



MEMO

Date: July 11, 2019

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: June Project Report

- Budget
 - Worked the budget presentation at one staff meeting
- Calendar
 - Sent reminders to schools that hadn't sent in calendar dates
 - Incorporated dates
 - Sent the calendar to the schools to review the dates that were incorporated
 - Took additional pictures of teachers of the year and reached out to some BOE Members for their pictures
 - Worked on the superintendent's calendar letter and sent it to him for review
 - Sent key text sections out to subject matter experts (e.g., nurse, operations, transportation, Chief Academic Officer's curriculum section) for review/update
 - Requested quotes on printing the calendar
- School Messenger
 - Real Men Read Summer Program and Key Communicators Social/Emotional Learning Seminar
- Key Communicators/Social Emotional Learning Seminar
 - Sent message as noted above.
 - Coordinated technical set-up
 - Tracked replies
 - Attended the event
- Press Releases/Social Media
 - May Star Students, Three Glassboro Teams Place in Stock Market Competitions, Glassboro Takes 1st in NJ and 4th in the Nation, Million Word Readers, Pre-K Enjoys Unified Game Day, Glassboro High School Students Attend Boys State, GHS Graduation, requested coverage several times for numerous events, shared assorted news via district website, Facebook and Twitter
- Attended many daytime and evening events for the district

- Took pictures of pre-prom and graduation, so that we can add them to our website
- Assisted with Registration. Handled several phone calls from parents who were concerned as to whether their children would get a spot in the full-day pre-kindergarten and from those who needed help registering. Attached documents to registration/PowerSchool systems
- Helped GIS co-worker with saving maps/illustrations as jpegs and converting a document to word
- Finalized and submitted data for superintendent's evaluation
- Wrote self-evaluation