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# June Newsletter

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## DSD Custodial

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Learning First!

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### Boiler Reports

Checking your boiler rooms is a critical part of your job. Your facility's boiler report is required every month, including summer months. Send them to us via email at [dscustodial@dsmail.net](mailto:dscustodial@dsmail.net), fax at 801-402-7881, or through the pony. If there are any corrections that need to be made on your facility's form, please let us know.

### Edger blades and weed Wacker string

Rather than putting in a requisition for new blades and string for your equipment, EMS is asking that call in a job sheet to Annette in the equipment shop and she will deliver the needed items.

### Fire Protection

Remember that all hallways **MUST** have a clear 42-inch path to outside exiting (even during summer months).

If you are missing ceiling tiles in classrooms and/or hallways a job sheet must be called in immediately (don't wait until the end of summer). These are areas of concern and focus for your Custodial Administration Team, Risk Management Department, the Fire Marshall, and our Superintendency.

### Pay Periods

Payroll wants to make sure employees understand how they are paid so when they are planning to resign/retire they aren't surprised when they receive their final paycheck.

- Part-time, Seasonal, & Substitute Employees are paid for working days from 16<sup>th</sup> of one month to the 15<sup>th</sup> of the next.
- Extra Duty and Overtime Pay is paid from the 16<sup>th</sup> of one month to the 15<sup>th</sup> of the next.

### Upcoming Events

#### July 4

4<sup>th</sup> of July-All Custodians Off

#### July 5

All Custodians Off

#### July 24

Pioneer Day- All Custodians Off

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### Congratulations

We would like to congratulate **Joseph Jackson** on becoming the Head Custodian at Boulton Elementary.

We would like to congratulate **Terry Davies** on becoming the Head Custodian at Crestview Elementary.

We would like to congratulate **Carlen Smith** on becoming the Head Custodian at Eagle Bay Elementary.

We would like to congratulate **Chris Handley** on becoming the Head Custodian at Bluff Ridge Elementary.

We would like to congratulate **Doris Teasdale** on becoming the Head Custodian at South Clearfield Elementary.

We would like to congratulate **Dan Reeder** on becoming the Head Custodian at Lincoln Elementary.

We would like to congratulate **Jesse Leavitt** on becoming Assistant Head Custodian at Syracuse Junior High.

We would like to congratulate **Derek Blamires** on becoming the Assistant Head Custodian at Fairfield Junior High.

We would like to congratulate **Alisha Clark** on becoming the Head Custodian at Windridge Elementary.

- Full-time 12-month employees are paid month to month, so the June 30<sup>th</sup> check is paying for the contract days in June; the July 31<sup>st</sup> check is paying for the days in July, etc.
  - i.e. If a head custodian resigns effective 6/14/2019 the June 30<sup>th</sup> check will pay the regular salary only for the contract days in **June** (10 days) up to his/her last day
  - i.e. If a general custodian is hired effective 6/24/2019, the June 30<sup>th</sup> check would pay for the 5 contract days remaining in that month

## Square Buffers

The warehouse is now going to be carrying square buffers. The SKU # is 04020401. You may begin ordering them now.

Remember that **ONLY** custodians who have a summer lunch program will be able to schedule the square floor buffers August 1-23.

## Teacher Contract Days During Summer

There are a few days in the summer that need to be available to the teachers. Be aware that they are earlier than they usually are.

### New Teacher Training (Teachers new to DSD will be paid their contract daily rate of pay)

Monday, August 12th

Tuesday, August 13th

### TSSP-Funded Contract Day (If a school decides to use TSSP funds to purchase an additional contract day for teacher preparation)

Wednesday, August 14th (all teachers in the school)

### Days Included in Teacher Contract

Thursday, August 15th - Professional Day (school professional learning)

Friday, August 16th - Professional Day (1/2 day district professional learning, 1/2 day school professional learning)

Monday, August 19th - Contract Day (no scheduled school or district meetings)

## Retirements

We would like to congratulate **Rod Murray, Mike Holbrook, Stephen Nipper, Blake Bennington, Denise Turner, Lee Abbott, and Don Eisenbarth** on their retirements after a combined 161 years of service to Davis School District. Please join us in wishing them all well in future endeavors.

## Congratulations

We would like to congratulate **Kolten Petersen** on becoming the Assistant Head Custodian at Clearfield High.

We would like to congratulate **Tara Stickney** on becoming the Head Custodian at Viewmont High.

We would like to congratulate **Janell Cross** on becoming the Head Custodian at Heritage Elementary.

We would like to congratulate **Ben Williamson** on becoming the Assistant Head Custodian at Shoreline Junior High.

We would like to congratulate **Kylei McMillan** on becoming the Assistant Head Custodian at Legacy Junior High.

We would like to congratulate **Darlene Clark-Radar** on becoming the Assistant Head Custodian at Centerville Junior High.

## Thank you

We want to thank you all for another wonderful Professional Development Day. We genuinely appreciate all the hard work each and every one of you put forth in maintaining safe, healthy, clean, and welcoming environments for our students to learn in, for staff members to work in, and for our community members to visit.

Thanks for all you do!