



CUR-AD018

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Superintendent  
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Curriculum & Instruction, PreK-12

## Memorandum

**To:** Principals, Lead Teachers, Department Chairs  
**From:** Content Supervisors (Communication Arts, Mathematics, Science, Social Studies)  
**Date:** 5/22/2008  
**Re:** Preparation of Curriculum Guides, Manipulatives, Calculators, Projectors, Flashdrives, and Software for School Closing

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Hopefully, this has been a great year for all – full of accomplishments and successes. As the school year comes to a close, many changes are taking place. Staff members are being reassigned. Some are moving to other school locations. Others are retiring or resigning. School buildings are closing.

Procedures must be in place to secure materials for the following school year. To ensure materials are available for the next school year, please use the following guidelines.

- Collect all Curriculum Units (*Investigations*), teacher's guides and Kaplan curriculum guides by content or grade level. (***Kaplan binders for Algebra Applications and Algebra 150 should be emptied and contents discarded before being submitted.***) Label (teacher's name, content, room number) and secure them.
- Count and secure calculators, Casio FX300's (middle school); Casio FX9860's (high school).
- Collect, then secure software, flashdrives and LCD Projectors facilitated by Department Chairs .
- Inventory/Secure science equipment.
- Confirm storage of manipulatives for all content areas with manipulatives, i.e., science, mathematics.

This memo of guidelines is to serve as a reminder that schools are responsible for instructional materials distributed to them by the district. Questions or concerns should be directed to Paula Knight, Executive Director, Curriculum and Instruction (345-4557).

C Paula Knight  
Content Supervisors