



MEMO

Date: February 11, 2019

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: January Project Report

- Key Communicators Meeting
 - Arranged logistics and technology for presentation
 - Worked with BA and Superintendent to review and finalize details of architect's PowerPoint
 - Issued multiple invitations for school and community/Tracked responses
 - Developed sign-in sheet
 - Attended meeting
- Borough and Rowan Partnerships Presentation
 - Researched partnership details – reaching out to others across the district
 - Developed PowerPoint
 - Reviewed the PowerPoint with administration
 - Invited Borough and Rowan Partners to attend the presentation
 - Scheduled technology setup for the presentation
 - Worked slide show at the BOE Meeting presentation of the PowerPoint
- Citizens Advisory Committee on the referendum
 - Invited school and community members to join the committee
 - Worked with key participants to set a meeting date
 - Sent out details on the meeting to those who expressed an interest in joining the committee
- LOGO
 - Connected with Clearbridge Branding Agency to update them on web template selection
 - Set meeting date with Clearbridge Branding Agency and a logo committee
- Sports Hall of Fame
 - Organized nominations received and reported it to the committee
 - Scheduled meeting room and attended meeting
 - Shared post requesting nominations
- Coordinated BOE picture with the yearbook faculty adviser

- Press/News/Social Media
 - GHS All SJ Band Honorees, GIS Phantom of the Music Room Show, Bowe Welcomes Families to School, Hour of Code at Bullock, BOE Names Officers, Board Members Take Seats, Sports Hall of Fame Committee Seeks Nominations, This Life Counts (invitation to cover and posts)
- School Messenger Messages
 - Key communicators (2)
 - Suicide Awareness Program
 - Citizens Advisory Committee
- Academies
 - Kept Academy Coordinators abreast of forms received in this office
 - Forwarded the paperwork to the Fine & Performing Arts Academy Coordinator
- 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