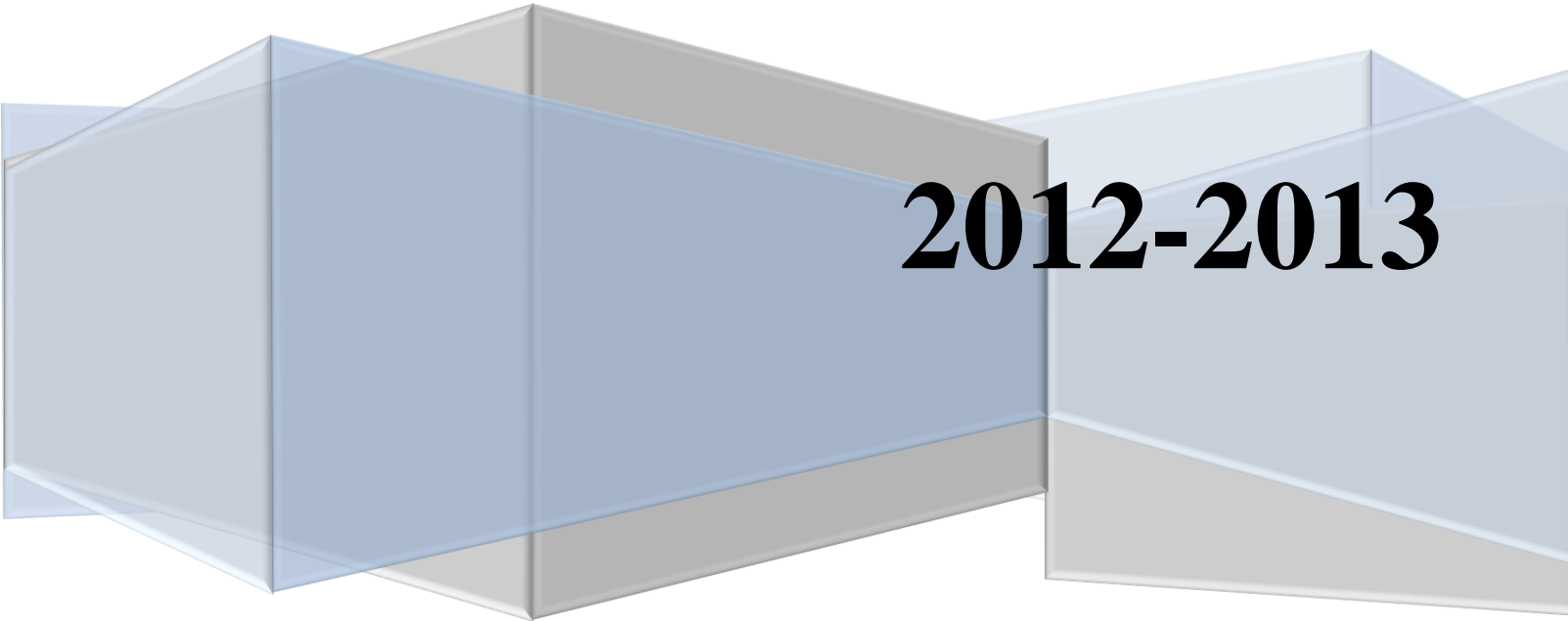


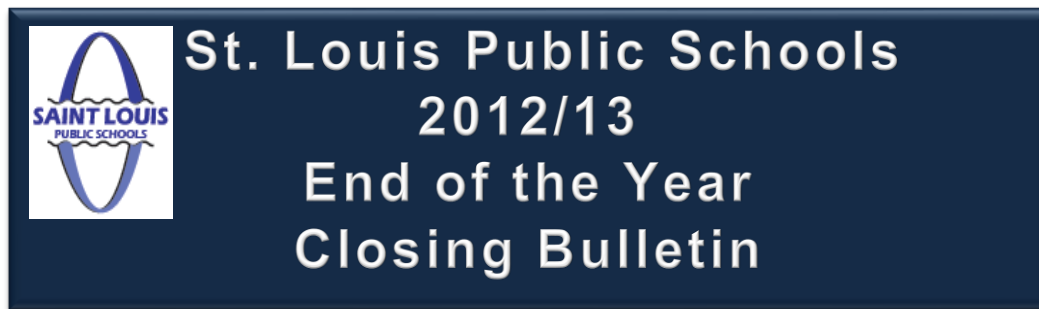


St. Louis Public Schools END OF YEAR CLOSING BULLETIN

An abstract graphic consisting of several overlapping, semi-transparent, light blue and grey geometric shapes, resembling stylized cubes or prisms, arranged in a row.

