



MEMO

Date: August 15, 2018
To: Dr. Mark Silverstein, Superintendent
From: Jody Rettig
Re: July Project Report

- Calendar
 - Entered additional information into the calendar
 - Cleared up last of the date conflicts
 - Sent the calendars out to all schools for a review/edit of dates
 - Requested quotes from printers
 - Requested sports calendars from athletics
- Sports Hall of Fame
 - Designed and generated tickets for the banquet
 - Edited a letter requesting banquet support from current members
 - Stuffed and mailed the letters out
 - Drafted a letter for potential business advertisers
 - Sold advertising for the Hall's Advertising Program
 - Acted as a point person for receiving finalized ads and payments
 - Continued to research current contact information for the inductees and mail notification letters out
 - Followed up with requests to inductees for their photos and bios
 - Made phone calls to remind those without email of the July Meeting
 - Attended the July Meeting
 - Facilitated the dinner subcommittee's work by sending them menu information and returning to the BOE early to open their meeting space
 - Sent congratulatory letters and other information to all individual inductees and some of the Team Inductees
- Registration/PowerSchool Access
 - Attached registration documents in the registration system
 - Assisted callers with registration information
 - Assisted a foster parent in resolving a bus transportation issue

- School Messenger
 - Message from Dr. Silverstein
 - Counselors Available
 - Get Fresh Produce from the Farm Stand
 - Real Men Read Meets 7/10
 - Visit the Farm Stand This Week and Next
 - Real Men Read Meets 7/24
- State Funding
 - See below under press. Also researched state representatives' contact information and developed a list of representatives that interested residents could contact to voice their opinions on the state aid reduction
- Press
 - Seeds to Success, Request for Coverage of Seeds for Success, State Aid Reduction/Request for Emergency Aid, Coverage Request for BOE Meeting, Responded to Press Inquiries
- Shared assorted news via Facebook and the website
 - Posted registration information on the Dyslexia Conference
 - Posted information on high school summer reading
 - Revised some web pages for GHS