



MEMO

Date: October 9, 2015

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: September Project Report

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- Registration
 - Registered 39 students for the 15/16 school year
 - Entered the data for all those registrations in PowerSchool
 - Scanned information packets to send to schools via email
 - Requested records from schools and followed up on required paperwork with parents
 - Created spreadsheet and emailed additional registration data to high school
 - Assisted community members by sending out registration packets and answering questions
 - Distributed donated school supplies among the five schools
 - School Messenger
 - Messenger for Survey on Biomedical Academy
 - Press/News Releases
 - GPS Construction, PDS Partnership Ceremony, Dyslexia Conference, Board Honors GHS Anti-Bullying Specialist, Welcome New Employees, Steam Academy, Kitchen of Hope Honors Superintendent, Jersey Fresh Week at Bullock, Bowe Renaissance Assembly, GIS Italian Dancers, GHS Student Representatives for Board of Education, Board Honors Mr. Matthews and Mr. Henderson, Back to School pictures and captions for all schools
 - GPS/Boro/Rowan Partnership
 - Prepared agenda and communication update for meeting
 - Researched information on partnerships for a Rowan contact
 - Updated list of partnerships with the Boro and sent to Mr. Brigandi and Heather Simmons
 - Wrote and submitted two articles to the Borough Newsletter, including one that covered the PDS Partnership Ceremony.
 - Photographed PDS Partnership and Forwarded copies to the Boro

- Back to School Nights – Researched and provided facts for Superintendent’s speeches. Attended three, spoke with parents, signed subscribers up for Bullock Newsletter.
- Designed an advertisement for the Kitchen of Hope Program
- Created an issue of the Bulldog Bulletin
- Publicized school-related information (e.g., Basketball Fundraiser, Appearance by GHS Graduate George Johnson) through email
- Updated spreadsheets on school activities in the five schools for George Weeks to upload to the website