

Glassboro Public Schools



MEMO

Date: October 4, 2024

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: September Project Report

- Superintendent Secretarial Support
 - Due to temporary secretarial support needs in superintendent's office, continued fulfilling multiple daily tasks, in addition to regular duties, including: researching/contributing to/typing four Back-to-School Night speeches, typing and setting up evaluation meetings, scheduling interviews, managing phone calls, handling daily sign/review/mail folders, assorted filing
- Sports Hall of Fame Banquet
 - Participation in this has been quite time intensive during and after regular hours
 - As of 10/4, 185 people are expected to attend
 - Attended three meetings after regular work hours: one in person and two online
 - Continued to research contact information for new inductees and emailed/contacted multiple inductees
 - Sold banquet tickets and advertising, reaching out to multiple contacts
 - Mailed out tickets to inductees and those purchasing tickets
 - Maintained spreadsheets
 - Posted information on inductions and ticket sales on multiple sites
 - Reached out to individual inductees to obtain photos for plaques and booklet
 - Shared photos with the athletic director and the person designing to program booklet
 - Wrote and sent article on the event
 - Wrote and sent a school messenger announcement and districtwide email regarding the event
- Employee ID pictures
 - Took employee photos for ID badges and sent to technology for processing

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- First Week of School
 - Took pictures at all the schools
- Press/Postings
 - Beginning of the school year captions/photos, TEBMS New Student Transition Camp/Student Ambassadors, JHR orientation, Sports Hall of Fame Article, Gloucester County Teacher of the Year (for newspaper article), three articles for Borough newsletter (Referendum, Gloucester County Teacher of the Year, Promising Practice Awards at All Schools)
 - Assorted Facebook Postings
- Registration
 - Answered registration questions from callers and community members who stopped by
 - Provided registration instructions
 - Attached documents in the registration system
- School Messenger
 - 9/5 Superintendent's Letter
 - 9/8 Social Media Threat to TEBMS
 - 9/9 Safety Update
 - 9/19 Sports Hall of Fame Banquet Tickets Available
 - 9/26 Superintendent's Letter