

## AHS Faculty Year-End Inventory Checklist (2012/2013)

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

- Classroom Inventory Checklist.** Please use the classroom inventory checklist to account for all items (e.g. desks, chairs, computers, maps, electronic equipment, recess equipment, furniture, etc.). Write the total count of each item present in your classroom. Unwanted or damaged items should be brought to the library. Please include repair notes when possible.
- Classroom Book Inventory.** Teachers are responsible to reconcile their classroom inventory of books—including student and teacher books or materials—with library records at the end of each year. All items will be scanned and compared to a computerized list from the library system. All books must be on campus at the time of inventory. Items that have a barcode will be added to the Library inventory, if not already listed there. Teachers who share a classroom should work together to account for all items inventoried to that room.
- Library Books and Materials Returned to Library.** All library materials checked out to a teacher should be returned at the end of each year. Items needing to be renewed should be brought into the library for renewal.
- Unused Math worksheets returned to the library.** Kindergarten through third grade teachers should return all unused math worksheets to the library for inventory and determining curriculum orders for the following year.

Melanie Bill's Signature \_\_\_\_\_

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- Cleaning and Repairs.** Teachers are responsible to clean shelf and cupboard surfaces (students may help with this during the last week of school). Please e-mail repairs or deep-cleaning needs with detailed descriptions of services needed to Bob Wheeler or Jake Sivert. It is important to make specific requests since you know your classroom needs better than anyone else. Custodians perform a heavy cleaning during the summer and a light cleaning before back to school night in August.
- Desks.** Ask students to be accountable to clean all ink, pencil lead, glue, stickers, etc. from their desks. Please inspect desks after students have cleaned them and speak with students that may need to clean more thoroughly. A member of our AHS Custodial Staff will inspect desks during the last week of school. After the last day of school the teacher will be responsible to clean desks that students may have missed. Please use sticky notes to label any desks that are broken or have missing parts.
- School Keys.** Please bring all school keys to inventory. Please be aware that the computerized key to the main entrance of the school costs requires an \$80 replacement cost should you lose it. Classroom/office keys require a \$10 replacement fee. If you have a computerized key that you rarely use, please consider turning it in to Bob Wheeler.
- Lost and Found Items.** Please take lost and found items left in your classrooms after the last day of school to the "peanut room" located in the southwest of the lunch room.
- Emergency Folder.** Please turn in your red emergency folder to Bob Wheeler or Jake Sivert.

Bob Wheeler's or Jake Sivert's Signature \_\_\_\_\_

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- Teacher's Lounge IOU's, Personal Copies, Personal Faxes, Stamps, Supplies, etc. paid to front office.**
- 2013/2014 Classroom Supply Order Form.** Please complete this form for and bring it to your inventory interview. The form allows you to account for leftover supplies in your classrooms and request new supplies. If you foresee significant changes in this supply list please be prepared to discuss the changes.
- 2013/2014 Curriculum Order Form.** After careful evaluation of the past year, please list all consumable books needed for the new school year placing the number of copies needed and the ISBN number on the 2013/14 Curriculum Order Form. The number needed should take into consideration what is left in your classroom and the maximum number of students that will be seated in your classroom. Please allow five extra copies for students who may lose books, withdraw from the school, or and those who may join your class midyear. Please include on the order form all books that we send out for printing, as well. Please make sure ISBN numbers are accurate to assure correct author and printing of book. Please also include any special needs such as spiral binding or hole punching requests. If you have concerns about your curriculum, be prepared to discuss your concerns with your administrator during your inventory meeting.

- **2013/2014 Student Supply List.** Please update student supply lists so that they will be ready to be sent out with the student seating assignment letters in late July or early August.
- **Scope and Sequence Review.** Please come prepared to discuss the scope and sequence you followed in your classes for the 2012/2013 school year.
- **Schedule of Field Trips and Devotionals.** Please come prepared to discuss devotional and field trip dates for the 2013/2014 school year.
- **Teacher Wish-List.** Come with ideas of how the school can enhance your ability to teach, including ideal schedules, technology benefits, etc.
- **Lesson Plan Books.** Please be prepared to turn in your roll book and also your lesson plan book from the 2011/12 school year. We do not ask for the current year (2012/13) lesson plan book, so that you can refer to it as needed during the next school year.
- **Questions or Concerns.** Please be prepared to discuss any questions or concerns that you may have.
- **Training Requests.** Please be prepared to help us understand how we can fulfill your training needs.
- **Teacher Goals.** Please bring written goals to discuss with the administrator.
- **W-4 Form and I-9 Form.** If needed we will update your W-4 Forms at this time for the new school year. It is required that new teachers also complete an I-9 Form.
- **Instructor Bio Review.** Please review your bio as currently posted on our website (<http://www.american-heritage.org/Instructor/Directory>) and provide updates, as needed.
- **Experiential Learning Week Syllabus Approval (7–12 Only).** For employees who will be re-contracted for the 2013/2014 school year, a syllabus proposal outlining Experiential Learning Week course title, objectives, itinerary, additional costs (if any), portfolio requirements, and instructor bio(s) is due.
- **Employment Agreement.** For employees who will be re-contracted for the 2013/2014 school year, new employment agreements will be signed during the inventory process. Some employees will be called in for an appointment later in the summer, usually as a result of administration needing to work through enrollment or scheduling details before a contract can be signed.

**Administrator Signature** \_\_\_\_\_

### Administrator Assignments for Inventory Checkout

Mr. Hunsaker	Mr. Anderson	Mrs. Jacob	Mrs. Camp
Julie Arnold	Julie McNamara	Decia Andersen	Mrs. Camp will be available to assist with inventory checkout for those who cannot meet with Mr. Hunsaker prior to June 3 <sup>rd</sup> .
Melanie Bills	Deborah Otteson	Brooke Bailey	
Cynthia Bingham	Jan Parker	Stephanie Bigelow	
Deanna Bingham	Chrisann Patch	LaReta Brinkerhoff	
Kayson Brown	Donna Patten	Julianna Blake	
Lynette Carver	Jereamie Randall	Leann Brinton	
Jared Cornell	Stephanie Reber	Christine Culver	
Linda Coy	Karen Richardson	Susan Daley	
Penny DeSoto	Heidi Rodeback	Nicole Griffiths	
Lauralyn Eberling	Esther Sivert	Spencer Greenhalgh	
Denise Gorrell	Katelyn Smith	Shanae Johnson	
Cheri Hancock	Paula Soderstrom	Karen Logan	
Greg Hansen	Linda Strong	Gail Long	
Deborah Hobbs	Rob Swenson	Jeff Meade	
Charlene Knight	Lilly Taylor	Jolyn Newman	
Shirley Ann Larsen	Matt Thornton	Toby Norton	
Carolyn Lundberg	Cynthia Tolman	Morgan Philpot	
Elizabeth Marsh	Nancy Willis	Johanne Perry	
Sarah McCormick	Kristi Wulfenstein	Lauri Updike	
Angela McIntyre	Denise Willey	Claira Wilson	