

T.E. BOWE MIDDLE SCHOOL

Memo

To: Dr. Silverstein, Mary MacMichael
From: Craig Stephenson
Date: June 13, 2023
Re: Summer Hour Request – Bowe Annual School Plan Team

I am requesting the following members of the Bowe Annual School Planning Team be compensated for 8 summer hours (each) to participate in data analysis, root cause analysis, and completion of the state-mandated annual school plan for the Thomas E. Bowe Middle School. This plan is required due to 3 consecutive years of inadequate state test scores in grades 7 & 8 through the 2021-22 school year.

Math	Vanessa Poggioli
Math	Samantha Shoemaker
ELA	Diane Villone