**BOARD REPORT**
**December 2019**
**BOWE SCHOOL**

**Principal:** Craig Stephenson

**ADMINISTRATION:**

- Staff Evaluations in November

| | |
|---|---|
| *Tenured Certified Staff* | 6 |
| *Non-Tenured Certified Staff* | 8 |
| *Non-Certified Staff* | 0 |

**COMMITTEE MEETINGS:**

- **Committee Meetings Conducted in November 2019:**
  - School Improvement Panel (ScIP) – 11-6-19
  - School Safety/Climate Committee – 11-12-19
  - Bowe Schedule Committee – 11-14-19
  - Professional Development School (PDS) – 11-17-19
  - Positive Behavioral Supports & Interventions (PBIS) – No Meeting in November
  - School Leadership Team (SLT) – 11-26-19

- **PTO Meetings**
  - November 4th
  - The New Bowe Sign is currently under construction. This is a four-week process. I spoke with AstroSigns on 12-9-19 and they indicated that we should expect the old sign to be removed and the new one to be installed the first or second week of January. We have been issued a permit by the Borough for the "construction."

- **Professional Development**
  - **Bowe New Staff Development Program Meetings** – Instructional Strategies (Special Populations – Part I) presented by Yvette Clark-LDTC on 11-12-19; Instructional Strategies (Special Populations – Part II) presented by Mary Aruffo-G&T Instructor on 11-19-19.
  - **November 18 Faculty Meeting** – We continue to utilize faculty meetings to provide PD support to our staff. Staff notes are provided weekly to cover items for which an email is sufficient. PD topics addressed at this faculty meeting: Preparing for productive parent/teacher conferences (presenter - Stephenson); Using MAP Data to Implement Flexible Grouping (Rittman & Wiggins); Meeting the Needs of Advanced Learners (Aruffo); SOAPSTone - A Strategy for Reading & Writing (Stephenson/LoCastro). Our ESL teacher, Ms. Gennaoui also conducted a survey in preparation for a mini-PD session on meeting the needs of ELL students.

**INSTRUCTION/STUDENT NOTES:**

- **Walkthrough observations** – 11 were conducted in November
- **Principal's List** – A total of 99 students earned Principal's List Honors for Quarter 1. To achieve principal's list, a student must earn grades of a 90% or higher in all subject areas.
- **Congratulations to our November 2019 Bulldogs of Character** - The Bulldog of Character Award recognizes one student per grade level each month, as well as one student chosen by our special area teachers (i.e. art, PE, computers, SEL & music), for being outstanding students and citizens and for

demonstrating the six pillars of character: trustworthiness, respect, responsibility, fairness, caring, and citizenship. Our November Bulldogs of Character are: Carly Armenia (4), Kaileigh Gruber (5), George Hance (6), and Connor Ritter (6). Congrats to these four outstanding Bulldogs!

- SEL Small Group Supports – In this new cycle of small groups, there are a total of 17 groups meeting with 117 students participating.
- Bowe Schedule Committee – A committee to explore possible changes to our schedule has been created. The first meeting was held in November and the second in December. We have identified desired elements of the ideal schedule and we examined the strengths (pluses) and weaknesses (deltas) of our current schedule. Visitations to potential model schools are being set up for January.

**OPERATIONS:**

- **Safety & Security Drills** – Fire drill conducted on 11/22/19; MERT drill in conjunction with a Shelter-in-Place conducted on 11/27/19

**FACILITIES:**

- None

**NURSES:**

- See attached report

**COMMUNITY:**

- **Bowe School's Book Fair** – Held November 18 – 22. Through sales, we earned $3,196 Scholastic dollars that can be used to purchase texts from Scholastic for our building and classroom libraries and to fund Scholastic gift certificate prizes for students.
- **Bowe Parent Visitation Day** – Held on November 21st from 9 to 11 AM. Positive feedback from parents the day of indicating they enjoyed the day and that it was well-organized. Reiterated at December BPAC meeting when I attempted to elicit suggestions for improvement.
- **Bowe School Family Night** – A very good turnout for this event held on November 21st in the evening.
- **Parent Teacher Conferences** – All grade levels used SignUp Genius to schedule parent-teacher conferences. Based on feedback from BPAC, we implemented a schoolwide system for scheduling these conferences.

