



MEMO

Date: October 9, 2018

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: September Project Report

- Calendar
 - Sent additional calendars to buildings
- Sports Hall of Fame
 - Sold additional advertising and tickets
 - Located addresses for and invited a few remaining inductees
 - Edited the graphics of several ads for the creator of the program
 - Continued to act as a contact for information
 - A few days prior to 9/20, turned over the spreadsheet of ticket sales and all sales to Athletic Director
 - Attended the September Meeting
 - Worked the welcome table at the Sports Hall of Fame Dinner
 - Requested a second email blast from the Borough
 - Sent Valhalla to remind staff of the dinner and ticket availability
 - Sent a School Messenger to parents to remind them about the dinner and ticket availability
- Registration/PowerSchool Access (Time Intensive in September)
 - Assisted parents who stopped at the BOE with the registration process and PowerSchool information/access/re-enrollment
 - Assisted callers with registration and PowerSchool information
 - Attached paperwork to registrations
- School Messenger – See above for Sports Hall of Fame
- Updated pictures on several websites
- Wrote several articles for the Borough Newsletter
- Press/Facebook
 - New GIS Interim Principal, First Day of School at GIS, First Day of School at GHS, Rodgers, Bullock and Bowe (a combination of pictures/captions), request for press coverage of PDS Ceremony, began press release on PDS Ceremony, Rodgers and Rotary Little Free Library, shared assorted new via Facebook