



MEMO

Date: February 10, 2016
To: Dr. Mark Silverstein, Superintendent
From: Jody Rettig
Re: January Project Report

- Strategic Planning
 - Publicized Strategic Planning Meeting in the newspaper, on the town website, on our website, via Valhalla, and in the Bulldog Bulletin
 - Issued additional invites
 - Reserved meeting space
 - Tracked interest and attendance
 - Requested and organized meeting supplies
 - Operated the PowerPoint at the first Strategic Planning Meeting
 - Participated in the planning process
 - Sent NJ School Board Summary of meeting out to participants
- Press/News Releases
 - Bullock Giving Tree, Bullock Family Star Student Celebration, December & January Bullock Star Student (on the web), GHS All SJ Band Student, District All SJ Orchestra Students, Rodgers Creative Classroom Activities, GIS PBS Luncheon, GIS Career Day, GHS Bodybuilder Honored, GHS Girls Soccer Player of the Year Honored, Sports Hall of Fame, GHS 1st Marking Period Honor Roll/Principal's List, Bowe 1st Marking Period Honor Roll/Principal's List, Strategic Planning (as mentioned above)
- Registration
 - Registered 10 new students
 - Assisted community members by answering questions
- Sports Hall of Fame
 - Wrote and sent out news release (as mentioned above)
 - Sent out a Valhalla requesting nominations
 - Posted news release on the web
 - Recruited new committee members
 - Attended evening committee meeting

- Assorted
 - Attended and photographed Multicultural Night
 - Secured press coverage of basketball player's 1000th point
 - Shared information about basketball player in the running for the basketball player of the week
 - Shared information on town notice of steam plant noise