



MEMO

Date: May 10, 2017

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: April Project Report

- 2017/2018 Budget
 - Updated Budget PowerPoint Presentation
 - Sent to the BOE President for review
 - Incorporated additional changes
 - Reviewed the revisions with the Superintendent
 - Ran slide show at the April BOE Meeting
 - Scheduled presentations for upcoming school staff meetings
- Strategic Planning/Key Communicators
 - Researched updates to principals' and administrators' accomplishments as they pertain to Goals III (Promoting/Rebranding Our District) and IV (Parent/Community Partnerships)
 - Incorporated those accomplishments and mine (down to the objectives/activities) into the Strategic Planning update
 - Obtained updates on the remaining goals from the Business Administrator and Chief Administrative Officer
 - Created a PowerPoint with all of the above information
 - Practiced and updated the PowerPoint with all presenters
 - Sent out invitations to the combined Strategic Planning/Key Communicators Meeting via email, school messenger and word-of-mouth
 - Handled logistics for the meeting
 - Presented at the meeting
- Borough/Rowan/District Partnership
 - Invited Borough Council and Economic Development to attend the above meeting
- School Messenger Emails
 - Key Communicator/Strategic Planning Meeting
 - Free Foodscaping Workshop at Bullock
 - GIS Evacuation to Bullock
 - GIS Parent Update

- Press/Media Relations
 - Fielded and answered questions from newspapers and media regarding the GIS evacuation
 - Invited press attendance at GIS for the visit by graduate/football player Corey Clement
- Wrote Press/News Releases
 - Message to Parents Regarding GIS Evacuation (for website and Special BOE meeting only, with input from Superintendent and others), Invitation to Special Board Meeting (website only), Aril 27 Fire Alarm Update (website only), Science Fair Winners, GHS Concert, Art Exhibit and Diversity Dining, District's After School Tutoring and Orton-Gillingham Grad Courses at Bowe, Third-Grade Invention Competition, GHS Senior and Soccer Player Macala Beltran Commits to Stockton, Superintendent's, NFL Prospect and GHS Graduate Corey Clement returns to GIS, assorted Facebook announcements for the district
- Parent Information
 - Worked with student data specialist to provide GIS parents with information on how to update School Messenger/Parent contacts
- Glassboro Education Foundation
 - Shared information about Golf Outing Fundraiser with Faculty
 - Took pictures of teacher Karen Peale's Cook and Book grant-funded program activities
- Shared a variety of district news and opportunities via Valhalla.
- Registration
 - Polished registrations in InfoSnap
 - Attached documents in InfoSnap and PowerSchool
 - Assisted community members by answering questions about Registration and Kindergarten/Pre-K Round-up
 - As mentioned previously, sent out School Messenger Announcement regarding Kindergarten/Pre-K Round-up
 - Attended the Rodgers Kindergarten/Pre-K Round-up Session for Parents