2012-2013

**Dr. Kelvin R. Adams
Superintendent of Schools**



The last day for students for the 2012/2013 school year is May 24, 2012. Students will be dismissed in accordance with the standard dismissal procedure. SLPS will provide for the continuing improvement of educational services for students during the closing days of school. Principals are expected to have a full schedule for teachers during the final days of school. All school plans must meet the requirements of the State Department of Elementary and Secondary Education regulations regarding early release days.

****Please note all 8th graders are to remain in attendance until the final day of school.****

FINAL SCHOOL DAYS

MAY 2012						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	H	28	29	30	31	

17 Record Keeping Day – Becomes a make-up Day

24 Last School Day for Students

24 Last Day 10 Month Employee

31 Last Day 10.5 Month Employee

JUNE 2012						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

7 Last Day for 11 Month Employees

HIGH SCHOOL TESTING/EXAMS

Monday, May 20, 2013	Full Day	7:10 am – 2:07 pm 1st hour class 2nd hour class 1st hour exam 2nd hour exam
Tuesday, May 21, 2013	Full Day	7:10 am – 2:07 pm 5th hour class 6th hour class 5th hour exam 6th hour exam
Wednesday, May 22, 2013	Full Day	7:10 am – 2:07 pm 3rd hour class 4th hour class 3rd hour exam 4th hour exam
Thursday, May 23, 2013	Full Day	7:10 am – 2:07 pm 7th hour class 8th hour class 7th hour exam 8th hour exam
Friday, May 24, 2013	Make-Up Exams	7:10 am – 10:24 am



HIGH SCHOOL GRADUATIONS

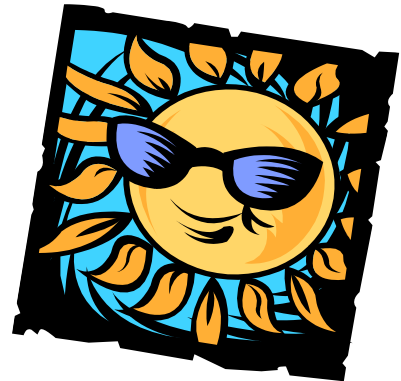
SCHOOL	DATE	TIME	LOCATION
Beaumont High School	May 11	12:00P.M.	Beaumont High School (3836 Natural Bridge Ave.)
Carnahan High School of the Future	May 11	8:00A.M.	Forest Park Community College, Mildred E. Bastian Center for the Performing Arts (5600 Oakland Ave.)
Central VPA High School	May 11	10:00A.M.	Central VPA (3125 S. Kingshighway Blvd.)
Cleveland NJROTC High School	May 15	7:00P.M.	Central VPA Auditorium (3125 S. Kingshighway Blvd.)
Clyde C. Miller Career Academy	May 13	4:00P.M.	America's Center, Ferrara Theatre (701 Convention Plz.)
College Preparatory High School @ Madison	May 24	5:00P.M.	Vashon High School (3035 Cass Ave.)
Fresh Start Academy North & South Campuses	May 17	7:30P.M.	Washington University Graham Chapel (Parking located at 6475 Forsyth Blvd)
Gateway STEM High School	May 17	4:30P.M.	University of Missouri-St. Louis (1 University Blvd.)
McKinley Classical Leadership Academy	May 14	7:00P.M.	McKinley CLA (2156 Russell)
Metro A&C High School	May 18	12:00P.M.	560 Music Center (560 Trinity Ave University City, MO)
Northwest Academy of Law	May 18	9:00A.M.	Forest Park Community College, Mildred E. Bastian Center for the Performing Arts (5600 Oakland Ave.)
Nottingham CAJT	May 10	9:00A.M.	Nottingham CAJT (4915 Donovan Ave.)
Roosevelt High School	May 13	7:00P.M.	America's Center, Ferrara Theatre (701 Convention Plz.)
Soldan International Studies High School	May 10	4:00P.M.	America's Center, Ferrara Theatre (701 Convention Plz.)
Sumner High School	May 11	6:00P.M.	Sumner High School (4268 W. Cottage Ave.)
Vashon High School	May 11	3:00P.M.	Vashon High School (3035 Cass Ave.)
ACE Learning Centers	May 16	6:30P.M.	Roosevelt High School (3230 Hartford Ave.)

SIGNIFICANT DATES/DEADLINES

Unless otherwise noted, all required reports are to be submitted to the designated office immediately upon the closing of school.

