

Glassboro Public Schools



MEMO

Date: October 3, 2025

To: Dr. Al Lewis, Superintendent

From: Jody Rettig

Re: September Project Report

- Photos for IDS
 - Took employee photos for IDs
 - Forwarded to technology
- Press/Postings
 - District Welcomes New Employees (2 releases), Marching Band Takes 2nd Place, First Day of School – pictures for all four schools, GPSD to Hold Nov. 4 Referendum, GPSD Invites Committee to Public Forum, press contact for interview/information requests about Zero Eyes and attendance, assorted Facebook pictures and postings (e.g., Back-to-School Nights, Penn State helicopter landings/visit, Zero Eyes, referendum, student, staff and community news)
- Website/Messages
 - Posted and/or sent communications out regarding a variety of topics, including the Superintendent's invitation to attend the referendum forum, Little Bulldogs Program, state assessment information for parents, bus delays, helicopter landing, save the dates for referendum forum
- Referendum
 - Sent out invitation reminders for the Referendum Communications Committee meeting, provided direction on required logistical set-up of room and technology, attended the meeting
 - Reviewed, provided information for and shared referendum content communications
 - Set-up and worked at information tables at all four Back-to-School Nights
 - Announced information forum in a variety of outlets, arranged for district audiovisual technical support presence, provided direction on the logistical set-up of room and technology

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- Registration
 - Attached documents in the registration system
 - Assisted families with accessing PowerSchool
 - Answered registration questions from callers and community members who stopped by Beach Administration Building