

Glassboro Public Schools



MEMO

Date: March 13, 2024

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: February Project Report

- School Messenger Communication
 - Superintendent's February 15 Letter
 - Parent/Guardian Snow Day Survey
 - Reminder: Parent/Guardian Survey
- Snow Day Surveys
 - Collaborated on the development of both parent and staff surveys
 - Distributed surveys
 - Tracked survey results
- Strategic Planning
 - Updated Student Engagement Section of the plan
 - Obtained updates from key people on other sections
 - Researched graphics
 - Developed PowerPoint on Strategic Plan Updates
 - Implemented requested revisions
 - Ran slideshow at the BOE Meeting
- Rowan and Borough Partnerships
 - Reached out for agenda items for the Partnership Meeting
 - Developed meeting agenda
 - Participated in and administered technology at the meeting
 - Started research for the March Rowan and Borough Partnership Presentation
- Sports Hall of Fame
 - Issued nominations request for Sports Hall of Fame
 - Communicated with those who sent in nominations
 - Tracked new nominations in a spreadsheet

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- Press
 - Inductees Announced for 2024 GHS Hall of Distinguished Alumni, Glassboro Schools Recognize TEBMS Student Bulldogs of Character, Coverage Request and Reminder about Phillie Phanatic's Visit to Rodgers, Glassboro Families Visit Kindergarten Classrooms, GHS Students Named as Presidential Volunteer Service Award Medalists, GHS Presents "The Wizard of Oz," Glassboro Students Take the Fortitude Challenge, Heritage Glass Museum Visits DLB, Assorted Facebook Postings
- Registration/PS
 - Entered registrations in PowerSchool
 - Answered registration questions from callers, particularly about the lottery