

**BOARD REPORT**  
**May 13, 2020**  
**BOWE SCHOOL**

**Principal:** Craig Stephenson

**ADMINISTRATION:**

- **Staff Evaluations in April 2020**

<i>Tenured Certified Staff</i>	0
<i>Non-Tenured Certified Staff</i>	0
<i>Non-Certified Staff</i>	0

**COMMITTEE MEETINGS:**

- **Committee Meetings Conducted April 17<sup>th</sup> through May 13<sup>th</sup> 2020:** (All Meetings Conducted via WebEx)
  - School Leadership Team (SLT) – 4-17-20 & 5-1-20
  - School Safety/School Climate Team Meeting – 4-21-20 & 5-13-20
  - Combined Professional Development School (PDS) and ScIP meeting – 5-6-20
- **Additional Virtual Meetings for Bowe**
  - Bowe Office Staff Meeting – 5-8-20
  - 2020-21 Schedule Planning Meetings – 4-28-20, 4-29-20, 4-30-20
  - Budget Meeting – 5-12-20
- **District Level Committee Meetings**
  - District Level Safety & Security Meeting – 5-7-20
  - Instruction Restart Committee Meeting #1 – 5-13-20

**PLC MEETINGS (Virtual through WebEx):**

**(PLC NOTE -** Mrs. Marchese and I continue regular dialogue with our staff through scheduled WebEx meetings with each of our building PLCs. This continues to allow us to communicate with our staff and to troubleshoot issues with those who are “working on the front lines.” During the first few weeks of the closure, we met weekly. We now have shifted to bi-weekly meetings, unless an issue requires immediate attention.

- **BSI PLC** – 4-29-20, 5-13-20
- **6<sup>th</sup> Grade PLC** – 4-21-20, 5-5-20
- **5<sup>th</sup> Grade PLC** – 4-21-20, 5-5-20
- **4<sup>th</sup> Grade PLC** – 4-22-20, 5-6-20

- **Special Area PLC** – 4-17-20, 5-1-20, 5-8-20

## **PROFESSIONAL DEVELOPMENT:**

- **April 23, 2020 & 5-7-20 Faculty Meetings** – Full Bowe faculty meetings were conducted via WebEx on these dates to continue to ensure a consistent line of communication is kept open. This platform continues to work extremely well as protocols have been established.
- **Bowe Staff Notes** – The entire staff receives email communication from Mr. Stephenson and Mrs. Marchese once or twice a week. We continue to strive to limit email communications to one or two windows to avoid flooding inboxes.
- **Bowe Faculty Classroom (Google Classroom)** – We continue to maintain a Bowe Faculty Google Classroom as a storehouse for resources to support our staff during the closure. It contains staff notes, faculty meeting agendas, tech resources, general guidelines and expectations for staff during the closure, and more.
- **Bowe New Staff Development Program** – Conducted a check in on 5-12-20 with new/novice staff via WebEx to continue to provide support during the closure.
- **NJDOE Webinar** – Mr. Stephenson participated in an NJDOE Webinar “Pandemic Response: New NJDOE Guidance on Observation and Evaluation.”

