

Glassboro Public Schools



MEMO

Date: December 13, 2021

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: November Project Report

- School Messenger Communication
 - Tonight – Academy Open House
 - Reminder – Invitation for 11/8 Academy Open House
 - Superintendent’s November 3 Letter
 - Superintendent’s November 10 Letter
 - Superintendent’s November 18 Letter
- Gloucester County Public Employees Charitable Campaign
 - Served as the district liaison with the United Way representative
 - Kicked off the campaign
 - Sent staff donation forms and this year’s list of charitable donations
 - Collected those forms that were completed (campaign continued into December)
- Academies
 - Created fliers
 - Hung up fliers at several nearby businesses and shared fliers with schools, libraries, and 4H clubs
 - Produced “How did you hear about us?” form for Open House
 - Attended Open House
 - Ran an additional advertisement on social media prior to the Academy Application Deadline
- Press Releases and Contacts/Postings
 - Dorothy L. Bullock School Star Students (release finalized), GHS Distinguished Hall of Alumni Committee Requests Nominations, Seniors of the Month Recognized at BOE Meeting, GHS Spotlight Students of the Month Recognized at BOE Meeting, Classes Team-Up to Pursue Pasta Perfection, GHS Presents Anne of Green Gables,

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GIS Glow Club Creates and Sells Ribbons for Breast Cancer Awareness, GHS Senior Named as a Semifinalist in the National Merit® Scholarship Program, GHS Hosted Out of Darkness Event, and shared news on Facebook and web

- Registrations
 - Scanned and attached documents for registrants who emailed paperwork
 - Assisted callers with registration