



MEMO

Date: November 6, 2017

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: October Project Report

- Academies
 - Assisted the public with questions about the Academies and the Open House
 - Sent two School Messenger Announcements on Open House
 - Attended the Open House
 - Met with the printer of the Academy Banner to designate a location to hang the banner
 - Arranged for our Supervisor of Maintenance to meet-up with the installer on banner installation day and stopped by myself during the installation
- Sports Hall of Fame
 - Booked the meeting location for this year's first Sports Hall of Fame Meeting
 - Reached out to members who don't use email to tell them of the date
 - Sent out meeting reminders
 - Copied meeting materials
 - Attended meeting
- Registration/PowerSchool Access
 - Assisted callers with registration information
 - Attached registration documents to the registration and/or PowerSchool systems where applicable
- News Releases
 - Superintendent's New Contract (for website), GHS Student Receives National Science Award of Excellence, GHS Student Named Commended Student in National Merit Scholarship Contest, GHS National Honor Society, GIS Positive Action Courses (for website), Bowe Exxon Mobil Engineering Science Experiments with 6th Graders Bullock Fire Assembly (for district Facebook), Glassboro Idol, Bullock Week of Respect, Bullock September Star Students (for website)
- Shared assorted news via Facebook and the website

- Facilitated press coverage
 - Corresponded with South Jersey Magazine regarding an article on 7th grade essay-winner Julia Lipsett. Took pictures for the article and sent them to the magazine. It should be featured in the November issue.
 - Corresponded with SJ Magazine and provided a few pictures for an article on GHS graduate Corey Clement. This article recently was published online.
- Attended and took photos of GHS Homecoming; posted photos
- School Messenger
 - Two-Hour Delay
 - Reading with Your Child
 - Academy Open House
 - Reminder: Academy Open House
- Gloucester County Public Employee Charitable Campaign
 - Corresponded with the Gloucester County representative about the start of the campaign
 - Requested an employee report from the Superintendent's secretary to determine the # of employees for which forms were needed
 - Recruited building level volunteers for the campaign
- Attended NJ School Public Relations Association Meeting