

Glassboro Public Schools



MEMO

Date: November 5, 2025

To: Dr. Al Lewis, Superintendent

From: Jody Rettig

Re: October Project Report

- Photos for IDS
 - Took employee photos for IDs
 - Forwarded to technology
- Press/Social Media
 - Glassboro Hall of Distinguished Alumni Seeking Nominations, Glassboro Fire Department Visits Glassboro Schools, Glassboro Students Celebrate Week of Respect, Press Invitation to Cover Homecoming, GHS Drama Students Invite Community to Donate to Canned Goods Drive, Glassboro School District Invites Community to October 14 Referendum Forum, Article for Borough of Glassboro Fall Newsletter, Two Glassboro High School Seniors Receive Peter Marshall Foundation Awards, assorted Facebook posts
- Website/Messages
 - Posted and/or sent communications out regarding a variety of topics, including Governor's Educator of the Year Nominations, announcement of referendum videos being posted on referendum website, PTO reminders, important update from the superintendent, October Community Update from the superintendent, Transportation Issues – Letter from the Superintendent, districtwide food drive, NJ Back to School Packet for Parents, Superintendent's Invitation to Online Referendum Forum
 - Updated website to post District Anti-Bullying Self-Assessments shared by administrator
- Referendum
 - Sent out above-mentioned information as well as invitation to the Referendum Communications Committee Online Meeting
 - Attended the Referendum Communications Committee and Referendum Forum meetings
 - Reviewed, provided information for, posted/shared referendum communications content on social media, in the press, on the website, and at numerous evening events
 - Developed a flyer specifying Bullock projects for Bullock Family Night

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- Registration
 - Attached documents in the registration system
 - Assisted families with accessing PowerSchool
 - Answered registration questions from callers and community members who stopped by Beach Administration Building