

# *Glassboro Public Schools*



## **MEMO**

Date: January 8, 2021

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: December Project Report

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- COVID-19
  - Advised on, wrote, edited, posted, and sent numerous updates for parents and staff (These are highlighted in next of this report, along with other messages.)
  - Participated in Administrative Council Meetings
- School Messenger Communication and Superintendent's Letters
  - Please Take Our Strategic Planning Survey Today
  - Superintendent's Dec. 17 Letter
  - Reminder: Tonight – 6 p.m. Strategic Planning Update
  - Dec. 14 GPSD Strategic Planning Update
  - Superintendent's Dec. 10 Update
  - Dec. 3 Superintendent's Letter
- Gloucester County Public Employee Charitable Campaign
  - Acted as the district liaison with the United Way representative
  - Ran an entirely virtual campaign utilizing the payroll deduction method
  - Collected the completed donation forms
  - Created a spreadsheet tallying donations
  - Delivered the donation forms and spreadsheet to our payroll department and the United Way representative
- Strategic Planning
  - Organized and attended the (Community) Strategic Planning Update
  - Provided the State of the Schools PowerPoint for that meeting
  - Communicated about the availability of our Strategic Planning Survey
  - Requested that the Borough share our social media post about the survey

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- Press Releases/Postings
  - Rodgers/GHS Holiday Read Aloud, Rodgers Students Sing and Dance During Online Music Night, Concert Information, GPSD Welcomes New Business Office Leadership, GHS Out of Darkness Walk, DLB Teams Up with Rowan for Hispanic Heritage Celebration, Bullock Gives a Virtual Salute to Veterans, posted assorted information on district website and social media
- Rowan/Borough/GPSD Partnership
  - Created agenda for December 14 meeting
  - Attended the meeting
  - Set follow-up meeting for February 8 at 10 a.m.
  - Included partners in a meeting invite for the (Community) Strategic Planning Update
- Registrations/PowerSchool
  - Activated and worked several registrations
  - Responded to parent inquiries regarding registrations