



## MEMO

Date: April 3, 2020

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: March Project Report

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- COVID-19
  - Advised on, wrote, edited, posted and sent numerous COVID-19 communications for parents and staff (Many are highlighted in School Messenger Section of this report.)
  - Shared Mayor's letter and other Borough information
  - Participated in Administrative Council Meetings during our closure
- School Messenger
  - 3/31 - Update from Superintendent
  - 3/30 - 2020 Spring Break Survey
  - 3/25 - Superintendent Letter about Upcoming Spring Break Survey
  - 3/23 - Superintendent's 3/23 Update
  - 3/18 - Letter from Mayor Wallace
  - 3/16 - Coronavirus/Classwork/Breakfast/Lunch and More
  - 3/14 - GPSD Letter – Event Cancellations and Restrictions
  - 3/12 - Schools to Receive Intensive Cleaning
  - 3/10 - Coronavirus Resources and Education Plans
  - 3/6 - Postponed: Ribbon Cutting Ceremony
  - 3/5 - Tennis Court Ribbon Cutting 3/5 / Rain Date 3/25
  - 3/4 - Superintendent Letter on the Coronavirus
- School Break Survey
  - Wrote survey questions and shared with administration
  - Designed survey on the website
  - Communicated with parents/staff about survey
  - Tracked survey results
- Sports Hall of Fame
  - Updated spreadsheet for nominations and shared that information
  - Turned nominations over to the nominations committee
  - Attended Sports Hall of Fame Committee Meeting

- Press/News/Social Media
  - Glassboro School District Mobilizes to Offer Distance Learning and Meals to Go, Glassboro Elementary Schools Celebrate Read Across America, Bowe Black History Performance and Arts Festival, Students Selected for HOBY Leadership Conference, GHS Sports Hall of Fame Nominations, GHS Field Hockey Standout Commits to Western Connecticut State University, GHS Students Performed in Olympic Conference Honors Band, also shared a variety of information on our social media and websites
- Citizens Advisory Committee on the referendum
  - Communicated with key personnel to streamline project lists for meeting
  - Reserved meeting space for second meeting
  - Sent out meeting invitations and reminders
  - Canceled meeting due to COVID-19 precautions
- Logo
  - Solicited and received input from Logo Committee members who couldn't be at the meeting
  - Received redesigned logos from Clearbridge that only primarily took into account the input from those who were at the meeting
  - Communicated with Clearbridge that we would have additional input to share from those who weren't at the meeting
- Ribbon Cutting Ceremony for Tennis Courts
  - Received long ribbon that was ordered through Business Department
  - Researched and purchased two additional, decorative end-ribbons (with own funds)
  - Researched and borrowed stanchions (free of charge) from local business
  - Canceled ribbon cutting ceremony and rain date
- Training
  - Completed all three online courses that GPSD requires staff to take annually
- Registration/Rodgers Prekindergarten Lottery
  - Assisted parents with registration/Rodgers prekindergarten lottery processes over the phone, in person and through email
  - Copied, scanned and attached documents for registrants/applicants
  - Advised parents of what documentation was needed