

Glassboro Public Schools



MEMO

Date: September 9, 2022

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: August Project Report

- School Messenger Communication
 - GHS Sports Hall of Fame Honorees/Banquet Tickets
 - Superintendent's August 25 Letter
 - Message from Transportation – Bus Passes
- Calendar
 - Requested GHS Sports Schedules for calendar
 - Revised layout, adding extra pages needed to include extra sports schedules
 - Incorporated new marking period dates, sports schedules, and additional information
 - Compiled Illustrator pages into PDF
 - Requested PO
 - Transferred the calendar to the printer
 - Received calendars
 - Divided calendars by school, marked for shipping, contacted maintenance to deliver
- Sports Hall of Fame
 - Created tickets
 - Distributed copies to others who are also selling tickets
 - Contacted the bulk of inductees to see if they would attend
 - Continued to research location of some inductees
 - Sent letters and tickets to the inductees
 - Reached out to inductees to obtain their program pictures and bios
 - Edited bios for two inductees and sent them to person creating the ad program
 - Gathered and emailed information to members responsible for other bios
 - Sold advertising and tickets
 - Attended meeting

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- Postings
 - Community backpack event (also attended this), GHS students perform at SJ Wind Ensemble in AC, Sports Hall of Fame, school orientations and other news
- Registrations/PS
 - Continued to follow-up with Choice registrants
 - Entered registrations in PowerSchool
 - Reduced document sizes to attach in PowerSchool
 - Emailed individuals about missing paperwork
 - Assisted callers with registration information and questions