



# MEMO

Date: July 11, 2016

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: June Project Report

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- Strategic Planning
  - Scheduled Board Presentation date with NJ School Boards Representative
- District Calendar
  - Entered all schools' dates on the district calendar
  - Resolved calendar conflicts with the principals
  - Send the calendar months/dates back to the principals/superintendent for review
  - Requested calendar messages/text sections from designated administrators
- Press/News Releases
  - Bullock Principal Makes a Splash for Literacy, Bullock Charitable PJ Collection, Bullock Star Students, Bowe Dare Graduation, Bowe Principal's List, GIS Grandparents Gone Wired Seminar, GIS Honor Society, GHS Graduation (Part 1), GHS Graduation (Part 2),
- Arranged press coverage of Graduation
- School Messenger Email Announcements
  - Bowe School Summer Real Men Read, 2 Girls Soccer Car Wash announcements
- Social Media
  - Posted announcements and happenings on the District Facebook page
  - Worked with a school choice parent to get the appropriate registration material to him and return the completed material to the school counselor and student data coordinator
- Budget
  - Set-up and operated budget presentation at 2 school staff meetings
- Registration
  - Assisted community members by scanning documents for 2016/2017 registration
  - Assisted community members by answering questions
- Sports Hall of Fame
  - Drafted samples of three types of notification letters
  - Attended the June Meeting