



## MEMO

Date: November 5, 2014  
To: Dr. Mark Silverstein, Superintendent  
From: Jody Rettig  
Re: October Project Report

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- Registration
  - Registered 3 students
  - Entered information into PowerSchool
- Sports Hall of Fame
  - Worked ticket collection table at Banquet
  - Attended Banquet
  - Posted Sports Hall of Fame Information and photos on the Alumni Site
  - Conducted meeting-reminder phone calls for members who don't use email
  - Attended recap meeting and copied meeting materials for attendees
- School Choice/Academies
  - Designed Open House advertisement
  - Placed advertisement in 3 newspapers and on two of their online sites
  - Followed up with SJ Times to request/receive additional advertising in compensation for their photo mistakes with our print ad
  - Wrote up and placed a "blurb" on GCIT television announcements
  - Contacted Bowe, GIS & GHS principals to request that information be included in a school messenger and on school announcements
  - Provided application materials to applicants
  - Received and forwarded an application to GHS contacts
- Capital Needs
  - Identified dates for potential Capital Needs Meetings

- Thanksgiving Day Breakfast
  - Delivered flyers to Glassboro Housing Authority, Family Success Center, Glassboro Library, Glassboro Senior Center, Glassboro Camelot Sr. Development, Presbyterian Church for their Third Meal Program, Samaritan Center Pantry, Pitman Food Pantry, Borough Hall, Boys & Girls Club, through Email to Employees and in Bulldog Bulletin/on website
- New Releases
  - Bowe Renaissance, Homecoming Results, Energy Savings at Glassboro Schools, October Seeds to Success Board Presentation, Board Honors 5<sup>th</sup> – 8<sup>th</sup> Graders with Perfect NJASK Scores, resent September Release on 4<sup>th</sup> Graders with Perfect Scores, Rodgers Students of the Month (sent, was posted on web last month), Bullock October Student of the Month, GIS Featured on Common Core Videos, SGA Canned Food Drive, GIS Engineers on Wheels, Rodgers Dance Party and Anti-Bullying Assembly
- Gloucester County Employee Giving Campaign
  - Recruited building representatives
  - Received, divided and interoffice-mailed literature/donation forms to each building
- Miscellaneous
  - Attended two session of Engineers on Wheels at GIS
  - Attended and photographed Renaissance Rally
  - Attended and photographed Bullock Star Student Celebrations
  - Attended and took photos at Board Meeting
  - Attended and photographed homecoming game and skits
  - Attended and photographed Rodgers and Bullock Halloween Parades
  - Posted information on Rain Cancellation of the homecoming parade
  - Attended and photographed SGA sorting food items to be distributed
  - Produced two issues of the Bulldog Bulletin
  - Posted PTO Dining Out News on Web
  - Posted additional nurses' and principals' letter regarding health concerns
  - Posted release on Veterans Appreciation Night
  - Posted flyer on Bowe Family Night and Bowe Book Fair
  - Posted information on GIS Music Fundraiser