

## STANDARD OPERATING PROCEDURE END-OF-SCHOOL-YEAR CHECKLIST

**Purpose:** To provide guidance and establish procedures for the orderly close-out of the school year and to ensure that school administrators have submitted required reports, performed required tasks, and received clearance from appropriate individuals prior to departing for the summer recess.

**Applicability:** This guidance applies to all Isles district administrators with responsibilities for ensuring that all end-of-year tasks, reports and assignments are completed in a timely and appropriate manner and that clearance from the appropriate individuals has been received.

### **Procedures:**

1. The administrator shall review the End-of-School-Year Checklist (Attachment #1) and identify those tasks, reports, and assignments that are applicable to them. Attachments #3-4-6-8 contain the report format for items that appear on the Checklist. Instructions for completing #5, the Other User Factor (OUF) Report, are contained in SOP #07-002 (available on the district website).
2. As tasks, reports, and assignments are completed, clearance must be received from the appropriate individual(s) through e-mail, telephone, or other means, documenting that items have been completed. **NOTE:** There may be other assignments (not listed on the checklist) with suspense dates may be received at a later date requiring documented clearance prior to the administrator's departure.
3. Final written clearance must be received from the administrator's supervisor prior to departure for the summer recess. The completed checklist is to be presented to the supervisor for final clearance.

### **Controls:**

1. End-of-School-Year Checklists completed and approved.
2. Suspense dates met.

// original signed //

RONALD G. MCINTIRE  
Superintendent

### ***(12 Attachments)***

1. Isles District Detailed End of School Year Checklist and Timeline for SY0607
2. Summer Itinerary
3. Retention List
4. Other User Factor Report
5. GS Employee Summer Calendar
6. Cell Phone Reconciliation
7. DSO POC Listing
8. Safety & Security Reminders
9. Annual Study Trip, Special Event and Excursion Forecast

10. DSO Isles End of School Year Mandatory Reporting Check List  
 11. School Electronic CSP Portfolio

**Isles District Detailed End-of-School Year Checklist Timeline for SY 06-07**

Principal: \_\_\_\_\_

School: \_\_\_\_\_

Suspense	Admin Check List	TO DO REQUIREMENTS	DSO POC	Notes
15-May		Summer Drayage Requests*	Andy Davidson	
26-May		School Electronic CSP Portfolio	Ann Brown	
2-Jun		High School Exam Schedule*	Gary Gerstner	
2-Jun		Summer Duty Schedule (School Staff)*	Diana Panchal	
2-Jun		Summer Workshop/Early Return/Late Release	Jeannie Garrett/Chris Wood	
NLT 3-Jun		Performance Appraisals/Spreadsheet/Mass Appraisal Report*	Judy Allen	
9-Jun		Other User Factor (OUF) Record*	Andy Davidson	
10-Jun		SAC/IAC/School Board End-of-Year Report*	Leo Orlando	
12-Jun		Keyboarding Assessment Scores Recorded/Submitted	Jackie McGee	
15-Jun		Master Schedule (High Schools)*	Gary Gerstner	
15-Jun		List of Retentions and Non-Graduating Seniors	Judy Allen/Sue Shank	
15-Jun		Base Ground Safety & Security Inspection Reports. Any Remaining Security/Emergency Exercise Reports*; (See Atch #8 for Reminders)	Kris Villareal/Keith Carter	
15-Jun		Post Secondary Education Plans/Scholarship Report (High Schools)	Sue Shank	
15 Jun		Developmental Reading Assessment (DRA) Data Reported in SMS	Kim Mitchell	
15 Jun/ 16 Sep		UFR Submissions*	Paula MacCauley/Don Spry	
15-Jun		Asbestos Inspection Requirements Completed (and filed in Baker Report binder)*	Jerome Quigley	
15 Jun		Summer Facilities POC Appointment (e-Mail)*	Jerome Quigley	
15-Jun		Cell Phone Reconciliation*	Mike Sherrod	
15-Jun		Civilian Personnel Clearance Sheet (for employees who leave)*	Robyn Bush	
15-Jun		Copy of Transmittal Letter forwarding transcripts (9-12) and withdrawal list for 2006-07 to DoDDS-E Carol Czerw, DoDDS-E via certified mail)*	Judy Allen/Diana Panchal	
15-Jun		End-of-Year Trash Pickup Request/Summer Deep Cleaning Preparation (Letter of Instruction)*	Andy Davidson	
15-Jun		New Principal Briefing Folder	Judy Allen	
15-Jun		EDC Certifications of Payment for Current SY	Chuck Short/Don Spry	
15-Jun		Summer Itinerary and Contact Numbers (Principals)*	Diana Panchal	
15-Jun		Update Outlook Email Addresses (Resignations, Transfers, etc.)	Wes Chubb/IT Support	
30-Jun		Transcripts Printed and Signed (HS and MS)	OPEN	
30-Jun		Student Activity Fund Audit (Middle and High Schools)*	Chuck Short/Don Spry	
30 Jun		Annual Study Trip, Special Event, Excursion Forecast	Kris Villareal/Keith Carter	
1st duty day		Report to Duty Date (Principal) w/Dates and Hours Worked in August*	Diana Panchal	

