



MEMO

Date: June 5, 2020

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: May Project Report

- COVID-19
 - Advised on, wrote, edited, posted, and sent numerous updates for parents and staff (Many are highlighted in next of this report.)
 - Participated in weekly Administrative Council Meetings
 - Participated in a Safety and Security Meeting
 - Researched/tracked NJ Government updates pertaining to schools
- Superintendent Letters and School Messenger Communication
 - 5/29 – Letter from Our Superintendent
 - 5/21 – Letter from Our Superintendent
 - 5/15 – Update from the Superintendent
 - 5/11 – State Directives/Advice on Graduation (From NJ Government)
 - 5/7 – Important Update from Glassboro Schools
 - 5/1 – Update from the Superintendent
- Press/News/Social Media
 - Glassboro School District Earth Day Celebrations, J. Harvey Rodgers Virtual Field Day, Bullock Teacher's Project Prompts Smiles Across the Miles, Fifth Graders Enjoyed Widespread Support at Online Writers' Celebration, researched information for an article on the Bullock Family Movie Night, also shared a variety of information on our social media and websites
- Logo
 - Hosted WebEx meeting with the branding company
 - Received logos revisions back from company
 - Organized a Logo Committee vote on the final logos
 - Selected and requested final logos based on the vote
- Rowan/Borough/School District Partnership
 - Queried group on dates for new meeting
 - Shared important district updates with Borough

- Calendar
 - Sent one-page calendar and excel calendar worksheet to testing coordinator and requested update listing 2020/2021 test dates
 - Received calendar dates back from four schools
 - Emailed school nurse for health section updates to calendar
- Training
 - Took free Nikon course on photographing children
 - Viewed training information on tech. coach's Google Classroom site
- Photos
 - Selected and resized photos for new website template
- Registration
 - Assisted parent with registration follow-up