



2019 – 2020 OPENING SCHOOL PREPARATION UPDATE

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AGENDA

- ❑ FINANCE
- ❑ STUDENT SUPPORT SERVICES
- ❑ OPERATIONS
- ❑ ACADEMICS
- ❑ INSTITUTIONAL ADVANCEMENT
- ❑ HUMAN RESOURCES
- ❑ ASSESSMENT and TECHNOLOGY

FINANCE



BUDGETS

- GOB budgets available July 1
- Title budgets loaded within 48 hours of receiving principal spreadsheets

PROFESSIONAL DEVELOPMENT

- Business Plus and Finance Procedure Training
- Secretaries & Book Clerks (July 24)
- Principals (July 29)

STUDENT SUPPORT SERVICES



PROFESSIONAL DEVELOPMENT

- ❑ Suicide/Homicide Risk Assessment Training, Crisis Intervention and Family Court Referral

VIRTUAL SCHOOL

- ❑ Letters and robocalls to parents of returning students notifying them of the dates, times and location of registration (July 8-19)
- ❑ Establish registration dates (July 29 – August 2)
- ❑ Registration packets for new and returning students enrolling in the Virtual Academy
- ❑ Master schedules setup for new school year in Accellus (July 8 – August 12)

HEALTH SERVICES

- ❑ Medical Director will provide standing orders for nurses to provide Over-the-Counter medications such as Albuterol, Benadryl, Epi Pens and other Over-the-Counter medication treatments to students
- ❑ Epi Pens and Narcan ordered (for middle and high school students), and Benadryl to assist with emergencies

STUDENT SUPPORT SERVICES



AFTER SCHOOL

- ❑ Transportation set up for Afterschool students
- ❑ Revise and print new applications
- ❑ Contracts under \$5,000 completed

FAMILY AND COMMUNITY ENGAGEMENT

- ❑ Organize SLPS Call Center (August 2019) efforts to assist families with questions, information and support
- ❑ Organize and facilitate the Back-to-School Fair (August 10)

STUDENTS IN TRANSITION

- ❑ Pre-order uniforms, book bags, supplies and stock food pantry
- ❑ Annual Health Fair – SIT annual Health Fair (August 2) provides students access to medical services required for school enrollment (immunizations, physicals, vision, hearing, dental, Special & Early Education Services)
- ❑ Submit updated yearly District forms to selected shelters, transportation vendors and school personnel

OPERATIONS



TRANSPORTATION

- ❑ Mail transportation schedule and the Student Start of School packets (July 15-19)
- ❑ Drivers test transportation runs (August 7)
- ❑ Blackout dates for stop/route changes (August 1-30)

FOOD and NUTRITION

- ❑ Prepare Parent and Principal Letters (July 8-11)
- ❑ Meet with community partners (July 15-18)
- ❑ Complete DHSS/CACFP Summer Food Service Program Audit (July 24)
- ❑ All Gordon Food Service opening orders will be placed for deliveries (July 12)
- ❑ Produce and Bread orders for delivery (August 8)
- ❑ All milk orders will be received (August 5-9)
- ❑ Delivery of Parent Letter and Monthly Menus (August 5)
- ❑ School Tours (August 5-12)

OPERATIONS – FACILITIES



FACILITIES

- ❑ 6,060,490 square feet of cleanable space
- ❑ 233 FTE custodians (174 full time custodians, 18 lead custodians and 41 part time custodians) will clean 26,010 square feet (per FTE custodian) within the 53-day summer cleaning period

OPERATIONS – FACILITIES



CUSTODIAL CLEANING

- ❑ Cleaning starts at the top level of the building
- ❑ Furniture cleaned and moved into hallways prior to the cleaning of all classrooms/offices
- ❑ Carpet extracted, VCT flooring and other flooring surfaces will be top scrubbed or stripped and finish will be applied as directed in each building. (Five coats of finish will be applied to all floors that are stripped. Three coats of finish will be applied to all floors that are top scrubbed.)
- ❑ Wood floors screened and polyurethane applied as directed
- ❑ Furniture placed back into classrooms after finish has dried and been inspected
- ❑ Staff will then move to detail clean hallways
- ❑ Staff will then move to detail clean stairwells
- ❑ Staff will repeat steps 1 through 5 on the remaining building levels
- ❑ Cafeterias and gymnasiums will be the last areas to be cleaned

OPERATIONS – FACILITIES



June 3 – June 28, 2019 (Non Summer School Sites)

- ❑ Custodial staff will be clustered at selected schools
- ❑ All trash will be removed and furniture will continue to be cleaned
- ❑ Custodial staff will begin detail cleaning
- ❑ Custodial staff and zone managers will also provide a list to maintenance of all needed repairs
- ❑ Zone managers will inspect areas to determine flooring needs (i.e. rooms to be screened)

