

BOARD REPORT
September 11, 2020
BOWE SCHOOL

Principal: Craig Stephenson

ADMINISTRATION:

- **Staff Evaluations in September 2020**

<i>Tenured Certified Staff</i>	1
<i>Non-Tenured Certified Staff</i>	0
<i>Non-Certified Staff</i>	0

COMMITTEE MEETINGS:

- **Bowe Committee Meetings Conducted August 1 through September 11, 2020:**
 - **Bowe Pandemic Response Team (PRT) Meetings** – 8-5-20; 8-12-20; 8-19-20; 8-25-20; 9-1-20
 - The Bowe PRT met weekly to refine the reopening plan, procedures, and protocols specifically for the Bowe School. Meetings will resume and continue throughout the year as we continue to adapt our plans to emerging challenges/needs.
 - **School Leadership Team (SLT)** – 9/3/20; 9/9/20; 9/11/20
- **District Level Committee Meetings**
 - Instruction Restart Committee Meetings – 8-3-20; 8-10-20

PLC MEETINGS (Virtual through WebEx):

- **ESL Meeting** – 8/26/20
- **Grade Level Meetings** – 8-31-20
- **Special Areas; 4th Grade; 5th Grade; 6th Grade** – 9/1/20
- **BSI** – 9/11/20

PROFESSIONAL DEVELOPMENT:

- **8/20/20 Voluntary Faculty Meeting** – A voluntary faculty meeting was held on 8-20-20 to provide staff with the latest information regarding the district's reopening plans as of that date. The decision had been made to open fully virtual. We shared with staff the Thomas E. Bowe School Online Academy plan (developed through the Bowe PRT), including a review of student and staff schedules.
- **8/31/20 & 9/3/20 Faculty Meetings Part I & II** – The opening day(s) faculty meeting was divided into two parts. Topics covered included: The TEB Online Academy Plan; the hybrid plan; Building Goals; Code of Conduct for virtual and in-person settings; HIB for virtual and in-person settings; DCP&P; Safety & Security
- **District In-Service Training** – Training sessions for all district staff during the opening week included the following: Schoology; Equity & Social Justice Education; Supporting students with IEPs, 504s, ELL designation, and I&RS plans.

- **Bowe Summer Staff Communication** – Staff received regular communications via email on the 15th and 30th of each month during the summer through August 15th. These communications provided them with information on the latest developments regarding our reopening plans.
- **Bowe Staff Notes** – We continue to provide staff with frequent communications in the form of Bowe Staff Notes sent via email. We make every effort to consolidate communications rather than send a continuous flow of emails. It has been necessary to send multiple Staff Notes at the beginning of this year as we continue to troubleshoot issues. Once we get past the opening challenges, notes will be sent weekly.

INSTRUCTION/STUDENT NOTES:

- **Bowe Pandemic Response Team** – So many teachers and support staff members (and parents!) have logged many hours this summer, volunteering their time to provide input and expertise as they participated on various district-level and building-level committees tasked with developing reopening plans. I want to point out one group, the Bowe Pandemic Response Team, which has met no less than 8 times from the end of last year into the summer and the start of the school year, charged with the responsibility of developing Bowe's reopening plans. In addition to the Bowe admin team (Mr. Stephenson & Mrs. Marchese), the Bowe PRT includes: Diane Villone, Lauren Wilson, Emily Gigliotti, Christina Dickson (parent), Yvette Clark, MollyAnne Stevenson, Tammy Belcher, Diana Cibo, Donna Begolly, Barbara Myers, Mike Sharkey, Megan Millard, Lisa Rencher and Lauren Moffitt. Thank you, Bowe PRT, for your significant efforts!
- **The Thomas E. Bowe School Online Academy** – Despite significant technology challenges, the Bowe teachers have done a great job of preparing and delivering online instruction to students during the opening days of school. I am confident that once Schoology and our online conferencing platform are fully functional, we will deliver a very strong product.
- **Departmentalization Grades 4 through 5** - New this year to the Bowe Schedule is the fact that we are departmentalized Grades 4 through 6. (Grade 6 has been departmentalized for some time.) This change was made upon the recommendation of the Bowe Schedule Committee which was formed last year to examine our existing schedule's strengths and weaknesses, research alternate schedules, and make recommendations for changes. While the work of this committee will continue as we strive to further refine our schedule, this is one recommendation we were able to act upon this year. As a result, students at all grade levels have different teachers for ELA and for math, with grade level teaching partners sharing the same cohort of students.

OPERATIONS:

- None

FACILITIES:

- **Thank You to All of Our Support Staff** – Our support staff has never had to work harder than they have this past summer. With plans changing/evolving seemingly on a daily basis, our staff has had to adjust on the fly. On behalf of everyone at Bowe, I want to thank all of our clerical staff, maintenance/custodial staff, technology department, transportation department, guidance/CST team members, nurses, and food services team members for all

of their work this summer to prepare us for opening. We couldn't do it without the efforts of the members of these vital teams.

NURSES:

- Ms. Begolly continues to participate on both the district-level Wellness Committee and Bowe Pandemic Response Team Committee.

COMMUNITY:

- **Bowe Staff Meet & Greet** – Bowe successfully used the laptop pick-up windows as an opportunity for students to briefly meet, in-person, their teachers. Staff were present for laptop pick up for the grade level they serve. Parents and students were introduced to their teachers and the interactions, albeit brief, were enjoyed by all.
- **Bowe Back to School Night** - The Thomas E. Bowe School Back to School Night program was held on Wednesday, September 9, 2020. The program was fully virtual program. Pre-recorded introductory videos from the superintendent, Bowe administration and office staff, and classroom teachers were shared with parents. Live Q&A sessions (via Webex) with teachers as well as Mr. Stephenson were successfully conducted.
- **Bowe Parent Advisory Committee Meeting (BPAC)** – The first meeting of the Bowe School Parent Advisory Committee (BPAC) is scheduled for Wednesday, September 16, 2020. This and all meetings will be conducted fully virtually.

WEBINARS COMPLETED:

- **8-19-20 – NJPSA GoToWebinar “Multi-Tiered System of Support & Re-opening Schools”**
- **9-10-20 – NJOSPEP “Drilling Guidance for Schools”**

UPCOMING MEETINGS SCHEDULED THROUGH September 31st:

BPAC – 9-16-20

SLT – 9-17-20

Bowe Pandemic Response Team – 9-23-20