

Glassboro Public Schools



MEMO

Date: June 4, 2021
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 (These are highlighted in next of this report, along with other messages.)
 - Participated in Administrative Council Meetings
- School Messenger Communication and Superintendent's Letters
 - Join Us for the May 5 Science Fair
 - Superintendent's May 6 Letter
 - Superintendent's May 13 Letter
 - Superintendent's May 21 Letter
 - Superintendent's May 27 Letter
- Press Releases and Contacts/Postings
 - GPSD Honors Student BOE Reps, GPSD Students Excel in District's 28th Annual Science Fair, Request for coverage of GHS Graduation, JHR Students Take Scavenger Hunt through Homemade Zoo, Inspira Hosts Vaccination Clinic at GHS, GIS Pays Kindness Forward with Spring Food Deliveries, Adopt a Bulldog Campaign, Bowe 3rd MP Principal's List/Honor Roll
- Budget Presentation
 - Researched additional information for presentation
 - Finalized Budget PowerPoint
 - Attended Public Hearing for Budget
- Key Communicators
 - Scheduled and participated in Key Communicators Planning Meeting
 - Invited parents and staff to attend

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- Registrations
 - Assisted parents with registrations
 - Entered several students into PowerSchool
 - Scanned and reduced the size of registration documents as needed, attaching them in PowerSchool
- 2021-2022 Activities Calendar
 - Copied district calendar dates to Excel Documents and developed a 12-month shell of dates
 - Sent these documents and the one-page calendar to principals to request individual schools' activities and dates
- Sports Hall of Fame
 - Requested and obtained a Banquet Menu from Masso's
 - Participated in Meeting
 - Drafted an Advertising Letter for Business Use
 - Drafted Sample Team and Individual Letters
 - Researched address information on Inductees and notified some of their induction