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# *My District* *Handbook*



This handbook is intended to serve as a summary of the District's benefits and Building and Grounds practices. It is not a contract. If a discrepancy or conflict should arise between this handbook and District/Board policy or Employee contract, the terms of the contract or policy will prevail.

Although some procedures are presented in detail, it is not the intention of this handbook to distract from the initiative of the custodian. Our desire is to give you information that will help you accomplish your work well and in harmony with others. This handbook is designed to give you an insight into these areas. It will help you to avoid misunderstandings and acquaint yourself with custodial procedures and materials.

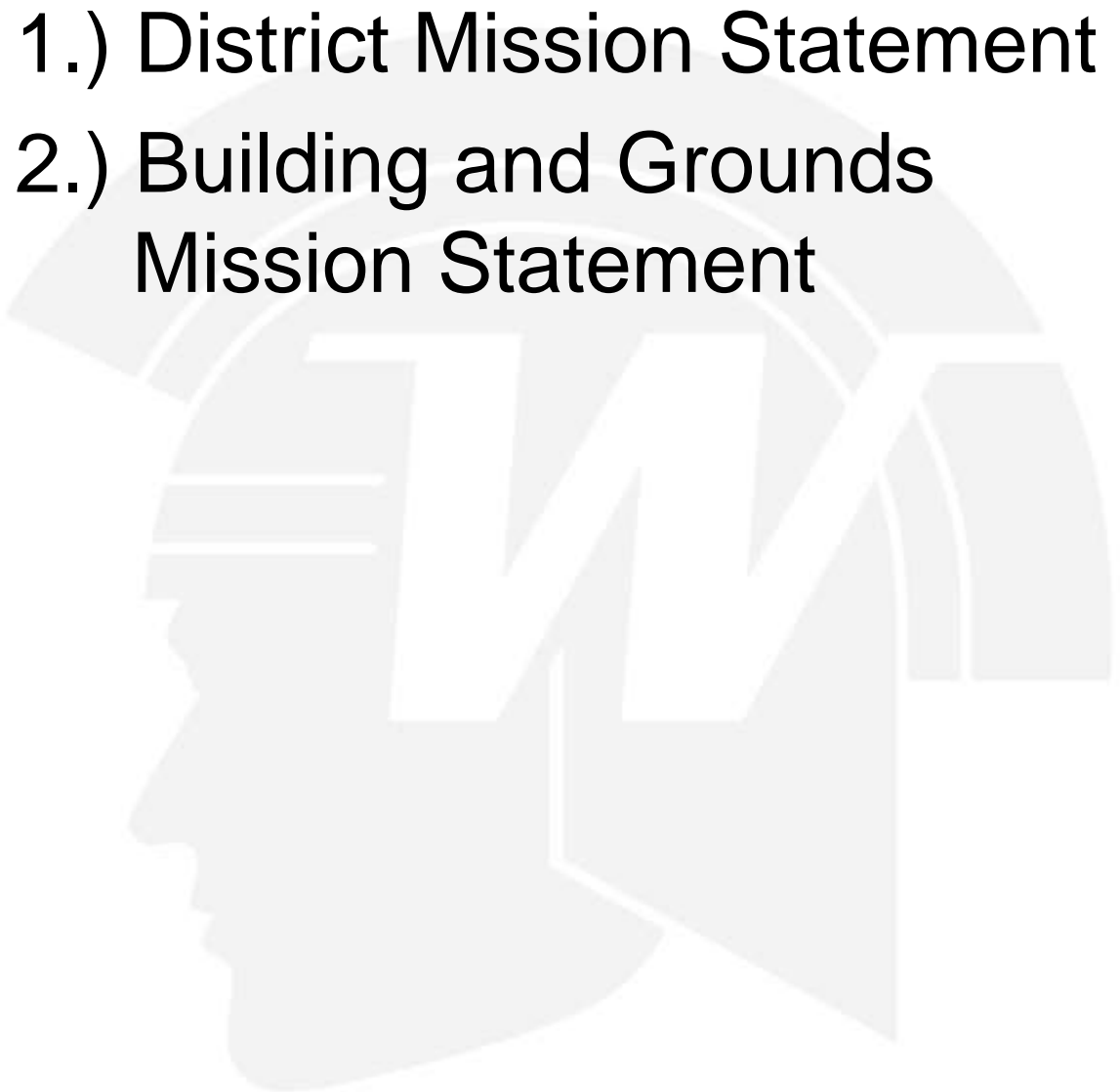
We are aware that progress in the education field will undoubtedly alter some of the present concepts of our affiliations and cleaning procedures that are now used to support the educational function. The loose leaf cover will allow us to insert changes and new material as information becomes available.

