



MEMO

Date: March 16, 2014

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: February Project Report

- Registration
 - Registered 7 new students and entered student information into PowerSchool
- Referendum
 - Communicated with architect to clarify changes to projects to ensure that communication material was accurate
 - Edited newsletter and flyer (multiple times)
 - Facilitated sharing of other's edits on the newsletter and flyer
 - Sent newsletter and flyer through review by County Superintendent
 - Updated online referendum website
 - Updated slide presentation and edited Mr. Sundell's updates to same
 - Scheduled Back to School Night Referendum Presentation with Mr. Gallon, and performed a "dry run" of the slide projection
 - Worked audio visual slide advancement at Back to School Night Referendum Presentation
 - Briefed Administrators at the District's Administrative Council on communication materials for the referendum and provided them with copies of flyers for their schools

- Provided flyers to neighborhood volunteers who requested them
- Ensured that flyers were available at play each evening
- Provided George Sundell with email addresses for additional volunteers
- Gave a referendum presentation at PTO meeting
- Sent project list to Bowe Interim Principal in advance of Family Night to facilitate information sharing with families
- Acted as a liaison between a teacher and the architect for the purposes of answering specific project questions
- Scheduled and attended meeting with borough council
- Prepared and distributed handouts for borough council
- Kept press informed of project status, district's offer for informational interview and Special Board Meeting date
- Contacted press to correct press' error in publishing outdated information (district had sent updated information weeks prior to this)
- Attended Special Board Meeting on Referendum
- Sports Hall of Fame
 - Revised Hall of Fame Nomination Form & reposted on web
 - Sent Sports Hall of Fame Release out a second time
 - Advertised Sports Hall of Fame in Bulldog Bulletins
 - Arranged for Sports Hall of Fame Page on web
- Spring Play
 - Took pictures of cast
 - Wrote, sent & posted news release
 - Posted flyer on web
 - Sent information to staff on complimentary tickets (twice)
 - Posted advertisement on GCIT Television
 - School messenger announcement
- Board Meetings
 - Attended Board Meeting and took pictures
 - Attended Special Board Meeting (as previously mentioned)
- Bulldog Bulletin – Published two issues

- Press releases/photos – GHS Once Upon a Mattress, Rodgers Valentines Dance, Bullock Love Bugs, Dr. Seuss Visits Bullock & Rodgers, Bullock Color of Sound Black History Assembly, Bullock Principal for the Day, Bowe Parents Invited to Family Nights, GIS Math Teacher, GHS Field Hockey Standout Commits to West Chester, Rewrite and Resend of Athletic Director's Release on Glassboro Soccer Player Committing to Goldey-Beacom, Board Honors Football Team and GHS Field Hockey Player, Board of Education Resolves to Accept State Aid and Hold Referendum, Milton Hinton Visits Bullock, DOTS Book Club at Bullock, African American Author, Kathleen Lindsey Visits Bowe
- Miscellaneous
 - Posted information for Black Culture Club T-Shirt & Pencil Sale
 - Posted two letters on calendar changes due to snow days
 - Attended and photographed GHS, GIS, Bowe & Bullock African American Assemblies
 - Wrote Bulldog Bulletin information on Rodger African American Read-In
 - Attended and photographed Bullock Invention Competition
 - Attended and photographed GIS Windmill Engineering Lesson
 - Attended some of Bowe Family Night (prior to leaving for council meeting)
 - Announced Interim CST News in Bulldog Bulletin
 - Updated Bulletin Board