DATE	
MAY	
1	AP Testing Begins
3	Final transportation download for Transportation
3	Final date for requisitions for Foundations, Voc. Ed, Perkins and Summer School
4-18	Summer School letters and bus manifests will be sent to the schools for distribution to the students
9	Special Administrative Board Meeting
10	Tenured Staff Summative Report (rating of “Needs Improvement”) due in Human Resources
14	Probationary teacher contracts will be sent to teachers electronically.
15	Board Resolutions due (to be reviewed on June 6 th and considered for a vote on June 27 th)
16	Intent to Participate Form (due to your child’s) teacher
17	Tenured Staff Summative Report (rating of “Satisfactory) due in Human Resources
19	Entered all summer school students in SIS and notified parents of acceptance by May 19, 2013
23	Parent Assembly Meeting
24	LAST SCHOOL DAY FOR STUDENTS
24	Last day for 10 month employees
29	Site-based Professional Development for Summer School (unless notified by the principal)
31	Deadline for completion of Step 2 (Health Assessment) online at www.myuhc.com
31	Last day for 10.5 month employees
JUNE	
3	Summer school begins
6	Special Administrative Board Meeting
7	Last day for 11 month employees
27	Last day for summer school (students)
	Photocopies of the Student Activity Fund bank statements, related reconciliation, and cash transaction sheets are to be submitted to Fiscal Control for each month of FY2011-12. Email or fax to Kevin McKenzie at kevin.mckenzie@slps.org .
27	Summer School culminating event to showcase projects based on K-8 Grade and Content Level Expectations at the K-8 sites
27	Special Administrative Board Meeting
28	Last day for summer school staff

SUMMER SCHOOL LOCATIONS AT A GLANCE



Tier 1 Locations: 7:30 a.m. – 1:50 p.m.

Tier 2 Locations: 9:00 a.m. – 3:20 p.m.

Elementary - Host and Partners

AESM²

Ames²: Ashland, Bryan Hill, Clay, Columbia, and Farragut

Ford²: Cote Brilliante, Hamilton, Hickey, Laclede, Lexington and Washington Montessori

Froebel²: Mann, Meramec, Monroe, Shenandoah, and Sherman

Gateway¹: Dunbar, Gateway Michael, Henry, Jefferson and Pamoja@Cole

Mason²: Buder, Kennard, Mallinckrodt and Stix

Mullanphy²: Adams, Dewey, Shaw and Wilkinson

Nance²: Herzog and Walbridge

Peabody²: Hodgen, Humboldt and Sigel

Woerner²: Lyon @ Blow, Oak Hill and Woodward

Middle/High - Host and Partners

AESM²

CAJT¹

Carnahan¹: CC Miller, McKinley and Metro

Central VPA¹: Cleveland NJROTC and Soldan

Compton Drew¹: Langston and Yeatman

Gateway High¹: GIT Autism and Roosevelt

Gateway Middle¹: Carr Lane, Pamoja@Cole (middle), L'Ouverture, McKinley, and Peabody (middle)

Long¹: Busch, Fanning, and Lyon @ Blow (middle)

Vashon¹: Beaumont, College Prep @ Madison, Northwest, and Sumner

Alternative Schools - Host and Partners

Griscom

Stevens²: Fresh Start (no buses) and Innovative Concept @ Blewett

Summer Building Schedule

With the exception of approved summer school sites and Prop S project work, all buildings will be [closed June 10 – July 19, 2013](#). The buildings will reopen on Monday, July 22 when principals and 11 month employees return to work. Any exceptions need to be approved through submitting a building use permit and the requesting party needs to agree to pay for utilities and any district staff.

CAREER AND TECHNICAL EDUCATION

If a Career and Technical Education (CTE) program has been closed in your building, program equipment purchased with Perkins grant funds will be removed from the school and assigned to another facility/program.

CURRICULUM ISSUES/CHECKLIST

Collected and inventoried all textbooks, other books, instructional equipment, and lab materials, and identified any losses.

- For the 2013-14 school year, the St. Louis Public Schools will utilize a Textbook Management System called Destiny. There will be an aggressive schedule to barcode all of our textbooks so that we may have a higher level of accountability for our resources. Beginning May 31, 2013 and ending June 14, 2013, we will schedule all core and related arts textual materials for the bar-coding process. Therefore, specific directions will be sent to the principal and the principal designee regarding the staging of the textbooks and the date in which the school site will be inventoried. We will have professional development for both the principal and the Academic Instructional Coach and/or designee from the building site in order to accomplish this very important process. This will allow us to better track our assets and have more leverage in purchasing.

