



## MEMO

Date: July 9, 2020  
To: Dr. Mark Silverstein, Superintendent  
From: Jody Rettig  
Re: June 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
  - Researched/tracked NJ Government updates pertaining to schools
- Superintendent Letters and School Messenger Communication
  - 6/30 – Parents Invited to Participate in Focus Group Sessions
  - 6/28 – Meal Delivery Day Changes for This Week Only
  - 6/28 – Clarification on Meal Service Schedule Changes
  - 6/24 – Thurs., 6/25- Bowe Item Retrieval/Laptop Drop-Off
  - 6/11 – June 11 Update from Schools
  - 6/4 – Statement About George Floyd/School Updates
- Press/News/Social Media
  - Article on GHS Drive-In and Drive Through Graduation Celebrations, Invited press/media to cover the aforementioned events, attended and posted pictures/videos of the aforementioned events and also J. Harvey Rodgers and Dorothy L. Bullock End of the Year Drive Throughs, posted links to various virtual school ceremonies
- Calendar
  - Developed a 12-month calendar framework document in Word
  - Incorporated all calendar dates received from schools
  - Sent a draft version back to schools to review
- Logo
  - Facilitated the resending of a PO
  - Requested logos in finalized formats, still awaiting receipt
- Rowan/Borough/School District Partnership – Set date for July Meeting
- Attended NJ School Public Relations Virtual Seminar and GPSD Virtual Board Meeting
- Registration – Responded to parent inquiries about registration