

BOWE ELEMENTARY SCHOOL

Memo

To: Dr. Silverstein, Mary MacMichael

From: Ryan Caltabiano

Date: May 15, 2018

Re: Summer Requests

I am requesting the following Bowe School staff to be paid for summer hours in preparation for the opening of the 2018-2019 school year.

Tammy Belcher to be paid for 2 days

Michael Sharkey to be paid for 6 days

Duties will include but are not limited to the following:

Administrative Assistance

- Completion of master schedule
- Test review
- Assistance with student placement
- Grade analysis
- Update student and parent handbook
- Review and update emergency procedures
- Planning Back to School Night
- General duties in preparation for opening of schools