger Communication
  - 2 Messages – Virtual Parent Meetings – 8/23 (Pre-K – 6<sup>th</sup>) & 8/24 (7<sup>th</sup> – 12<sup>th</sup>)
  - Thurs., 8/26, 1<sup>st</sup> Grade Orientation – Bullock School
  - 8/17 Letter from Bullock Principal Kelly Marchese
  - 8/9 Banquet Tickets Available for GHS Sports Hall of Fame
  - 8/2 GHS Farm Stand – Stop By This Week
- Press Releases and Contacts/Postings
  - Requests for coverage of Farm Stand, requests for Borough to share post on GHS Sports Hall of Fame, backpack giveaway posting, assorted school and community news
- Sports Hall of Fame
  - Sold advertisements
  - Sold and sent out tickets
  - Updated spreadsheets tracking sales
  - Corresponded with inductees regarding tickets, photos, bios, banquet attendance
  - Shared bios/photos received from inductees with key members for plaques and program
  - Sent emails out announcing tickets and advertising
  - As mentioned previously, sent out school messenger announcement to staff/ parents and also arranged for the Borough to share our Facebook announcements on banquet
  - Participated in Meeting

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- 2021-2022 Activities Calendar
  - Formatted date spreadsheets and uploaded dates/activities to website's calendar
  - Reached out to GHS to obtain sports schedules
  - Took picture needed for calendar
  - Publication layout
  - Entered additional dates/information, making updates as information changed