



MEMO

Date: June 9, 2015

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: May Project Report

- Registration
 - Created and sent a school messenger on Rodgers Registration
 - Sent out a third news release about Rodgers Registration
 - Sent an additional Spanish version of the Rodgers Registration Release
 - Registered 2 students for the upcoming 15/16 school year
 - Helped the community with registration questions
- Budget
 - For all five schools – Operated PowerPoint Presentations at Faculty meetings
- Climate Survey
 - Charted data for each survey question for the district as a whole
 - Submitted charts to administration
- Summer School
 - Ads – wrote copy and placed two summer school ads
 - Created and sent a School Messenger announcement about Summer School
 - Requested that GHS and GIS periodically include Summer School in their morning announcements and conversations with parents
- New Releases
 - GPS/Rowan/Borough Collaboration on Education, BOE Honors Teachers of the Year, Gifted and Talented Award Presented to Mary Aruffo, BOE Vacancy, Pre-K and Rodgers Registration (a third time), Spanish Version of Pre-K and Rodgers Registration, Rodgers Race for Education, Rodgers Family Reading Events, Bullock Garden, Bullock Students of the Month, Bowe Principal's List/Honor Roll, Bowe Bird Feeders, Bowe Let Girls Be Girls Tea, GIS Students at Choir Festival, GIS Art Exhibition, GIS National Jr. Honor Society,

GHS Principal's List/Honor Roll, GHS National Art Honor Society, GHS/GIS Summer School (second release sent), GHS Murder Mystery Dessert Theater, GHS Choir Awards from Six Flags, GHS Girls State, GHS Mosaic

- Calendar
 - Sent 15/16 calendar “shells” to each principal
 - Facilitated the collection of each school’s individual dates
- Assorted
 - Coordinated the obtaining of quotes from Rowan, the Borough and GPS for release on our collaboration
 - Requested and organized Academy data in preparation for Key Communicators Meeting
 - Sent play flier out to faculty on several occasions
 - Posted information on Bowe’s Friendly’s Fundraiser
 - During evening hours, attended GHS Band Concert, Bullock Treasure Hunt and took pictures before GIS National Junior Honor Society
 - Attended a variety of school events during daytime hours, including eighth grade GT Stem experiments, author skyping, meteorologist presentation at Bullock and more
 - Set date and sent the first round of invites for the Key Communicators Meeting
- Produced Bulldog Bulletin
- Attended and took pictures at Board of Education Meeting