



MEMO

Date: July 11, 2018
To: Dr. Mark Silverstein, Superintendent
From: Jody Rettig
Re: June Project Report

- Key Communicators/Parent Seminar on Summer Learning Opportunities
 - Sent out school messenger (noted below) and reminded parents of meeting
 - Tracked projected attendance
 - Edited agenda
 - Developed sign-in sheet
 - Arranged to borrow a projector from Bullock; picked up projector
 - Met with Boys & Girls Club to discuss room set-up
 - Assisted with set-up
 - Made copies of county brochure
 - Attended the meeting
 - After the meeting, sent meeting materials to some parents who couldn't attend and also sent Spanish-language copies of a Barnes & Noble Summer Reading Program to our ELL Teachers
- Calendar
 - Sent last year's immunization, registration, pesticide, curriculum and BOE president's message sections out to individuals for updates
 - Reminded schools to send back their calendar dates
 - Received calendar dates and entered most in the calendar
 - Resolved most instances of conflicting dates (e.g., where two schools had requested activities for the same time)
 - Met with Art Teacher regarding specific Photoshop techniques for the cover
- Rowan/Boro/School District Partnership Meeting
 - Solicited agenda item requests and drafted June meeting agenda
 - Finalized minutes from last meeting
 - Sent out meeting reminders
 - Participated in meeting
 - Scheduled a follow-up meeting for September 2018

- Sports Hall of Fame
 - Made phone calls to remind those without email of the June Meeting
 - Attended the meeting and participated in the vote
 - Met with Mr. Cusack to obtain a list of the coaches and varsity members of the 1994 Varsity Basketball Team
 - Researched current contact information for the inductees
 - Drafted congratulatory letters for the individual and team inductees
 - Sent congratulatory letters and other information to all individual inductees and some of the Team Inductees
- School Messenger
 - Early Dismissal for 6/13, 6/14, 6/15 (two messages sent)
 - GHS Students Will Perform at Community Day
 - Reminder: Thursday Parent Seminar/Key Communicators Meeting
 - Incident at GHS
- Sports Hall of Fame
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- Registration/PowerSchool Access
 - Assisted callers with registration information
- Budget
 - Drafted a budget letter for the superintendent and posted it on the website
- Press
 - Glassboro Students Contemplate Careers, Coverage Request for Million Word Readers, Coverage Request for Graduation
- Attended CommUnity Day and multiple field days to snap photos. I also went backstage before graduation to take photos of graduates in their gowns
- Shared assorted news via Facebook and the website