



MEMO

Date: June 10, 2019

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: May Project Report

- Budget
 - Worked the budget presentation at four staff meetings
 - Posted PowerPoint and User-Friendly Budget online
- Rowan/Boro/District Partnership Meeting
 - Developed agenda, requested technology director's presence to address topic related to that group, attended meeting, teleconferenced one member in
- Press Releases/Social Media
 - Glassboro Invites Community to Concerts, Motivational Speaker Reggie Dabbs Presents at Glassboro Schools, GHS Alumni Shine at Career Fair, Glassboro Class Celebrates 50th Anniversary of "The Very Hungry Caterpillar," GIS Students Pie Teachers for a Good Cause, Head Shaving Fundraiser at GIS, GHS Sr. Receives National Honor Society Scholarship (sent multiple times), GHS Inducts Nine into Tri-M Music Honor Society, GHS Inducts Four into National Art Honor Society, Bullock School Recognizes Star Students of the Month, Golf for Glassboro Education, Third-Graders Sparkle at Spring Concert, Kindergarteners Celebrate Cinco De Mayo, Music Groups Take the Show on the Road, GIS NJIS, requested coverage for several events, shared assorted news via district website, Facebook and Twitter
- Gathered data for superintendent's evaluation
- School Messenger
 - Three school messengers on the Key Communicators Social/Emotional Learning Seminar and another on the loss of a student
- Assisted with Registration. As mentioned last month, this activity picked up since enrollment for next year's pre-k and kindergarten is now open.
- Attended many evening events for the district
- Calendar
 - Worked extensively on following up on designated dates and incorporating them in Illustrator