

Glassboro Public Schools



MEMO

Date: April 12, 2022
To: Dr. Mark Silverstein, Superintendent
From: Jody Rettig
Re: March Project Report

- School Messenger Communication
 - Superintendent's March 31 Letter
 - Message on Behalf of Principal Sweeney
 - Superintendent's March 10 Letter
 - Superintendent's March 3 Letter
- Placed Key Communicators Meeting Presentation on website
- Press Releases/Postings
 - GHS Committee Selects Inductees for Distinguished Hall of Fame, GHS Unified Bowling Club Participates in Tournament, DLB Read Across America, TEB Schools Top 5 Scorers in NJ Math League Contest, Rodgers Students Enjoy a Pajama Day and Complete Literacy Art Projects During Read Across America Week, Schools Team Up for Successful Socks "Fox in Socks" Drive, Glassboro School Celebrates Black History Month, Math Proves Sweet for Glassboro Sixth Grader, Book Smiles Book Swap Gives Students New (Free) Reading Material, Glassboro Board of Education Honors Bulldog Buddies, Glassboro Welcomes New Employees
- Stakeholder Engagement Survey
 - Designed and administered stakeholder engagement survey
 - Publicized survey availability using school messenger/superintendent's letter, email, website, Facebook; Borough also shared the Facebook post
 - Summarized results in superintendent's letter

Glassboro Public Schools

- Registrations
 - Responded to inquiries regarding Pre-K Lottery
 - Scanned and attached documents for registrants who brought in/emailed paperwork
 - Entered registrations into PowerSchool
 - Assisted callers with registration