

Glassboro Public Schools



MEMO

Date: September 5, 2025
To: Dr. Al Lewis, Superintendent
From: Jody Rettig
Re: August Project Report

- Photos for IDS
 - Took employee photos for IDs (individually, at BOE Meeting, and during the Summer Teacher Academy)
 - Forwarded to technology
- Press/Postings
 - Assorted Facebook pictures and postings, e.g., GHS and Bowe orientations, first football game, letter from superintendent, Summer Teacher Academy
- Website
 - Posted bulletin announcing bus pass availability
 - Updated website with superintendent's letter and another district document
- Referendum
 - Added additional members to Referendum Communications Committee
 - Reviewed, provided information for, and suggested edits to meeting invitation, Referendum website, and other communication materials
 - Took and sent dozens of pictures of key project areas for the website
 - Sent out invitation for first Referendum Communications Committee Meeting
 - Scheduled location for that meeting
 - Met with communications team
- Calendar
 - Revised dates that had changed
 - Finalized covers
 - Proofed and edited text
 - Uploaded file for printing
 - Received and edited proof received back from printer
 - Sent final calendar to print
 - Counted and sorted final calendars for distribution

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- Registration
 - Attached documents in the registration system
 - Assisted families with accessing PowerSchool/schedules
 - Answered registration questions from callers and community members who stopped by