



MEMO

Date: June 5, 2017

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: May Project Report

- 2017/2018 Budget
 - Ran the budget presentations at four staff meetings
- Strategic Planning/Key Communicators
 - Sent out invitations to the June Key Communicators Meeting via email, school messenger and word-of-mouth
 - Handled logistics for the meeting
 - Reviewed PowerPoint for the presentation and suggested edits
 - Attended meeting regarding the PowerPoint and presentation
- Borough/Rowan/District Partnership
 - Prepared the agenda for the May partnership meeting
 - Send out meeting reminders
 - Participated in the meeting
- School Messenger Emails
 - Key Communicators - June Meeting
 - Missing Child
 - Child Found Safe
 - GHS Students Evacuated
 - GHS Students Return to Building
- Wrote Press/News Releases
 - Cinco De Mayo, Spanish Exchange Student Visit, Teachers of the Year, Educational Support Service Professionals of the Year, GIS National Junior Honor Society, Mock Trial Team Bar Foundation Awards and Scholarships, Glassboro's Top 5 Honored by County, Sustainable Grants, Bowe Battle of the Books, Bullock Cook and Book Program Funded by Ed. Foundation, Kim Speller Athletic Signing, District Concerts, Additional District Concerts, Prom Pictures

- Other
 - Provided Superintendent with requested stats and narratives
 - Attended and photographed multiple evening and school day events
 - Sent BOE a list of End-of-Year Events
 - Sent an updated time change after school revised time of an event
 - Acted as a liaison for information on the upcoming funeral of a GHS graduate/POW
- Calendar
 - Created shells of a 12-page calendar for next year
 - Added district dates
 - Sent all schools a request for their school-specific 2018/2019 dates
 - Copied text sections from last year's calendar and requested updates by June 1
- Shared a variety of district news and opportunities via Valhalla and District Facebook
- Registration
 - Polished registrations in InfoSnap
 - Attached documents in InfoSnap and PowerSchool
 - Assisted community members by answering questions about Registration and Kindergarten/Pre-K Round-up