## **INSTRUCTION/STUDENT NOTES:**

- **Interviews Week of 5/4/20 & 5/11/20** – Two rounds of interviews have been completed as part of the search for the open classroom teacher position at Bowe and a recommendation will be made to Dr. Silverstein. The process consisted of a paper screen of all applicants, a Round One screening interview (via WebEx) of selected applicants, a Round Two Panel interview (via WebEx) for five candidates invited from Round One which included the candidates walking us through a lesson that would have both face-to-face and virtual components. WebEx and shared Google Docs worked very well for this process. (Music interviews to be scheduled week of 5-18)
- **Online Instruction** – Instruction at all Bowe grade levels continues to be conducted through Google Classroom and the use of district-approved platforms/programs (Screencastify, WebEx, MyVRSpot, etc.). Through our ScIP (which includes Mrs. Kornicki) we are identifying those platforms that have been proven successful as we prepare for what blended or fully online learning will look like beginning in September 2020.
- **Support Services** – Guidance, CST and the health office continue to consult with children and families, using virtual platforms and/or phone conferences. The work of the Bowe School safety/School Climate team focuses on students & families in need of additional supports.
- **Bowe Virtual Talent Show** - All of our Bowe students, at all grade levels, as well as our staff, have the opportunity to participate in the 1st ever Bowe (Virtual) Talent Show. This is an opportunity for students and staff to show off their talents and creative side in a video produced through Flipgrid. All acts performed must have safety in mind (no dangerous acts and/or acts that do not adhere to social distancing guidelines). And all videos must obviously be school appropriate. The video submission deadline is May 17<sup>th</sup> at 11:59 PM. Online permission slips must be completed by parents in advance. Stay tuned for when this will go live!
- **Virtual Events Currently in the Works** – We are currently working on two additional virtual programs: an incoming 4<sup>th</sup> Grade Orientation and a 6<sup>th</sup> Grade Moving Up/Awards Ceremony. These are slated for publication the last week of May (Orientation) and 2<sup>nd</sup> Week of June (Moving Up).
- **Congratulations to our April 2020 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. For April, we have made an exception and selected a fifth student, since our special area teachers wanted to highlight two standouts. Our April 2020 Bulldogs of Character are: Ralph Carr (4), Isabella Smith (4), Steven Salinas Soriano (5), Nasir Copling (6), & Angelina Smith (6). Congrats to these five outstanding Bulldogs!

#### **OPERATIONS:**

- **NJDOE Office of School Preparedness and Emergency Management Webinar III “Handling Logistical Operations within Our Schools During Covid- 19” on 4-24-20** – Mr. Stephenson participated in a webinar hosted by Jeff Gale from the NJOEM. He provided updated information on operations during the closure, Alyssa’s Law certification, meal distribution protocols, campus security during the closure, year-end ceremony guidelines, collection of school-issued materials guidelines, cybersecurity concerns, and traumatic loss guidelines. This info was shared at a subsequent admin council meeting (4-27-20) and safety & security meeting (5-7-20).
- **NJPSA Webinar “Pandemic Response: Next Steps Now that Schools are Closed for the Remainder of the School Year” on 5-7-20** – A number of GPSD admins participated in this webinar which informed admin council and ongoing district-wide preparations for closing out this year, summer programs, and opening in September 2020.

#### **FACILITIES:**

- None

#### **NURSES:**

- See attached report

#### **COMMUNITY:**

- **Laptop Distribution** – Laptops to students in need were distributed to Bowe students from the Bullock location on 4-22-20. A few additional laptops were delivered by Mr. Stephenson directly to homes.

#### **UPCOMING BOWE MEETINGS SCHEDULED AS OF 5-13-20 through May 31: (all via WebEx)**

- 5-19-20 – 5<sup>th</sup> & 6<sup>th</sup> Grade PLCs
- 5-20-20 – 4<sup>th</sup> Grade PLC
- 5-20-20 – Instruction Restart Committee #2 (GPSD)
- 5-22-20 – Bowe Faculty Meeting
- 5-22-20 – Special Areas PLC
- 5-27-20 - Instruction Restart Committee #3 (GPSD)
- 5-27-20 – Bowe School Safety/School Climate Team Meeting

- 5-29-20 – School Leadership Team (SLT)

**NJPSA WEBINARS SCHEDULED:**

- 5-14-20 - NJIETA (New Jersey Inclusive Education Technical Assistance) Webinar
- 5-15-20 – Schoology Platform Demo
- 5-21-20 – Amplify Core Knowledge Webinar

