



# MEMO

Date: January 10, 2017  
To: Dr. Mark Silverstein, Superintendent  
From: Jody Rettig  
Re: December Project Report

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- Wrote Press/News Releases
  - GIS November PBS Lunch, GHS Students of the Month, Rodgers and Bullock School Elementary Feasts, Bowe Mannequin Challenge, Online School Registration, Bullock School Family Night, District Invites Community to Attend Concerts, GHS Breakfast with Santa notice, GHS Breakfast with Santa follow-up article, GHS Pajama Party with Santa, Pre-K Concert, Kindergarten Concert, First-Grade Concert, Third-Grade Concert, Bowe Concert, GIS Concert (web only), GHS Choral and Orchestra Concert (web only), GHS Band Concert (web only), Teaching Tolerance – Kriston Matthews, Monte Willis and GHS/GIS Students Honored, BOE Welcomes Transportation Assistant and Long Term Sub, BOE Welcomes New Payroll Clerk, GIS Career Day, GIS and GHS All South Jersey Orchestra Students, updated District Facebook with news of many district events and the firehouse children’s party
- School Messenger Emails
  - Winter Break Reminder
  - District-Wide Two-Hour Delay
  - 12/18 and 12/17 Santa Events
- Gloucester County TV Scrolling Ads
  - GIS Students Honored for Positive Behavior in November
  - GIS Students Selected for Positive Behavior (School to Honor them in Jan.)
  - GHS Students of the Month for Early Fall
  - GHS Students of the Month for November
- Shared a variety of district news and opportunities via Valhalla
- Board Presentation
  - Adjusted the Rowan Partnership PowerPoint for presentation at the BOE Meeting
  - Invited Rowan partners to attend and greeted them at the event
  - Arranged for set-up and worked the slides

- Events
  - Attended six concerts, Breakfast with Santa, PJ Party with Santa, classroom visitation at assisted living complex, GHS senior center performance, BOE Meeting
- Professional Development
  - Attended the NJSPRA Workshop on Awards Communications Office/Superintendent Communication
- Gloucester County Employee Giving Campaign
  - Sent campaign reminders
  - Collected donation envelopes from the building campaign representatives
  - Created a comprehensive donation spreadsheet for payroll
  - Met with GCEGC representative to turn over donations
- Registration
  - Polished registrations in InfoSnap
  - Attached documents in InfoSnap and PowerSchool
  - Assisted community members by answering questions about our new system
  - Sent out a news release reminder about the online system (as mentioned previously)