

Glassboro Public Schools



MEMO

Date: March 14, 2022
To: Dr. Mark Silverstein, Superintendent
From: Jody Rettig
Re: February Project Report

- School Messenger Communication
 - Superintendent's February 24 Letter
 - Today's Lockdown at GHS
 - Superintendent's February 17 Letter
 - Key Communicators Meeting: Registration Available
 - Superintendent's February 10 Letter
 - Superintendent's February 3 Letter
- Key Communicators Meeting
 - Set-up and hosted two planning meetings
 - Researched information for slides
 - Designed/wrote sections of the group PowerPoint
 - Incorporated sections designed by others into the group PowerPoint
 - Handled logistics of room selections and set-up request
 - Issued multiple invitations and tracked in-person responses
 - Posted meeting access information
 - Sent finalized PowerPoint to technology
 - Attended the Key Communicators Meeting
- Press Releases/Postings
 - GPSD Welcomes Three BOE Members, GHS Student Wins Widener University Leadership Award, College Board Names GHS Senior as a National Hispanic Recognition Program 21/22 Scholar, GHS Presents Legally Blonde, Kindergartners Celebrate 100 Days of School, Bowe Announces Top Five Scorers in NJ Math League Competition, Valentine's Day at Rodgers, Rodgers Celebrates Kindness, assorted web/FB postings

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- Registrations
 - Responded to inquiries regarding Pre-K Lottery
 - Scanned and attached documents for registrants who brought in/emailed paperwork
 - Entered registrations into PowerSchool
 - Assisted callers with registration