



MEMO

Date: April 8, 2019

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: March Project Report

- Press Releases/Social Media
 - GHS Pole Vaulting Champ Commits to Stockton, GHS Track and Field Standout Commits to Georgian Court, Corey Clement Visits GHS and Bowe for Black History Month, Bullock Hosts African American Read-In, Haddonfield Author Reads at Bullock and Rodgers Read Across America Events, Thing 1 and Thing 2 at Bullock, Read My Shirt Day for Read Across America Celebration at Bullock, Bowe Real Men Read Members Visit Bullock for Read Across America Week, Fifth-Grade Class Visits Glassboro Assisted Living Home for Valentine's Day, Elementary Students Selected for Spring Honors Band Festival, Elementary Honors Students Selected for Spring Honors Orchestra Festival, Bowe Hosts Principal's List Breakfast, Distinguished Alumni Banquet, Read Across America Events for Pre-K and Kindergarten, Sixth-Grader Places Third in Gifted Art Contest, GHS to Offer AP Computer Science, Rodgers Students Learn About Women's History, BOE Honors GIS Green Team, BOE Honors 1st MP Bulldog Spirit Award Winners, GHS Names 2nd Marking Period Bulldog Spirit Award Winners, shared assorted news on Facebook, Twitter, and website
- School Messenger
 - Grandparents Gone Wired Seminar on Privacy from Smart Devices, Two-Hour Delay for March 8, Friday Presale for Saturday Basketball Playoff Game, Saturday's Basketball Game – Sold Out, Parent Letter on MOMO Challenge
- Sent scrolling television ad for Breakfast with the Bunny at Rodgers
- Budget
 - Requested budget worksheets from business department
 - Met with administrators to discuss the budget and the worksheets
 - Developed a pre-state aid, preliminary presentation for committee members
 - Attended a portion of a committee meeting to work the presentation
- Assisted with Registration

- Calendar
 - Developed 12-month calendar shells in Adobe Illustrator
 - Added all approved district calendar dates to those shells
 - Developed an excel document with the same dates
 - Sent all documents to principals with a request for their schools' calendar dates by 6/1
- Rowan/Boro/District Partnership Meeting
 - Requested agenda items and developed agenda
 - Finalized minutes for both January and March meetings
 - Attended the partnership meeting
 - Set date for May meeting