

BOARD REPORT
April 14, 2021
BOWE SCHOOL

Principal: Craig Stephenson

ADMINISTRATION:

- **Staff Evaluations in March 2021**

<i>Tenured Certified Staff</i>	5
<i>Non-Tenured Certified Staff</i>	11
<i>Non-Certified Staff</i>	2

- **Bowe Walkthroughs Conducted in March 2021 – 14**

COMMITTEE MEETINGS:

- **Committee Meetings Conducted March 2021:** (All Meetings Conducted via Zoom.)

- **Bowe Attendance Committee** – 3/11/21
- **School Safety/Climate Team** – 3/12/21
- **School Leadership Team (SLT)** – 3/12/21
- **Bowe Pandemic Response Team (PRT)** – 3/24/21
- **Professional Development School (PDS)** – 3/31/21
- **School Improvement Panel (ScIP)** – Did Not Meet

- **District Level Committee Meetings**

- **Bowe/C&I Meeting** – 3/5/21
- **District Level Safety & Security Meeting** – 3-11-21

- **Community Committee Meetings**

- **Bowe Parent Advisory Committee Meeting (BPAC)** – 3/16/21

PLC MEETINGS (Virtual through Zoom):

- **Wednesday schedules** in the month of March (as has been the case all year) were used for committee meetings, PLCs, collaboration with colleagues, and faculty meetings (no meeting in March – Wit & Wisdom Training). Grade level and content area PLCs continue to meet frequently to collaboratively plan hybrid instruction and create lesson components. (Additionally, the Wednesday schedule allowed for students to participate in SEL lessons, Special Areas lessons, and small group/individualized support through teacher office hours.)

WEBINARS:

- **3/19/21 NJIETA's (New Jersey Inclusive Education Technical Assistance) Spring Inclusion Leadership Conference** – Dr. Elder (Bowe's PIR) and Mr. Stephenson participated in the NJIETA's Spring Inclusion Leadership Conference on March 19th. The conference was fully virtual and included a general session as well as a menu of trainings centered around the mission "to support, facilitate, and enhance current NJDOE initiatives of New Jersey Tiered Systems of Supports (NJTSS) and Positive Behavioral Supports in Schools (PBSIS) with the goal of developing, expanding, and improving inclusive education practices within New Jersey public schools."
- **3/31/21 – 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 March, we conducted a fire drill and a specific safety & security drill as per NJOSPEP guidelines. In continuing to follow guidelines from the NJOSPEP, we will be in compliance with the mandated drilling requirements for the 2020-21 school year.

- **3/18/21 Rowan University Special Education Advisory Meeting** - Dr. Elder (Bowe's PIR) and Mr. Stephenson participated in this online advisory meeting and led a discussion of supporting students w/ disabilities in an emerging Post-COVID world.

PROFESSIONAL DEVELOPMENT:

- **Wit & Wisdom Training (3/3/21 & 3/10/21)** – On the first two Wednesdays of March, ELA teachers as well as a number of special areas teachers and building/district admin team members engaged in full day trainings in preparation for implementation of the Wit & Wisdom curriculum in grades 4 through 6 in 2021-22.

INSTRUCTION/STUDENT NOTES:

- **SEL/Morning Meetings & SEL Wednesday** – In March, students continued to participate in daily morning meetings (M/T & Th/F) and Wednesday SEL activities that reinforce the SEL theme for the week. The focus for March's meetings was "Expressing Ourselves & Speaking Up."
- **Congratulations to our March 2021 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 2021 Bulldogs of Character are: Ivoryanna Littles (4), Miranda Dillard (5), Taylor Spera (6) and Jazmyn Lasalle (6). Congratulations to these outstanding Bulldogs!
- **Principal's List Recognition** – Mr. Stephenson and Mrs. Marchese hosted Zoom sessions for each grade level - "Hot Chocolate w/ the Principal" – to celebrate those students who earned Principal's List either the 1st, 2nd or both marking periods. Dr. Silverstein also joined us for these celebrations. The celebrations included a presentation of the names of recipients, as well as an opportunity for recipients to share the keys to their success and a thank you to those important people who helped them achieve this honor.
- **Bowe Schedule 2021-22 Meeting** – A second meeting was held to discuss the Bowe Schedule for the 2021-22 school year on 3-31-21.
- **Bowe Schedule Change Beginning Week of 4/19/21** – Beginning the week of April 19, 2021, the Wednesday fully virtual day will be eliminated. In-person cohort students will participate in in-person instruction Monday through Friday. Teachers will simulcast instruction so that our virtual cohort students will participate in synchronous instruction along with their in-person peers. The in-person/synchronous instructional window will remain a half day. The afternoons on M/T & Th/F will continue to be devoted to ELA and Math office hour support for all students. There will also be opportunities for students to access their Duolingo or PE instructor. Students can contact their teachers for specific times and access information. On Wednesday afternoon, there will be no office hours. Teachers will be participating in committee meetings, PLCs, faculty meetings, common planning and professional development. Students can use this time to work independently on assignments if need be.

