



MEMO

Date: October 11, 2016

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: September Project Report

- Sports Hall of Fame
 - Handled receipt of ticket orders and mailing of tickets for the entire month
 - Tracked orders, payment and ticket numbers in spreadsheet
 - Continued to research inductee contact information and mail out banquet invitations
 - Emailed inductees to request attendance response
 - Tracked RSVPs in a spreadsheet
 - Requested, received and forwarded photos for the plaques and program
 - Received and processed advertisements for the banquet
 - Issued press releases for the event
 - Reserved the room for the monthly meeting and attended the meeting
 - Made copies of the ad program for meeting attendees to edit
 - Edited the ad program to the program designer
- Special Event: Bullock Award from Department of Agriculture at BOE Meeting
 - Contacted numerous newspapers and television stations for press coverage
 - Issued and followed up on invitations to borough, county and state representatives as well as our “garden partners”
 - Worked with Rich Taibi and Sonya Harris to ensure that garden committee members and parents received invites (without giving away the secret regarding the award)
 - Coordinated press information with the state’s deputy press secretary, offering a quote from Dr. Silverstein for the state’s press release
 - Coordinated event plans/information with Chris Cirkus from the NJ Dept. of Agriculture
 - Acted as a liaison for the freeholders and state senator/assemblymen to issue a certificate and resolution, respectively
 - Arranged to receive and mail pertinent farm to school materials to Bullock
 - Provided a list of attendees/speakers to Chris Cirkus and the superintendent

- Press/News Releases
 - Water safety, First-Week Pictures, Back-to-School Nights, updated Construction news release, two releases for the Sports Hall of Fame, an article for the Borough Newsletter
- School Messenger Email Announcements
 - Rodgers, Bullock and Bowe Bus Delay
 - GHS Italian Club Dances at Italian Festivals and Parade
- Registration
 - Polished registrations in InfoSnap
 - Made notes in the system of missing information and documents
 - Generated Notices of Potential Ineligibility, when applicable
 - Assisted community members by scanning documents for 2016/2017 registration that registrants had not uploaded
 - Attached documents in InfoSnap and PowerSchool
 - Assisted community members by answering questions about our new system
- Borough/Rowan/District Partnership
 - Wrote and submitted an article for the Borough's Fall Newsletter. The article touched on the following topics: biomedical academy, construction updates, and the Bullock PDS
- Acted as a liaison for coordinating the scheduling of a Fossil Park Dig for one Bowe and one Bullock class. The event will be filmed for a Classroom Close-Up TV Show on the NJEA Channel
- Acted as a liaison for communicating information to Bowe regarding Rowan's desire to film a segment on Professional Development Schools at Bowe
- Community Events
 - Attended and distributed community calendars at the Back-to-School/End of Summer events for Healing Wings (9/10/16) and Whitney Crescent (8/31/16, did not include on last month's report)
- Created poster board display for GHS showing before and after pictures of construction improvements at GHS
- Attended four of the back-to-school nights