



MEMO

Date: January 12, 2015

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: December Project Report

- Strategic Planning
 - Gathered information for the State of the Schools Report from administrators and census
 - Met with staff and administrators to finalize the plan
 - Wrote the State of the Schools Report; sent it out for review and incorporated edits
 - Created a PowerPoint summarizing the main points of the report
 - Redrafted PowerPoint and State of the Schools Report based on the decision to restructure the information to better show the steps taken during the implementation process of the previous Strategic Plan
 - Delivered the above items to the President of the School Board and Superintendent
 - Placed request for audiovisual set-up to run the PowerPoint at the Board Meeting
 - Operated PowerPoint at Meeting
 - Sent two school messengers, one by email and one by voicemail, to invite parents to attend the Strategic Planning Meeting
- Gloucester County Employees Charitable Campaign
 - Collected final donations from schools
 - Developed a spreadsheet tracking and totaling donations
 - Delivered donations and spreadsheet to the GCECG Organizers
 - Copied donation forms, where necessary
 - Delivered payroll deduction forms to Glassboro Schools Payroll
- Press/News Releases
 - Bowe Students of the Month, GHS Students of the Month, GIS Honors & Principal's List Breakfast, GIS Positive Behavior Lunch, All SJ Chorus, All SJ Chorus (with additional information), GHS Music Visits to Senior Centers, Community Invited to Glassboro Concerts, PJ Party with Santa photo releases 1, 2 & 3, DECA and Brownies Sock Collection, Rodgers Fall Round Robin (sent in 12/15, written in 11/15)

- Developed a list of the District holiday activities for the Board
- Organized a holiday bus trip for Board Members to take on 12/23. This was cancelled due to traffic in town and Board Members' work schedules
- Tracked and provided communications data to Superintendent for mid-year reporting
- School Messenger
 - School Messenger email about Classroom Close-Up Broadcast
 - As mentioned previously, two school messenger invites for Strategic Planning
- Registration
 - Finalized registration process for 3 students
 - Sent packets out to residents who were moving early in the new year; scheduled appointments for them
 - Assisted community members by answering questions
- Attended New Jersey School Public Relations Association Meeting
- Finalized and sent out Bulldog Bulletin
- Attended and photographed Board Meeting, concerts, pajama party with Santa, gingerbread man and gingerbread house creation activities, writer's workshop presentation