



MEMO

Date: November 1, 2019

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: September Project Report

- Press/News/Social Media
 - Grandparents Day at Rodgers, Rodgers Study the Life Cycle of Pumpkins and Take a Trip to Local Farm, Bullock's Hispanic Heritage Read In, Bullock Students Become Paleontologists for the Day (Fossil Dig), International Day of Peace at Bowe, Real Men Read Mentorship Breakfast, BMX Riders Help Kick-Off Bowe Renaissance Program, Illusionist Tom Coverly Presents Anti-Bullying Assemblies/Family Night – picture from GIS, GHS Marching Unit Captures First Place Awards at Two Band Festivals, GHS Inducts Students at 80th National Honor Society Ceremony, Alex's Lemonade Stand at GHS Raises Money for Fighting Childhood Cancer, New Employees Welcomed, Student Board Representatives Sworn In, Invitation to Apply to School Choice Academies (as noted previously), Requests for press coverage of Homecoming and Halloween Parades, assorted news on the website and social media
- Attended and took pictures of homecoming parade, skits and game, back-to-school nights and Halloween parades
- Borough/District/University Partnership
 - Sent partners requests for agenda items and a meeting reminder
 - Developed agenda
 - Attended partnership meeting
 - Subsequently met solely with other communication representatives
- Strategic Plan
 - Incorporated many updates received
 - Emailed pertinent questions regarding material that was received
 - Reminded those who had not sent updates that updates were due
- Employee Charitable Campaign
 - Ordered and received donation literature and pledge forms
 - Lined up building coordinators

- Registration
 - Assisted parents with registration process over the phone, in person and through email
 - Copied, scanned and attached documents for registrants
 - Advised parents of what documentation was needed
- School Messenger
 - Free Family Night with antibullying message
 - Bus delay
 - Follow-up message about GHS lockdown
 - Message about Bowe lockdown/Board & GHS shelter in place