The administrator should initial when each task is complete or enter "N/A."  
 \*Denotes requirement to send copy to POC.

# SUMMER ITINERARY FOR SCHOOL ADMINISTRATORS

Name: \_\_\_\_\_

Please  
circle  
one:

Principal

School: \_\_\_\_\_

Assistant Principal

Dates	Destination (include address)	Phone	Emergency Contact Name	Emergency Contact Phone #

Return Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

**School Contact:**

• Name: \_\_\_\_\_

• Phone: \_\_\_\_\_

# STUDENT RETENTION LIST

## SCHOOL YEAR 2006-2007

School: \_\_\_\_\_

### Retained Students (K-8)

Name	Grade	Individual Responsible for Monitoring

### Non-Graduating Seniors

Name	Grade	Individual Responsible for Monitoring

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date



## GS Employee Summer Calendar, 18 June - 10 August 2007

School Name:

Job Title	Employee Name	18-22 June 2007				
		18	19	20	21	22
Secretary						
Registrar						
Supply Clerk						
SAO						
Library Tech						

Job Title	Employee Name	25 - 29 June 2007				
		25	26	27	28	29
Secretary						
Registrar						
Supply Clerk						
SAO						
Library Tech						

Job Title	Employee Name	2 - 6 July 2006				
		2	3	4	5	6
Secretary						
Registrar						
Supply Clerk						
SAO						
Library Tech						

Job Title	Employee Name	9 - 13 July 2006				
		9	10	11	12	13
Secretary						
Registrar						
Supply Clerk						
SAO						
Library Tech						

Job Title	Employee Name	16 - 20 July 2007				
		16	17	18	19	20
Secretary						
Registrar						
Supply Clerk						
SAO						
Library Tech						

Job Title	Employee Name	23 - 27 July 2007				
		23	24	25	26	27
Secretary						
Registrar						
Supply Clerk						
SAO						
Library Tech						

Job Title	Employee Name	28 July - 3 August 07				
		31	1	2	3	4
Secretary						
Registrar						
Supply Clerk						
SAO						
Library Tech						

Job Title	Employee Name	6 - 10 August 2007				
		7	8	9	10	11
Secretary						
Registrar						
Supply Clerk						
SAO						
Library Tech						

Job Title	Employee Name	Date returns to school
Principal		
Asst Principal		

W = Working  
AL = Annual Leave

**Isles District Office**  
**End of Year Cell Phone Reconciliation**

School: \_\_\_\_\_ Date: \_\_\_\_\_

**The following Cell Phones and materials have been inventoried and accounted for. All Cell Phones are securely stored in the school.**

\*\*\*\*\*

**Cell Phone Model, IMEI # & Cell Phone Number:**

**Example: Motorola V550 359687086419093 0162-234-0123**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**Materials also include: Case, CD Manual (English) Manual (German)**

\*\*\*\*\*Nothing Follows\*\*\*\*\*

\_\_\_\_\_  
Principal's Signature:

\_\_\_\_\_  
School Support Assistant's Signature:

