



MEMO

Date: April 13, 2018
To: Dr. Mark Silverstein, Superintendent
From: Jody Rettig
Re: March Project Report

- Sports Hall of Fame
 - Wrote an article requesting nominations and submitted it for the Borough Newsletter
 - Collected nominations
 - Collaborated with others to reschedule the March meeting since it conflicted with other district events
 - Called those without email to let them know of the change
- Registration/PowerSchool Access
 - Wrote an article on registration and submitted it for the Borough Newsletter
 - Assisted callers with registration information
- Key Communicators
 - Explored topic ideas for future meetings
- Strategic Plan
 - Sent out reminders requesting outstanding updates
 - Incorporated the remaining updates
 - Sent the plan to the Superintendent's office for attachment to the agenda
- Budget
 - Revised Budget PowerPoint
 - Presented the Budget PowerPoint to one committee
 - Reached out to Principals to schedule May dates for faculty meeting presentations
- News Releases
 - Hidden in Plain Sight Event, GHS Hosts Mr. Glassboro, April 30 Deadline Approaches for Sports Hall of Fame Nominations, 2 articles on Glassboro welcoming new employees, GIS Glow Club and Speakers, Thomas E. Bowe School National Engineering Week, Thomas E. Bowe's First Annual Black History Performing Arts Celebration and Annual African American Read-In, see information in previous sections for borough newsletter articles
- Shared assorted news via Facebook and the website

- School Messenger
 - Spring Vacation and Snow Day Make-up Reminder
 - Hidden In Plain Sight Event
 - No Activities After 3 P.M. Due to Snowstorm
 - Wednesday Snowstorm and Early Dismissal
- Worked on Superintendent's Safety Letter and other material
- Local TV Channel Scrolling Ad
 - Mr. Glassboro
 - Craft Show