Ensured all art and music supplies were properly inventoried and stored. If a program is ending, contacted appropriate supervisor for transfer of materials.

Conducted textbook inventory, completed 2012-2013 Classroom Textbook Inventory Template, and returned PDF and Excel versions of all completed templates to Curriculum and Instruction (gail.mathews@slps.org and sheila.smith-anderson@slps.org) no later than May 9, 2013.

Entered final replacement textbook orders in SIS no later than 6:00 p.m., Wednesday, 5/8/13. The window for replacement textbook order entry in SIS for 2013-2014 is 4/29/13 thru 5/8/13.

FOOD SERVICES

- Breakfast and lunch will be served in all schools through the end of school.
- *Special Note: The Food Services Department is anticipating a decrease in student attendance. Food Services will be making menu changes and in some instances reducing staff at several high schools as a result of the graduating class of 2013.*

PROFESSIONAL DEVELOPMENT

- First Year Principal Academy will be held June 10-11-12, 2013.
- MoLead Cohort B – May 6-7, 2013 and June 3-4, 2013
- MoLead Cohort I – May 20-21, 2013 and June 17-18, 2013
- The Principals' Summer Leadership Academy – July 23-26, 2013
- First Year Teacher Orientation will be held July 31, August 1-2, 2013

SCHOOL SAFETY ISSUES

- ☐ Assist Facilities with securing all buildings
- ☐ Assign officers to all summer school sites
- ☐ Secure all security surveillance monitors and equipment at the schools that will not house summer school
- ☐ Store and secure all hand-held and walk-thru metal detectors
- ☐ Collect 2-way radios from all principals
- ☐ Issue 2-way radios to all summer school principals (programmed for that site only)
- ☐ Collect, label and store all 10-Month Safety Officers equipment
- ☐ Collect and label all 10-Month Safety Officers building keys
- ☐ Forward all 12 Month Safety Officers vacation request
- ☐ Remind the 12-Month Safety Officers of summer responsibilities

STUDENT RECORDS

- *2012-2013 Student Record Retrieval (students transferring to a private / parochial / charter or another school district):* During the summer, there are many requests for school records. These requests are often urgent and need a response immediately. Please identify an individual at your school to be responsible for responding to record requests.

Student records must be prepared for transfer and stored in an appropriate location in preparation for transfer.

SPECIAL EDUCATION

- Approved IEPs that contain ESY recommendations were due on March 28, 2013.
- IEPs that expire on or before September 30, 2013 should have been entered in the web-based IEP system and approved by April 26, 2013.
- Any outstanding IEPs for extenuating circumstances or new students must be completed by the case manager by May 17, 2013 and approved by the Principal/designee by May 24, 2013.
- Triennial reevaluations that are due on or before September 30, 2013 should have a Review of Existing Data (RED) meeting held before the last school day of SY 2012-13.

TECHNOLOGY

To remove surplus computer equipment from your building:

- Complete a form SD107. Indicate on the form the type of equipment and the location.
- Send the form to sd107@slps.org. The Operations & Technology Departments will work together to schedule a time to pick up the equipment from your location.
- As you prepare to identify equipment in your buildings as surplus, you can use the following models as a guide:
 - The following models are out of warranty and are no longer supported. These should be identified as surplus after completing an SD107 for removal: 240, 260, 280, 520, 740
 - The following models are still supported: 760, 780, 790

EXIT CHECKLIST INSTRUCTIONS/ SAMPLE FORMS

The following are support tools to assist with the transition of employees within the St. Louis Public School District. At the end of an employee's assignment at any location within SLPS, the departing employee is required to return all District property assigned to or signed off on by the employee.

Supervisors will be responsible for making the first contact. As noted above, the supervisor will either make contact or receive the item personally. The first contact person will follow through with the next in line.

Next steps will be determined for those employees that are unable to produce the necessary items. Administrators who have been terminated, transferred, reassigned, retired, or worked in a school building that has been closed must receive confirmation after completion of the appropriate checklist. Samples of exit checklists follow on the next pages.