## DSO POINTS OF CONTACT (POC) LISTING

<u>Abbreviation</u>	<u>Title</u>	<u>Name</u>
Asst Supt	Assistant Superintendent	Dr. Judith Allen
Asst Supt	Assistant Superintendent	Gary Gerstner
Chief of Staff	Chief of Staff	Leo Orlando
Bus Mgr	Business Manager	Don R. Spry, II
Budget Ofcr	Budget Officer	Nichelle Gafford/Gerstner
DSO Lead Sec	DSO Lead Secretary	Diana Panchal
ET	Educational Technologist	Jackie McGee
ET (SMS)	Educational Technologist (Student Management System)	Brian McGee
Fac Ops Spec	Facilities Operations Specialist	Andy Davidson
Ed Gen	Education Generalist	Kim Mitchell
HR Team Leader	Human Resources Team Leader	Jeannie Garrett
IT Cust Spt Team Coord	IT Customer Support Team Coordinator	Wes Chubb
LERS	Labor and Employee Relations Specialist	<b><i>Vacant</i></b>
Trans Ofcr	School Transportation Officer	Steve Matthews
CSP Liaison	School Improvement Program Liaison	Ann Brown
SPED Coord	Special Education Coordinators	Sue Shank
SS Spec	Safety and Security Specialist	Kristine Villareal
SS Spec	Safety and Security Specialist	Keith Carter



**ISLES DISTRICT SCHOOLS  
SAFETY AND SECURITY REMINDERS  
School Opening and School Closing**

**July-August**

- Review and/or revise your schools AT/FP Plan (send to DSSO for coordination with ATO-Force Protection Officer).
- Schedule Host Installation Physical Security, Health & Safety, Bioenvironmental, and Fire Marshal inspection. Inspections to occur prior to start of new school year (send copy of all inspections to DSSO).
- Ensure annual key and lock inventory is conducted (send copy to DSSO).

**August**

- Check FPCON Door Signs (Bravo) and Fire Evacuation Classroom Plans.
- Ensure all appointment letters are updated and sent to the DSSO.
- Schedule Antiterrorism Working Committee Meeting (Principal, SLO, ATO).
- Train Office Staff/Faculty on Emergency Procedures (email completion notice to DSSO).
- Schedule and train staff on:
  - Fire Drills: One a week during first month and monthly thereafter.
  - Bomb threat: Each semester
  - Lockdown: Each semester (annual tabletop/practical w/local first responders).
  - Shelter-in-Place: Once during school year
- Complete Annual Training Requirements
  - Antiterrorism Level I refresher (faculty)
  - Blood borne Pathogens
  - Inventory of radios and cell phones
- Email completion notice to DSSO; **all training must be conducted prior to 1 October.**

**September**

- Conduct Fire Drills Once Per Week (send After Action Reports to DSSO).
- Train Faculty on Emergency Procedures (email completion notice to DSSO).
- Conduct Fire and other Drills as scheduled (send after action reports to DSSO).

**October**

- Complete Student Security Awareness Training (email completion notice to DSSO).

**November**

- Complete Safe School Plan
- Prepare for safety/security assessment

**January – April**

- Conduct Fire Drills Monthly and other Drills during semester (send After Action Reports to DSSO).
- Schedule Host Installation Physical Security, Health & Safety, Bioenvironmental, and Fire Marshal inspection.

## SUMMER STUDY TRIP, SPECIAL EVENT AND EXCURSION FORECAST

**SCHOOL:** \_\_\_\_\_ **PRINCIPAL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Listed below is a summer study trip, special event, and excursion forecast for the \_\_\_\_\_ school year. NOTE: This list is tentative and may change during the summer school season.

<u>TRIP/DESTINATION/NO. STUDENTS</u>	<u>DATE(S)</u>	<u>SPONSOR/PHONE</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____

## **END OF SCHOOL MANDATORY REPORTING CHECKLIST FOR SY 2006 – 2007**

Please ensure the end of school checklist is completed, checked and submitted electronically by scan or by fax to Leo Orlando and Diana Panchal **NLT 15 June 2007**.

