



MEMO

Date: February 7, 2018

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: January Project Report

- Sports Hall of Fame
 - Reached out to operator of community Facebook page to share new release
 - Sent out additional requests for nominations
 - Collected nominations and shared the information with others
 - Researched information for the group
 - Reminded people of the upcoming meeting
 - Attended meeting
- Registration/PowerSchool Access
 - Assisted callers with registration information
 - Attached registration documents to the registration and/or PowerSchool systems where applicable
- Boro/District/Rowan Partnership
 - Developed agenda for partnership meeting
 - Attended and took notes at the meeting
 - Confirmed date and sent reminders to our Rowan/Borough partners regarding a Rowan Partnership Presentation at the BOE Meeting
 - Sent a school messenger inviting parents to attend the BOE presentation
 - Developed the Rowan Partnership PowerPoint for the BOE Meeting
 - Organized speakers for the PowerPoint
 - Operated PowerPoint at the BOE Meeting
- Key Communicators
 - Set date for Key Communicators with Superintendent and BOE President Scheduled location for upcoming meeting, settling in on Bowe after offsite locations did not have availability
 - Began work on a Borough and Rowan Partnership PowerPoint for Key Communicators
 - Gather facts/notes for the PowerPoint from individuals throughout the district

- Invited those who have been Key Communicators in the past
- Posted invitation to all on district Facebook
- Sent a School Messenger email invitation to all parents
- School Messenger
 - Postponement of Program Planning Night
 - Snow day make-ups
 - Invitation to Rowan presentation at BOE Meeting (as noted in previous section)
 - Invitation to Key Communicators presentation (as noted in previous section)
 - Invitation to Program Planning Night (new date)
 - Important reminders
- News Releases/Press
 - Wind Power Lessons at Rodgers and Bullock, Bullock January and December Students of the Month, Superintendent Reads to Bowe Classroom, GIS Principal's List/Honor Roll Parent/Student Breakfast, GIS Career Day, Bowe/GIS/GHS Students Selected for Prestigious Concerts, Bus Driver's Support of Corey Clement (pre-NFC East), Bus Driver's Support of Corey Clement (pre-Super Bowl), worked with press/media regarding pre-Super Bowl coverage and making sure they were aware of the pep rallies, also posted and emailed information to encourage staff and community to participate in the Courier Post "contest" for pep rally coverage
- Shared assorted news and videos via Facebook and the website
- Local TV Channel Scrolling Ad
 - Alumni Show (Placed and then Cancelled Once Show Was Cancelled)