



MEMO

Date: March 13, 2017

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: February Project Report

- Wrote Press/News Releases
 - Bowe & Bullock Valentine's Day at Summit Sr. Living, GHS Mock Trial, GIS Fossil Park Plan for Rowan, GHS Shrek, Rodgers Valentine's Dance, GHS Soccer Signing, Bowe Professional Development (draft version), Bullock Star Students, GHS Night School Project, GIS Positive Behavior Lunch
- Designed, wrote and sent out a Bulldog Bulletin
- Senate President's Forum on School Funding
 - Followed up on invites
 - Arranged for room setting, table cloths, chairs, water for guests
 - Sent two school messenger reminders about the meeting
- GIS Student Improvement Grant
 - Invited the Board, Boro and County Superintendent to attend a GIS announcement/picture opportunity/celebration of the Student Improvement Grant
 - Researched background information on the grant for a news release
- School Messenger Emails
 - Two school messenger emails about Shrek
 - Snow-Day Make-up
 - See above
- Shared a variety of district news and opportunities via Valhalla
- Crafted two ads for GCIT television scrolling news
- Registration
 - Polished registrations in InfoSnap
 - Attached documents in InfoSnap and PowerSchool
 - Assisted community members by answering questions about our new system