

BOARD REPORT
April 2020
BOWE SCHOOL

Principal: Craig Stephenson

ADMINISTRATION:

- **Staff Evaluations in March 2020**

<i>Tenured Certified Staff</i>	2
<i>Non-Tenured Certified Staff</i>	6
<i>Non-Certified Staff</i>	0

COMMITTEE MEETINGS:

- **Committee Meetings Conducted in March & April (through the 16th) 2020:**
 - School Improvement Panel (ScIP) – 3-4-20
 - Professional Development School (PDS) – 3-11-20
 - School Leadership Team (SLT) – 3-26-20 (WebEx Meeting)
 - School Safety/School Climate Team Meeting – 4-7-20 (WebEx)
 - Positive Behavioral Interventions & Supports (PBIS) – 4-8-20 (WebEx)
 - Combined Professional Development School (PDS) and ScIP meeting – 4-8-20 (via Zoom)
 - District Level Safety & Security Meetings – 3-10-20, 4-2-20 (WebEx)
- **PTO Meetings**
 - March 2, 2020
 - March 27th 4/5 Grade PTO Dance Postponed Indefinitely
- **Gloucester County Association of Elementary School Principals Meeting**
 - Held via Google Hangouts 4-1-20
 - We discussed the challenges presented by the closure, including online delivery of instruction and grading policies.
- **Additional Virtual Meetings for Bowe (WebEx)**
 - Bowe Office Staff Meeting – 4-7-20 (WebEx)
 - Rowan Clinical Interns Meeting – 4-15-20 (Zoom)
 - Media Center Meeting – 4-16-20 (WebEx)
 - 2020-21 Schedule Planning Meeting – 4-16-20 (WebEx)

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 is working very well to help us communicate with our staff and to troubleshoot issues with those who are “working on the front lines.” Frequent Webex PLCs have helped us address issues in a timely fashion, especially in the early days of the closure. I am extremely proud of my staff who have worked hard over the years to develop their tech proficiency. It is paying off now. Special thanks to Sue Kornicki who continues to be a tremendous resource during these times.)

- **BSI PLC** – 3-8-20; 3-26-20, 4-8-20
- **6th Grade PLC** – 3-23-20, 4-14-20
- **5th Grade PLC** – 3-24-20, 3-31-20, 4-7-20
- **4th Grade PLC** – 3-25-20, 4-1-20, 4-8-20

- **Special Area PLC – 3-27-20, 4-3-20**

PROFESSIONAL DEVELOPMENT:

- **March 9, 2020 & March 16, 2020 Faculty Meetings** – Mr. Stephenson conducted a review of safety & security protocol changes with the activation of the panic button; All other PD trainings scheduled for the March faculty meeting (Impero Cloud, Using MAP Data with Student Conferences) were postponed as the impending school closure moved to the forefront. Staff began planning for the imminent closure.
- **April 2, 2020 Faculty Meeting** – A full Bowe faculty meeting was conducted via WebEx. This platform proved successful even given the large number of attendees. Topic covered: WebEx Meeting Protocols, Attendance, Grading, district-approved online platforms, FERPA/COPPA concerns, student health and well-being during a period of social distancing, and staff well-being.
- **Bowe Staff Notes** – The entire staff receives email communication from Mr. Stephenson and Mrs. Marchese twice a week, every Monday & Thursday. Staff, under normal circumstances, receives such communication via email once a week in the form of staff notes, but given the constantly emerging nature of the situation, we are sending these twice a week. We do still continue to strive to limit email communications to these two windows to avoid flooding inboxes.
- **Bowe Faculty Classroom (Google Classroom)** – We have created and are maintaining a Bowe Faculty Google Classroom which is a one-stop shop 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 4-7-20 with new/novice staff via WebEx to provide support during the closure.
- **Safety & Security Specialist Academy Training, 3-5-20** – Mr. Stephenson attended day one of the School Safety Specialist Academy training at the NJ Department of Homeland Security which culminates in the certification for School Safety Specialists. Unfortunately, the program was indefinitely postponed after this session due to the COVID pandemic.

INSTRUCTION/STUDENT NOTES:

- **Walkthrough observations** – 3 were conducted in March. (YTD through March 16 – 117).
- **Congratulations to our March 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. Our March 2020 Bulldogs of Character are: Chance Perino (4), Alice Dinzeo (5), Sunsarai Moore (6), and Karon Curtis (6). Congrats to these four outstanding Bulldogs!
- **Online Instruction** – As of March 31st, instruction at all Bowe grade levels is being conducted through Google Classroom and the use of district-approved platforms/programs (Screencastify, WebEx, MyVRSpot, etc.).
- **Support Services** – Guidance, CST and the health office continue to consult with children and families, now using virtual platforms and/or phone conferences.

OPERATIONS:

- **Annual Meeting with County Prosecutor, 3-4-20** – Dr. Silverstein and Mr. Stephenson attended a county-level meeting hosted by the County Prosecutors office at RCGC. The meeting included information presented on active shooter responses protocols, site-mapping software, and the emerging COVID pandemic.
- **Safety & Security Testing on 3-6-20** - Craig Stephenson, George Weeks and Craig Rawles completed a successful test of our panic buttons at the following GPSD locations: GIS, GHS, Rodgers, Bullock, Beach, Bowe, Transportation/Operations.

- **NJDOE/NJPSA Webinars including an “Update on Covid 19 from the Office of School Preparedness and Emergency Management” on 3-24-20 and 3-31-20** – Mr. Stephenson participated in two webinars hosted by Dave Nash from NJPSA and Jeff Gale from the NJOEM. They provided valuable information that included safety and security considerations during the closure. This info was shared at a subsequent virtual safety and security meeting (4-2-20) and admin council meeting (3-30-20 & 4-6-20).

FACILITIES:

- None

NURSES:

- See attached report

COMMUNITY:

- **Parent Conferences** – We maintained our Parent Conference Schedule by having teachers conduct parent/teacher conferences on 3/23 – 3/25 using virtual platforms or phone conversations.
- **Laptop Distribution** – Laptops to students in need were distributed to Bowe students from the Bullock location on the following dates: 3-27-20, 3-30-20, 4-1-20, & 4-9-20. The protocol used for distribution was based on safety recommendations from the NJDOEM. A handful of laptops were delivered by Mr. Stephenson directly to homes. Requests continue to come and technology is currently working on preparing the next round for Bowe.

UPCOMING BOWE MEETINGS SCHEDULED AS OF 4-16-20:

(all via WebEx)

- 4-17-20 – Renaissance Committee Check In
- 4-17-20 – Bowe School Leadership Team Meeting
- 4-17-20 – Special Areas PLC
- 4-21-20 – 5th Grade PLC
- 4-21-20 – 6th Grade PLC
- 4-22-20 – Rowan Clinical Interns Meeting (Zoom)
- 4-22-20 – 4th Grade PLC
- 4-23-20 – Bowe Faculty Meeting
- 4-24-20 – Attendance Committee Meeting
- 4-28-20 – 6th Grade PLC
- 4-29-20 – Rowan Clinical Interns Meeting (Zoom)
- 5-1-20 – Bowe School Leadership Team Meeting

NJPSA WEBINARS SCHEDULED:

- 4-21-20 – Pandemic Response: New NJDOE Guidance on Observation
- 4-23-20 – Family Engagement in the Time of Covid