

# Glassboro Public Schools



## MEMO

Date: September 6, 2024  
To: Dr. Mark Silverstein, Superintendent  
From: Jody Rettig  
Re: August Project Report

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- Superintendent Secretarial Support
  - Due to temporary secretarial support needs in superintendent's office, continued fulfilling multiple daily tasks, in addition to regular duties, including: setting up interviews, managing phone calls, researching information for and editing opening day presentation to staff, drafting welcome back email to staff, handling daily sign/review/mail folders, assorted filing
- District Activities Calendar
  - Incorporated edits
  - Finalized layout
  - Merged individual illustrator files into one pdf
  - Sent calendar to print
  - Received proof back and requested minor changes
  - Received final copies of printed calendar
  - Divided calendars up by school and arranged for distribution
- Sports Hall of Fame
  - Participation in this has been quite time intensive during and after regular hours
  - Created banquet tickets
  - Continued to research contact information for new inductees and emailed/contacted multiple inductees
  - Attended evening meeting
  - Created multiple inductee notification letters and ran a mail merge
  - Further individualized letters based on whether they were an individual inductee, 2007 team associate (coach, statistician, manager, player), 2008 team associate (coach, statistician, manager, player) or part of both teams
  - Emailed the induction letters out to all inductees for whom we had contact information
  - Sold banquet tickets and advertising, reaching out to multiple contacts

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- Posted information on inductions and ticket sales
- Reached out to individual inductees to obtain photos for plaques and booklet
- Shared the photos with the athletic director and the person designing to program booklet
- Employee ID pictures
  - Took employee photos for ID badges and sent to technology for processing
- Press/Postings
  - Assorted Facebook Postings
  - Attended and took pictures of Bowe's new student transition camp
- Registration
  - Answered registration questions from callers and community members who stopped by
  - Provided registration instructions
  - Attached documents in the registration system