

Glassboro Public Schools



MEMO

Date: February 4, 2021

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: January 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
 - Community Invite-GPSD Strategic Planning Update
 - January 28 Letter from the Superintendent
 - Superintendent's Letter – District Technology Survey
 - January 22 Letter from the Superintendent
 - January 15 Letter from the Superintendent
 - January 7 Letter from the Superintendent
- Strategic Planning
 - Participated in two Strategic Planning Committee Meetings, January 11 and 25
 - Worked on the Stakeholder Engagement Subcommittee to further develop a Goal and Objectives at a January 19 meeting
 - Documented/formatted that information and shared it with the NJSBA representative and the Steering Committee on January 20 in preparation for the January 25 large group meeting
 - Invited community stakeholders to attend a GPSD Strategic Planning Update, scheduled for February 9

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- Press Releases/Postings
 - Submit Your Nominations for the GHS Sports Hall of Fame, GHS Choir Shines in Virtual Winter Concert, GHS Tri-M Music Honor Society Shares Virtual Greetings with Seniors, Thomas E. Bowe Recognizes Students for Good Character, J. Harvey Rodgers' Family Fitness Night Gets Everyone Moving; Assorted postings and Valhallas, such as GIS Math & Literacy Night, GIS Request to Staff for Virtual First Lego Competition, PTO fundraisers, Foodbank information, District's MLK Tribute Site, etc.
- Registrations/PowerSchool
 - Activated and worked several registrations
 - Responded to parent inquiries regarding registrations
 - Scanned and reduced the size of registration documents as needed, attaching them in PowerSchool