



MEMO

Date: July 11, 2017

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: August Project Report

- Calendar
 - Finalized the quote process
 - Edited text on cover submissions
 - Followed up with remaining sports schedules and questions regarding them
 - Formatted sports schedules and added them to the calendar
 - Sent Rodgers a copy of the calendar with all of that school's dates incorporated for review (other schools reviewed their sections in June)
 - Continued to work out remaining conflicts between "competing" events
 - Incorporated calendar events submitted by schools
 - Sent the transportation section for review by new director
 - Incorporated one transportation section revision
 - Added 7/2017 board approved changes to calendar
- Wrote Press/News Releases
 - District Dyslexia Conference, GHS Farm Stand, Reformatting GIS Honor Roll and Releasing to Press, Rodgers Pre-K and K Registration, Bowe Millionaire Readers, Bowe Student Places 1st in State and 7th in Nation for Stock Market Essay Contest
- Shared news via Valhalla and Facebook
- School Messenger
 - Dyslexia
 - Farm Stand
 - Farm Stand Follow-up
 - Water Lead Testing Results
- Registration
 - Created a Pre-K/K Registration Flyer for borough website
 - Posted registration reminders on Facebook and sent out news release on it
 - Facilitated registration for community members

