



# MEMO

Date: November 9, 2015

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: October Project Report

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- Registration
  - Registered 6 students
  - Entered the data for all those registrations in PowerSchool
  - Scanned information packets to send to schools via email
  - Requested records from schools and followed up on required paperwork with parents
  - Assisted community members by answering questions
- Key Communicators
  - Sent out invitations
  - Scheduled and participated in the planning meeting
  - Developed the Agenda and sign-in sheets
  - Set-up the room for the meeting
  - Attended and presented at the meeting
- School Messenger
  - School messenger encouraging parents to take the NJ Common Core Standards Survey
  - School messenger email for Bowe Family Night
- Press/News Releases
  - GIS Classroom Close-Up, GHS Homecoming Schedule, GHS Homecoming Activities, Bowe Sock Day, Academy Open House, Rodgers Apple Tasting, Dean Visits Evans Class, GHS Honor Society, Biomedical Academy Waiver, Bullock Handbag Bingo, interfaced with press regarding publicizing the GHS Italian Club during Italian Heritage Month
- Academies
  - Wrote copy for advertisements
  - Researched the price of advertisements
  - Placed the advertisements in three newspapers
  - Revamped the high school's Academy Flyer
  - Placed the flyer on the web

- GPS/Boro/Rowan Partnership
  - Facilitated the sharing of information on our Biomedical Academy Waiver
  - Also highlighted/shared various fall activities at the request of the Borough Representative
- Created an issue of the Bulldog Bulletin
- Attended NJSPRA Meeting (Topics: PARCC, Press Releations)
- Publicized school-related information Bowe Music Fundraiser, GHS Blanket Fundraiser
- Met with a representative from the Flyers to discuss promotions that they offer to schools
- Attended and photographed Homecoming, Board Meeting, etc.