



MEMO

Date: August 11, 2015

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: July Project Report

- Registration
 - Registered 10 students for the 15/16 school year
 - Assisted community members by sending out registration packets and answering questions
- Key Communicator Meeting
 - Scheduled three annual meetings for the next calendar year
- Calendar
 - Added and formatted athletic schedules, pictures, graphics
 - Incorporated additional dates and date changes
 - Requested and obtained quotes
 - Proofed calendar
 - Sent first draft to printer
 - Added a 12-month draft of the calendar to our website
- Summer Lunch
 - Took pictures of the Summer Lunch Program
- Town/Rowan Partnership
 - Developed proposed marketing points
 - Met with Joe Cardona and Heather Simmons to discuss marketing
- New Releases/Press
 - Farm Stand, Steam Academy, Bowe Wins NJ Math League Contest, Mosaic (Reworked and resent with new picture)
- Assorted
 - Real Men Read – School Messenger email to 4th – 6th graders
 - Dyslexia Conference – School Messenger
 - Seeds for Success – School Messenger, contacting press and borough representative
 - Sent out copies of the Photo Release