

# Glassboro Public Schools



## MEMO

Date: November 8, 2021  
To: Dr. Mark Silverstein, Superintendent  
From: Jody Rettig  
Re: October Project Report

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- School Messenger Communication
  - Superintendent's October 28 Letter
  - Academy Open House Invitation – Monday, November 8
  - Superintendent's October 21 Letter
  - Important Safety message
  - Superintendent's October 14 Letter
  - Superintendent's October 7 Letter
- Academies
  - Priced, placed and created copy for print and online advertisements
  - Shared Rowan videos that were developed for the academies
  - Took photos for use by the district/academies
  - Made web updates which weren't specific to any one academy (as the coordinators take responsibility for their academy specific updates)
- Press Releases and Contacts/Postings
  - GIS Back-to-School Night, Bullock Back-to-School Night, Bowe Celebration of International Day of Peace, Bowe Celebration of World Smile Day, BOE Welcomes Student BOE Reps, Request for Coverage of Powder Puff and Homecoming, GHS Crowns Homecoming Queen, start of Bullock Star Students news release, posted RFP on website, and shared news on Facebook and web
- Attended a variety of school events, such as Halloween parades, Star Student Lunch, BOE Meeting, Homecoming, Powder Puff, etc.
- Strategic Plan
  - Met with superintendent to review updates that were provided
  - Requested additional updates from designated individuals and made my own updates

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- 2021-2022 Activities Calendar
  - Separated boxes of calendars to allow for enough calendars for students and staff
  - Arranged for Operations to deliver the calendars to the schools
- Registrations
  - Scanned and attached documents for registrants who brought in/emailed paperwork
  - Assisted callers with registration