



MEMO

Date: May 14, 2015

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: April Project Report

- Registration
 - Drafted/sent out a second news release about Rodgers Registration
 - Registered 7 students
 - Entered information into PowerSchool
 - Helped the community with registration questions
- Budget
 - Interfaced with other departments to obtain financial data and supplemental information
 - Developed PowerPoint
 - Operated PowerPoint at the evening Board Budget Presentation and Board Meeting
 - Worked with principals to set dates for faculty meeting presentations
- New Releases
 - GPS Construction Timeline (for borough newsletter and web), It's time to Register for Summer School, GPS Music in Our Schools, District Science Fair, New Employees in Our District, Rodgers Kidz Packs, Rodgers Dr. Seuss Round Robin, Rodgers Students of the Month, Rodgers Students of the Month Honored by the BOE, Rogers Registration as noted above, Bullock Star Students, Bullock School Garden Link, Bowe Principal's List and Honor Roll, Resend of Bullock PJ Donation, Bowe Musicians Honored by BOE, GIS Principal's List and Honor Roll, GIS PBS Lunch with the Principal, GIS Student Council Wins National Award, GHS Share the Keys Fundraiser, GHS Boys State, GHS Student Ranks as High Scorer on PSAT
- Press Contacts/Additional Internal or Email Publicity
 - GPS NJ Hall of Fame Mobile History Museum, Rodgers Race for Education, Bullock Garden, GIS Girls Learning Our Worth Fundraiser, GHS Army Rockwall, GHS Sandlot Fundraiser

- Produced Bulldog Bulletin
- Attended and took pictures at Board of Education Meeting
- Attended Boro-District-Rowan Meeting
- Summer School
 - Assisted curriculum director and GHS in clarifying summer school details and timelines
 - Edited and updated the summer school brochure to ensure continuity of communication across material
- Climate Survey
 - Met with Erin Williams to identify the best formula to use for displaying the large amount of data involved