



MEMO

Date: April 13, 2015

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: March Project Report

- Registration
 - Posted and sent out information about Rodgers Pre-K/Kindergarten Registration
 - Registered students
 - Entered information into PowerSchool
 - Helped the community with registration questions
- Capital Needs
 - Fine-tuned referendum information session PowerPoint
 - Scheduled and communicated details on referendum information session, rescheduling the session once due to snow day
 - School Messenger, press contacts and Borough contacts helped us inform the public of the rescheduling of the information session
 - Developed project Board of pictures of referendum projects
 - Set-up and worked Rowan informational booth on two dates
 - Provided informational material for the Rodgers PTO presentation
 - Enlisted Rowan support to email voting time/date information to faculty residing in Glassboro
 - Contacted alumni, school and community members with voting day/time reminders
 - Used multiple communication channels, reminders and graphics to get the word out
 - Organized childcare services for voters
 - Followed-up and tracked newsletter mailing
 - Went to Borough Hall to receive the voting results

- Created a Summer School Flyer to share with other districts
- Attended and took pictures at Board of Education Meeting
- New Releases/Press Contact
 - Rodgers Pre-K and Kindergarten Registration, Rodgers Students of the Month, Rodgers Friendship/World Language Celebration, Rodgers St. Patrick's Day Learning Activities, Bullock Invention Competition, Bullock PJ Donation, Milton Hinton Visits Bullock, Sensei Owens Speaks at Bullock, Bullock Students of the Month, Bowe Principal's List/Honor Roll, Bowe Family Night, Bowe All SJ Music Student, GIS Math Counts Winners, GIS Honor Roll/Principal's List, GIS Grandparent's Gone Wired, GHS Students of the Month, Glassboro's Got Talent, Distinguished Alumni (for Borough), various referendum communications, preliminary work on release on interactive book clubs
- Bulldog Bulletin – Produced two issues
- Publicized Bowe & GIS Yard Sale, GIS SGA Winning National Award, GHS Yoga, Baseball and Flower Sale Fundraisers, Bowe Music Fundraiser, Bullock Book Fair
- Downloaded Climate Survey results into Excel