

## T.E. BOWE MIDDLE SCHOOL

# Memo

To: Dr. Silverstein, Mary MacMichael  
From: Craig Stephenson  
Date: May 9, 2023  
Re: Summer Hour Request – School Safety Specialist

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I am requesting that Yuna Park be compensated for 38 summer hours to participate in the NJ School Safety Specialist (SSS) certification training and to assist with necessary revisions of our district emergency plans.

- 30 hours for the school safety specialist academy (four training sessions – 7.5 hours each)
- 8 hours for collaborating with Craig Stephenson to work on emergency plan revisions

Cc: Dr. Stowman-Burke  
Yuna Park