

Glassboro Public Schools



MEMO

Date: November 4, 2022

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: October Project Report

- School Messenger Communication
 - Reminder: Two-Hour Delay Tomorrow
 - Invitation: 11/1, 7 p.m. Key Communicator Meeting
 - Superintendent's October 20 Letter
 - Superintendent's October 6 Letter
 - JHR – Brief Evacuation/Students and Staff Safely Return
- Press
 - GHS Celebrated Homecoming in a Big Way
 - Press invitations for Homecoming and pep rally
 - Week of Respect in Bullock
 - Week of Respect in Rodgers
 - GHS Senior Named as Commended Student
- School Choice Academy
 - Requested quotes for ads and reserved advertising space
 - Drafted copy and sent copy and pictures to ad representatives for print ads and online impressions
 - Edited proofs of ads
 - Created and shared flyer
 - Created and implemented district Facebook ads for first Open House and upcoming/second Open House/Tour
 - Attended first Open House
 - Issued invites

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- Key Communicators
 - Reserved space for meeting
 - Scheduled/attended planning meeting with administrators and architect
 - Developed slides for superintendent's portion of the presentation
 - Issued multiple invitations and tracked responses
- PDD Ceremony Project
 - Met with GPSD Academic Officer and Rowan representative to plan
 - Invited attendees
 - Shared district logo for the banner
 - Conferred with principal about ceremony location details and alternate rain location
- Registration/PS
 - Created PS sign-in accounts for several parents
 - Entered registrations in PowerSchool
 - Reduced document sizes to attach in PowerSchool
 - Emailed individuals about missing paperwork