

# *Glassboro Public Schools*



## **MEMO**

Date: August 15, 2023  
To: Dr. Mark Silverstein, Superintendent  
From: Jody Rettig  
Re: July Project Report

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- District Activities Calendar
  - Incorporated dates of new events and any required date revisions
  - Received, edited, and incorporated curriculum section
  - Wrote first draft of superintendent's calendar message
  - Requested and received BOE president's calendar message
  - Requested sports schedules for calendar (only football was available)
  - Began a revamp of all pages because new software updates resulted in an unavailability of prior fonts used throughout calendar
  - Resent a quote request
- School Messenger
  - Seeds to Success Stand Opens Wednesday
  - Last Week for Seeds to Success
- Press/Postings
  - Issued press/media invitations to cover Seeds to Success Farm Stand
  - News article on Invent2Prevent win
  - Assorted FB postings regarding district accomplishments
- Registration
  - Answered registration questions from callers
  - Attached registration documents
- Set up employment applicant interviews