

# *Glassboro Public Schools*



## **MEMO**

Date: August 13, 2025

To: Dr. Al Lewis, Superintendent

From: Jody Rettig

Re: July Project Report

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- Press/Postings
  - Glassboro Welcomes New Superintendent, GHS Farm Stand (photo, caption, coverage request, meeting media at stand), Assorted Facebook Postings
- Website
  - Sent message - GHS Farm Stand Open for One More Week
  - Posted superintendent biography and entry plan
  - Updated website
- Referendum
  - Assisted with identifying and securing internal speakers for videos
  - Accompanied videographers to GHS for filming longer video spots
  - Met with communications firm and administration
  - Reviewed, provided information for, and suggested edits to communications material
  - Assembled a Referendum Communications Committee
  - Identified key dates for Referendum Communications Committee meetings and community presentations
- Calendar
  - Requested and incorporated welcome letters for the calendar
  - Edited and reduced photos
  - Incorporated photos in calendar
  - Finalized resolution of date conflicts and added new event dates
  - Confirmed school start/end times
  - Proofed and edited text
  - Communicated with printer regarding printing and delivery
- Employee ID pictures
  - Took employee photos for ID badges and sent them to technology for processing

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