



## MEMO

Date: September 13, 2019

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: August Project Report

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- Survey
  - Designed and posted the Principal Search Survey
  - Communicated its availability to parents and students
- Calendar
  - Finalized calendar and sent it to the printer
  - Reviewed the proof and made minor changes
  - Sent back to the printer
  - Received printed calendars, divided them and sent to schools
  - Taught myself how to adjust excel files and upload them to the online calendar (in prior years technology had done this)
  - Uploaded those files
- Suicide Awareness Seminar
  - Facilitated sign-ups with the county and communicated information in a variety of platforms
  - Acted as a liaison between the county and our staff
  - Set-up audiovisual equipment for the library session
- Dyslexia Conference
  - Sent out sign-up reminders on Facebook, school messenger, and Valhalla
  - Took pictures at the event, posted a picture of the keynote speaker with our district organizers on Facebook and Twitter
- Registration
  - We had an onslaught of late-summer registrations
  - Assisted parents with registration process
  - Copied, scanned and attached documents for registrants
  - Answered numerous calls from parents who were concerned about obtaining a spot in pre-kindergarten and wanted updates on placement

- School Messenger
  - Principal Search Survey
  - Dyslexia Conference
  - Last Real Men Read Summer Meeting
  - Come Out for the Last Day of the Summer GHS Farm Stand
  - Reminder: Sign Up for the Suicide Awareness Seminar
- Social Media/Press
  - Updated Academy Open House Flyer to share via social media
  - Attended and took pictures of Rodgers Orientation
  - Posted a variety of district news on Social Media
- School Supply Distribution
  - Divided donated school supplies to send glue sticks to elementary schools and folders to all schools
- Strategic Plan
  - Incorporated updates from four principals
  - Sent reminders to those who hadn't sent in updates