



MEMO

Date: September 11, 2018

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: August Project Report

- Calendar
 - Incorporated sports schedules into the calendar
 - Added graphics
 - Clarified desired start time for Bowe
 - Revised according to desired edits and new information
 - Completed PO, going with the lowest quote
 - Sent to print
 - Received and reviewed proof
 - Received final copies
 - Boxed and labeled calendars to send to each building
 - Sent a delivery request to Operations
- Sports Hall of Fame
 - Sold advertising for the Hall's Advertising Program
 - Acted as a point person for receiving finalized ads and payments
 - Sent ads and photos to June Longley for program
 - Developed an excel spreadsheet to track ad orders
 - Mailed out numerous inductee tickets
 - Sold additional tickets
 - Created a spreadsheet to track ticket information
 - Continued to research current contact information for the inductees and mail notification letters out
 - Followed up with requests to inductees for their photos and bios
 - Attended the August Meeting
- Registration/PowerSchool Access
 - Attached registration documents in the registration system
 - Assisted callers with registration and PowerSchool information

- School Messenger
 - August 7 Real Men Read Program Meeting
 - Final Summer Real Men Read Program
- Updated pictures on Bowe Website
- Press
 - Responded to Press Inquiries, requested press coverage for little school library dedication, took pictures at a Real Men Read Meeting for release to the press
- Shared assorted news via Facebook and the website