

Glassboro Public Schools



MEMO

Date: December 11, 2024
To: Dr. Mark Silverstein, Superintendent
From: Jody Rettig
Re: November Project Report

- Employee ID pictures
 - Took employee photos for ID badges and sent to technology for processing
- Academies
 - Designed new social media display ad and swapped it with the earlier ad that had run pre-open house
 - Designed second flyer
 - Reached out to parents of current School Choice students inviting them to share the flyer and their own experiences with School Choice in Glassboro
 - Followed-up with interested applicants, providing information, forms and coordinator contact information
 - Wrote and submitted news article (mentioned below) with photos
- Press/Postings
 - Press coverage invites for football playoffs, DLB Bulldogs of the Month for Integrity Recognized at BOE Meeting and Integrity Mentorship Activity at School, School Choice Applications Due by 11/25, GHS to Perform Rome and Juliet 11/21, 11/22, and 11/23, DLB Halloween Parade, JHR Halloween Parade, GHS Celebrates Homecoming
 - Assorted Facebook Postings
- School Messenger
 - GHS 11/15 Playoff Tickets Online Only via NJSIAA
 - Superintendent's November 14 Letter
 - 11/20 – Notice: Test of Communication System Later Today
 - 11/20 – Test of Emergency Communication System
- Registration
 - Answered registration questions from callers and community members who stopped by
 - Provided registration instructions
 - Attached documents in the registration system

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- Other – Provided clerical/communications assistance in sending invitations and managing responses for superintendent's Cell Phone Policy Committee and posting an announcement about the public meeting outlining the policy changes