**UPCOMING EVENTS:**

**December 17 – Bowe School Winter Concert @ GHS (7 PM)**

| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | **Board Report-Bowe Nurse** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** |
| 2 | **Health Office Log # of days/ month** | 20 | 22 | 16 | | | | | | | |
| 3 | Illness (1a,3a) | 183 | 180 | 153 | | | | | | | |
| 4 | First Aid/injury(1a,3a) | 227 | 266 | 171 | | | | | | | |
| 5 | Hygiene/ bathroom/ clothing issue (1a, 3a) | 20 | 25 | 16 | | | | | | | |
| 6 | Head Checks (3a) | | | | | | | | | | |
| 7 | Lice Letters sent home (2a) | | | | | | | | | | |
| 8 | Health Information Counseling (1b,2a,2b ) | | | | | | | | | | |
| 9 | Gym Excuses (1a, 3a, 1e) | 7 | 9 | 6 | | | | | | | |
| 10 | Exclusions-infectious (1a, 1e) | | | | | | | | | | |
| 11 | Accident reports- Student | 3 | 4 | 2 | | | | | | | |
| 12 | Sent home (1a,1e) | 16 | 22 | 15 | | | | | | | |
| 13 | Referred to physician/hospital (1e) | | 1 | | | | | | | | |
| 14 | Sent to hospital (3d) | | | | | | | | | | |
| 15 | Behavioral counseling (1b, 2a, 2b, 2e | 2 | 4 | 2 | | | | | | | |
| 16 | Diabetic Mgmt (blood sugar,insulin,carb | | | | | | | | | | |
| 17 | **Medications** | | | | | | | | | | |
| 18 | Total meds administered (2e,3a,3b,4b) | 85 | 124 | 120 | | | | | | | |
| 19 | Med orders processed (2e,3a,3b,4b) | 30 | 2 | 1 | | | | | | | |
| 20 | Parent Ed re: meds @ school (1b,2a,3a) | 4 | | | | | | | | | |
| 21 | Students w/ EpiPens | 5 | 6 | 7 | | | | | | | |
| 22 | **Screening (2e)** | | | | | | | | | | |
| 23 | Heights/weights (1b,4c) | 416 | 2 | 4 | | | | | | | |
| 24 | Height/weight referrals (1b,4c) | | | | | | | | | | |
| 25 | Blood pressures (1b,4c) | | 33 | 42 | | | | | | | |
| 26 | Blood pressure referrals (1b,4c) | | | | | | | | | | |
| 27 | Hearing (4c) | | 33 | 42 | | | | | | | |
| 28 | Hearing referrals (4c) | | | 2 | | | | | | | |
| 29 | Vision (4c) | | 33 | 42 | | | | | | | |
| 30 | Vision referrals (4c) | | | 4 | | | | | | | |
| 31 | Scoliosis screenings (4c) | | | | | | | | | | |

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| 32 | Scoliosis referrals (4c) | | | | | | | | | | |
| 33 | CST screenings reports (1b,1c,1e) | | 1 | 4 | | | | | | | |
| 34 | CAST screenings/reports (1b,,1c,1e) | | | | | | | | | | |
| 35 | **Evaluations and Planning** | | | | | | | | | | |
| 36 | CST/ CAST meeting/collaboration (3f) | | | 1 | | | | | | | |
| 37 | Individualized Health Care Plans | 14 | 17 | 1 | | | | | | | |
| 38 | Medical 504 Plans developed/updated (1c, 1e,2a,2b,2c,3a,3b,3d,3e,3f) | | | | | | | | | | |
| 39 | New medical diagnosis/issues | | | 1 | | | | | | | |
| 40 | Home instruction applictions (2a,2b,1f) | 1 | | | | | | | | | |
| 41 | Home instruction return (2a,2b,1f) | | | | | | | | | | |
| 42 | New student health record appraisals(1b) | 32 | 1 | 2 | | | | | | | |
| 43 | Request for new student records (1b) | | | 5 | | | | | | | |
| 44 | Immunizations requested (4b) | 6th Gr | 116 | 31 | | | | | | | |
| 45 | Student transfer out & records sent (2c) | 27 | 5 | 3 | | | | | | | |
| 46 | TB tests requested (1f, 2c) | | | | | | | | | | |
| 47 | TB test evaluated or report rec'd (1f,2c) | | | | | | | | | | |
| 48 | Prepare for Immunization Audit(1d, 2c) | | | | | | | | | | |
| 49 | Audit of Immunizaiton Records (1d, 2c) | | | | | | | | | | |
| 50 | Students excluded-incomplete records | | | 8 | | | | | | | |
| 51 | **Total number of student's served** | 938 | 642 | 510 | | | | | | | |
| 52 | **Communications** | | | | | | | | | | |
| 53 | Parent calls (1b, 3a, 4b) | 134 | 190 | 107 | | | | | | | |
| 54 | Notes/ letters home (1b,3a,4b) | | 6 | 40 | | | | | | | |
| 55 | Professional Communication (1d,3f) | 15 | 16 | 10 | | | | | | | |
| 56 | Attendance calls (1c,1e,3a) | 3 | 1 | | | | | | | | |
| 57 | Conferences/ Collaboration (Teacher, Parent, Administrator/Nurses) | 8 | 5 | 5 | | | | | | | |
| 58 | Medication Eval.Scale (teacher,Dr, par) | | 2 | 3 | | | | | | | |

