

BOARD REPORT
June 5, 2020
BOWE SCHOOL

Principal: Craig Stephenson

ADMINISTRATION:

- **Staff Evaluations in May 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 May 1 through June 5, 2020:** (All Meetings Conducted via WebEx)
 - School Leadership Team (SLT) - 5-1-20; 5-15-20; 5-29-20
 - School Safety/School Climate Team Meeting – 5-13-20
 - Combined Professional Development School (PDS) and ScIP meeting – 5-6-20; 6-3-20
(Cancelled due to widespread Power Outages)
- **Additional Virtual Meetings for Bowe**
 - Bowe Office Staff Meetings – 5-8-20; 5-15-20; 5-29-20; 6-5-20
- **District Level Committee Meetings**
 - District Level Safety & Security Meeting – 6-4-20
 - Instruction Restart Committee Meetings – 5-13-20; 5-20-20; 5-27-20
 - Instruction Restart Subcommittee Meeting (Grades 4-12) – 6-3-20
 - ESL Meeting – 6-2-20

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. They are held bi-weekly. This continues to allow us to communicate with our staff and to troubleshoot issues with those who are “working on the front lines.” All agendas are shared in Google Drive. Final PLC meetings for the year are being conducted during the first two weeks of June.

- **BSI PLC** – 5-13-20; 5-27-20
- **6th Grade PLC** – 5-5-20; 5-19-20; 6-2-20
- **5th Grade PLC** – 5-5-20; 5-19-20, 6-2-20
- **4th Grade PLC** – 5-6-20; 5-20-20; 6-3-20
- **Special Area PLC** – 5-1-20, 5-8-20, 5-22-20

WEBINARS:

- **NJIETA (New Jersey Inclusive Education Technical Assistance) Grant Webinar** – 5-13-20
- **Schoology Demo** – 5-15-20
- **NJPSA Leadership Roundtable: “School Re-Opening Series Issue 1: Health, Safety and Wellness Concerns”** – 6-1-20
- **NJDOE Webinar: “GoToWebinar - Reopening School: Creating a System that Ensures Quality Aligned Instruction”** – 6-3-20

PROFESSIONAL DEVELOPMENT:

- **5-7-20, 5-22-20, & 6-4-20 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. Agendas are shared via Bowe Faculty Google Classroom.
- **Bowe Staff Notes** – The entire staff continues to receive email communication from Mr. Stephenson and Mrs. Marchese once or twice a week to ensure that everyone has updated information. We continue to strive to limit email communications to one or two windows to avoid flooding inboxes. These notes are also shared in the Bowe Faculty Google Classroom.
- **“Workshop Wednesdays” and “Coffee with the Coach” PD from our Technology Coordinator** – Bowe staff have consistently participated in the many PD offerings from Sue Kornicki, who has been just great during the closure. She attends Bowe faculty meetings and is a member of our ScIP.

INSTRUCTION/STUDENT NOTES:

- **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.). No new assignments will be assigned after 6-4-20. Students have through 6-11-20 to make up missed work.
- **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. Donna Begolly and Tammy Belcher have collaborated to create a [Padlet that contains links to a host of great resources for our families](#).
- **Incoming 4th Grade Orientation** – Our virtual 4th Grade Orientation program is live on our website as of 6-1-20. You can access it here - [Virtual 4th Grade Orientation Program](#).
- **5th Grade Farewell Video** - Our 5th Grade teachers have created a video farewell for their 5th Grade students - <https://www.youtube.com/watch?v=uBuwQcBGju4>.
- **Virtual 6th Grade Moving Up Program** – This 6th Grade program is under production and nearing completion. Barring any unforeseen setbacks, it will be released June 8th. A separate SchoolMessenger will be sent out to all Bowe contacts with the link once it is ready, and it will be posted on our website. We are looking forward to its release and really hope you enjoy it!
- **NJIETA (New Jersey Inclusive Education Technical Assistance) Grant** – The Bowe School has applied for a grant through the New Jersey Inclusive Education Technical Assistance (NJETA) program. The grant is designed to assist schools in the effort to develop more inclusive practices, which aligns with our professional development school (PDP) and building-level inclusive education goal. There is no cost to the program, and it will provide ongoing training for the administrative team and staff, which will include on-site coaching. From the [NJETA Website](#): “The NJIETA project is a collaborative effort between the New Jersey Department of Education Office of Special Education (OSE), the Montclair State University Center for Autism and Early Childhood Mental Health (CAECMH), and the New Jersey Coalition for Inclusive Education (NJCIE). NJIETA is designed for the collaborators to partner with public, charter, and vocational schools to provide Technical Assistance and Systemic Change Facilitation to develop more inclusive educational opportunities. NJIETA will also work to develop a statewide vision for more inclusive schools through the Inclusion Leadership Development Group.” Mr. Stephenson will update Dr. Silverstein and the Board once I receive word regarding our status.
- **Congratulations to our May & June 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. This month, we have made an exception and selected a fifth student, since our special area teachers wanted to highlight two standouts. Our May 2020 Bulldogs of Character are: Abigail Johns (4), Shaydimar Vega Ortiz (4), Awanju Tennyson (4), Ava Brody (5), Rasaan Prewitt (5) & Gianna Armenia