Wayzata Public Schools expressly reserves the right to amend or replace the guidelines or policies found in this handbook at any time and at its sole discretion. This handbook supersedes all previous handbooks. Revised 2010.

# *Mission and Goals*



- 1.) District Mission Statement
- 2.) Building and Grounds  
Mission Statement



# *District Mission*



The mission of the Wayzata Public Schools is to prepare all students for the future by providing a challenging education which builds academic competence, develops responsible citizenship, encourages creativity, promotes lifelong learning, advances critical thinking skills, instills a commitment to personal wellness, and fosters respect for self and others.

# *Mission: Building and Grounds*



The mission of the Wayzata Public Schools' Building and Grounds Department is to provide a safe, comfortable and clean environment for students to learn and staff to work. District assets will be protected by maintaining our facilities in their most original condition, while continuing to improve the facilities' functional abilities in order to keep pace with the changing needs of the building occupants.

# *Introduction*



## INTRODUCTION OF POSITION

### A. INSIGHT ON CUSTODIAL POSITION

### B. CUSTODIAL OBLIGATIONS:

- 1) Responsibility to your Principal
- 2) Responsibility to Teachers
- 3) Responsibility to Students
- 4) Responsibility to Parents/Community Groups
- 5) Image and Appearance
- 6) Responsibility to the School Plant
- 7) Written and Verbal Communication Skills
- 8) Safety to Self and Others
- 9) Training Program
- 10) Work Schedules
- 11) Knowledge and Opportunity

# *Introduction*



A custodian in Wayzata Public Schools is a member of a large organization and an important part of the overall education of the districts children. It is important that you, the custodian, understand your position, obligation, and affiliation with others in the organization. Providing a clean, well maintained environment is the responsibility of every Building and Grounds Employee. This will help ensure the district goal of providing a quality education for the students. A clean, comfortable classroom will provide a positive learning environment for students and teachers alike. This handbook is designed to give you an insight into these areas. It will help you avoid misunderstandings and acquaint yourself with custodial procedures and materials.

It is important that you realize the tremendous responsibility that you have assumed as a custodian in a school system with millions of dollars invested in each facility. It is important that you recognize the high degree of skill you must attain so that the buildings maintain a good uniform appearance. The Building Head and each custodian working together is of vital importance in the overall maintenance of this valuable property. It is equally important that you conduct yourself in such a manner as to bring *professionalism*\* to yourself as a representative of the school.

- \**Professionalism*:
- A. Occupation requiring specialized knowledge and skills.
  - B. Conform to the technical and ethical standards of a profession.

# *Introduction* *Cont.*



## **A. INSIGHT ON CUSTODIAL POSITION**

Let's take a look at your position. A school custodian is responsible for the school and its contents, and you must take reasonable precautions for the protection of this property. You may have to make an extra effort occasionally to have the building prepared for the next day's school session. These are essential obligations and it is vitally important that you respond to such emergency calls whenever it is possible. You have been selected as a custodian in Wayzata Public Schools because we believe that you are capable of fulfilling the obligations demanded of your position properly and in harmony with others. We believe that you are willing to direct your efforts with those of your fellow workers in other departments so that principals, teachers and students have at their disposal properly prepared facilities for their education needs. It is necessary that you recognize the importance of your position and the affect of what you do or say can have on other people affiliated with the school.

Your first duties will be associated mainly with the building cleaning schedules. It is vitally important that you have a complete understanding of cleaning materials so that you can use them safely and correctly. You must become acquainted with cleaning tools, equipment, and the proper care and use of each of these items. You will be expected to give service and guidance to community groups who will use the building during the evening and weekend hours.

As you progress, you will be given more opportunities to assist with the mechanical repairs and the operation and repair of the mechanical, heating and cooling plants. You will gradually be exposed to more and more of the maintenance tasks. To become a skilled custodian, you must observe and study all various phases of your work. There is no easy way to accomplish this as modern maintenance procedures and mechanical operational sequences are quite complex and will require considerable time to study and learn.



# *Introduction* *Cont.*



## **B. CUSTODIAL OBLIGATIONS:**

- 1) Responsibility to your Principal
- 2) Responsibility to Teachers
- 3) Responsibility to Students
- 4) Responsibility to Parents and Community Groups
- 5) Image and Appearance
- 6) Responsibility to the School Plant
- 7) Written and Verbal Communication Skills
- 8) Safety to Self and Others
- 9) Training Program
- 10) Work Schedules
- 11) Knowledge and Opportunity

## **1. RESPONSIBILITIES TO YOUR PRINCIPAL**

How well you do your job and the condition in which you maintain the building reflects directly on the school. It is easy to see how important it is to the principal that you perform your duties to the best of your ability.

