



MEMO

Date: December 6, 2017

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: November Project Report

- Gloucester County Public Employee Charitable Campaign
 - Prepared and assembled campaign paperwork to go to our 388 employees
 - Sent the paperwork to our building coordinators to distribute
 - Announced the campaign and sent reminders via email
 - Organized a “dress down day” for charity at the Board
 - Retrieved most donation envelopes and began a spreadsheet to tally the collection
- Academies
 - Posted reminders about Academy Application Deadline
 - Sent School Messenger email reminder about the deadline
 - Issued News Release about the deadline
- Sports Hall of Fame
 - Drafted and sent news release requesting nominations
 - Requested that the Boro share the release as well
 - Shared the nomination forms with the schools, our staff, Rowan Partners and Boro Partners
 - Received one new nomination
 - Contacted “non-email” members about the upcoming December 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 the agenda
 - Sent out meeting reminders
 - Participated in the meeting

- News Releases
 - Thanksgiving Feasts in Rodgers and Bullock, Rotary Dictionary Give Away for Bullock Third Graders, Coast Guard Visits Bullock, Brazilian Performance Artist and Rowan University Give Performance and Workshop at Bullock, Bowe Title I Family Night, Bowe Real Men Read Breakfast and Anniversary (for newspapers/web), GIS Becomes a Sea of Green, SIG Grant Brings One to One Laptops and New Courses to GIS, Glassboro Head Coach Resigns, GHS Play, GHS Homecoming Results, GHS Canned Goods Collection, GHS Marching Band Accomplishments, Concerts in Our Districts, Sports Hall of Fame Nominations Requested
- Shared assorted news via Facebook and the website
- Gathered a list of holiday activities in our schools for the Board and sent the list to Board members
- Requested News Coverage for GIS Goes Green picture and Butterscotch Performance at GHS
- School Messenger
 - Eighth-Grade Parent Night
 - GHS Play
 - Parent Workshops (2 messages)
 - Academy Deadline Reminder