**School:** \_\_\_\_\_

**Principal's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

1. \_\_\_\_\_ Third Grade SRI and DRA assessment data (submit electronically) **Judy Allen  
May 15, 2007**
2. \_\_\_\_\_ Sixth Grade SRI assessment data (submit electronically). **Judy Allen  
May 15, 2007**
3. \_\_\_\_\_ CSP Electronic Portfolio. See below attachment. *Further directions may be forthcoming in the Friday Directives.* **Ann Brown  
May 26, 2007**
4. \_\_\_\_\_ Submit electronic copy of MODERN lists (TP and others) to Jeannie Garrett, Human Resources Specialist. *This date has not been confirmed from the Area Office and it is subject to change.* **Jeannie Garrett  
June 8, 2007**
5. \_\_\_\_\_ Provide DSO with originals of all employee performance appraisals including printed copy of MODERN reports. (**Hand deliver or FedEx**) **Jeannie Garrett  
June 8, 2007**
6. \_\_\_\_\_ Provide a listing of all school administrators' summer schedules/itineraries and contacts. (Form Attached) **Diana Panchal  
Kris Villareal  
June 8, 2007**
7. \_\_\_\_\_ End-of-Year SAC and IAC Reports. To be submitted via Email Template. **Leo Orlando  
June 10, 2007**
8. \_\_\_\_\_ Briefing Folder for Incoming Principals. SOP 97-028 can be found at <http://www.isle-dso.eu.dodea.edu/admin.htm> under the Standard Operating Procedure (SOP). **Gary Gerstner  
June 8, 2007**
9. \_\_\_\_\_ Annual Post-Secondary Plans and Financial Aid Data. **Diana Panchal  
Cc: Carol Czerw  
June 9, 2007**
10. \_\_\_\_\_ List of Elementary Students not promoted with individual educational plan. *Negative responses required.* **Leo Orlando  
June 15, 2007**

- |   |   |
|---|---|
| 10. _____A listing with the telephone numbers and addresses of personnel responsible for the school during summer recess.                 | <b>Diana Panchal<br/>Kristine Villareal<br/>June 15, 2007</b> |
| 11. _____ Submission of all Unfunded Requirements (UFR) for end of year purchase planning.  | <b>Paula MaCauley<br/>Don Spry<br/>June 15, 2007</b>          |
| 12. _____Submission of requests for paper products and toner cartridges (by quantity and model number) for end of year purchase planning. | <b>Andy Davidson<br/>June 15, 2007</b>                        |
| 13. _____Please submit your Student Activity Fund Books Fund Books by to the DSO in order to complete <b>the year-end audits.</b>         | <b>Chuck Short<br/>June 30,2007</b>                           |

***The following activities must be completed to comply with the Association Agreement and regulatory requirements.***

1. \_\_\_\_\_All teachers who are PCSing have completed local base clearance procedures. Turn in ID Card, Ration Card, Government Travel Card, etc.
2. \_\_\_\_\_All RPAs for educators placed on duty during the summer recess, late release or early return have been completed and timekeeper has the actual dates of work for each employee.
3. \_\_\_\_\_All performance appraisals for SY2007/2007 sent to DSO, and a copy provided to each employee with a copy on file at the school.
4. \_\_\_\_\_Notification of teacher's tentative teaching assignment for SY 2007/2008.
5. \_\_\_\_\_Proposed extra-duty assignments for SY 2006/2007 are posted.
6. \_\_\_\_\_Safety inspections have been completed and copies of the report to the DSO. (Keith Carter, Kris Villarreal, and Jerome Quigley)
7. \_\_\_\_\_Joint CSC Coordination Meeting between schools and files transferred.
8. \_\_\_\_\_All departing employees' names removed from e-mail. Please see attachment.
9. \_\_\_\_\_Appropriate extra-duty assignments are posted on school bulletin boards two weeks prior to the end of the school year.
10. \_\_\_\_\_A complete maintenance inspection of school equipment and furniture was conducted and work requests were submitted to **Gary Gerstner and Andy Davidson by May 31, 2007.**
11. \_\_\_\_\_Musical instruments needing repair were sent to the Mainz-Kastel musical instrument repair facility.
12. \_\_\_\_\_All high-risk pilferable supplies and equipment are properly secured in areas with locks and keys.

13. \_\_\_\_\_ A plan for the reception of new personnel is on file at the school and sponsors are assigned for all personnel and a copy to **Judy Allen and Leo Orlando by June 15, 2007.**
14. \_\_\_\_\_ All properties listed on the school's Sign-in/Sign-out Sheets have been returned.
15. \_\_\_\_\_ Extra-duty assignment certifications for payment have been completed **May 31, 2007.**

**High Schools:**

- \_\_\_\_\_ Scholarship information extracted and reported.
- \_\_\_\_\_ Secondary Transcripts completed.
- \_\_\_\_\_ Transcripts of graduating seniors given to students.
- \_\_\_\_\_ Proposed Master Schedule for SY 2006/2007 to the DSO Secretary (Diana Panchal).

