



MEMO

Date: May 12, 2020

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: April Project Report

- Budget
 - Requested information and financial updates from Business Department
 - Reviewed changes with Administration and Business Department
 - Updated Budget PowerPoint slides
 - Virtually attended Budget Hearing/BOE Meeting
- COVID-19
 - Advised on, wrote, edited, posted and sent numerous COVID-19 communications for parents and staff (Many are highlighted in School Messenger Section of this report.)
 - Participated in Administrative Council Meetings during our closure
- School Messenger
 - 4/24 - Updates from Superintendent Silverstein
 - 4/16 - Update from Superintendent Silverstein
 - 4/8 – Update from Superintendent Silverstein
 - 4/2 – Spring Break Announcement
 - 4/1 – Guidelines for Staff Reporting to Work
- School Break Survey
 - Analyzed survey results after survey closed on 4/1
 - Shared results with administration
 - Communicated information about Spring Break Changes
- Press/News/Social Media
 - All SJ Elementary String Honors Ensemble, All SJ Elementary Honors Band, also shared a variety of information on our social media and websites, including information on obtaining school breakfast/lunch meals, foodbanks, etc.

- Logo
 - Hosted WebEx meeting with logo committee
 - Emailed all of the committee's requested changes to branding company
 - Received revised logos back. However, they didn't incorporate all requested changes.
- Webinar
 - Attended webinar with other school public relations professionals
- Training
 - Viewed several training videos/posts on tech. coach's Google Classroom site
- Pictures
 - Reviewed Bowe activity pictures taken throughout the year
 - Shared pictures with the Bowe yearbook coordinator
- Registration/Rodgers Prekindergarten Lottery
 - Assisted parents with registration