

Glassboro Public Schools



MEMO

Date: January 6, 2026
To: Dr. Al Lewis, Superintendent
From: Jody Rettig
Re: December Project Report

- Photos for IDS
 - Took employee photos for IDs
 - Forwarded to technology
- Press/Social Media
 - BOE Honors Cross Country Champions, Two GHS Students Accepted to All-South Jersey Band, DLB Winter School Concert, TEBMS Principal's List and Honor Roll, GHS Hosts 5th Annual Turkey Trot, GPSD Welcomes New Employees, GHS Football Wins Group 1 State Championship for Second Consecutive Year, Seven Vocalists Chosen for All-South Jersey Chorus, GPSD Teachers of the Year, GPSD Educational Services Professional of the Year, and assorted social media posts including some of the above items, the Boro in Lights, Concerts, Holiday Homecoming, Santa's Visit to JHR, Individual Athletic Honors, Two-Hour Delayed Opening, and more
- Website/Messages
 - DLB Safety and Security Procedures
 - Three separate PTO messages
- Gloucester County Public Employees Charitable Campaign
 - Sent follow-up reminder about the campaign
 - Received completed employee donation forms
 - Created spreadsheet of donations and provided payroll with a copy
 - Contacted United Way (the GCPECC administrator) and handed over donation forms
- Acted as a liaison between the schools and a charitable organization that gifted items to several district families for the holidays

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- Registration
 - Attached documents in the registration system
 - Answered registration questions from callers and community members who stopped by Beach Administration Building