



MEMO

Date: March 9, 2019

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: February Project Report

Key Communicator

- Met with administrators to plan Key Communicators/Parent Involvement Meeting
 - Booked meeting room and audiovisual equipment
 - Invited parents to meeting using multiple communication vehicles
 - Ordered refreshments for the meeting
 - Checked audiovisual equipment in the afternoon prior to the meeting
 - Posted signs, developed a sign-in sheet, connected equipment at meeting
 - Attended the meeting and introduced speakers at the meeting
- Rowan/Boro/District Partnership Meeting
 - Scheduled and sent invites for the March partnership meeting
- Press Releases/Social Media
 - Glassboro Students Experiment with Optical Engineering, Bullock Star Students, Glassboro Honors Top Teachers (extensive release for the newspapers), Glassboro PTOs Celebrate Family and Friendships at February Dances, Mary Poppins (detailed release with cast member names and pictures for the newspapers), Mary Poppins Calendar Listing, JHR Hosts African American Read In, World Read Aloud Day, GHS Unveils Championship Banner and Honors State Soccer Champions, shared other assorted news on the District web, Facebook and Twitter
- Requested and obtained press coverage for the After Prom Kiss the Pig Assembly and the 2nd Annual Bowe Black History Performance and Art Festival
- Wrote a scrolling ad for local television on JHR PTO Family Roller Skating Night
- School Messenger Messages
 - Key Communicators Meeting
 - 2nd Reminder for Key Communicators Meeting
 - Reggie Dabbs Assembly
 - GHS Program Planning Night

- Attended Play, JHR Dance, Black History Month Celebrations, etc.
- Assisted with School Registrations