

Glassboro Public Schools



MEMO

Date: November 10, 2020
To: Dr. Mark Silverstein, Superintendent
From: Jody Rettig
Re: October 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
- Superintendent Letters and School Messenger Communication
 - 10/29 – 6-7 p.m. Academy Open House/Videoconference
 - 10/26 – Invitation: Virtual Open House for GPSD Academies
 - 10/23 – Superintendent’s Oct. 23 Letter
 - 10/16 – Superintendent’s Oct. 16 Letter
 - 10/9 – Superintendent’s Letter – Oct. 9
 - 10/1 – Superintendent’s Oct. 1 Letter
- Academy Open House/Videoconference
 - Attended a planning meeting with Academy representatives
 - Priced and placed advertising
 - Developed copy for ads and sent newspapers the copy and artwork
 - Arranged for FB advertising that resulted in approximately 10,000 post shares
 - Sent school messengers announcing the event (as noted above)
 - Requested that principals include the event in their morning announcements
 - Attended the event and responded to attendees’ questions in the Chat Box
- Rowan/Borough/GPSD Partnership Meeting
 - Created agenda for meeting
 - Attended the meeting
 - Set follow-up meeting for December 14 at 10 a.m.
 - Included our partners in several updates from our district

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- Strategic Planning
 - Held Steering Committee meeting with NJSB and district representatives
 - Continued to reach out to the school community with requests for Strategic Planning participation
 - Planned a schedule for Strategic Planning Committee Meetings
 - Met with the superintendent regarding Strategic Planning information required
 - Sent out requests to principals and departments for data/narratives
- Registrations/PowerSchool
 - Activated and worked several registrations
 - Responded to parent inquiries regarding registrations
 - Assisted parents with signing into PS to perform Student Information Update
- Press Releases/Postings
 - Superheroes Abound at Dorothy L. Bullock School, High School Friends of Rachel Club Leads School in Week of Respect, GIS Celebrates Week of Respect and Spirit Week, GHS Plays First Match on New Courts, Thomas E. Bowe Students Embrace International Day of Peace, posted information on the district web page and Facebook