

Glassboro Public Schools



MEMO

Date: October 9, 2022

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: September Project Report

- School Messenger Communication
 - Superintendent's September 23 Letter
 - Glassboro Schools in Shelter in Place
 - Follow-up Message: Shelter in Place/School Safety
 - Additional Update: Shelter in Place
 - Sports Hall of Fame Ticket Sales Extended to 9/23
 - Reminder: Two-Hour Delay on 9/15
 - Superintendent's September 8 Letter
 - Bullock Buses Running Late
- Calendar
 - Sent additional calendars out to specific school areas
- Backpack Donations
 - Received and sorted backpack donation from assisted living facility, Traditions at Crosskeys
 - Informed principals of the backpacks being sent over to the schools
- Sports Hall of Fame
 - Sold advertising and tickets
 - Tallied own ticket sales on spreadsheet
 - Delivered deposits to SHOF Chairperson
 - Sent out reminders about pictures and bios which were due
 - Proofed Hall of Fame Program
 - Personally purchased containers to hold tickets turned in at banquet
 - Reviewed information to determine table reservations
 - Created table reservation signs
 - Updated inductees about new banquet room and game arrival instructions
 - Worked at dinner committee entrance table

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- Attended JHR and Bullock Orientations, three out of four Back-to-School Nights, Italian Festival
- Borough/District/Rowan Partnership
 - Requested agenda items and developed agenda for Partnership Meeting, scheduled and attended meeting, submitted article for Borough Newsletter
- Press
 - JHR Orientation, Bullock Orientation, Bowe Orientation, Bullock Back-to-School Night, Rodgers Back-to-School Night, first day pictures from all schools, New Employee Orientation, GHS SHOF Banquet Tickets for Sale, shared GHS Open House Flyer, and communicated with press calling regarding the shelter in place
- Registrations/PS
 - Entered registrations in PowerSchool
 - Reduced document sizes to attach in PowerSchool
 - Emailed individuals about missing paperwork
 - Assisted callers with registration information and questions