



MEMO

Date: December 14, 2015

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: November Project Report

- Registration
 - Registered 10 students
 - Entered the data for 9 of 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
- School Messenger
 - School Messenger on submitting applications for the Board vacancy
 - School Messenger on the fall play
 - School Messenger on the Academy Open House
- Press/News Releases
 - Rodgers September Students of the Month, Rodgers October Students of the Month, Rodgers Fall Round Robin (written in 11/15, sent in 12/15), Bullock October Star Students, Bullock November Star Students, Bowe Real Men Read Breakfast, GIS Mini Musical, GIS Tell-Tale Heart Mock Trial, GHS Fall Play, GHS Students Helping in the Cafeteria, GHS PJ Party with Santa, Glassboro Idol Competition, GHS Socks Warm the Toes Collection, Welcome to Our New Employees, Board Vacancy, Thanksgiving Day Breakfast (multiple press releases), 8th Grade Parent Night
 - Requested coverage of GHS Socks Collection, reached out to borough to place information on web about 8th Grade Parent Night
- Strategic Planning
 - Planned meeting dates and initial process with superintendent, BOE president and NJ School Boards representative
 - Gathered State of Schools Report information from previous Strategic Plan
 - Scheduled, planned and attended State of the Schools meeting with administrators/staff

- Academies
 - Attended the Academy Open House
 - Took Pictures at the Academy Open House
 - Verified that ads ran on schedule
 - Emailed schools to remind students of the Open House
 - As mentioned above, produced School Messenger of Open House
 - Provided quote from superintendent to Rowan for press release
- Gloucester County Employees Charitable Campaign
 - Organized campaign
 - Sent materials to all five building representatives
 - Drafted material explaining the campaign
 - Sent information on the campaign and its end date in two Valhalla Messages
 - Collected some of the donations from schools
- Thanksgiving Celebration
 - Distributed flyers throughout town
 - Sent Valhalla reminders to staff
 - Drafted and sent press release multiple times
 - Requested that Borough place this on website or send email reminders
- Additional Valhalla Messages: GHS PJ Party, GHS Play, GIS Mini-Musical, Rowan to Host Meeting on College Affordability, Students up for NJ.com “best of” sports category contests
- Prepared ¾ of the Bulldog Bulletin
- Shared information from Flyers representative about promotions
- Attended and photographed Board Meeting