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| 59 | Agency Referrals (DCP&P/ mobile response/GCHD/ Other (1d) | | | | | | | | | | |
| 60 | **Health Education** | | | | | | | | | | |
| 61 | Health classes taught (3c) | | | | | | | | | | |
| 62 | Arranged for health lessons outside provider (3c) | | | | | | | | | | |
| 63 | Parent health education | | | | | | | | | | |
| 64 | **Staff Visits/ Staff Training** | | | | | | | | | | |
| 65 | Health Office visits (2b) | 2 | 6 | 4 | | | | | | | |
| 66 | Refer to private medical provider (2b) | | | | | | | | | | |
| 67 | Workman's Comp form complete(1f,2b,2c | | 1 | | | | | | | | |
| 68 | Workman's Comp referral (1f, 2b, 2c) | | | | | | | | | | |
| 69 | Sent to hospital (3d) | | 1 | | | | | | | | |
| 70 | Flu vaccine information provided (2b) | | Y | | | | | | | | |
| 71 | Hepatitis B information (1f, 2b, 2c) | | | | | | | | | | |
| 72 | Glucagon delegate training (1a, 2d) | | | | | | | | | | |
| 73 | EpiPen delegate training (1a, 2d) | | 6 | | | | | | | | |
| 74 | MERT Team training/review (1a, 1c,2b,2d, 3d) | 1 | | | | | | | | | |
| 75 | Food Allergy Review (1a,1c,2b,2d,3c,3d,4d,4f) | | Y | | | | | | | | |
| 76 | **Meetings/Workshops/Activites** | | | | | | | | | | |
| 77 | Teacher Inservice | 2 | 1 | | | | | | | | |
| 78 | Faculty Meeting (4d) | 1 | 1 | 1 | | | | | | | |
| 79 | Office Meeting | | | | | | | | | | |
| 80 | Attendance Meeting | | | | | | | | | | |
| 81 | GCSNA Meeting | | | | | | | | | | |
| 82 | Wellness Committee Meeting | 1 | | | | | | | | | |

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| 83 | Special Area Meeting | | | | | | | | | | |
| 84 | Departmental (Nurse/ Crisis/ CST) (1b,1f,4a,4c,4e) | | | | | | | | | | |
| 85 | Nursing Continuing ed/workshops/ meetings (1d,2c,4a,4d,4e) | | | 1 | | | | | | | |
| 86 | **Reports** | | | | | | | | | | |
| 87 | Nurse's Monthly Report(1C,1f,2a,4b,4c) | 1 | 1 | 1 | | | | | | | |
| 88 | QSAC | | 1 | | | | | | | | |
| 89 | Annual TB Report | | | | | | | | | | |
| 90 | Annual Immunization Status Report | | | | | | | | | | |
| 91 | **Miscellaneous** | | | | | | | | | | |
| 92 | Field Trip student lists/ supplies | | | | | | | | | | |
| 93 | Mandatory Annual Trainings (1d,1f,2c,4d,4e) | | | | | | | | | | |
| 94 | Substitute plans/updates (2c) | | 1 | | | | | | | | |
| 95 | Orient New Sub Nurses | | | | | | | | | | |
| 96 | Back to School night | 1 | | | | | | | | | |
| 97 | Annual review of nursing goals/objectives (1c,2c) | | 1 | | | | | | | | |
| 98 | Professional Literature Review/ Online Subscriptions (1d, 4e) | | 1 | | | | | | | | |
| 99 | Prepare for CPR/AED training | | | | | | | | | | |
| 100 | Prepare records & supplies for 6th Grade Camping Trip | | | | | | | | | | |
| 101 | Assist w/MERT drills(1a, 2b, 2d, 3d) | 1 | | 1 | | | | | | | |
| 102 | Communication re: health trends (2a) | | | | | | | | | | |
| 103 | Parent letters for contagious illness | | | | | | | | | | |
| 104 | Concussion management (1a, 1e, 3a, 3c 3e, 3 f, 4b,4c | | 1 | | | | | | | | |

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| 105 | Random Moment Time Study | | 1 | 1 | | | | | | | |
| 106 | Coordinate Back to School Comm Fair | Y | | | | | | | | | |
| 107 | Coordinate Stop the Bleed for MERT | | 1 | | | | | | | | |