



MEMO

Date: September 16, 2014

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: August Project Report

- Registration
 - Registered 20 students
 - Entered information into PowerSchool
 - Shared information on school tours with registrants
- Calendar
 - Reviewed printed calendar
 - Delivered copies of the calendar to select borough locations
 - Counted out calendars for the five schools, Operations and the Board Office
 - Sent out copies of the calendar
- Referendum
 - Continued to reach out to those who volunteered to make voter registration phone calls
 - Reached out to community groups to see if they were interested in presentations
 - Reviewed revised Q&A communication material and provided Sundell with feedback
 - Reviewed draft of new slideshow and provided Sundell with feedback
 - Placed additional referendum information on the website
 - Scheduled a presentation with Chestnut Ridge Civic Association
 - Gathered pictures of proposed referendum projects, labeled them and placed them in a presentation cover for use at the above-mentioned presentation
 - Scheduled an informational meeting with Council
 - Gathered and printed informational material for the meeting with Council
 - Assisted and accompanied George Sundell as Bullock virtual tour was re-filmed
 - Took pictures and prepared a tri-fold photographic display for Rodgers Orientation Day

- Operated an informational table at the Rodgers Orientation, passing out communication material
- Took pictures and prepared a tri-fold photographic display for GHS and set it up with informational material at GHS Freshman Orientation Day
- Drafted opening day Referendum Remarks for Superintendent
- Sports Hall of Fame
 - Copied committee on News Release that appeared in the newspaper
 - Contacted inductees to obtain pictures, to find out whether they would attend the banquet/game, to alert them to their free tickets and to information on how to purchase additional tickets or place ads
 - Acted as point person for receiving checks for ticket/ad requests and bringing them to Jeff Cusack for deposit in Sports Hall of Fame account
 - Acted as a point person for receiving pictures of inductees and getting them to GHS
 - Mailed minutes to those without email
 - Called those without email to remind them of the meeting
 - Attended meeting
 - Finalized design and printed tickets
 - Mailed letters (provided by committee members) to Sports Hall of Fame past inductees
- Miscellaneous
 - Took pictures at Rodgers Orientation
 - Took pictures at Board Meeting
 - Sent a School Messenger for Bowe on Summer Reading
 - Sent a School Messenger on important September Dates in Our District
 - Drafted and posted press release on new lunch set-up at GHS
 - Drafted and sent out press release on GHS Orientation
 - Placed announcements on back to school nights on the web