

Teacher\_\_\_\_\_

1. \_\_\_\_\_ Special area teachers (art, music, PE, computer/library, technology, home and careers) need to create a composite supply list for all grade levels, grades K-8. Middle school teachers need to create a composite supply list for core subjects, grades 6-8. K-5 homeroom teachers need to create grade level supply lists. K-5 teachers, do not include the teacher name. Only include the grade level. Email these supply lists to "All Staff" for distribution in report cards, Paw Prints, post on the web site, and keeping on hand for new entrants. All K-1 students need headphones in early September for NWEA testing.
2. \_\_\_\_\_ Homeroom teachers work with Erin Jankowski to update the summer reading list for each grade level. These reading lists go home with report cards and will be posted on the school web site. Do not include teacher name. Only include the grade level.
3. \_\_\_\_\_ Complete and submit final class lists to Toni by June 15<sup>th</sup>. Toni will meet with teachers during congruency with teachers to begin the process. Classroom teachers are to ask special area teachers to review the class list, provide feedback and make changes if necessary.
4. \_\_\_\_\_ File students' reading folders (RTI literacy folders) in the file cabinet located in the Breakout Room by class. Files are to be placed in alphabetical order by class for the 2017-2018 school year.
  - Remove 2016-2017 information
  - File June 2017 Fountas and Pinnell running record and student assessment form only.
  - Grades K-2 teachers are to file the K-2 Literacy Assessment Student Profile in literacy folder.
5. \_\_\_\_\_ Submit a copy of the Fountas and Pinnell Class Profile/Summary Form to Toni.
6. \_\_\_\_\_ Submit a copy of Menands School Literacy Assessment Class Profile to Toni.
7. \_\_\_\_\_ Place AIS Parent Notification letters for September AIS services in report card envelopes. The parent notification letters for September AIS services will be provided to teachers by Toni. AIS will be recommended for students who fell below the NWEA benchmark and/or the Fountas and Pinnell benchmark.
8. \_\_\_\_\_ AIS Service Providers will file AIS/ELA and AIS/Math progress reports in students' permanent records.
9. \_\_\_\_\_ Place in Scott Losee's mailbox any custodial requests for attention that your classroom or office needs over the summer.
10. \_\_\_\_\_ All textbooks and other teaching materials need to be put away. Classrooms must be cleaned up and all materials within classrooms must be organized and put away.
11. \_\_\_\_\_ Counter tops and tables need to be cleared off. Personal materials need to be locked up or taken home.

12. \_\_\_\_\_ Label anything with your full name and room number that needs to be moved to another room.
13. \_\_\_\_\_ Please return and shelve leveled materials to the bookroom.
14. \_\_\_\_\_ Move teaching resources to appropriate grade level.
15. \_\_\_\_\_ Bring any report cards or awards for students who missed the last day of school to Aileen Nicoll.
16. \_\_\_\_\_ Grades 5-8 Teachers: Return student lock with the original tag from September to Mrs. McCormick.
17. \_\_\_\_\_ Any school work left behind by students is to be discarded.
18. \_\_\_\_\_ Student personal items (i.e. hats, jackets, lunch boxes, etc.) are to be placed in the lost and found.
19. \_\_\_\_\_ Submit MIT recommendations to Sue McCormick.
20. \_\_\_\_\_ Keep your Emergency Response Clipboard in your classroom. Tape a Post-It note on the clipboard with your name on it.
21. \_\_\_\_\_ Completed requisition forms for textbooks and periodicals must be submitted to the main office no later than June 22, 2017.
22. \_\_\_\_\_ Return classroom keys and swipe card to Mrs. Nicoll if you are not returning to the district. Staff members who are returning to the district in September 2017 do not need to return their classroom keys and swipe card to Mrs. Nicoll unless you select to do so.

**Have a safe and happy summer!**

**We will miss you!**

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_