



MEMO

Date: March 16, 2015
To: Dr. Mark Silverstein, Superintendent
From: Jody Rettig
Re: February Project Report

- Registration
 - Assisted numerous callers with registration questions
 - Registered 5 students
 - Entered information into PowerSchool
- School Choice/Academies
 - Handled additional Notice of Intent to Enroll Paperwork and sent paperwork to the appropriate sending district and GHS
 - Wrote a one-page status on the academies for a meeting with Rowan and the District
- Capital Needs
 - Updated website to include senior tax freeze details
 - Finalized the five preliminary scripts sent out previously for review
 - Drafted, sent out and finalized three additional scripts
 - Edited a script written by one speaker
 - Assisted videographer in filming nine videos
 - Drafted newsletter and sent to review
 - Revised newsletter to condense, incorporate bullets, better answer community concerns and visually depict the roofing conditions
 - Sent newsletter for County Superintendent's approval and received approval
 - Requested and received quotes for printing and mailing
 - Sent newsletter to print

- Attended and provided information at Borough Council Meeting, GIS Family Night, GHS After Prom Meeting, Glassboro Orchid Club Meeting, Bullock PTO Meeting and Bowe PTO Meeting
- Developed and sent four school messengers inviting people to attend the meetings and updating the meeting timeframes, as necessary
- Organized/confirmed Chestnut Ridge Meeting; group cancelled due to local flooding
- Reached out to the Camelot Community to arrange a meeting; this was declined
- Took additional pictures of referendum project areas
- Researched date and set community information session date and arranged for audiovisual support
- Developed Powerpoint for Superintendent's community information session
- Answered calls from the public regard the referendum
- Received, set up and used camera equipment
- Attended and took pictures at Board of Education Meeting
- Attended a meeting with the school district, Borough of Glassboro and Rowan University
- New Releases/Press Contact
 - Update to GHS Welcomes New Board Members Release, Bowe Olympic Honors Band, GHS Musical Accomplishments, Scholarship Semi-Finalist, Community Service Scholarship, Once on this Island, Distinguished Alumni Information (send detailed background material to Bob Shryock and inquired about press coverage; sent basic time and ticket cost information to the Borough)
 - Issued press invitations to DOT Assembly; news station and press attended
 - Issued press invitations to District Play
 - Invited press to attend African American Celebrations; attended these celebrations and took pictures
 - Worked with press regarding college signing of two high school football players
- Publicized Grandparents Gone Wired, GHS After Prom Beef & Boogie, GIS conference date change and PTO fundraisers
- Sent flyers on free play tickets to staff multiple times
- Wrote and sent a school messenger on calendar changes
- Posted the revised calendar on the district website