

Glassboro Public Schools



MEMO

Date: October 5, 2020

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: September 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.)
 - Participated in Administrative Council Meetings
- Superintendent Letters and School Messenger Communication
 - 9/25 – Staff Letter
 - 9/25 – Letter – Meal Survey & Students/Staff Surveys
 - 9/18 – 9/18 Letter from Superintendent
 - 9/11 – Parent Survey & Superintendent Letter
 - 9/3 – 9/3 Letter from Superintendent
- Registration
 - Activated and worked on dozens of registrations
 - Responded to parent inquiries
- Rowan/Borough/GPSD Partnership Meeting
 - Created agenda for meeting
 - Attended the meeting
 - Set follow-up meeting for October
- Strategic Planning
 - Researched information on Strategic Planning with NJSB representative
 - Scheduled and attended meeting with NJSB representative (Administrators were also in attendance)
 - Reached out to the school community with requests for Strategic Planning participation

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- Press/posts
 - Glassboro Begins the School Year Virtually with New Learning Management Systems (release and Borough Newsletter Article), Strategic Planning (Borough Newsletter Article), Bullock Meet and Greets, Laptop Distribution, Invitation to Cover First Match on New Tennis Courts, posted assorted news/information on our district website and social media
- Calendar
 - Added many calendar dates to website's online calendar
 - Requested that administrators review their original dates to determine any changes that they wanted to make due to virtual instruction or social distancing requirements