



# MEMO

Date: December 9, 2016

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: November Project Report

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- Key Communicators Meeting
  - Sent out information requests to all schools and central office administrators for updates on Rowan Partnerships
  - Designed PowerPoint and wrote notes for the PowerPoint based on information received
  - Invited previous key communicator and strategic planning participants
  - Invited Rowan partners
  - Posted invitation on Facebook
  - Emailed invitations to people listed as living in the nearby Whitney Crescent Apartments
  - Researched potential offsite locations for meeting
  - Arranged to borrow audiovisual equipment
  - Handled room logistics for meeting
  - Practiced PowerPoint
  - Created Agenda
  - Attended and participated in the meeting, worked the slide presentation, took notes
- Wrote Press/News Releases
  - Posted Website Information on Applying to the Academies, Rodgers Children's Author Reading, Rodgers Visit by GHS SRO, Bullock Students Cast Healthy Votes, Bullock Candy Collection for Military on Veterans Day, Bullock Star Students (reformatted from table to text for press release), Bullock and Bowe Fossil Dig (reconfigured for press release), Bowe Real Men Read (reconfigured for press release), Bowe Egypt Presentation by Rowan Professor GIS Principal's List and Honor Roll, GHS Students in Cooper Medical Program for High School Students, GHS Students Recognized as a Commended Scholar, GHS Student Wins Mahatma Gandhi Contest, GHS's Mazzeo Wins School-Level Wendy's Heisman Trophy, GHS Glassboro Idol, updated District Facebook with news of events
- Academies Open House
  - Posted additional information about the Open House
  - Attended and photographed the Open House

- School Messenger Announcements
  - A Christmas Carol
  - Eighth-Grade Parent Nights
  - NCAA Clearing House Seminar at GHS
  - Upcoming Shows: GIS and GHS Plays
- Gloucester County TV Scrolling Ads
  - STEM (Biomedical) Academy Invitation to Apply
  - Fine & Performing Arts Academy Invitation to Apply
  - GHS Production of “A Christmas Carol”
  - PJ Party with Santa
  - Breakfast with Santa
  - Rodgers PTO Bulldog Fundraiser
  - Bullock PTO Handbag Bingo
- Shared a variety of district news and opportunities via Valhalla
- Gloucester County Employee Giving Campaign
  - Recruited Building Representatives
  - Obtained materials from Gloucester County United Way/Employee Giving Representative
  - Emailed material to staff and kicked off the campaign
- Registration
  - Polished registrations in InfoSnap
  - Made notes in the system of missing information and documents
  - Assisted community members by scanning documents for 2016/2017 registration that registrants had not uploaded
  - Attached documents in InfoSnap and PowerSchool
  - Assisted community members by answering questions about our new system