Please be prepared to submit your Parent/Student Handbook and Faculty Handbook by **to Judy Allen by August 20, 2007.**

## The School Electronic CSP Portfolio

This CSP Portfolio is what is to be burned onto a CD and submitted at the end of the school year *NLT May 26<sup>th</sup>*. . **Burn one for the school, one for the DSO, and one for Area.**

*The School Electronic CSP Portfolio contains 3 sections, which are detailed later in this document. Required elements are in red print while recommended elements are in black.*

- *Part 1: SIP Archives 2001-2006*
- *Part 2: 2006-2011 Electronic Data*
- **Part 3: Required 2006-2011 CSP Files**

### Part 1: SIP Archives 2001-2006

- **2006 Final Documentation Report (Required)**
- Electronic Copies of annual **SIP**- at least for the years you can find. These may be scanned hard copies instead of word documents if desired.
- **Original 2001 Profile** (may be a scanned document)
- **Artifacts** of the 01-06 cycle: (may be scanned documents)
  - **Research**- Abstracts of research used
  - **Samples of Communications**- Newsletters, Flyers (examples or evidence of different levels/types of communications)
  - **Agendas** (*Some samples*)
    - ❖ PD days
    - ❖ Trainings/Descriptions/Agendas
    - ❖ Faculty & team meetings minutes
  - **Photos** – historical *visuals*
  - **NCA Visit Reports**
- **Electronic Workbook of data used in Fall 2006 Profiling**
  - TerraNova 2002-2006
  - TerraNova Performance Assessment: Communication Arts 2002-2006
  - BAM 2002-2004
  - Algebra End of Course 2002-2005
  - US History End of Course 2002-2006
  - PSAT
  - AP Test Results
  - SRI
  - DRA
  - Local assessments used
  - Perceptive Data tools (faculty surveys used, focus group questions, etc as appropriate)

## Part 2: 2006-2011 Electronic Data Portfolio

*(This section is to be updated as additional results are available)*

1. TerraNova 2006 (Spring 2006 is Baseline)
  - Quarter Data: Aggregate, Grade Levels, Gender, Ethnicity, Other?
  - Mean Normal Curve Equivalent (MNCE): Aggregate, Grade Levels, Gender, Ethnicity, Other? As appropriate
  - Objective Performance Results
  - Individual Student results color coded as above 75 MNP , below 26 MNP
2. Local Assessment Results Spring 2007
  - Aggregate, Grade Levels
  - 3 Disaggregates: Performance Levels, Gender, Ethnicity, Other ?  
(NOTE: May need to be done with school wide results to ensure large enough population to disaggregate)
3. Other chosen assessment(s) Results Spring 2007
  - Aggregate, Grade Level
  - 3 Disaggregates: Performance Levels, Gender, Ethnicity, Other?  
(NOTE: May need to be done with school wide results to ensure large enough population to disaggregate)
4. Other System wide Assessments
  - DRA (Grade 3)
  - SRI (Grade 6,9)
  - Web Based Science (Grade 5,7)
  - Web Based Social Studies (Grade 3, 6)
  - End of Course Exam Results (Biology, US History, etc)
  - PSAT
  - Other

In future years, insert additional workbooks or worksheets and add assessment results as they are received. Any established in the last cycle and continuing may be added to the electronic data portfolio – such as AP Test scores or PSAT.

## Part 3: 2006-2011 Files

- **2006-2007 School Profile including goals and essence**
  - **2006-2011 Draft SIP submitted on or before May 1, 2007**
  - **2006-2011 Results Based Staff Development Plan draft**
  - **Artifacts**
    - **Research-** Abstracts/actual research used to select interventions
    - **Samples of Communications-** Newsletters, Flyers (examples or evidence of different levels/types of communications)
    - **Agendas** (*Some samples*)
      - ❖ PD days
      - ❖ Trainings/Descriptions/Agendas
      - ❖ Faculty & team meetings minutes
    - **Process Artifacts** (*Descriptions* of how you used environmental scan information, developed/ refined Mission~Vision~Guiding Principles, organized to do the business of the year, etc).
    - **Photos** – historical *visuals*
    - **Committees/Task Groups/Study Groups** (subfolder for each)
- Include: Description, Goals or Tasks, minutes, members, meeting times
- **Annual CSP Timeline**
  - **NCA Visit Reports** (Bahrain only for 2006-07)