

Glassboro Public Schools



MEMO

Date: February 8, 2022

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: January Project Report

- School Messenger Communication
 - Schools to Open on Time – Monday, January 31
 - Superintendent's January 27 Letter
 - Superintendent's January 20 Letter
 - Superintendent's January 13 Letter
 - Superintendent's January 6 Letter
 - Glassboro Schools to Go Virtual for Week of 1/3
- Press Releases/Postings
 - GHS Senior to Perform in Multiple All South Jersey Concerts, Two GHS Sophomores Recognized for Essay on Leadership, Young Glassboro Scientists Design and Test Sleds, Glassboro School District Recognizes Bulldogs of Character at BOE Meeting, Glassboro School District Welcomes New Employees, assorted web/FB postings
- Partnership Meeting
 - Requested agenda items and composed agenda
 - Participated in the meeting
- Strategic Planning Update
 - Requested and obtained additional updates on progress
 - Created a PowerPoint presentation
 - Edited and finalized the slides
 - Attended BOE meeting, where the Strategic Planning update was presented
- Key Communicators
 - Set the date for a planning session
 - Set the date for the Key Communicators Meeting itself

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- Assisted Staff in Obtaining Volunteers for First LEGO Event
- Registrations
 - Scanned and attached documents for registrants who brought in/emailed paperwork
 - Entered registrations into PowerSchool
 - Assisted callers with registration