

Glassboro Public Schools



MEMO

Date: April 15, 2021

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: March 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, along with other messages.)
 - Participated in Administrative Council Meetings
- School Messenger Communication and Superintendent's Letters
 - March 4 Update from the Superintendent
 - Superintendent's March 11 Letter
 - Superintendent's March 19 Letter
 - Superintendent's March 25 Letter
 - Superintendent's March 31 Letter
- Press Releases/Postings
 - Sock Drive, Literature and Reading Celebration, Bullock Schools Broadens Reading Horizons During Read Across America Week, Thomas E. Bowe School Receives Kindness Award, Spring Has Arrived but Winter Brought Fun Activities for Students (included 6 pictures/captions), GPSD Welcomes New Employees, GPSD Announces Winners of Support Services Recognition Program, requested Honor Roll/Principal's List information and started to develop new release, assorted posts
- Strategic Planning
 - Met with school administrators to develop activities for the Stakeholder Engagement Goal
 - Followed up to obtain additional activities developed by GHS and CST
 - Incorporated the above-mentioned activities into the plan
 - Received and merged information from those in charge of other Goal Areas
 - Met with superintendent and other district administrators to review plan
 - Attended BOE Meeting where plan was approved

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- Registrations/PowerSchool
 - Assisted parents with Pre-K Lottery and registrations
 - Entered several students into PowerSchool
 - Scanned and reduced the size of registration documents as needed, attaching them in PowerSchool
- Updated BOE committee and delegate assignments on Web
- Sports Hall of Fame
 - Participated in Meeting
 - Received and recorded new nominations