



MEMO

Date: April 19, 2016

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: March Project Report

- Strategic Planning
 - Publicized Strategic Planning Meeting
 - Tracked interest and attendance
 - Requested and organized meeting supplies
 - Participated in the March Planning Meeting
 - Forwarded copies of planning template to Chief Academic Officer
- Press/News Releases
 - Ray Owens Martial Arts Visit to Bullock, Bowe Teacher Cheryl Tartaglione receiving award, Bowe Black History Breakfast and Read-In, Rodgers Black History Round-Robin and Read-In, GHS Black History Celebration, Glassboro's Got Talent, Bowe Principal's List and Honor Roll, GHS Principal's List and Honor Roll, GPS Construction Update (for "boro" newsletter), Bowe PDS Update (for "boro" newsletter)
- Registration
 - Registered 8 new students
 - Assisted community members by answering questions
- Sports Hall of Fame
 - Reminded committee members of the March meeting
 - Served as a point person to collect nominations
 - Attended March meeting
- Assorted
 - Secured press coverage for Bullock Garden
 - Sent school messenger announcements for Glassboro's Got Talent, MIOSM Concert and Art Show, Breakfast with the Bunny
 - Composed and sent out Bulldog Bulletin
 - Sent out Valhallas on district news
- Budget – Researched budget information for PowerPoint and met with Business Administrator