

Glassboro Public Schools



MEMO

Date: January 5, 2022

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: December Project Report

- School Messenger Communication
 - Superintendent's December 15 Letter
 - Superintendent's December 1 Letter
- School Choice Academy
 - Created and implemented additional Facebook ads
- Citizens Advisory Committee
 - Continued to invite community members to join
 - Reserved meeting room and additional breakout room
 - Set-up and rehearsed use of technology
 - Created and posted location signage and sign in sheets
 - Attended the meeting
 - Spoke at meeting and divided group into subcommittees based on schools
 - Circulated among work groups
- Strategic Plan
 - Updated stakeholder engagement section
 - Met with superintendent and administrators to review staff updates on all sections
- Gloucester County Public Employee Charitable Campaign
 - Requested campaign material from United Way representative
 - Announced kickoff and sent campaign material to employees
 - Sent deadline reminder
 - Requested that employees copy payroll on the return of donation forms
 - Created spreadsheet of donations
 - Provided copies of spreadsheet to United Way and payroll
 - Returned donation forms to United Way

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- Provided community affairs data to the superintendent
- Press
 - Glassboro Students Honored for Integrity
 - GPSD Welcomes New Employees
 - GHS Hosts Career/College Readiness and Character Day
 - GHS Interact Club Brings Joy to Children Around the World
 - GHS Students Raise Funds for Breast Cancer Awareness
 - GPSD and Rowan Celebrate PDD Partnership
 - Class Gathers for Friendship Feast
 - All SJ Choir
 - GHS Inducts 18 into NHS
 - Kindergarten Class Places Gifts Under Tree for NICU
 - Bullock Hosts Schoolwide Game Day Emphasizing Fair Play
 - Glassboro Students Demonstrate Architectural Prowess by Designing Gingerbread Houses
 - Kindergartners Create Ice Cream Cone Trees
 - Sent multiple coverage requests
- Registration/PS
 - Entered registrations in PowerSchool
 - Emailed individuals about missing paperwork
 - Answered registration questions from callers