

# *Glassboro Public Schools*



## **MEMO**

Date: December 10, 2020

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: November Project Report

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- 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
  - COVID-19 Case at J. Harvey Rodgers
  - 11/20 – Superintendent's Nov. 20 Letter
  - 11/13 – Superintendent's Nov. 13 Letter
  - 11/9 – St., 11/14 GHS Presents "Once Upon a Wolf"
  - 11/2 – Superintendent's Nov. 2 Update
- GPSD Academies
  - Wrote and sent news release
  - Designed and placed Facebook advertisement
  - Responded to inquiries and forwarded applications received to GHS Academy contacts
- Rowan/Borough/GPSD Partnership
  - 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
- Strategic Planning
  - Issued Strategic Planning Committee Meeting invitation
  - Researched additional information for the State of the Schools PowerPoint
  - Designed State of Schools PowerPoint for the Strategic Planning Committee Meeting
  - Participated in Strategic Planning Committee and several Steering Committee Meetings

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- Registrations/PowerSchool
  - Reset parents' PS passwords upon their request
  - Activated and worked several registrations
  - Responded to parent inquiries regarding registrations
- Press Releases/Postings
  - DLB Online Halloween Celebration, GPSD Returns to Hybrid Instruction – individual pictures from each school, Student Named as Commended Scholar in National Merit Scholarship Contest, Banner Honors Contributions of Athletic Director Jeff Cusack, GHS Presents “Once Upon a Wolf,” GHS and a Non-Profit Make Thanksgiving Day Brighter for Those in Need, GHS Homecoming Queen and Runner Up, GHS Turns Homecoming into a Time of Giving, press invites to cover Powder Puff and Homecoming, posted information on the district web page and Facebook