

BOARD REPORT
December 10, 2020
BOWE SCHOOL

Principal: Craig Stephenson

ADMINISTRATION:

- **Staff Evaluations in November 2020**

<i>Tenured Certified Staff</i>	3
<i>Non-Tenured Certified Staff</i>	5
<i>Non-Certified Staff</i>	0

COMMITTEE MEETINGS:

- **Committee Meetings Conducted November 2020:** (All Meetings Conducted via Zoom.)
 - **Bowe Pandemic Response Team (PRT)** – 11/3/20; 11/18/20
 - **School Safety/Climate Team** – 11/13/20
 - **Bowe Attendance Committee** – 11/20/20
 - **School Leadership Team (SLT)** – No Meeting
 - **Professional Development School (PDS)** – No Meeting
 - **School Improvement Panel (ScIP)** – No Meeting
- **District Level Committee Meetings**
 - **District Level Safety & Security Meeting** – 11/12/20
 - **Strategic Planning Committee Meeting** – 11/19/20
- **Additional Bowe Meetings**
 - **Bowe Office Staff Meeting** – 11/12/20

PLC MEETINGS (Virtual through Zoom):

- **Wednesday schedules** are set up to allow for committee meetings, PLCs, collaboration with colleagues, and faculty meetings. Grade level and content area PLCs continue to meet frequently to collaboratively plan hybrid instruction and create lesson components.

WEBINARS:

- **11/24/20 – NJOSPEP “Drilling Guidance for Schools”** – In advance of each month, we are provided guidance from the NJOSPEP via a “Drill of the Month” Webinar on what drills to conduct to ensure that we are maintaining the integrity of our required drills while also adhering to local, state and federal officials’ guidelines on how to keep our staff and students healthy & well during the pandemic. After each monthly webinar, Mr. Stephenson shares drill recommendations and other updates from the NJOSPEP with the other principals. In November, we conducted fire drills for each in-person cohort following NJOSPEP guidelines as well as a districtwide test of our emergency notification system (11/30/20).

PROFESSIONAL DEVELOPMENT:

- **Faculty Meeting** – We conducted a faculty meeting on 11/4/20 with a focus on the following: the TEB Return to School Plan and the Parent Teacher Conference Plan. A portion of all faculty meetings includes a PD component. For this meeting, the PD component focused on Jamboard (Brattelli) and Nearpod (Hess).

- **Safety & Security Review for Bowe Staff** – A review of the Bowe Safety & Security Plan was conducted via Zoom for all Bowe staff (and GCDC staff) @ 1:30 on Thursday, November 12th to review procedures, including updates to the plan. A meeting with the Bowe Crisis Team was conducted immediately afterward to review their responsibilities in the event of an emergency.
- **Virtual NJ CAP (Child Abuse Prevention) Program for Bowe Students** – Grade 6 students participated in presentations delivered via Zoom by CAP staff on November 4th. These presentations were designed to encourage students to seek help if they are victims of abuse and equip them with the knowledge and skills to do so.

INSTRUCTION/STUDENT NOTES:

- **Transition to Hybrid Learning** – The Bowe staff effectively transitioned to delivering instruction in a hybrid model. Students, regardless of cohort and regardless of whether or not they are in-person or remote on a given day, follow the same instructional schedule. The most common practice at Bowe has teachers planning and implementing instruction that expands the classroom beyond the Bowe walls – all cohorts are participating simultaneously in live lessons. Teachers are essentially using Zoom and/or Schoology conferences to simulcast lessons.
- **Thomas E. Bowe Return to School Plan** – Developed over time through the input of the Bowe PRT, the TEB Return to School Plan includes the detailed hybrid schedule as well as all protocols designed to ensure safe delivery of in-person and online instruction. The TEB Return to School Guide remains posted on the website as a resource for students, parents, and staff.
- **Return to School Video** – A video reviewing return to school safety protocols is posted on the Bowe website. It offers an alternative way for students and parents to review our hybrid schedule and the protocols we have described in detail in the Plan.
- **SEL/Morning Meetings & SEL Wednesday** – Even with the return to in-person instruction, students continue to participate in daily morning meetings (M/T & Th/F) and Wednesday SEL activities that reinforce the SEL theme for the week.
- **Congratulations to our November 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, even in a virtual environment, the six pillars of character: trustworthiness, respect, responsibility, fairness, caring, and citizenship. Our November 2020 Bulldogs of Character are: DJ Harmon (4), Ralph Carr (5), Layla Tate (6) & Connor Schofield (6). Congrats to these outstanding Bulldogs!

OPERATIONS:

- **Safety & Security** – This month, Bowe School conducted a fire drill and a security drill following guidance from the NJ OSPEP.
- **Safety & Security Specialist Training** – Mr. Stephenson has now completed 3 of 4 required Safety & Security Specialist Trainings at the NJ Office of Homeland Security.

FACILITIES:

NURSES:

- See attached report

COMMUNITY:

- **Bowe Parent Advisory Committee Meeting (BPAC)** – Bowe School Parent Advisory Committee (BPAC) meetings were held via Webex @ 6:00 PM on Wednesday, November 18 and Wed. December 2. The next BPAC meeting is scheduled for January 13.

- **Bowe Morning Announcements** – Bowe Morning Announcements videos continue to be shared daily with students and families via the website and SchoolMessenger.

