



MEMO

Date: December 7, 2018

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: November Project Report

- School Messenger
 - Key Communicators Meeting
 - Key Communicators RSVP Reminder
 - Early Dismissal Reminder
 - School Buses May be Delayed
 - After School Activities Canceled Due to Weather
 - Transportation Survey Announcement
 - Last Day to Take Transportation Survey
 - High School Message
- Public Employee Charitable Giving Campaign
 - Organized and held a dress-down day collection incentive at Beach
 - Emailed reminders for campaign participation
 - Served as a contact for questions regarding the campaign
 - Collected campaign envelopes from each building
 - Started the Excel spreadsheet recording donations
 - Updated the county representative on the campaign status
- Key Communicators Meeting
 - Invited parents, staff and community members to attend the meeting
 - Met with Business Administrator and Superintendent to plan the meeting and PowerPoint
 - Arranged logistics and location
 - Designed/created the PowerPoint, pulling in information from the state and district
 - Incorporated additional slides requested by the BOE president
 - Rehearsed the PowerPoint with the presenters
 - Visited the presentation site to verify that correct resources were set up and working
 - Sent meeting reminders
 - Developed a sign-in sheet for the meeting
 - Worked the PowerPoint presentation at the meeting

- Rowan/Boro/District Partnership Meeting
 - Created agenda based on input from participants
 - Sent meeting reminder
 - Cancelled and rescheduled the meeting due to conflicts for participants
 - Sent meeting reminders for the new date
 - Participated in the meeting
 - Sent Outlook invites for a January meeting
- Transportation Survey
 - Announced survey availability (as previously mentioned)
 - Ran the results report and sent the results to the Business Administrator
- Technology Survey
 - Provided comments on the first draft of the survey
 - Discussed survey announcement plans
- Created/Placed Scrolling Ads to Run on Local Television Station
 - Apply to the Glassboro Fine & Performing Arts Academy by 12/3
 - Apply to the Glassboro STEM/Biomed. Academy by 12/3
 - Tickets Available for “The Lion, the Witch, and the Wardrobe”
- Press Releases/Social Media
 - GHS Celebrated Homecoming by Giving Back to Others, GHS Holds 79th Annual National Honor Society Inductions, GHS Crowns a New Glassboro Idol, 12/3 Deadline to Apply to the Academies, GHS Presents “The Lion, the Witch and the Wardrobe,” GIS Students Embark on an Entrepreneurial Journey, Freestyle Artist Judy Torres Visits GIS, Thomas E. Bowe School Students Help Keep Their Community Clean, Thomas E. Bowe School’s RMR Breakfast, Bullock Fossil Dig (for media), Hispanic Heritage Read-Ins at Rodgers and Bullock (for media), Rodgers PTO Raises Playground Funds, shared assorted news on the District web, Facebook and Twitter
- Assisted with School Registrations
- Provided information and assistance to parents who desired information on the Academies