



MEMO

Date: January 14, 2018

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: December Project Report

- School Messenger
 - Basic Skills/ESL Workshop
 - Parent Technology Survey Announcement
 - Reminder: Parent Technology Survey Closes 12/14
 - Reminder: Rodgers and Bowe Have Early Dismissal
 - Two-Hour Delay for December 7
- Public Employee Charitable Giving Campaign
 - Organized donations by school and by type
 - Recorded and totaled all donations in the Excel Spreadsheet
 - Provided Payroll with Deduction Donation Forms and the spreadsheet
 - Filled out required information for the United Way representative
 - Contacted the representative and turned in all donations
- Rowan/Boro/District Partnership Meeting
 - Requested and obtained contact information for a new member who deals with planning at Rowan
 - Invited the individual to attend the 1/28 Meeting
 - Sent meeting reminder
- Press Releases/Social Media
 - Kindergarteners Become Gingerbread Architects, Santa Arrived Early in Glassboro (PJ Party with Santa), Thomas E. Bowe School Students Take Parents to School, Coast Guard and Other Veterans Visit Bullock, videos of Senior Center student performances, shared other assorted news on the District web, Facebook and Twitter
- Technology Survey
 - Placed link to survey on our website
 - Announced the survey to staff (via Valhalla) and sent a second reminder
 - Sent messages to parents announcing the survey and reminding them about it (as mentioned above under School Messenger)

- Shared GHS Play information and Boys Soccer information with staff via Valhalla
- Attended Borough Hall Recognition of Soccer Players, Boys and Girls Club holiday event, Board Meeting, numerous concerts
- Gathered Community Affairs information for the Superintendent
- Assisted parents with Academy information
- Assisted with School Registrations