



MEMO

Date: January 16, 2015

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: December Project Report

- Registration
 - Registered 4 students
 - Entered information into PowerSchool
 - Received and forwarded post-registration paperwork to the schools
- Climate Survey
 - Continued to communicate about the Climate Survey using principals and PTO presidents to supplement the School Messenger Messages previously sent out
 - Finalized acceptance of responses over Christmas Break
- Capital Needs
 - Spoke with press regarding the 11/17/14 Community Discussion and the Referendum
 - Participated in Pre-Referendum Meeting on 12/11/14
 - Invited community meeting attendees to attend the 12/17/14 Board Meeting
 - Contacted video volunteer to discuss preliminary plans
- 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
 - Resent GPS Safety Board to increase visibility
 - Rodgers Visit from Officer Kauffman, Rodgers Gingerbread Houses, Rodgers Students of the Month, Rodgers Thanksgiving Class Activities, Rodgers Writing and Reading Celebration, Bullock December Star Students, Bullock Pharmacist Visit, Bowe Student in All SJ Wind Ensemble, Bowe Class Donation to the Military, GIS PBS Lunches, GIS Career Day, GHS Italian Club Dances at Sr. Center, GHS Saxophone and Ensemble Performances in the Community, New Employees in Glassboro
- Miscellaneous
 - GCIT TV – Sent Breakfast with Santa Notice for posting on television
 - Sent calendar information on Breakfast with Santa to Press and flyers to faculty
 - Attended seven holiday concerts and the GHS Sr. Citizen Center Concert
 - Attended classroom events and GIS Santa shop
 - Developed a list of December school events for the Board
 - Organized a holiday tour of schools for the Board
 - Posted various web announcements
 - Attended and photographed Board Meeting