

Glassboro Public Schools



MEMO

Date: August 16, 2022

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: July Project Report

- School Messenger Communication
 - Farm Stand Open at GHS (2 messages)
 - Free Summer Meal Program (2 messages)
 - Freshman Orientation
- Press Releases/Press Contact/Postings
 - Farm Stand, Free Summer Meals, Sharing DLB and JHR FB updates
- Calendar
 - Responded to businesses that offered quotes
 - Reached out to principals to set additional event dates/resolve conflicting dates
 - Incorporated dates
 - Designed front and back covers
 - Placed/edited new teacher and board member pictures
- Sports Hall of Fame
 - Attended Sports Hall of Fame Meeting (remotely while on vacation)
 - Researched contact information for inductees
 - Emailed inductees to share my congratulations and basic event information
 - Met with advertising chairperson to provide copies of prior year's ads
 - Sold advertisements
- Registrations/PS
 - Contacted new Academy students' parents to facilitate registration
 - Communicated with the overall Academy Coordinator regarding the registration
 - Assisted callers with registration information and questions
 - Assisted parent with an address change