

T.E. BOWE MIDDLE SCHOOL

Memo

To: Dr. Silverstein, Mary MacMichael
From: Craig Stephenson
Date: April 5, 2023
Re: Summer Requests – Support Services Team

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 2023-24 school year.

- Guidance/Brittinee Garcia - (up to 8 days at per diem rate)
- Guidance/MollyAnne Light – (up to 8 days at per diem rate)
- Nurse/Donna Begolly – (up to 10 days at per diem rate)

Funding will be from budgeted local funds.

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
- Locker assignments
- 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)
- Preparation for implementation of Threat Assessment Team as required by statute
- New student tours (upon requests)

- Review Department of Education guidelines for Substance Abuse
- Review/Update Referral list of community resources
- Participation in 6th Grade transition camp

Nurse

- Process clearance paperwork (sports physicals) for prospective fall athletes.
- Send an August letter (final notification) to parents of 6th 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 1st day of school & assign adult to monitor the students with severe food allergy.