Item to be returned/Reset	1 st Receiver/Contact	End Receiver/Contact
Uniform and work related clothing	Colonel Taylor, Security-R	Colonel Taylor, Security-R
Computer and peripherals	Administrator/Supervisor-C	Helpdesk, Technology-C
Information saved on computer	Helpdesk ticket-C	Helpdesk, Technology-C
Laptop	Human Resources-R	Helpdesk, Technology-R
All SLPS purchased handheld devices (i.e. Blackberry, pager, cellular phone, etc.)	Human Resources-R	Mary Wantz, Technology-R
Cameras, projectors, etc.	Human Resources-R	Helpdesk, Technology-R
Books, Resource Materials, Manuals	Associate Superintendent/Supervisor-R	Associate Superintendent/Supervisor-R
Payroll Issues	Human Resources-C	Payroll-C
Alarm Codes	Human Resources-C	Operations-C
Phone Extension	Human Resources-C	Mary Wantz, Technology-C
Email Account	Human Resources-C	David Lashbrook, Technology-C
Network Access	Human Resources-C	David Lashbrook, Technology-C
Vehicle Keys (Security Officers)	Colonel Taylor, Security-R	Colonel Taylor, Security-R
Parking Garage Hanging Tag	Human Resources -R	Operations-R
Parking Garage Access Card	Human Resources-R	Operations-R
Filing cabinet keys	Principal/Supervisor-R	Administrator/Supervisor-R
Desk Keys	Principal/Supervisor-R	Administrator/Supervisor-R
Office Keys	Associate Superintendent/Supervisor-R	Operations-R
Building Keys	Human Resources/Supervisor-R	Operations-R
ID Badge	Associate Superintendent/Supervisor-R	Human Resources-R

Key: R- Receive Item C-Make Contact for Next Action

EXIT CHECKLIST FOR PRINCIPALS

Task	Completed	Not Completed	Confirmed by Associate Superintendent (Initial)
Written inventory of Board equipment and non-consumable instructional materials completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Written inventory of federal equipment and non-consumable instructional supplies reviewed and reconciled.	<input type="checkbox"/>	<input type="checkbox"/>	
Pupil records up-to-date and in order.	<input type="checkbox"/>	<input type="checkbox"/>	
Written inventory of library books completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Textbook inventory reviewed and reconciled.	<input type="checkbox"/>	<input type="checkbox"/>	
School financial records audited.	<input type="checkbox"/>	<input type="checkbox"/>	
Audiovisual inventory reviewed and reconciled.	<input type="checkbox"/>	<input type="checkbox"/>	
Course/class/promotion-retention lists prepared.	<input type="checkbox"/>	<input type="checkbox"/>	
Personnel Evaluation up-to-date.	<input type="checkbox"/>	<input type="checkbox"/>	
SIP/Title I (if applicable) plans in order.	<input type="checkbox"/>	<input type="checkbox"/>	
List of school community leaders (i.e., PTO, community partners, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
List of outstanding requisitions.	<input type="checkbox"/>	<input type="checkbox"/>	
List of building and special staffing needs.	<input type="checkbox"/>	<input type="checkbox"/>	
School personnel directory in order.	<input type="checkbox"/>	<input type="checkbox"/>	
Duty roster for staff prepared.	<input type="checkbox"/>	<input type="checkbox"/>	
Profile of special school traditions, school activities, or projects in progress.	<input type="checkbox"/>	<input type="checkbox"/>	
Department/grade level chairs list prepared.	<input type="checkbox"/>	<input type="checkbox"/>	

For buildings that are closing or moving:

Task	Completed	Not Completed	Confirmed by Associate Superintendent (Initial)
Entire building (classrooms and offices) packed up	<input type="checkbox"/>	<input type="checkbox"/>	

I certify that all the items on this checklist have been completed as indicated above.

Out-going Principal: _____ Date: _____

Associate Superintendent: _____ Date: _____



SAMPLE

EXIT CHECKLIST FOR EMPLOYEES

Item to be returned	Item Returned	Item Not Returned	Item Not Applicable	Verified by (Name)
Paperwork				
Resignation Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exit Survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clothing/Uniform (Security Officers)				
Uniform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other clothing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Computers/Related Technology				
SLPS computer, all peripherals (drives, cables, speakers, etc), software, printer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SLPS laptop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other Technology				
All SLPS purchased handheld devices (i.e. Blackberry, pager, cellular phone, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cameras, projectors, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Curriculum Materials				
Books, Resource Materials, Manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Keys/Security				
Office Keys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Desk Keys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Building Keys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ID Badge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Filing cabinet keys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parking Garage Access Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parking Garage Hanging Tag	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle Keys (Security Officers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other				
Task List Completed (Principals/Managers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
For Authorized Personnel Only:	Disabled	Not Disabled	Not Applicable	Verified by (name/department)
Email Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Network Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I certify that all property of the St. Louis Public School District has been returned as indicated above.				
Employee Signature: _____			Date: _____	
Reviewed By: _____			Date: _____	