



# MEMO

Date: February 10, 2017  
To: Dr. Mark Silverstein, Superintendent  
From: Jody Rettig  
Re: January Project Report

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- Wrote Press/News Releases
  - Summer School Cancellation (for our website), District-Wide ELL Family Night, JHR Family Night, JHR Students of the Month, Families Visit JHR for Winter Activities, Bullock Star Students of the Month, Superintendent Reads to Bowe Classroom, Bowe Real Men Read Club Reads at Rodgers, Bowe and GIS Students Named to Olympic Conference Honors Band, GIS and GHS Students Named to All SJ Chorus, GIS Students Win VFW Contest, GIS Egg Drop, shared information via Facebook
- Key Communicators Meeting
  - Posted meeting minutes from previous Key Communicators Meeting
  - Prepared PowerPoint presentation for Key Communicators Meeting
  - Practiced PowerPoint with the superintendent and business administrator
  - Handled all location and audiovisual handouts for the meeting
  - Invited attendees and tracked attendance
  - Opened up the meeting and operated the Power
- Senate President's Forum on School Funding
  - Corresponded with Senate President's aide about desired meeting set-up
  - Invited parents, staff and community to attend
  - Coordinated facility and technical details with Drew Sole, George Weeks and Dan Beaver
- School Messenger Emails
  - Senator Sweeney's School Funding Forum
  - District's Key Communicators Meeting
  - Pre-K – 8<sup>th</sup> Grade In-Service
- Shared a variety of district news and opportunities via Valhalla
- Registration
  - Polished registrations in InfoSnap
  - Attached documents in InfoSnap and PowerSchool
  - Assisted community members by answering questions about our new system