

Glassboro Public Schools



MEMO

Date: November 13, 2024
To: Dr. Mark Silverstein, Superintendent
From: Jody Rettig
Re: October Project Report

- Sports Hall of Fame Banquet
 - Sold tickets
 - Maintained spreadsheets
 - Interfaced with Masso's venue
 - Delivered program booklets to the venue
 - Set up reserved seating signs where applicable
 - Worked at welcome table
- Press/Postings
 - Homecoming Media Invites, New Employees for October and September, Glassboro School District Swears in Student BOE Members, Week of Respect in Glassboro Schools, TEBMS Back-to-School Night, Lauren Kerr Named as Principal, GHS Student Named as Commended Scholar in National Merit Scholar Program, took Homecoming and Halloween pictures
 - Assorted Facebook Postings
- Registration
 - Answered registration questions from callers and community members who stopped by
 - Provided registration instructions
 - Attached documents in the registration system
- Academies
 - Created flyers and secured permission to send Open House flyers home with 8th graders at St. Michael's School, Ambassador Christian Academy, and Friends School of Mullica Hill
 - Researched advertising and requested advertising quotes
 - Designed and scheduled social media display ad/s to run from late October through late November
 - Sent school messenger emails for Academies/GHS Open House (see on next page)
 - Communicated with callers interested in School Choice

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- Employee ID pictures
 - Took employee photos for ID badges and sent to technology for processing
- School Messenger
 - Online Tickets Available for Romeo & Juliet
 - 10/29 Academies/GHS Open House
 - Superintendent's October 17 Letter
 - Stop by the 10/29 GHS Open House
 - 9/26 Superintendent's Letter
- Other – Provided clerical assistance in sending invitations and managing responses for superintendent's Cell Phone Policy Committee and emailed reading material to the committee