<b>Board Report-Bowe Nurse</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
<b>Health Office Log # of days/ month</b>	20	22	16	15	21	19	11+11	/20		
Illness (1a,3a)	183	180	153	109	301	234	211			
First Aid/injury(1a,3a)	227	266	171	156	241	240	167			
Hygiene/ bathroom/ clothing issue (1a, 3a)	20	25	16	21	23	37	8			
Head Checks (3a)				3	2	22				
Lice Letters sent home (2a)						22				
Health Information Counseling (1b,2a,2b )					2	4	2			
Gym Excuses (1a, 3a, 1e)	7	9	6	8	2	11	3			
Exclusions-infectious (1a, 1e)										
Accident reports- Student	3	4	2	2	5	7	9			
Sent home (1a,1e)	16	22	15	16	18	26	25			
Referred to physician/hospital (1e)		1			1		1			
Sent to hospital (3d)										
Behavioral counseling (1b, 2a, 2b, 2e)	2	4	2		7	4	9			
Diabetic Mgmt (blood sugar,insulin,carb										
<b>Medications</b>										
Total meds administered (2e,3a,3b,4b)	85	124	120	96	123	106	62			
Med orders processed (2e,3a,3b,4b)	30	2	1							
Parent Ed re: meds @ school (1b,2a,3a)	4				1			1		
Students w/ EpiPens	5	6	7	7	7	9	9			
<b>Screening (2e)</b>										
Heights/weights (1b,4c)	416	2	4	1		2	2			
Height/weight referrals (1b,4c)					1					
Blood pressures (1b,4c)		33	42	25	73	28	28			
Blood pressure referrals (1b,4c)										
Hearing (4c)		33	42	25	73	28	28			
Hearing referrals (4c)			2	1		3	1			
Vision (4c)		33	42	25	73	28	28			
Vision referrals (4c)			4	1	4	8				
Scoliosis screenings (4c)										
Scoliosis referrals (4c)										
CST screenings reports (1b,1c,1e)		1	4	2	2	6				

CAST screenings/reports (1b,,1c,1e)

**Evaluations and Planning**

CST/ CAST meeting/collaboration (3f)			1			1		
Individualized Health Care Plan/Update	14	17	1				1	1
Medical 504 Plans developed/updated (1c, 1e,2a,2b,2c,3a,3b,3d,3e,3f)								
New medical diagnosis/issues			1			1	1	1
Home instruction applications (2a,2b,1f)	1							
Home instruction return (2a,2b,1f)								
New student health record appraisals(1b)	32	1	2	1	7	1	2	
Request for new student records (1b)			5	1	4			
	6th	116						
Immunizations requested (4b)	Gr		31	10	4			
Student transfer out & records sent (2c)	27	5	3	2	7	1	5	
TB tests requested (1f, 2c)					1	1	2	
TB test evaluated or report rec'd (1f,2c)								
Prepare for Immunization Audit(1d, 2c)					1			
Audit of Immunizaiton Records (1d, 2c)					1			
Students excluded-incomplete records			8					

**Total number of student's served** 938 642 510 420 774 688 490

**Communications**

Parent calls (1b, 3a, 4b)	134	190	107	105	162	175	80	41
Notes/Letters/Emails (1b,3a,4b)		6	40		school	23	29	78
Professional Communication (1d,3f)	15	16	10	13	11	10	36	12
Attendance calls (1c,1e,3a)	3	1		2	6		12	
Conferences/ Collaboration (Teacher, Parent, Administrator/Nurses)	8							
Medication Eval.Scale (teacher,Dr, par)		5	5	1	3	3	2	
Agency Referrals (DCP&P/ mobile response/GCHD/ Other (1d)		2	3			2		
					4		1	

**Health Education**

Health classes taught (3c)						57		
Arranged for health lessons outside provider (3c)								
Parent health education								
<b>Staff Visits/ Staff Training</b>								
Health Office visits (2b)	2	6	4	4	3	10	11	
Refer to private medical provider (2b)					1	1	4	
Workman's Comp form complete(1f,2b,2c)		1		1		2		
Workman's Comp referral (1f, 2b, 2c)				1		1		
Sent to hospital (3d)		1		1		1		
Flu vaccine information provided (2b)		Y						
Hepatitis B information (1f, 2b, 2c)								
Glucagon delegate training (1a, 2d)								
EpiPen delegate training (1a, 2d)		6		1				
MERT Team training/review (1a, 1c,2b,2d, 3d)	1			1	1			
Food Allergy Review (1a,1c,2b,2d,3c,3d,4d,4f)		Y			1		1	
<b>Meetings/Workshops/Activites</b>								
Teacher Inservice	2	1				1		
Faculty Meeting (4d)	1	1	1	1	1	1		1
Office Meeting				1				1
Attendance Meeting				1	1	1		
GCSNA Meeting								
Wellness Committee Meeting	1							
Special Area Meeting							1	1
Departmental (Nurse/ Crisis/ CST) (1b,1f,4a,4c,4e)					2			2
Nursing Continuing ed/workshops/ meetings (1d,2c,4a,4d,4e)			1					
<b>Reports</b>								
Nurse's Monthly Report(1C,1f,2a,4b,4c)	1	1	1	1	1	1	1	1
QSAC		1				1		

