

T.E. BOWE MIDDLE SCHOOL

Memo

To: Dr. Silverstein, Mary MacMichael
From: Craig Stephenson
Date: May 2, 2024
Re: Summer Hour Request – Assistant School Safety Specialist

I am requesting that Yuna Park, Assistant School Safety Specialist, be compensated for summer days/hours to complete tasks associated with the School Safety Specialist (SSS) position and related preparations for the 2024-25 school year.

- 5 days at per diem rate to focus on the following safety & security tasks:
 - Revise/Update Emergency Procedures for After School Activities Plan
 - Create Emergency Guide for Outside Groups
 - Create Threat Assessment Protocol Document
 - Threat Assessment Share Drive Document Creation (this will ensure communication/information sharing across schools with designated individuals regarding specific threat assessments conducted)

Cc: Dr. Stowman-Burke
Yuna Park
Michael Sloan