



# MEMO

Date: March 10, 2016  
To: Dr. Mark Silverstein, Superintendent  
From: Jody Rettig  
Re: February Project Report

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- Strategic Planning
  - Publicized Strategic Planning Meeting in the newspaper, on our website, through school messenger, and in the Bulldog Bulletin
  - Tracked interest and attendance
  - Requested and organized meeting supplies
  - Participated in the February Planning Meeting
  - Sent NJ School Board Summary of the February meeting out to participants
- Press/News Releases
  - GHS Multicultural Night, GHS Mock Trial, Summit House Field Trip (web), Bullock Parents Read at African American Read-In, Real Men Read Participates in Bullock African American Read in, Bowe Students of the Month, Bullock Star Students, Rodgers Students of the Month, GIS 2<sup>nd</sup> Marking Period Principal's List, Bullock Interactive Book Club, GHS Seussical Musical, GIS PBS Lunch, Military and Canine Donation, GHS Swimming MVP, Eagle Scout Project (web), GHS Student Wins Weidner Leadership Award, Teachers and Educational Support Professionals of the Year (web), Teachers and ESPs Recognized for Behavioral Support Training, District-wide Gifted and Talented News, Winter Tree Decorating Award (web), Olympic Conference Honors, Rodgers Valentine's Dance
- Registration
  - Registered 13 new students
  - Assisted community members by answering questions
- Borough/Rowan/District Meeting
  - Attended meeting
  - Prepared agenda for the meeting
  - Developed a list of district contacts for Rowan/District partnerships

- Sports Hall of Fame
  - Sent the Borough information and enlisted the Borough to publicize our request for nominations through the Borough Website and an email blast
  - Served as a point person to collect nominations
  - Printed out previous induction program ads for committee member June Longley to organize with new forms
- Assorted
  - Secured press coverage of GIS Black History Assembly
  - Sent school messengers about Seussical, Strategic Planning Meeting, GHS Program Planning Meeting and PTO Dining for Dollars event
  - Developed and sent Seussical text ad for Gloucester County's local (GCIT) station