



MEMO

Date: August 9, 2016

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: July Project Report

- Strategic Planning
 - Searched for and added graphics to the slide presentation
 - Designed and developed the comprehensive PowerPoint
 - Organized practice sessions for the presentation
 - Invited committee members to the board meeting to hear the planning presentation
 - Practiced and presented my designated section of the plan
- District Calendar
 - Cropped, edited and placed photos
 - Added topic and text sections
 - Added testing dates
 - Worked out additional date conflicts
 - Edited calendar in Illustrator and saved it to PDF
- Sports Hall of Fame
 - Designed and printed tickets
 - Finalized mail merge letters
 - Used social media, internet and email to research inductee names/addresses
 - Notified inductees of selection through email and mail
 - Received and processed advertisements for the banquet
- Press/News Releases
 - Farm Stand, Distinguished Hall of Fame
- Arranged press coverage for the Farm Stand
- School Messenger Email Announcements
 - Farm Stand
 - Real Men Read
- Registration
 - Assisted community members by scanning documents for 2016/2017 registration
 - Assisted community members by answering questions about our new system