

Glassboro Public Schools



MEMO

Date: December 5, 2025

To: Dr. Al Lewis, Superintendent

From: Jody Rettig

Re: November Project Report

- Photos for IDS
 - Took employee photos for IDs
 - Forwarded to technology
- Press/Social Media
 - Referendum Passes, DLB Students Partner-up for Mentorship Activity, TEBMS Hosts Career Fair, assorted social media posts including football games, the play (both regular production and sensory friendly production), school choice academies, school activities, the referendum and more
- Website/Messages
 - Posted and/or sent communications out regarding a variety of topics, including Pre-K Partnership, Letter from the Superintendent, Community Update from the Superintendent, GHS Tickets Available for Sense & Sensibility, Today is Election Day, Bond Referendum Results, Board of Education Election Results, PTO News
- Referendum
 - Reviewed, provided information for, posted/shared referendum communications content on social media, in the press, and on the website (as noted above)
 - Acted as liaison with the Communications Committee
- District Food Drive
 - Communicated information about the District Food Drive
 - Acted as a liaison with the food pantries/banks, verifying food needs and deliveries
 - Personally delivered the food to one of the locations

Glassboro Public Schools

- Gloucester County Public Employees Charitable Campaign
 - Worked with the managing agency to secure proper forms for the campaign
 - Communicated with Payroll Department regarding the start of the campaign
 - Sent out information and forms to the employees
- Registration
 - Attached documents in the registration system
 - Answered registration questions from callers and community members who stopped by Beach Administration Building