MEMO

Date: April 7, 2017

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: March Project Report

- 2017/2018 Budget
    - Researched information, obtaining information from technology, operations and curriculum/personnel departments
    - Created excel documents including revenue and appropriations numbers
    - Generated charts from the numbers in excel
    - Wrote and designed budget PowerPoint weaving in text and charts
    - Practiced the PowerPoint with key administrators
    - Revised and regenerated charts three times as budget changed
    - Updated the PowerPoint three times with the new information
    - Ran slide show at the 3/15 Initial Budget Presentation Meeting
- Wrote Press/News Releases
    - All SJ Band (GIS), Rodgers Students of the Month, GIS Awarded a Multi-Million Dollar Grant, Glassboro Black Culture Club Shows Leadership, Distinguished Alumni Dinner, GHS Student Receives Weidner Leadership Award, National Engineers Week African American Read-In, All SJ Band (Bowe), GHS Student Awarded Volunteer Service Award, Classroom Close-up to Film Bowe Battle of the Books, Bowe Black History Museum, Glassboro Welcomes New Employees, Bullock Students of the Month (web), GIS Principal's List and Honor Roll (web), four articles for the Borough Newsletter
- Borough/Rowan/District Partnership
    - Planned, participated in and created agenda for partnership meeting
    - Submitted four articles (mentioned above) for the Borough Newsletter: New Biomedical Program within STEM Academy, Mock Trial Team Places Third in the State, SIG Grant
- Web Announcements
    - Bus Stop Concern
    - Date Changes on GHS Events and Board Meeting
    - After Prom Tickets on Sale
    - PM Pre-K Cancelled for 3/14

- Designed, wrote and sent out a Bulldog Bulletin
- School Messenger Emails
  - Pre-K/K Registration Meeting Set for April 4
  - Science Fair Reminder and Date Change
  - Distinguished Hall of Alumni Tickets Available
  - GHS Art Exhibit and MIOSM Concert Reminder
  - GIS/GHS Delayed Openings and Conferences
  - 3/10 Two-Hour Delay
- Shared a variety of district news and opportunities via Valhalla. Reached out to get more host families for Spanish Exchange Students via Valhalla as well.
- Registration
  - Polished registrations in InfoSnap
  - Attached documents in InfoSnap and PowerSchool
  - Assisted community members by answering questions about our new system