



MEMO

Date: May 9, 2019

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: April Project Report

- Budget
 - Requested updated budget worksheets after business department received state aid figures
 - Calculated necessary figures for the PowerPoint presentation
 - Created charts in excel
 - Updated the presentation with the charts and new figures
 - Updated the presentation a second time due additional changes to budget items
 - Met with administrators to discuss the budget
 - Sent budget PowerPoint to B.A. for review
 - Went through a practice/dry run of the presentation
 - Worked with GHS to ensure the appropriate personnel and equipment were available for the budget hearing
 - Worked the budget presentation at the budget hearing
 - Finalized the arrangements for the superintendent's faculty meeting budget presentations
- Press Releases/Social Media
 - District Science Fair, Former Coach's Induction into South Jersey Coaches Association, JHR Music in Our Schools Month Classroom Visits, GHS Students Wins National Honor Society Scholarship, Mr. Glassboro Contest, GIS Patriot's Pen Awards, Bowe Battle of the Books, shared assorted news via district website, Facebook and Twitter
- School Messenger
 - Reggie Dabbs Assemblies, Parent Seminar on Vaping, Superintendent's Letter on Mercury Testing of Floors, Superintendent's Letter on Air Sampling at Rodgers
- Assisted with Registration. This activity picked up since enrollment for next year's pre-k and kindergarten is now open.
- Rowan/Boro/District Partnership Meeting
 - Sent a meeting reminder
- Practiced new skill of creating/posting documents in an I-Frame