



MEMO

Date: July 11, 2017
To: Dr. Mark Silverstein, Superintendent
From: Jody Rettig
Re: June Project Report

- 2017/2018 Budget
 - Ran the budget presentation at Rodgers School staff meeting
- Calendar
 - Followed-up with requests for schools' calendar dates
 - Placed all five schools' dates on the calendar
 - Took teacher and educational professional of the year photos
 - Placed photos in calendar
 - Requested sports schedules and received most of them
 - Began formatting of sports schedules
 - Calendar covers – worked with GHS to provide guidance on student cover submissions
 - Sent out quote requests to printers
- Wrote Press/News Releases
 - GHS Academy Students “Sign” with Elite College, GHS Jersey Boys State, GHS Jersey Girls State, GHS Graduation Day (pics), GHS Students of the Month (for county channel's scrolling adds), GIS Opera Visit, GIS Principal's List and Honor Roll (online), Bowe Students Enjoy Financial Literacy Lessons from Republic Bank, Bullock Star Students, Bullock Places 2nd and 3rd in Unless Contest, Career Day at Rodgers
- School Messenger Emails
 - Kindergarten and Pre-K Registration reminder
 - Key Communicators Meeting
- Borough/Rowan/District Partnership
 - Attended several Hollybush Summit Anniversary activities
 - Sent Patti Paulsen's bio information over for the awards ceremony

- Key Communicators
 - Sent out meeting reminders
 - Sent a school messenger invitation/reminder for the meeting
 - Developed sign-in sheets
 - Arranged for meeting set-up with Maintenance/GHS librarian
 - Operated slideshow for superintendent's section
 - Attended
 - Wrote meeting minutes
- Other
 - Attended funeral of Walter Piper, GHS graduate and war vet
 - Provided Superintendent with additional stats
 - Attended and photographed multiple evening and school day events
- Shared a variety of district news and opportunities via Valhalla and District Facebook
- Registration
 - As mentioned above, sent out a Kindergarten/Pre-K Registration Reminder
 - Facilitated the registration of an Academy Student
 - Assisted the public with registration questions