



## MEMO

Date: January 10, 2019

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: December Project Report

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- Strategic Plan Update
  - Revised and condensed PowerPoint
  - Met with administrators to get additional information and review the PowerPoint
  - Worked the PowerPoint presentation at the Board Meeting
- Employee Charitable Campaign
  - Organized and copied forms for donations that are to be made through employee donations
  - Provided forms to Payroll
  - Finalized the documentation of all donations in a spreadsheet
  - Noted totals on the envelope from coordinating organization
- Press/News/Social Media
  - GHS Sports Hall of Fame, Bullock Performed in Thanksgiving Parade, Local Children Enjoyed PJ Party with Santa Courtesy of GHS Renaissance, Glassboro Idol, All SJ Chorus Selections, Gingerbread Houses at Rodgers, Polar Express at Rodgers, GIS Glow Group Helping Other Women, also issued multiple coverage invitations
- Registration
  - Assisted parents with registration process over the phone, in person and through email
  - Handled a combination of approximately 10 registration calls and several other in person meetings
  - Copied, scanned and attached documents for registrants
  - Advised parents of what documentation was needed
- School Messenger –
  - Suicide Awareness/Prevention Program, Welcome Letter from Incoming GHS Principal, Breakfast with Santa