



MEMO

Date: June 6, 2014

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: June Project Report

- Registration
 - Registered students
 - Recorded student information in PowerSchool
 - Requested student information from students' previous schools
- Calendar
 - Completed draft of all 12 months' activities
 - Sent the draft back to principals and administrators for review
- Budget
 - Worked the PowerPoint slideshow for faculty presentations at GHS and Bowe
 - Placed Budget PowerPoint on web for community access
- Referendum
 - Invited Citizens Advisory Committee to the monthly meeting
 - Worked with PTO to invite additional community members to attend
 - Agenda for meeting and attended the meeting
 - Edited web and printed communications material
 - Took additional pictures of areas in need of repair
 - Made flyers available at concerts
 - Offered a GHS tour to Bullock Parents
 - Spoke with volunteers who were interested in virtual tours
- Board Meetings
 - Attended May 28 Board Meeting
 - Took pictures for releases and newsletter

- Sports Hall of Fame
 - Drafted letter inviting existing members to HOF Banquet
 - Picked up reservation confirmation from Masso's
 - Mailed meeting minutes to those without email
 - Called to remind people about the meeting
 - Scanned and copied information for nominees
 - Attended meeting and voted on new inductees
- Bulldog Bulletin – Published two issues
- Press releases/photos –
 - Bullock Star Students, Rodgers Students of the Month, Rodger Jubilee Assembly, Bowe Readers, Take Your Child to Work Day, Teachers of the Year, Rodgers and Bullock Students' Letters of Opinion, Bullock Pharmacist Visit, Bullock Principal for the Day, Bowe All SJ Musicians, GHS Academic All Stars, GHS Honor Society, GHS National Art Honor Society, GHS Underclass Honors, GHS Friends of Rachel Club Donates Buddy Bench to Rodgers, Bullock Inventors Take 2nd Place at Regional Competition, Treasure Hunt Press Advisory, GIS Filmed by JERSEYCAN, GIS Teacher Selected for Library of Congress Summer Institute, Mr. Glassboro Winner, Rodgers Mother's Day Luncheon
- Miscellaneous
 - Secured press and media coverage for tribute to Master Sergeant Putney
 - Secured pre-event press for treasure hunt and post event press for Sumatran Tigers Contest
 - Attended Senior Center Concert
 - Visited GIS during JERSEYCAN filming
 - Drafted and placed GCIT Television Ad for Linda Gardner Scholarship Show
 - Forwarded information on Scholarship Show to staff and email lists
 - Attended and photographed students at pre-prom
 - Attended and photographed Josh the Otter event
 - Attended Buddy Bench Donation, Rodgers Mother's Day Luncheon, Rodgers Writing Activities, Bowe Students' Musical Demonstration at Bullock, GHS Honor Society Inductions, Bullock Sun-Sational Day Event
 - Highlighted Teacher Appreciation and National School Nurses Week/Day, BOE Master Certification, Zumbathon, Student Scholarships, March of Dimes Walk, Superintendent's New Contract, DePalma's Retirement and Taibi's Transfer to Bowe in Bulldog Bulletin