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# March Newsletter

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## DSD Custodial

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Learning First!

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### Ornamental Grass

If you have not already trimmed your ornamental grasses, please do so now. Bundle the grass, tape it, and measure at least 9 inches from the ground before cutting with hedge trimmers. The grass cannot be cut shorter than 9 inches.

### Parking Lot Sweeping

We will begin parking lot sweeping. As soon as a schedule is available from the contractor, we will send that information out to you via email so you can plan appropriately.

### Custodial Budget

It is critical we remember that custodial supplies are the only items to be purchased out of the custodial budget.

For example: light bulbs and filters should be called into Central Supply (at 801-402-7600) and will be billed to EMS (Maintenance); lifetime tables, hand sanitizer, copy paper, and teacher desks are to be ordered and paid for out of other school FF&E budgets.

### Use Or Lose Vacation

If you have vacation time that is use or lose, please use it as soon as possible. Do not wait until the last minute to take time off. There are only 10 interns to cover head custodians. September and October are the months we receive the most requests for interns to substitute. During these months last year, dozens of custodians could not be covered. Please plan early. Just as a reminder you can only carry over a maximum of 240 hours.

## Upcoming Events

### March 18

Teacher Prep Day-All custodians are to be at work unless prior arrangements have been made.

### April 1-3

This is spring break for students ONLY. ALL custodial employees need to work their regular shift unless they have made prior arrangements to have this time off.

### April 4

Spring Break- All Custodians off

### April 5

Spring Break- All Custodians off

### Save the Date

June 6<sup>TH</sup> Professional Development Day. This is a mandatory meeting for ALL employees and will be held at Syracuse High School.

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### Congratulations

We would like to congratulate **Alanna Ricketts** on becoming the Assistant Head Custodian at Sunset Jr. High.

### Furlough Day

Remember that your Furlough Day must be taken no later than June 30<sup>th</sup>.