



## MEMO

Date: March 10, 2020

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: February Project Report

---

- Budget
  - Met with and received information from the Business Department/Superintendent
  - Developed a preliminary Budget PowerPoint for administrators and the Ops Committee
  - Ran the slideshow for that presentation
- Citizens Advisory Committee on the referendum
  - Participated in the committee meeting
  - Sent out meeting reminders
  - Made copies of materials for the meeting
  - Developed sign-in sheet
  - Personally provided snacks/beverages
- Logo
  - Held two Logo Committee meetings with Clearbridge Branding Agency
  - The first involved information sharing between Clearbridge and Logo Committee members on ideas for a logo
  - At the second meeting, members reviewed four logos developed by Clearbridge
- Ribbon Cutting Ceremony for Tennis Courts
  - Coordinated information on key participants' availability
  - Invited attendees to the ceremony
  - Researched and identified ribbon to be used for ceremony
  - Sent order request to Business Department
- Sports Hall of Fame
  - Received and organized numerous nominations
  - Continued to share nomination requests
  - Reserved a high school meeting room for the upcoming March meeting

- Press/News/Social Media
  - GHS Mock Trial Win, GHS Musical, “Aida,” GIS Olympic Conference and All SJ Honors Concerts, Bowe African American Read-In, Dorothy L. Bullock African American Read-In, Dorothy L. Bullock Students Honored at Board Meeting, J. Harvey Rodgers Students Honored at Board Meeting, Kindergarten Celebrates 100<sup>th</sup> Day of School, Rodgers Pre-K and Kindergarten Valentine’s Day Dance, Rodgers Welcomes Parents in for Valentine’s Day Activities, also shared a variety of information on our social media and websites
- Scrolling Ads Submitted to GCIT Station
  - GHS Vendor/Craft Show
  - GHS Musical, “Aida”
- School Messenger Messages
  - Nurtured Heart Approach (SEL) Seminar
  - GHS Musical, “Aida”
  - GIS Delayed Dismissal (2)
- Registration
  - Assisted parents with registration process over the phone, in person and through email
  - Copied, scanned and attached documents for registrants
  - Advised parents of what documentation was needed