



MEMO

Date: August 10, 2020
To: Dr. Mark Silverstein, Superintendent
From: Jody Rettig
Re: July 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.)
 - Participated in weekly Administrative Council Meetings
- Superintendent Letters and School Messenger Communication
 - 7/28 – July 28 Update from the Superintendent
 - 7/21 – GPSD Letter – 7/22 Reopening Plan Presentation
 - 7/10 – Superintendent’s Letter on Building Access
 - 7/10 – Superintendent’s Letter and Parent Survey
 - 7/7 – Invitation: 7/7, 6 p.m. Bullock Focus Group
- Posted link to survey on the web
- Posted Reopening Plan and other helpful documents for parents on the web
- Sent the Reopening Plan to the county superintendent for review
- Calendar
 - Incorporated overall district dates into the Blackboard calendars on the websites
 - Posted new, one-page calendar on website
- Rowan/Borough/School District Partnership
 - Designed agenda for July meeting
 - Attended meeting
 - Set a date for September meeting
- July 29 BOE Agenda
 - Created the agenda
 - Received and organized attachment items
 - Forwarded to technology for posting on the School Boards Site
- Attended July 22 and 29 BOE Meetings as a Panelist

- Assisted parent in need of translation services for one BOE Meeting and provided information to Interim Chief Academic Officer to do so for future meetings
- Registration – Responded to parent inquiries about registration
- Logo
 - Received logos
 - Shared logos with technology and high school principal
- Rowan/Borough/School District Partnership
 - Designed agenda for July meeting
 - Attended meeting
 - Set a date for September meeting