

Glassboro Public Schools



MEMO

Date: June 3, 2022
To: Dr. Mark Silverstein, Superintendent
From: Jody Rettig
Re: May Project Report

- School Messenger Communication
 - Superintendent's May 26 Letter
 - Superintendent's May 12 Letter
- Press Releases/Postings
 - Interact's Humanitarian Campaign Spreads Through Sunflowers, Glassboro Student Named as National Merit Scholar, Glassboro School District Announces the 2022 Science Fair Winners, Glassboro School District Hosts First Choose to Include Week, GIS Inducts Students to NJHS, Invitation to Cover Bowe Concert, Invitation to Cover Multiple District Events, posted assorted web/FB information
- Key Communicators Meeting
 - Worked with superintendent and CAO to set topic of meeting
 - Requested presentation from designated presenters
 - Set meeting date to review presentations
 - Invited people to attend
 - Reserved room for the meeting
- Developed administrator remarks for Distinguished Alumni Dinner
- End-of-Year Events
 - Requested a list of end-of-year events from principals
 - Drafted spreadsheet of events
 - Sent list of events to superintendent and BOE
 - Attended numerous end-of-year concerts, ceremonies, etc.

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- Sports Hall of Fame
 - Publicize request for nominations
 - Received nominations and updated spreadsheet with names of nominations
 - Scanned nominations and made copies for the nominating committee
 - Attended May meeting
 - Revised letterhead and sent to chairperson for review
 - Revised Ad form and letter, sending it to subcommittee
- Registrations
 - Scanned and attached documents for registrants who brought in/emailed paperwork
 - Entered registrations into PowerSchool
 - Assisted callers with registration/lottery selection questions