



MEMO

Date: October 3, 2014
To: Dr. Mark Silverstein, Superintendent
From: Jody Rettig
Re: September Project Report

- Registration
 - Registered 22 students
 - Entered information into PowerSchool
- Sports Hall of Fame
 - Contacted inductees to find out if they would be attending the banquet and game
 - Issued/mailed over 96 tickets to inductees and their fan base!
 - Tracked tickets issued on a spreadsheet & turned remaining tickets over to Jeff Cusack
 - Took additional ticket orders, ad requests and checks over to Cusack
 - Provided ad copy to June Longley
 - Typed inductee bios for those who committee members who don't type
 - Proofed program copy
 - Mailed out a second batch of letters to previous inductees; letters were assembled by Gwen Haliburten
 - Issued second news release to raise visibility of event
 - Shared inductee information with those writing bios and with Joe Herrschaft, who was helping Bob Shryock with information for a column
 - Communicated banquet news in a district-wide email and in the Bulldog Bulletin
 - Attended one meeting and copied material for a second meeting, which I could not attend due to a conflict with the Referendum Information Session

- Referendum
 - Took pictures of problem areas in five schools
 - Created tri-fold photographic displays for Bullock, Bowe, GIS & GHS (Rodgers was created last month)
 - Incorporated the pictures into five back-to-school night presentations and the community information session
 - Edited text sent over from Sundell on the back-to-school night presentations
 - Held a practice session for principal presentations
 - Provided principals with slide clicker and slideshows for their back-to-school nights
 - Attended all five back-to-school night presentations and the information session
 - Scheduled a community meeting at a local church; the pastor had to cancel
 - Revised newsletter handout to note upcoming presentations
 - Sent flyer to Wanda Pichardo, who graciously translated it into Spanish
 - Set-up display tables and provided handouts at presentations
 - Attended Italian festival and distributed handouts
 - Made final edits on flyer prior to having Sundell send it to print
 - Updated reporters on details about referendum, sent them articles/photos and let them know the outcome of the vote
 - Covered referendum in Bulldog Bulletins
 - Reached out to volunteer callers who wanted to remind people to vote
 - Drafted the text for the Superintendent's school messenger voting reminder
 - Reminded community members of the vote
 - Encouraged others to post voting reminders on Facebook pages
 - Went to Boro Hall to find out the final vote tally
- New Releases
 - First day pictures and captions, SGA Representatives, Glassboro Referendum News Release, Italian Club Dances, Release 1, Italian Club Dances, Release 2, New Employees, GHS Homecoming Court and Times, Rodgers Grandparents Day Celebration, Sports Hall of Fame, Dyslexia Conference, Information on New Cafeteria Line Set-Up (posted on our web), Rodgers Students of the Month (posted, not yet sent), Bullock "Graduates" with Perfect Math Scores
- Miscellaneous
 - Distributed school supply donations for needy students among the five schools
 - Met with community members & staff regarding plans for a Thanksgiving Breakfast

- Attended and took pictures at Board of Education Meeting
- Attended and photographed Grandparents Day Classroom Celebration
- Produced two issues of the Bulldog Bulletin
- Edited CST Brochure
- Posted Back-to-School Night dates
- Posted nurses' and principals' letters regarding health concerns