



MEMO

Date: May 10, 2016
To: Dr. Mark Silverstein, Superintendent
From: Jody Rettig
Re: April Project Report

- Strategic Planning
 - Merged the Action Plans to date
 - Sent the merged plans to NJ School Boards Association for feedback
 - Followed-up to obtain that feedback
 - Sent NJ School Boards Association recommendations to CSA, CAO and BA
- Press/News Releases
 - Community Invitation to District Science Fair, District Science Fair Results, District Reminder for Sports Hall of Fame Nominations, GHS Sophomores' Angel's Bin Collection, GHS Boys State, GHS Winners of Glassboro's Got Talent, GHS Rachel's Challenge Assemblies, GIS Principal's List and Honor Roll, GIS Staff Member Receiving Woodrow Wilson Scholarship, GIS March and April Positive Behavior Luncheon, Bullock Invention Contest, Bullock Star Students of the Month (web only), Bullock Visit by Pharmacist, Bullock Visit by Milton Hinton, Rodgers Author Visit
- Social Media
 - Enhanced the district Facebook page
 - Posted announcements and happenings on the page
- School Messenger Announcements
 - Mr. Glassboro, District Science Fair and Rachel's Challenge, Pre-K and K. Registration Information Session, Introduction of Pre-K and K. Online Registration System
- News Announcements for Local (GCIT) Television Station
 - District Science Fair, Rachel's Challenge Assemblies, Mr. Glassboro
- Registration
 - Registered 5 new students
 - Followed-up on obtaining records for 2 other students
 - Assisted community members in providing documents for 2016/2017 registration
 - Assisted community members by answering questions

- Partnership Meeting with Boro/Rowan University
 - Created agenda for meeting
 - Attended meeting
- Budget
 - Created charts and made calculations for the Budget PowerPoint
 - Researched school budgets in nearby towns
 - Created the Budget PowerPoint
 - Met with Beach Administrators to fine-tune the Budget PowerPoint
 - Rehearsed PowerPoint with Superintendent
 - Set-up the audiovisual technology for the Administrative Budget Presentation Meeting
 - Requested appropriate audiovisual technology for the Budget Board Meeting Presentation
 - Met with Auditorium Manager to verify that technology requests were properly in place
 - Operated the PowerPoint at two meetings
- Sports Hall of Fame
 - Typed up and sent out minutes from the March Meeting
 - Served as a point person to collect nominations
 - Sent out and posted an article and announcement about the 4/30 nomination deadline
 - Updated the Sports Hall of Fame website with all previous nomination programs
(Note: this was done in March, but I neglected to mention it in last month's report.)
- Assorted
 - Communicated information about the Glassboro Ed Foundation Golf Outing
 - Posted an Announcement about the Glassboro Distinguished Hall of Fame Nominations
(separate from the Sports Hall of Fame)
 - Sent out Valhallas on district news
 - Attended District Science Fair
 - Attended some of a Rowan Workshop for district orchestra students
 - Attended Administrative Budget Presentation Meeting and Board Meeting