



## MEMO

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Date: April 16, 2014

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: March Project Report

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- Registration
  - Recorded student information in PowerSchool for several students
  - Requested and received student information from students' previous schools.
  - Forwarded the above information on to the applicable Glassboro school.
- Referendum
  - Updated website posting news articles and video of PowerPoint presentation
  - Coordinated and assisted with Transportation Employee Presentation
  - Coordinated and assisted with Public Information Session
  - Accompanied architect, reporter and others on a tour of GHS
  - Worked with architect to review information for the press
  - Followed-up with a newspaper requesting a correction to an inaccuracy
  - Traveled door-to-door on foot to provide information in three neighborhoods
  - Provided information to numerous apartment building offices
  - Delivered information upon request to numerous volunteers
  - Went to borough hall to find the referendum results
  - Contacted the newspaper (per request) to report the result
  - Emailed citizens advisory group with the results and a thank you
  - Updated website with results of the referendum

- Sports Hall of Fame
  - Cancelled, rescheduled and held meeting
  - Received, organized and copied nominations for committee review
  - Placed Sports Hall of Fame information on alumni section of website
  - Wrote and sent release on extension of nomination deadline
  - Reached out to new Hall of Fame member
  - Sent out meeting minutes received from Mr. Calvo
- Board Meetings
  - Attended Board Meeting and took pictures
  - Attended additional Board Meeting for approval to submit Budget
- Bulldog Bulletin – Published three issues
- Press releases/photos – Rodgers Black History Learning Activities, Rodgers February Students of the Month, Rodgers Kindergarten Registration, Rodgers St. Patrick's Day Activities, Rodgers Dr. Seuss Round Robin, Rodgers Students Honored at the BOE Meeting, Bullock Visit by Sensei Matthew Owens, Bullock 3<sup>rd</sup> Grade Invention Competition, Bullock March Star Students, Bullock March Principal of the Day, Bullock Students Exhibit Art During Youth Art Month, Bullock Teacher Jackie Applegate's Dr. Seuss Writing Celebration, Bullock Jazzy Bears Assembly, Bullock Teachers Present Monster Math to BOE, Bowe Principal's List and Honor Roll, Bowe Family Nights, GIS Principal's List and Honor Roll, GIS Students Use Engineering Principles to Design Windmills, GIS Black History Assembly, GIS Visit from Meteorologist/Graduate Chris Sowers, GHS Black History Celebration, GHS/Glassboro's Got Talent, Winners of GHS/Glassboro's Got Talent, GHS Jazz Ensemble Accomplishments, GHS Sports Hall of Fame, New District Employees
- Miscellaneous
  - Attended NJSPRA Crisis Communications Workshop
  - Researched information for Academic and Employment Brochure
  - Began update of Academic and Employment Brochure
  - Notified senior citizens of Grandparents genealogy event
  - Sent school messenger about the above event
  - Drafted Glassboro's Got Talent Advertisement to run on GCIT Television
  - Attended and photographed Grandparents event
  - Attended a Bowe writing celebration and photographed students
  - Arranged and attended telephone interview with reporter regarding the Budget