

Glassboro Public Schools



MEMO

Date: December 7, 2022

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: November Project Report

- School Messenger Communication
 - Key Communicator Meeting Rescheduled for 11/7
 - Nomination – 2022 Governor’s Educator of the Year
 - Superintendent’s 11/3 Letter
 - Superintendent’s 11/17 letter
- Rowan/Borough/District Partnership Meeting
 - Developed and sent Zoom Meeting invitation
 - Requested agenda items and drafted agenda
 - Conducted meeting
 - Developed and sent Zoom Meeting invitation for January meeting
- School Choice Academy
 - Created and implemented additional Facebook ads
 - Posted access instructions for virtual open house on the web
 - Attended the virtual open house
 - Attended Academy Meeting
 - Communicated with potential applicants and obtained names of interested applicants
- Key Communicators
 - Created sign-in sheets and signage for meeting
 - Sent in room set-up specifics
 - Personally set up clear touch panel to display slide shows
 - Ran slide show for the first portion of the presentation
 - Developed sign-up sheet for a Referendum Citizens Advisory Committee and invited meeting attendees to sign-up

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- Citizens Advisory Committee
 - Set dates and meeting location with administration
 - Invited the community to participate
 - Followed up with principals to obtain lists of additional parents who might be interested in joining the committee
 - Scheduled and attended planning meeting
- Strategic Plan
 - Revised update templates and placed them on Google Drive
 - On behalf of the superintendent, requested that each administrator provide updates on Strategic Plan Progress
- Press
 - Glassboro Students Recognized at BOE Meeting
 - Multiple coverage requests for author's visit
 - Readers Bring Hispanic Heritage to Life in Glassboro
 - Tickets Available to GHS Production of to See the Stars
 - GHS Performs to See the Stars
 - Large Turnout for Glassboro's Out of Darkness Event
 - School Choice Applications Due by 11/30
 - Glassboro Students Benefit from Care Center's Backpack Donation
 - Posted assorted material
- PDD Ceremony Project
 - Attended ceremony (subsequent to last BOE Report)
 - Reached out to Rowan for copy of speech for background quotes
 - Selected banner location and arranged for banner to be secured in Beach Administration entranceway
- Registration/PS
 - Entered registrations in PowerSchool
 - Reduced document sizes to attach in PowerSchool
 - Emailed individuals about missing paperwork