

BOWE ELEMENTARY SCHOOL

Memo

To: Dr. Silverstein, Mary MacMichael
From: Craig Stephenson
Date: May 17, 2022
Re: Revised 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 2022-23 school year.

- Guidance/Brittinee Garcia - (up to 10 days at per diem rate)
- Admin/Lauren Kerr – (up to 4 days paid at per diem rate)
- Nurse/Donna Begolly – (up to 10 days at per diem rate)

Funding will be from budgeted local funds.

Cost comparison Summer Work:

2021-22 GIS
Davenport(5 days)/Garcia(5 days) \$ 3,461

2021-22 Bowe
Sharkey/Begolly \$ 2,755

2022-23 TEB Middle School
Garcia/Begolly/Kerr \$10,179

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)
- 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)
- New student tours (upon requests)
- Review Department of Education guidelines for Substance Abuse
- Review/Update Referral list of community resources

Administration

- Create/Finalize student and parent handbook for the new Thomas E. Bowe Middle School
- Create/Finalize faculty handbook for the new Thomas E. Bowe Middle School
- Create/Finalize TEB Middle School Student Code of Conduct
- Prepare for launch of Student Ambassador Program
- Review and update emergency procedures
- Plan opening day staff meeting
- Plan opening day student presentation
- Create duty schedule
- Prepare for and participate in transportation meeting
- Plan Back to School Night
- General duties in preparation for opening of schools

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.