



MEMO

Date: September 10, 2015

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: August Project Report

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- Registration
 - Registered 51 students for the 15/16 school year
 - Entered the data for all those registrations in PowerSchool
 - Entered the data for all of June and July's registrations in PowerSchool (as the 15/15 school year side of the system was just made available in late July or early August)
 - Scanned information packets to send to schools via email
 - Requested records from schools and followed up on required paperwork with parents
 - Created spreadsheet and emailed additional registration data to high school
 - Assisted community members by sending out registration packets and answering questions
 - Calendar
 - Received proof back from printer
 - Edited proof
 - Made revisions to all phone numbers as they changed in July
 - Updated messages to accurately reflect referendum status
 - Added date changes requested
 - Sent final calendar to printer
 - Reviewed the second proof received
 - Requested that the printer correct an error made by the printer
 - Received the calendars, sorted the boxes and sent them to schools
 - Delivered calendars to Borough Hall, the library, the senior center, the rec center and also to Betty Marchese (for the Board of Education)
 - Press/News Releases
 - GHS orientation release, Boys' basketball web announcement
 - Invited press to cover farm stand and dyslexia conference
 - Took pictures at and attended several orientations, dyslexia conference, board meeting