



MEMO

Date: May 15, 2014

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: April Project Report

- Registration
 - Recorded student information in PowerSchool for several students
 - Requested and received student information from students' previous schools
 - Forwarded the above information on to the applicable Glassboro school
- Academic and Employment Outlook Brochure
 - Researched information
 - Designed new Academic and Employment Outlook Brochure
 - Produced copies (in house) for Minority Recruitment Fair
- Calendar
 - Scheduled meeting with previous calendar creator
 - Requested activity dates for the upcoming school year
 - Sent standard sections to point people for review
 - Requested information from printers on preferred software programs
 - Had Technology Department install Adobe Illustrator on computer
- Budget
 - Researched budget information for the district
 - Charted a comparison of school budget tax impacts in Glassboro and other districts
 - Created PowerPoint featuring charts, transitions and animation
 - Worked the PowerPoint during practice sessions, budget preview and budget hearing
 - Planned and scheduled room set-up for budget hearing
 - Met with auditorium manager prior to hearing to review and test audiovisual technology

- Referendum
 - Participated in meeting to regroup and plan next steps for referendum communication
 - Invited community to provide input through Citizens Advisory Committee
 - Tracked replies
 - Provided information for PowerPoint
 - Worked PowerPoint during April 29 Citizens Advisory Committee Meeting
- Sports Hall of Fame
 - Re-sent press release on Hall of Fame Nomination Extension
 - Updated Alumni page with Hall of Fame details
 - Sent community members copies of the Hall of Fame Form upon request
 - Received and organized Hall of Fame nominations
 - Emailed members meeting reminders
- Board Meetings
 - Attended April 24 & April 30 Board Meetings
 - Took pictures for releases and newsletter
- Bulldog Bulletin – Published two issues
- Press releases/photos –
 - Winter Sports Awards, Clark and Delia Writing Celebration, GHS Principal List, Grandparents Gone Wired Genealogy Research, Rodgers Seuss-tastic Read-In, Battle of the Books (for website), March New Employees, Rodgers March Students of the Month, GIS Principal's List/Honor Roll for Marking Period 3, All State Chorus, GHS Trip to Spain, Science Fair, RYLA Release (forwarded only)
- Miscellaneous
 - Attended District's MS Word and Publisher Workshop
 - Attended NJASA Social Media Workshop
 - Attended and photographed evening science fair
 - Worked with reporters to respond to information requests
 - Acted as a liaison in planning Sr. Center May concert
 - Drafted and placed GCIT Television Ad for Mr. Glassboro Event
 - Highlighted school group fundraising events on the web and in the bulletin