

Glassboro Public Schools



MEMO

Date: March 11, 2021
To: Dr. Mark Silverstein, Superintendent
From: Jody Rettig
Re: February Project Report

- 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
 - Superintendent's February 26 Letter
 - Superintendent's February 19 Letter
 - Meal Service Delivery Today
 - Important Letter from the Superintendent
 - Superintendent's February 4 Letter
 - Technology Survey and Superintendent's Letter
- Press Releases/Postings
 - NFL Players and Readers from Across the U.S. Participate in School's African American Read-In, GHS Hosts Its 81st Honor Society Ceremony-Inducts 22 Members, Glassboro School District Welcomes New Employees, Tickets Available for GHS Streamed Production of "Godspell Jr.," GIS Students Visit with 15-Year-Old Inventor from Shark Tank, Bullock Announces Its January Star Students, assorted postings including links to livestreams of GHS Basketball Games
- Strategic Planning
 - Provided information for and attended the February 9 Strategic Planning Update to the Community and the February 4 Public Presentation to the BOE

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- Presentation invites – partnered with Borough contact to post information on the Borough Facebook page, sent invites to key individuals/entities in town, included information in Superintendent's Weekly Letters, ensured that information was listed on the district website and Facebook
- Recorded Goals and Objectives in Action Plan Template and sent to administrators
- Partnership Meeting
 - Requested agenda items
 - Developed Agenda
 - Attended the February 8 Meeting
 - Set the next meeting for April 19, 10 a.m.
- Registrations/PowerSchool
 - Responded to parent questions about Pre-K Lottery and registrations
 - Assisted Registration by entering some students into PowerSchool
 - Scanned and reduced the size of registration documents as needed, attaching them in PowerSchool
- Sports Hall of Fame
 - Shared Nomination Form
 - Received and recorded new nominations