

Glassboro Public Schools



MEMO

Date: October 1, 2021
To: Dr. Mark Silverstein, Superintendent
From: Jody Rettig
Re: September Project Report

- School Messenger Communication
 - Superintendent's September 30 Letter
 - Superintendent's September 23 Letter
 - Superintendent's September 17 Letter
 - Important Letter from Our Superintendent (9/10)
 - Dismissal Changes for Today (9/10)
 - Message on Behalf of Transportation (9/8)
 - Message on Behalf of Transportation (9/7)
 - A Letter from the Superintendent (9/2)
- Sports Hall of Fame
 - Created a Facebook Event to supplement prior postings on Facebook
 - Corresponded with inductees regarding tickets, bios, banquet attendance
 - Wrote numerous bios for the program
 - Sold advertisements
 - Sold and distributed tickets
 - Followed up with committee members regarding their sales and counts
 - Attended meetings
 - Arrived early at banquet to set up reserved tables
 - Worked at ticket/entrance table
- Press Releases and Contacts/Postings
 - GHS Marching Band Plays at Italian Festival, Caterina Dawson and GHS Dancers, First Day of School Rodgers, First Day of School Bullock, First Day of School Bowe, First Day of School GHS, edited photos – new employee, GIS, Bullock, and Rodgers Back-to-School Nights, press contacts regarding transportation

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- Attended two Board of Education Meetings, multiple Back-to-School Nights, the Italian Festival
- COVID-19 Testing Survey
 - Developed parent survey based on request/information from nurses
 - Alerted parents to the availability of the survey
 - Gathered results
- Strategic Plan
 - Created Strategic Plan Update Templates, listing all Goals, Objectives, Major Activities, areas/positions tasked with the activities
 - Entered my own updates
 - On behalf of the superintendent, requested that all associated individuals provide their updates
- 2021-2022 Activities Calendar
 - Updated calendar due to the hire of a new administrator, date adjustments for athletic events and changes to text
 - Assembled into PDF and provided files to printer
 - Reviewed hard copy proof from printer and requested changes
 - Provided new files to printer
 - Reviewed new electronic proof
 - Received printed copies
 - Started distribution of calendar
- Registrations
 - Scanned and attached documents for registrants who brought in/emailed paperwork
 - Assisted numerous callers with registration