BOWE MEETINGS SCHEDULED FOR THE MONTH OF DECEMBER AS OF 12/10/20: (all via Zoom)

- **Bowe Faculty Meeting** – 12/02/20
- **School Leadership Team (SLT)** – 12/02/20
- **Professional Development School (PDS)** – 12/02/20
- **Attendance Committee** – 12/03/20; 12/17/20
- **School Safety/School Climate Team** – 12/08/20
- **Bowe Pandemic Response Team (PRT)** – 12/16/20

DISTRICT/COMMUNITY MEETINGS SCHEDULED FOR THE MONTH OF DECEMBER AS OF 12/10/20:

- **GPSD Safety & Security Meeting** – 12/02/20
- **Glassboro LEPC Meeting** – 12/09/20
- **Strategic Planning Meeting** – 12/14/20

WEBINARS SCHEDULED:

- **None as of 12/10/20**

	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	20	16							
3	Illness (1a,3a)		1	10							
4	First Aid/injury(1a,3a)		1	6							
5	Hygiene/ bathroom/ clothing issue (1a, 3a)			4							
6	Head Checks (3a)										
7	Lice Letters sent home (2a)										
8	Health Information Counseling (1b,2a,2b)										
9	Gym Excuses (1a, 3a, 1e)		1	1							
10	Exclusions-infectious (1a, 1e)										
11	Accident reports- Student										
12	Sent home (1a,1e)		1	4							
13	Referred to physician/hospital (1e)										
14	Sent to hospital (3d)										
15	Behavioral counseling (1b, 2a, 2b, 2e										
16	Diabetic Mgmt (blood sugar,insulin,carb										
17	Medications										
18	Total meds administered (2e,3a,3b,4b)										
19	Med orders processed (2e,3a,3b,4b)										
20	Parent Ed re: meds @ school (1b,2a,3a)										
21	Students w/ EpiPens										
22	Screening (2e)										
23	Heights/weights (1b,4c)		13	11							
24	Height/weight referrals (1b,4c)										
25	Blood pressures (1b,4c)		12	11							
26	Blood pressure referrals (1b,4c)										
27	Hearing (4c)		12	9							
28	Hearing referrals (4c)		2	1							
29	Vision (4c)		12	9							
30	Vision referrals (4c)		2	1							
31	Scoliosis screenings (4c)		12	11							

	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	20	16							
59	Medication Eval.Scale (teacher,Dr, par)			1							
60	Agency Referrals (DCP&P/ mobile response/GCHD/ Other (1d)										
61	Health Education										
62	Health classes taught (3c)										
63	Arranged for health lessons outside provider (3c)										
64	Parent health education										
65	Staff Visits/ Staff Training										
66	Health Office visits (2b)	5	3								
67	Refer to private medical provider (2b)	1									
68	Workman's Comp form complete(1f,2b,2c)	1	1								
69	Workman's Comp referral (1f, 2b, 2c)	1	1								
70	Sent to hospital (3d)		1								
71	Flu vaccine information provided (2b)										
72	Hepatitis B information (1f, 2b, 2c)										
73	Glucagon delegate training (1a, 2d)										
74	EpiPen delegate training (1a, 2d)										
	MERT Team training/review (1a, 1c,2b,2d, 3d)										
75	Food Allergy Review (1a,1c,2b,2d,3c,3d,4d,4f)	Establish Distr. To teachers									
76	Meetings/Workshops/Activites										
77	Teacher Inservice	Y									
78	Faculty Meeting (4d)	Y	Y	Y							
80	Office Meeting			Y							
81	Attendance Meeting		1								
82	GCSNA Meeting	1	1								

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1	Board Report-Bowe Nurse	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2	Health Office Log # of days/ month	20	20	16							
83	Wellness Committee Meeting	1									
84	Special Area Meeting	1									
85	Departmental (Nurse/ Crisis/ CST) (1b,1f,4a,4c,4e)	5	6	4							
86	Nursing Continuing ed/workshops/ meetings (1d,2c,4a,4d,4e)	2		1							
87	Pandemic Response Mtg	2	1	1							
88	Reports										
89	Nurse's Monthly Report(1C,1f,2a,4b,4c)	1	1	1							
90	QSAC		1								
91	Annual TB Report										
92	Annual Immunization Status Report										
93	Miscellaneous										
94	Field Trip student lists/ supplies										
95	Mandatory Annual Trainings (1d,1f,2c,4d,4e)										
96	Substitute plans/updates (2c)										
97	Orient New Sub Nurses										
98	Back to School night	Y									
99	Annual review of nursing goals/objectives (1c,2c)	Y									
100	Professional Literature Review/ Online Subscriptions (1d, 4e)	Daily	Daily	Daily							
101	Prepare for CPR/AED training	RN Recert									
102	Prepare records & supplies for 6th Grade Camping Trip										
103	Assist w/MERT drills(1a, 2b, 2d, 3d)										
104	Communication re: health trends (2a)	1	1	1							

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1	Board Report-Bowe Nurse	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2	Health Office Log # of days/ month	20	20	16							
105	Parent letters for contagious illness										
106	Concussion management (1a, 1e, 3a, 3c 3e, 3 f, 4b,4c										
107	Random Moment Time Study										
108	Coordinate Back to School Comm Fair										
109	Coordinate Stop the Bleed for MERT										
110	On-line Professional Development	2									
111	School Closure Log										
112	Guidance/Nurse- Bowe/ I.S. Meeting	2									
113	Initiate new vendor contact for PPE										
114	Order supplies for 2020/21 School Year	Inventory									
115	Update Resources for Parents Padlet	Y									
116	Update Bowe Nurse web page	Y									
117	Student Drop off/ Pick Up Days @ Bowe	Y									
118	NASN National Conference 6/29-7/3/20	Y									
119	Virtual Office Hours	Daily									
120	Monitor Staff Screen Checker	Daily	Daily	Daily							
121	Assist w/Immunization Records/Rodgers		1 Day								