STAFF NOTES:

- **PLC/MAP Data Review Meetings March 2021** – During the month of March, Mr. Stephenson and Mrs. Marchese met with grade level/content area PLCs to review MAP data. In advance of these meetings, each teacher was provided focusing questions to guide his/her analysis of MAP data for his/her individual classes/students. This provided the springboard for grade level/PLC data discussions identifying areas in need of focus as well as a plan for addressing these needs. (4th Grade – 3/17/21; 5th Grade – 3/24/21; 6th Grade – 3/2/21)

OPERATIONS:

- **Safety & Security** – In March, Bowe School conducted a fire drill and a security drill following guidance from the NJ OSPEP. We are on schedule to complete all mandated drills.

FACILITIES:**NURSES:**

- See attached report

COMMUNITY:

- **Bowe Parent Advisory Committee Meeting (BPAC)** – A Bowe School Parent Advisory Committee (BPAC) meeting was held via Zoom @ 6:00 PM on Tuesday, March 16, 2021. The next BPAC meeting is scheduled for April 14 @ 6 PM.
- **Bowe Morning Announcements** – Bowe Morning Announcement videos continue to be shared daily with students and families via the website and SchoolMessenger. We transitioned in March to 6th Grade students delivering the announcements, which are recorded on site via Screencastify & MyVRSpot.

BOWE MEETINGS SCHEDULED FOR THE MONTH OF MARCH AS OF 4/13/21: (all via Zoom)

- **School Leadership Team (SLT)** – 4/14/21
- **Attendance Committee** – 4/15/21
- **School Safety/School Climate Team** – 4/16/21
- **Bowe Pandemic Response Team (PRT)** – 4/21/21

DISTRICT/COMMUNITY MEETINGS SCHEDULED FOR THE MONTH OF MARCH AS OF 4/13/21:

- **Bowe/C&I Meeting** – 4/12/21
- **GPSD Safety & Security Meeting** – TBD
- **BPAC Meeting** – 4/14/21

WEBINARS/CONFERENCES SCHEDULED:

- **NJIETA UDL Training for 9 Members of Bowe PDS Team** – 4/14/21, 4/21/21, 4/28/21
- **NJIETA's (New Jersey Inclusive Education, Technical Assistance) ILDG (Inclusion Leadership Development Group) Meeting #2** – 4/20/21
- **New Jersey Office of Emergency Management (NJOEM) Training** – 4/23/21

	A	B	C	D	E	F	G	H	I	J	K
1	Board Report-Bowe Nurse										
2	Health Office Log # of days/ month	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
3	Illness (1a,3a)	20	20	16	17	19	19	23			
4	First Aid/injury(1a,3a)		1	10	19	17	9	47			
5	Hygiene/ bathroom/ clothing issue (1a, 3a)		1	6	3	4	9	10			
6	Head Checks (3a)			4		3	2	8			
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	11	12	3	7			
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	2	17	16	78			
24	Height/weight referrals (1b,4c)						1				
25	Blood pressures (1b,4c)		12	11	2	17	16	21			
26	Blood pressure referrals (1b,4c)										
27	Hearing (4c)		12	9	2	17	16	21			
28	Hearing referrals (4c)		2	1							
29	Vision (4c)		12	9	2	17	16	21			
30	Vision referrals (4c)		2	1			2				
31	Scoliosis screenings (4c)		12	11		17	16	78			

