

# *Glassboro Public Schools*



## **MEMO**

Date: July 11, 2025

To: Dr. Al Lewis, Superintendent

From: Jody Rettig

Re: June Project Report

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- School Messenger
  - Superintendent's June 18 Letter
  - GHS Farm Stand Opens Tomorrow
- Press/Postings
  - GHS Holds Triple Induction Ceremony for the Performing, Fine, and Dramatic Arts, Glassboro High School Graduation, Kindergartner Wins Treasured Sue Hars Kindness Award, Middle School Announces Winners of 2<sup>nd</sup> Annual Pickleball Tournament, Assorted Facebook Postings
- Attended and took pictures of district events
- Referendum
  - Accompanied videographer to project sites for filming
  - Communicated information about the referendum
- Website
  - Experimented with messaging system capabilities in preparation for changeover from School Messenger
  - Drafted administrative webpage with updates to superintendent details
- Calendar
  - Sent reminders for calendar dates
  - Incorporated initial dates from schools
  - Worked to eliminate date conflicts
  - Sent draft of all dates to schools for verification
  - Took photographs to include in calendar
  - Sent other content sections out for verification/updates
  - Requested and received printing quotes

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- Budget Presentations at Staff Meetings
  - Arranged for technology and podium set-up requirements at the presentations
  - Attended and operated the slideshow at the two remaining school presentations  
(Note: two others had been completed in May.)
- Employee ID pictures
  - Took employee photos for ID badges and sent to technology for processing
- Registration
  - Answered registration questions from callers and community members who stopped by
  - Attached documents in the registration system