



MEMO

Date: September 12, 2017

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: September Project Report

- Calendar
 - Created Purchase Order
 - Revised covers
 - Incorporated additional information from schools
 - Proofed calendar
 - Sent calendar to print
 - Received proof from printer and proofread the print
 - Made minor changes to the proof and incorporated them in the files
 - Sent final calendar to print
 - Identified the number of calendars required per school
 - Divided calendars up by school and marked them for distribution
- Press Contacts/News Releases
 - Rodgers Orientation release, request for coverage of Dyslexia Conference and also for Farm Stand
- Shared news via Facebook and the website
- School Messenger
 - Welcome Back to School
- Reenrollment/Registration/PowerSchool Access
 - Assisted parents with PowerSchool, Registration and Reenrollment questions and procedures
- Other
 - Designed initial Academy Banner in conjunction with GHS principal
 - Reached out to Bowe to update administrative website messages