



MEMO

Date: February 13, 2014
To: Dr. Mark Silverstein, Superintendent
From: Jody Rettig
Re: January Project Report

- Referendum
 - Produced and mailed more than 180 invitation letters to potential Block Captains
 - Continued to identify additional potential interested parents
 - Invited approximately 30 others via email
 - Followed up with email reminders
 - Made numerous weekend telephone calls to potential Block Captains
 - Reviewed Mr. Sundell's Slide Show and helped make revisions to it
 - Reviewed other material by Mr. Sundell
 - Planned Block Captain Meeting, set up and operated slide show and copied neighborhood materials for the evening
 - Divided 204-page neighborhood list into 100+ individual neighborhood packets
 - Provided Superintendent with potential date to present material to Council
 - Produced Districts' letters of response to the State regarding PEC
 - Participated in Conference Calls regarding referendum
 - Confirmed voting location times and locations
 - Checked into whether the District had a bulk mailing permit

- Sports Hall of Fame
 - Sent out news release requesting nominations
 - Posted nomination form on the web
 - Met with Jeff Cusack to obtain materials on past Sports HOF Committee
 - Drafted, produced and mailed Sports Hall of Fame Committee invitation letter
 - Invitees were previous/new members identified by Pete Calvo and Jeff Cusack
 - Planned and attended the first committee meeting
 - Sent meeting minutes out to attendees
- Board Meeting
 - Attended Board Meeting and took pictures
- Bulldog Bulletin – Published three issues
- Press releases/photos – GHS Holiday Homecoming, GHS Idol, Dorothy L. Bullock Principal for the Day, Bullock December Star Students of the Month, January Star Students of the Month, Rodgers December Students of the Month, Rodgers January Students of the Month, Bowe January Awards Ceremony, Bowe Music Students Inspire Younger Peers, GIS Balloon Vehicle Races, GIS All SJ Music Students, and GHS All State Music Student, GHS Idol Show, GHS Idol Winner, photos of Multicultural Festival, Sports Hall of Fame (drafted by Mr. Calvo)
- Registration
 - Registered 3 new students and entered student information into PowerSchool
- Academies/School Choice
 - Shared open house photos with Rowan partners
 - Drafted bus ad slogans for superintendent
- Miscellaneous
 - School Messenger Canceling Evening GHS Activities
 - School Messenger for Glassboro Idol
 - Three Valhalla Announcements for Glassboro Idol
 - Wrote and placed numerous announcements on the schools' websites (e.g., PTO fundraisers and PSAT news)
 - Shared photos with music departments
 - Coordinated plans for Congressman Andrews' visit to GHS