

## T.E. BOWE MIDDLE SCHOOL

# Memo

To: Dr. Silverstein, Mary MacMichael  
From: Lauren Kerr  
Date: April 14, 2025  
Re: Summer Requests – Support Services Team

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I am requesting the following Thomas E. Bowe Middle School staff to be compensated for summer days/hours to assist with preparation for the opening of the 2025-26 school year.

- Guidance/Brittinee Garcia - (up to 8 days at per diem rate)
- Guidance/Lorraine Cartagena – (up to 8 days at per diem rate)
- Nurse/Sherry Richards – (up to 10 days at per diem rate)

Duties will include but are not limited to the following:

### Guidance

- Scheduling - reviewing and ensuring correct schedules for all student, including all POR/ICS placements, music, honors students. Check every schedule for discrepancies in student and staff schedules. Balancing of class rosters once all schedules have been checked for accuracy.
- 504 plans – update paperwork / teacher check lists
- Transfers (Sending records to new schools of students transferring out- GCIT, Public and Private Schools
- State testing inventory of materials
- Filing & transferring of documents from Bowe to High School
- School climate (bulletin boards and hallway décor)
- Preparation for School Safety & Climate Committee Meetings
- I&RS schedule
- Community Outreach / Partnerships for School events (Food Bank, Hollybush Comm. Center, Mosaic Family Center, B&G Club)
- At Risk list (academics, attendance & behavior)
- New student tours (upon requests)
- Review Department of Education guidelines for Substance Abuse
- Review/Update Referral list of community resources
- Participation in 6<sup>th</sup> Grade transition camp

### Nurse

- Process clearance paperwork (sports physicals) for prospective fall athletes.
- Send an August letter (final notification) to parents of 6<sup>th</sup> grade students reminding them that documentation of Tdap & Meningococcal vaccines must be provided to attend school in September.
- Return telephone calls to parents leaving messages about the vaccines or needing copies of school vaccination records.
- Prepare health records of transferring students for mailing to new school.
- Prepare copies of Individualized Health Care & Emergency Care Plans for teachers to follow until plans are updated. Email teachers with specific information & concerns that will need to be recognized immediately upon return of students in September 2022 (Diabetes, Seizure Disorder).
- Prepare notification of students with the medical conditions of Asthma, Seizures, Severe Allergy/ Anaphylaxis, & Diabetes for Transportation Dept.
- Contact parents with medical 504 Plans that will need to meet with teacher prior to students returning to school.
- Prepare list of students with food allergies for lunch-duty teachers. This also allows nurse to identify the new students on the 1<sup>st</sup> day of school & assign adult to monitor the students with severe food allergy.

CC: Michael Sloan

## T.E. BOWE MIDDLE SCHOOL

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To: Dr. Silverstein, Mary MacMichael  
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Re: Summer Hour Request – Bowe I & RS Team

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The Bowe I&RS Team will meet in advance of the 2025-26 school year to review I&RS protocols, individual student plans, and prepare staff to effectively implement plans.

- 4 hours each for 6 team members @ \$ 42 per hour
- Not to exceed \$1,008

Team Members:

Lisa Rencher – Co-Chair	Stacy Smith
Jordan Hess – Co-Chair	Anthony Appel
Andrea LoCastro	TBD

Cc: Michael Sloan