



# MEMO

Date: June 1, 2018

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: May Project Report

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- Calendar
  - Completed a 12-page shell of calendar with overall district in Adobe Illustrator
  - Sent shell and one-page, board approved calendar in an email requesting dates for each school and for 2018/2019 testing
  - Reached out to GHS Art Teacher to see if students wished to submit artwork for the calendar cover
- News Releases
  - County Luncheon Recognizes Glassboro Teachers of the Year, Glassboro Distinguished Hall of Alumni Nominations (revised/sent), Take Your Child to Work Day – Bullock, Rodgers, Bowe and Transportation, Take Your Child to Work Day – GIS, GHS, Cinco De Mayo at Rodgers, Rodgers Electrostatic Experiments with Exxon Mobil Ambassadors, Rodgers Fake Snow Experiments with Exxon Mobil Ambassadors, Mother's Day Teas at Rodgers, Dorothy L. Bullock School Pollinator Garden, Thomas E. Bowe School Garden Planning Assembly, Mother's Day Teas at Bowe, GIS Principal's List and Honor Roll, GIS National Jr. Honor Society Inductions, GHS Thespian Society Inductions, GHS Top 5 Honored, GHS Musical Drama Alumni Music Review
- Shared assorted news via Facebook and the website
- School Messenger
  - Bowe 6/5 Parent Orientation/Summer Math & Reading Packets
  - Parent Seminar on Summer Learning
  - Follow Up - Sign-Up for Parent Seminar on Summer Learning
  - Reminder: May 25 is an Early Dismissal
  - Second Reminder: May 25 is an Early Dismissal
  - DLB Evacuated Due to Odor/Cleared for Re-entry
  - GHS Evacuated Due to Odor
  - GHS Cleared for Re-Entry
  - Rowan Graduation Traffic

- Local TV Channel Scrolling Ad
  - GHS Drama Alumni Music Review
- Sports Hall of Fame
  - Revised spreadsheet of nominees and shared it
  - Made copies of all nominations for the Nominations Committee
  - Made phone calls to remind those without email of the May Meeting
  - Attended the meeting
- Survey
  - Shared Chief Academic Coordinators Full-Day Pre-K Survey with parents
- Registration/PowerSchool Access
  - Assisted callers with registration information
- Key Communicators
  - Sent out multiple parent invitations to attend the upcoming meeting
- Budget
  - Ran the Budget PowerPoint at all 5 schools' faculty meetings
- Gathered data and statistics for Superintendent's evaluation and completed self-evaluation