



MEMO

Date: June 13, 2016
To: Dr. Mark Silverstein, Superintendent
From: Jody Rettig
Re: May Project Report

- Strategic Planning
 - Finalized the Promotion/Rebranding Action Plan
 - Sent that action plan to the superintendent for review
 - Facilitated the completion of the Student Achievement Action Plan, working with CAO, the superintendent, principals and technology to combine information
 - Reformatted all four action plans
 - Sent the plans to NJ School Boards on time (May)
- Press/News Releases
 - Rodgers Engineering Experiments, Rodgers Sambulance Visit, Mayor Speaks at Bullock, Bullock Star Students, Bullock Treasure Hunt, Bullock Clean Water Coin Collection, Bowe Math Students Place 2nd in Region, Bowe American Legion Coloring Awards, Bowe Pop Tabs Collection for Ronald McDonald House, Bowe Student Honored by Meals on Wheels, GIS All State Musician, GHS AJ Kittles Signs with Caldwell University, GHS Top 5 Recognized at Academic Banquet, GHS Drama's Spring Scholarship Play, District Bring Your Child to Work Day, District Marks Autism Awareness Month
- Social Media
 - Posted announcements and happenings on the District Facebook page
- School Messenger Announcements
 - Grandparents Gone Wired Internet Seminar, GHS Drama's Spring Scholarship Play
- District Calendar
 - Scheduled Back-to-School Nights, working with each of the 5 principals
 - Created a 12-month calendar with overall District dates
 - Created an excel document with the same. This will be used to upload dates to the web
 - Requested complete listings of individual dates from all schools by 6/3
 - Stressed the need for times as well as dates

- Registration
 - Registered 3 new students
 - Assisted 3 community members by scanning documents for 2016/2017 registration
 - Assisted community members by answering questions
- Budget
 - Set-up and operated budget presentation at 3 school staff meetings
- Sports Hall of Fame
 - Sold ad space to ERA Young Realty
 - Received a total of 6 ads. Provided the ads to June Longley, who creates the ad booklet, and the checks to Jeff Cusack, who handles deposits
 - Created a spreadsheet of all nominations
 - Made copies of the nominations for the Nomination Subcommittee
 - Scanned the nominations to the entire committee
 - Attended Sports Hall of Fame Meeting
- Assorted
 - Communicated information about the Glassboro Ed Foundation Golf Outing
 - Delivered Grandparents Internet Fraud Seminar Flyer to the Senior Center
 - Provided detailed figures and narratives to superintendent for superintendent's end-of-the-year evaluation
 - Created and sent the BOE a list of end-of-the-year activities in our schools