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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	17	19	19	23			
32	Scoliosis referrals (4c)						1	2			
33	CST screenings reports (1b,1c,1e)		1		5	2	2				
34	CAST screenings/reports (1b,,1c,1e)										
35	Evaluations and Planning										
36	CST/ CAST meeting/collaboration (3f)				1						
37	Individualized Health Care Plan/Update	Distribute	18				10	2			
	Medical 504 Plans developed/updated										
38	(1c, 1e,2a,2b,2c,3a,3b,3d,3e,3f)										
39	New medical diagnosis/issues										
40	Home instruction applications (2a,2b,1f)										
41	Home instruction return (2a,2b,1f)										
42	New student health record appraisals(1b)	20	4			1	1	1			
43	Request for new student records (1b)							3			
44	Immunizations requested (4b)	95	46			44	5	5			
45	Student transfer out & records sent (2c)	35	5	1		2	1	1			
46	TB tests requested (1f, 2c)	2	1			1					
47	TB test evaluated or report rec'd (1f,2c)		1			1					
48	Prepare for Immunization Audit(1d, 2c)										
49	Audit of Immunization Records (1d, 2c)										
50	Students excluded-incomplete records										
51	Contact tracing/ Quarantine			32	63	38	16	31			
52	Total number of student's served	152	92	64	147	82	64	179			
53	Communications										
54	Parent calls (1b, 3a, 4b)	8	58	103	77	102	52	94			
55	Notes/Letters/Emails (1b,3a,4b)	103			32	30	13	34			
56	Professional Communication (1d,3f)	12	13	7	14	30	16	19			
57	Attendance calls (1c,1e,3a)	2	1	12	10	10	1	26			
	Conferences/ Collaboration (Teacher,	20									
58	Parent, Administrator/Nurses)		1	20		3	3	12			

	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	17	19	19	23			
59	Medication Eval.Scale (teacher,Dr, par)			1							
60	Agency Referrals (DCP&P/ mobile response/GCHD/ Other (1d)						1				
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			1	12	4			
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)				2						
75	Food Allergy Review	Establish Distr. To teachers									
76	(1a,1c,2b,2d,3c,3d,4d,4f)										
77	Meetings/Workshops/Activites										
78	Teacher Inservice	Y									
79	Faculty Meeting (4d)	Y	Y	Y	1	1	1				
80	Office Meeting			Y							
81	Attendance Meeting		1		1		1	1			
82	GCSNA Meeting	1	1					1			

	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	17	19	19	23			
83	Wellness Committee Meeting	1									
84	Special Area Meeting	1									
	Departmental (Nurse/ Crisis/ CST)	5									
85	(1b,1f,4a,4c,4e)		6	4	2	1	3	4			
	Nursing Continuing ed/workshops/	2									
86	meetings (1d,2c,4a,4d,4e)			1		2		1			
87	Pandemic Response Mtg	2	1	1		1	1				
88	Reports										
89	Nurse's Monthly Report(1C,1f,2a,4b,4c)	1	1	1	1	1	1	1			
90	QSAC		1								
91	Annual TB Report					1					
92	Annual Immunization Status Report					1					
93	Miscellaneous										
94	Field Trip student lists/ supplies										
	Mandatory Annual Trainings										
95	(1d,1f,2c,4d,4e)						1				
96	Substitute plans/updates (2c)										
97	Orient New Sub Nurses						1				
98	Back to School night	Y									
	Annual review of nursing	Y									
99	goals/objectives (1c,2c)										
	Professional Literature Review/ Online	Daily	Daily	Daily	Daily	Daily	Daily	Daily			
100	Subscriptions (1d, 4e)										
101	Prepare for CPR/AED training	RN Recert									
	Prepare records & supplies for 6th Grade										
102	Camping Trip										
103	Assist w/MERT drills(1a, 2b, 2d, 3d)				2						
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	17	19	19	23			
105	Parent letters for contagious illness										
	Concussion management (1a, 1e, 3a, 3c										
106	3e, 3 f, 4b, 4c										
107	Random Moment Time Study						1	1			
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			Partial						
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	Daily	Y	Y	Y			
121	Assist w/Immunization Records/Rodgers		1 Day								
122	Schedule COVID vaccine for employees							2			
123	Apply for Stop the Bleed Grant							1			