



MEMO

Date: December 11, 2014
To: Dr. Mark Silverstein, Superintendent
From: Jody Rettig
Re: November Project Report

- Registration
 - Registered 12 students
 - Entered information into PowerSchool
- Climate Survey
 - Researched Climate Surveys
 - Designed survey to incorporate NJ DOE survey questions and questions similar to those in two other Climate Surveys
 - Sent survey for Superintendent's/Board's review
 - Invited parents to take the survey. Invitation issued through both a School Messenger Email and a School Messenger Telephone Message
- Capital Needs
 - Sent to School Messenger Emails inviting parents to the Capital Needs Meeting
 - Invited additional community members and the SJ Times to the meeting via email, phone calls and posting the event on our website
 - Assisted with meeting preparation
 - Attended the Capital Needs Meeting and assisted architect with making additional copies of material
 - Edited and sent a news release summarizing the meeting
 - Posted meeting materials on the school website

- Gloucester County Employee Giving Campaign
 - Emailed staff announcing the campaign
 - Collected donations/donation forms from building representatives
 - Counted donations and developed a spreadsheet to track donations
 - Turned donations over to Gloucester County Employee Giving Campaign Rep.
- Thanksgiving Day Breakfast
 - Sent information to the press and placed on events calendars
 - Copied/sent flyers over for Rodgers, Bullock and Bowe Students
 - Emailed information to faculty and asked them to share it widely
 - Referred staff inquiries about volunteers to Beth Clark and Danielle Sneathen
 - Wove the information into a School Messenger on November Events
 - Took pictures at the breakfast
- School Choice/Academies
 - Assisted applicants and community members with answering questions
 - Copied school choice applications turned into this office and scanned them to GHS
- Bulldog Bulletin
 - Produced two issues of the Bulldog Bulletin
- New Releases
 - GPS Safety Award, Veterans Appreciation Night, Thanksgiving Day Breakfast, District Capital Needs Meeting, GHS All SJ Chorus Students, GHS Chat with the Principal, GHS Students of the Month, GHS National Honor Society Inductions, GHS Production of the Snow Queen, GHS/Rowan Food Drive, Maldonado Signs, Bowe Family Night, Beekeeper Speaks at Bowe, Bullock Students of the Month, Bullock Principal's Learning Walk, Bullock Third-Grade Makes Blanket for Cancer Patients, Rotary Donates Dictionaries to Bullock Third-Graders, Rodgers Students of the Month, Rodgers Authors Visit, Website Pictures Posted of Halloween Parades at Bullock and Rodgers
- Miscellaneous
 - Attended and photographed numerous classroom events
 - Posted various web announcements
 - School Messenger for Rescheduled 8th Grade Open House
 - School Messenger for Postponement of Thanksgiving Day Game