July 1 – August 2, 2019

- ❑ Zone managers will generate a punch list for completed schools
- ❑ Custodial staff at completed schools will be assigned to summer school locations to assist with detail cleaning of those locations

August 5 – August 12, 2019 (10-Month Employees Return)

- ❑ Continue summer cleaning strategies and procedures
- ❑ Schedule extra trash pick up
- ❑ Custodial staff return to normal working hours
- ❑ Complete punch list items and clean cafeterias and gyms

ACADEMIC



CURRICULUM

- ❑ Textbook and curricular material deliveries will take place (July 15 – August 2)
- ❑ 10th grade social studies will have new textbooks for World History and AP World History
- ❑ Common Formative Assessments have been created for grades 3-12 in core subject areas (Every 2-4 weeks depending on content area)
- ❑ Elementary Science Curriculum has been rewritten to align to new standards and now includes District-provided hands-on explorations and experiments
- ❑ Secondary science materials have been purchased to create functional lab spaces in all high schools
- ❑ Central Office Ambassadors will report to designated school sites to support opening week of school activities

INSTITUTIONAL ADVANCEMENT



SUPPLY DRIVES and BEAUTIFICATION PROJECTS

- ❑ Spire: new backpack/supplies for approximately 1,200 students
- ❑ Wells Fargo Advisors: new backpacks/supplies for 1,500 students
- ❑ The Dream Center: new backpack/supplies for 1,000 students
- ❑ Boeing: School beautification at Shenandoah
- ❑ Central Baptist Church: School beautification at all Gateway Complex schools

RECRUITMENT

- ❑ Popular summer events such as the Back to School Expo, Festival of Nations and Fair St. Louis
- ❑ Volunteers: 400-600 applications
- ❑ Staff for Our Schools Sunday event to encourage attendance on the first day of school and highlight our successes to the community
- ❑ New mentors that will impact 10 schools (3 elementary, 2 middle, 5 high schools)

INSTITUTIONAL ADVANCEMENT



MAILINGS and MESSAGING

- Welcome letter
- Bus route assignment
- School assignment
- PIN for meals
- Info on health services
- Info on new bus tracker
- Important dates, e.g., Back to School Expo
- Compose/schedule messaging, advertising, social media and robocalls to alert families to the start of school and encourage attendance



HUMAN RESOURCES

ORIENTATION

- ❑ SLPS has partnered with Innovation Hall to orient 300+ new hires
- ❑ Substitute Teacher Training

SYSTEM UPDATES

- ❑ HireTech *NEW*
HR will outsource employment verifications and loan forgiveness to automate and increase turnaround times. Employees will also be able to get real-time, any-time verifications with basic employment information.
- ❑ Nimble *NEW*
HR will transition to a new applicant tracking system to create better screening, tracking, and communication with candidates.

HUMAN RESOURCES



SELECTION UPDATE

- ❑ 1,424: Total Number of Teaching Applicants Screened
- ❑ 787: Number of Formal (AppliTrack) Teaching Applications Screened
- ❑ 484: Number of Phone Interviews Completed
- ❑ 330: Number of In-Person Panel Interviews Completed
- ❑ 449: Number of Candidates Selected for Individual Schools for 2019-2020

ASSESSMENT and TECHNOLOGY



TECHNOLOGY

- ❑ Updating 12,000 iPads with latest apps for the 2019-20 school year
 - ❑ Adding apps to new iPads (4,000)
- ❑ Setting up and communicating iPad training to new teachers
- ❑ Scheduling Microsoft Suite product training for new teachers
- ❑ Re-imaging all Prop S computer labs to updated software
- ❑ Migrating cell phones to new platform

ASSESSMENT

- ❑ Developed Assessment Calendar for upcoming school year
- ❑ Finalizing reporting on all assessment platforms for 2018-19
- ❑ Preparing for updated rosters for the 2019-20 school year
- ❑ Worked with Renaissance vendor to update STAR Reading & Math platform



ASSESSMENT and TECHNOLOGY

PUPIL ACCOUNTING

- ❑ Finalizing reporting on all Core Data cycles for 2018-19
- ❑ Transferred to new Tyler 360 – a mobile friendly application that offers a more user-friendly portal for parents and students
- ❑ Scheduling middle and high school students

STUDENT RECORDS

- ❑ Finalizing placements in Magnet/Choice schools for 2019-20
- ❑ Reviewing waiting list to determine ability to now place
- ❑ Preparing for upgrade to Magnet/Choice software application



QUESTIONS