



MEMO

Date: March 12, 2018

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: February Project Report

- Sports Hall of Fame
 - Collected nominations
 - Sent out another article Requesting Sports Hall of Fame Nominations
- Registration/PowerSchool Access
 - Assisted callers with registration information
 - Attached registration documents to the registration and/or PowerSchool systems where applicable
 - Facilitated discussion/information sharing regarding a particular student's grade placement
- Key Communicators
 - Finished PowerPoint Development of the (combined) Borough and Rowan Partnerships PowerPoint for the Key Communicators Meeting
 - Handled logistics of the meeting set-up
 - Reminded people about the meeting
 - Operated the PowerPoint at the meeting
- Strategic Plan
 - Requested outstanding Strategic Plan Updates
 - Incorporated the updated information
 - Reviewed the information with the Superintendent
 - Requested updates from the principals and additional changes from key individuals
- Budget
 - Researched information
 - Developed Budget PowerPoint
 - Practiced Budget PowerPoint with key administrators
 - Revised Budget PowerPoint

- News Releases
 - Barn Hill Animal Assemblies, Teachers of the Year, 100 Days of School, Students Harness the Wind (second time sent), Is it Snow or Is It Slime?, Super Bowl Celebration Related Pictures and Captions, Superintendent Declares Thursday as Corey Clement Day, Scholarship and Leadership Accomplishments, GHS Performs Sister Act (sent twice), Sports Hall of Fame
- Shared assorted news via Facebook and the website
- Invited press/media to Super Bowl Assemblies and assisted in giving them pictures and information that they needed for coverage
- Attended Black History Assemblies and Activities
- Yearbook – worked with high school to arrange for yearbook photographer to take pictures of the Board of Education Members
- School Messenger
 - Sister Act
 - School in Session/Early Dismissal
- Local TV Channel Scrolling Ad
 - Sister Act
- Sports Hall of Fame
 - Collected nominations
 - Sent out another article requesting nominations (as noted under News Releases)