



MEMO

Date: February 10, 2015
To: Dr. Mark Silverstein, Superintendent
From: Jody Rettig
Re: January Project Report

- Registration
 - Registered 7 students
 - Entered information into PowerSchool
- Capital Needs
 - Edited Architect's presentation and detail documents; provided suggestions
 - Wrote and sent out a news release on the Boards January 7 adoption of the resolution
 - Researched voting information for website
 - Created a website featuring a variety of material and links
 - Drafted five preliminary scripts and sent them out for review
 - Met with videographer
 - Scheduled Filming
- School Choice/Academies
 - Drafted Confirmation of Enrollment Forms
 - Sent the forms to Districts of Residence and followed up on their completion/return
 - Sent Notices of Intent to Enroll Forms from 2015/2016 Academy Members to Districts of Residence
 - Participated in meetings regarding faculty's children and the
- Researched and ordered camera equipment
- Bulldog Bulletin
 - Produced two issues of the Bulldog Bulletin

- New Releases
 - Referendum Resolution Approved, Board Reorganization, Rodgers Students of the Month, Rodgers Polar Express, January New Employees, Bullock Star Students, Superintendent Reads at Bowe, Bowe Olympic Honor Band, Bowe Real Men Read, GHS Beauty & the Beast Puppet Show for Bullock Students, NJ Basketball Athlete of the Month, GHS Students of the Month, GHS Idol