(6). Our June 2020 Bulldogs of Character are: Dylan Adams (4), Grayson Stark (5), Quentin Quinones (5), Zeynep Ozdemir (6), & Rumeysa Macara (6). Congrats to these outstanding Bulldogs!

OPERATIONS:

- **Bowe School Drop Off/Pick Up of Student Materials** – The week of June 15 is designated for drop off of school-issued items and pick up of students' personal belongings. [Details](#) have been shared with parents. Protocols/Guidelines prioritize everyone's health and safety.

FACILITIES:

- **Bowe Teachers were provided access to their classrooms** for a scheduled window of time during the weeks of May 18 & May 25. Sign up was through a shared Google Sheet. Protocols adhered to social distancing/safety guidelines provided by the Governor's Office. Teachers, among other tasks, bagged students' personal belongings in preparation for reunification.
- **Beginning June 1, Designated Bowe Office Staff has begun to return to the building** on a very limited basis to complete on-site closeout tasks. Protocols adhere to social distancing/safety guidelines provided by the Governor's Office.

NURSES:

- See attached report

COMMUNITY:

- **Bowe Newsletter** – An edition of the [Bowe Newsletter](#) was posted on the website and shared via SchoolMessenger on June 5th.

UPCOMING BOWE MEETINGS SCHEDULED AS OF 6-5-20 through June 30th: (all via WebEx)

- **School Safety/School Climate Team Meeting** – 6-9-20
- **BSI PLC** – 6-10-20
- **4th Grade PLC** – 6-10-20
- **GT Program Meeting** – 6-23-20

WEBINARS SCHEDULED:

- **NJPSA: "Racial Justice & Our Schools: A Blueprint for Action"** – 6-12-20
- **NJPSA: "Safely Reopening Our Schools During the COVID 19 Pandemic"** – 6-16-20

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	13
Notes/Letters/Emails (1b,3a,4b)		6	40		school	23	29	78	18
Professional Communication (1d,3f)	15	16	10	13	11	10	36	12	44
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		28
Agency Referrals (DCP&P/ mobile response/GCHD/ Other (1d)		2	3			2			1
					4		1		
Health Education									
Health classes taught (3c)					57				
Arranged for health lessons outside provider (3c)									
Parent health education									
Staff Visits/ Staff Training									
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		
Meetings/Workshops/Activites									
Teacher Inservice	2	1				1			
Faculty Meeting (4d)	1	1	1	1	1	1		1	2
Office Meeting				1				1	3
Attendance Meeting				1	1	1			
GCSNA Meeting									
	1								
Wellness Committee Meeting									
Special Area Meeting							1	1	3
Departmental (Nurse/ Crisis/ CST) (1b,1f,4a,4c,4e)					2			2	5
Nursing Continuing ed/workshops/ meetings (1d,2c,4a,4d,4e)			1						
Reports									
Nurse's Monthly Report(1C,1f,2a,4b,4c)	1	1	1	1	1	1	1	1	1
QSAC		1				1			
Annual TB Report					1				
Annual Immunization Status Report					1				

