



MEMO

Date: July 16, 2014

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: June Project Report

- Registration
 - Registered students
 - Assisted callers with registration information
- Calendar
 - Experimented with Adobe Illustrator software
 - Incorporated edits received on calendar activities into Adobe Illustrator
 - Took pictures of teachers of the year for the calendar
 - Assisted Superintendent with calendar message
 - Requested and received informational text for the front/back of calendar
 - Downloaded some sports schedules from Tri-County Conference website
 - Requested and received additional sports schedules from the Athletic Director
 - Put in a request for Adobe Photoshop to edit pictures for the calendar
- Referendum
 - Updated Referendum website
 - Organized virtual tours and assisted by providing information for them
 - Invited Citizens Advisory Committee to the monthly meeting
 - Set the agenda for the monthly meeting
 - Attended the meeting and shared communication updates with the participants
 - Made flyers available at school events
- Budget
 - Worked the PowerPoint slideshow for faculty presentations at GHS and Bowe

- Board Meetings
 - Attended Board Meeting
 - Took pictures for releases
- Sports Hall of Fame
 - Researched the addresses of inductees
 - Secured a ticket “template” for the banquet
 - Researched previous letters of induction
 - Mail merged letters of induction for 31 inductees
 - Obtained dinner menu and pricing and forwarded information to the Dinner Subcommittee
 - Sent out account quick report to the finance subcommittee
 - Mailed meeting minutes to those without email
 - Called those members to remind them of the meeting
 - Prepared/copied materials for the monthly committee meeting
 - Attended the Sports Hall of Fame Meeting
- Bulldog Bulletin – Published two issues
- Press releases/photos –
 - Marine Receives a Hero’s Welcome, Bullock Sensational Celebration, GIS Student Recognized by Johns Hopkins, Rodgers Principal Selected, BOE Honors Bullock Artists, Ronnie James’ Track Success, Glassboro Hosting Dyslexia Conference, Board Honors New Employees, Sound Booth Dedicated to Will Gallon, Sumatran Tigers Honored at BOE Meeting/Won Competition, Bullock Star Students, DARE Graduation, Bowe Renaissance Picnic, Bullock Star Student Friends and Family Celebration
- Miscellaneous
 - Attended various regular school and end of the year events, e.g., two Rodgers concerts, Bullock Star Student Friends and Family Celebration, Bullock classroom visits by the Animal Shelter and Animal Welfare Association, Bowe Renaissance Picnic, some of the Bowe Multicultural Assembly, Bowe Awards Ceremony, DARE Graduation, and backstage preparation at GHS Graduation
 - Updated Bulletin Board