

BOWE ELEMENTARY SCHOOL

Memo

To: Dr. Silverstein, Mary MacMichael
From: Craig Stephenson
Date: June 5, 2020
Re: Summer Requests

I am requesting the following Bowe School staff to be compensated for summer hours to assist with preparation for the opening of the 2020-21 school year.

- Tammy Belcher - (2 days at per diem rate)
- Michael Sharkey – (6 days paid @ \$37 per hour)

Duties will include but are not limited to the following:

Guidance

- Finalize DYFS and HIB State Reports
- Purge testing files and send off DYFS and 504 records to sending schools
- Update 504s in the new system
- Contact incoming parents for our summer tour and send home communication; prepare for tour; conduct tour
- Return phone calls in preparation for 2020-21; complete DYFS forms in preparation for 2020-21

Administrative Assistance

- Finalize master schedule
- Assist with finalizing student placement
- Data analysis
- Update student and parent handbook
- Update faculty handbook
- Finalize discipline code revisions
- Prepare New Staff Development Program
- Review and update emergency procedures
- Plan opening day staff meeting
- Create duty schedule
- Prepare for transportation meeting
- Plan Back to School Night
- General duties in preparation for opening of schools