



MEMO

Date: August 19, 2014

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: July Project Report

- Registration
 - Registered 14 students
 - Assisted callers with registration information
- Calendar
 - Improved appearance of photos through Photoshop edits
 - Placed pictures in calendar
 - Incorporated sports schedule table into calendar
 - Incorporated informational text into calendar
 - Improved calendar by standardizing style and punctuation
 - Obtained student cover art for calendar and placed in calendar
 - Edited calendar
 - Requested three quotes for calendar printing
 - Selected the lowest quote – Fort Nassau Graphics
 - Combined individual files into a PDF
 - Sent calendar to print
 - Received and edited proof
 - Approved 2 minor changes
 - Resubmitted calendar to print
 - Placed overall district items on online version of calendar
- Referendum
 - Edited email crafted by George Sundell
 - Facilitated the finalization/web placement of virtual tours

- Broke extremely large voting list into individual documents by 100+ neighborhoods
- Reached out to those who volunteered to make voter registration phone calls
- Requested/secured press coverage for July Board Meeting (where Ref. was approved)
- Invited Community Members to attend July Board Meeting
- Placed news articles and other informational material on the web
- Reached out to Council and the community to offer presentations on the referendum
- Completed/delivered first draft of opening day remarks regarding the referendum
- Sports Hall of Fame
 - Continued to research inductee addresses and update spreadsheet
 - Sent letters to inductees for whom addresses were recently secured
 - Assisted committee members with securing a subcommittee meeting location and shared informational sources with subcommittee compiling addresses of previous inductees
 - Contacted Young Realty and obtained an ad for Sports Hall of Fame
 - Wrote a news release compiling individual write-ups on inductees
 - Sent news release to press
 - Drafted a ticket based on a template received in prior month
 - Responded to inquiries and emails about the Sports Hall of Fame
- Miscellaneous
 - Requested/secured press coverage for Seeds to Success Farm Stand
 - Sent a school messenger on Seeds to Success Farm Stand
 - Acted as a liaison to press in fulfilling their request for quotes from the district regarding PARCC and Common Core