

BOWE ELEMENTARY SCHOOL

Memo

To: Dr. Silverstein, Mary MacMichael
From: Craig Stephenson
Date: April 28, 2021
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 2021-22 school year.

- Tammy Belcher - (2 days at per diem rate)
- Michael Sharkey – (6 days paid @ \$37 per hour)
- Donna Begolly – (4 days at per diem rate)

Duties will include but are not limited to the following:

Guidance

- Finalize CP&P and HIB State Reports
- Purge testing files and send off CP&P 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 2021-22; complete CP&P forms in preparation for 2021-22

Administrative Assistance

- Finalize master schedule
- Assist with finalizing student placement
- Data analysis
- Update student and parent handbook to include changes including but not limited to protocols necessary as the pandemic continues

- Update faculty handbook to include changes including but not limited to protocols necessary as the pandemic continues
- 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

Nurse

- Send an August letter to parents of 6th grade students reminding them that documentation of Tdap & Meningococcal vaccines must be provided in order to attend school in September (1st notification sent in 5th grade with 3rd marking period report card).
- 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 2021 (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.
- Assist in planning and preparing for the implementation of COVID-related health & safety protocols for the 2021-22 school year.