



# MEMO

Date: July 13, 2015  
To: Dr. Mark Silverstein, Superintendent  
From: Jody Rettig  
Re: June Project Report

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- Registration
  - Registered 6 students for the 15/16 school year
  - Helped the community with registration questions
- Climate Survey
  - Created tables depicting individual answers for all 5 schools on every survey question
  - Summarized results
  - Submitted to administration
- Key Communicator Meeting
  - Issued a Global Messenger Invitation to all parents and staff
  - Followed up on replies
  - Developed agenda and sign-in sheets
  - Set up all meeting accommodations
  - Attended meeting and opened up the meeting with a welcome and introductions
- Calendar
  - Converted the previous calendar to a Word format
  - Adjusted formatting of date pages
  - Entered the dates received from each school
  - Facilitated cooperation between the schools when events overlapped
  - Sent out requests to section authors to review and update their messages
  - Sent Teachers of the Year pictures to select for their calendar picture
  - Requested athletic schedules

- Summer Lunch
  - Issued two news releases (one initial release and one after the storm, with the idea that those without electrical power might be helped by the summer lunch program)
  - Provided directions for accessing summer lunch menus, which I had posted
- Town/Rowan Partnership
  - Created agenda
  - Collected information on Town and Rowan partnerships with the district from district sources
  - Set communications meeting with Joe Cardona and Heather Simmons
- New Releases/Press
  - Breakfast After the Bell and Summer Lunch, Summer Lunch, GIS Holocaust Speaker – Kessler, Bullock Interactive Book Clubs, Bullock Garden Updates, provided details on the GIS lip dub to Courier Post, facilitated press coverage of graduation, worked with GHS to send SJ Times a list of graduates, posted link to graduation photos
- Assorted
  - Attended and took pictures at a variety of school events including field days, concerts, an engineering presentation, mosaic “ceremony,” an assembly, back stage pre-graduation
  - Gathered data for Superintendent on community affairs activities
  - Updated bulletin board
- Attended and took pictures at Board of Education Meeting