

# *Glassboro Public Schools*



## **MEMO**

Date: February 6, 2022

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: January Project Report

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- School Messenger Communication
  - GHS Lockdown – Classes Have Resumed
  - Superintendent's January 19 Letter
  - Superintendent's January 5 Letter
- Training
  - Completed two sections of the annual district training courses
- Citizens Advisory Committee
  - Attended planning session
  - Sent out project list links and instructions to committee members
  - Held and attended two committee meetings – sending invitations, reserving room, arranging for meeting materials, setting up electronics
  - Created and posted location signage and sign in sheets
- Strategic Plan
  - Created PowerPoint
  - Reached out to other staff to obtain additional information
  - Edited PowerPoint to include additional information and graphics
  - Rehearsed slide show presentation with superintendent
  - Advanced slides at BOE meeting presentation of the PowerPoint
- Rowan and Borough Partnerships
  - Reached out to other staff (e.g., Academy coordinators, business, special services, Chief Academic Officer) to obtain additional information on partnerships for PowerPoint
  - Revised prior PowerPoint to incorporate new partnership information, data, and pictures
  - Requested agenda items for January Partnership Meeting
  - Completed and shared agenda
  - Attended meeting and ran the technological aspects of the meeting

# *Glassboro Public Schools*

- Press
  - Glassboro Names Media Center After Former BOE President
  - Glassboro BOE Recognizes Cross Country Championship Team
  - Glassboro Honors Boys Championship Soccer Team
  - Glassboro Welcomes New Employees
  - Glassboro High Schools Students Lead the Way
  - Thomas E. Bowe Middle School Recognizes Principal's List and Honor Roll Students
  - Thomas E. Bowe Middle School Bulldogs of Character Recognized at BOE Meeting
- Registration/PS
  - Entered registrations in PowerSchool
  - Emailed individuals about missing paperwork
  - Answered registration questions from callers