



# MEMO

Date: January 11, 2018

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: December Project Report

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- Gloucester County Public Employee Charitable Campaign
  - Retrieved “outstanding” donation envelopes from building coordinators
  - Reviewed and organized all forms by building and donation type
  - Created a spreadsheet of donations
  - Separated out and delivered employee deduction forms to payroll
  - Contacted GCPECC representative, and turned in donations and spreadsheet
- Sports Hall of Fame
  - Researched information on an inductee’s/non-inductee’s accomplishments
  - Telephoned members, who don’t have email, about meeting cancellation
  - Telephoned members, who don’t have email, to inform them of new January date
- Registration/PowerSchool Access
  - Assisted callers with registration information
  - Attached registration documents to the registration and/or PowerSchool systems where applicable
- Boro/District/Rowan Partnership
  - Discussed a Rowan Partnership presentation with the Superintendent
  - Sent out an email inquiry about availability for our Rowan/Boro Partnership members to attend the presentation
- News Releases
  - New Employees, Rodgers Kindergarten Classes Rotate Among Classes for Cross-Curricular, Hanukkah Learning Activities Hundreds of Parents Visited Bowe for Family Activities, RCGC Body Systems Workshop at GIS, GHS Renaissance North Pole Pajama Party for Children, “Upcoming” GHS Music Booster Breakfast with Santa Announcement, “Upcoming” GHS Music Booster Breakfast with Santa Announcement 2, Community Braves the Cold for GHS Music Booster Breakfast with Santa Fundraiser
- Shared assorted news via Facebook and the website

- Utilized Valhalla in a greater capacity (due to business of the season) to share news about band, orchestra, soccer coach and soccer player accomplishments as well as to request volunteers to assist in the 1<sup>st</sup> Lego Qualifier Event
- Attended and took photos at numerous district concerts and other events
- School Messenger
  - 2-Hour Delay
  - Volunteers needed for First Lego Qualifier Event
- Local TV Channel Scrolling Ad
  - Breakfast with Santa
- Reported communications data for superintendent's evaluation