

Glassboro Public Schools



MEMO

Date: July 7, 2022

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: June Project Report

- School Messenger Communication
 - Superintendent's June 9 Letter
 - June 6 – Bullock Shelter in Place Drill
 - 6/7 Key Communicators: 22/23 Bowe and GHS Schedules
 - 6/10, 9-3 Percussion Concert
- Press Releases/Postings
 - Kindergartner Receives Sue Hars Kind Heart Award, Rodgers Students Bring Dinosaur Songs and Footwork to Stage, GHS Graduate Pictures, Dorothy L. Bullock School Art Show, Students Inducted into Tri-M Society, GHS Recognizes NAHS Inductees, Rock and Roll Take Center Stage at Bullock School, Unified Lego and Gym Clubs Build Ice Cream Trucks, New Assistant Principal at Bullock, posted assorted web/FB information
- Key Communicators Meeting
 - Invited people to attend
 - Designed superintendent's portion of slide presentation
 - Merged all speakers' presentations, adding transitional slides
 - Communicated desired AV and meeting set up
 - Created sign-in sheet
 - Ran slide show at the meeting
- Calendar
 - Took pictures of the winners of employee recognition awards for the calendar
 - Requested 2022 updates of calendar text sections
 - Incorporated dates for all four schools into monthly calendar
 - Sent draft version back to principals for review
 - Requested and received quotes

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- Sports Hall of Fame
 - Attended June meeting
 - Made final revisions to letterhead and ad form
 - Developed advertising letter
 - Met with advertising chairperson
 - Created spreadsheets of contact information
 - Contacted many inductees

- Registrations
 - Assisted callers with registration/lottery selection questions