For the Building Head, it is best to discuss all aspects of your job with the principal to determine where responsibilities lie. Whenever a principal requests certain procedures to be followed, it should be accomplished as they direct. If you feel it is not in accordance with good practice, you should notify the Director of Buildings and Grounds and allow them to determine if any action is necessary.

Cooperation between the principal and custodians is absolutely essential to the overall school operation.

# Introduction *Cont.*



There should always be a spirit of close cooperation between the two parties. The principal is in charge of the building and all personnel connected with it and consequently, their request should be accomplished without delay.

Normally most principals will require teachers to route work requests through their office before they are given to the custodians. This method is generally preferred to direct request from the teachers for repairs, room changes, etc., but either way, a legitimate request should be accomplished as promptly as possible. If you are unable to fulfill certain requests when they are received because of requirements of your work schedule, explain this to the person, make a note of them and get to them as soon as possible.

## **2. RESPONSIBILITIES TO TEACHERS:**

You are responsible for the proper preparation of classrooms and other building facilities for the teachers. They may need special furniture arrangements for the best teaching procedure for certain classes or they may ask to have some teaching aids moved into their classrooms. You must respond to these requests. It is best for you to remember this one important fact related to preparing classrooms for teachers - *the room must be prepared so that teachers and students can do their best work. Therefore, you must not arrange a classroom of furniture to facilitate your cleaning program. Classroom arrangements must meet the teacher's needs.* Teachers can expect a neat and clean classroom every morning. They can expect the room to be properly heated and ventilated. They can expect the classroom equipment to be kept in good repair. It is your responsibility to do these things for them. Most people using a neat and clean building respect this fact and will help you to keep it that way. It is not wise to engage in excessive conversation with teachers while performing tasks in their rooms. You must be courteous, but at the same time, you want to be careful that you do not waste the teacher's time and in order to perform your own duties well, you cannot afford to spend much time in idle conversation.

# *Introduction* *Cont.*



### **3. RESPONSIBILITIES TO STUDENTS:**

Your relationship with students is also of vital importance in your overall job responsibilities. Children tend to regard anyone connected with the school in a special light and consequently you must be constantly aware of your conduct, speech and appearance. Custodians must be friendly and helpful but at the same time remain within the boundaries of the demands of the job. Don't engage in horseplay or become overly friendly with the students so that you distract them from the classroom routine. Most children when encouraged along these lines have a tendency to overdo the situation and therefore get into difficulty with teachers and principals. If you discover students engaged in unapproved activities, call it to the attention of their teachers or principal. Do not become involved in disciplining them. Parents will accept correction of their children by teachers, but usually don't appreciate it if instituted by others. Your greatest service to the students is by contributing a well kept, safe building to aid in the educational effort.

### **4. RESPONSIBILITIES TO PARENTS AND COMMUNITY GROUPS:**

Another area of your job responsibilities concerns parent and community groups. The residents of Wayzata Public Schools are vitally interested in the school program and consequently are closely associated with its development. In addition many community activities share in the use of the school building and occupy an important part of non-school activities in the building. Your attitude toward visiting parents, Parent Teacher Organizations (P.T.O's), Parent Teacher Associations (P.T.A.'s) Community Educational groups should always be courteous and helpful.

Perhaps, more than you realize, your attitude and performance in relation to parents and community groups can enhance these groups' experiences with the schools. You must at all times exercise restraint and good judgment in your dealings with them. If you make a sincere effort to accomplish good community relations with the people who use your buildings, most reasonable persons will be satisfied with your performance

# *Introduction* *Cont.*



## **5. IMAGE AND APPEARANCE:**

The image you portray as a custodian in the schools is very important as to how you are perceived by the public, teachers, and students. We must strive to portray a professional image; an image of caring for both the building and its occupants. It is critical that you maintain your appearance in a clean, orderly fashion.

The custodian must project a positive and helpful attitude toward everyone in the building. Being helpful and pleasant fosters the professional image we are striving for in the Wayzata Schools. It is critical that our “customers” rely on us and need us to help them fulfill their role with the school district.

## **6. RESPONSIBILITIES TO THE SCHOOL PLANT:**

The custodial position is becoming increasingly technical in the products we are using and in the equipment we must use and maintain. The average person does not realize the complexity of the job you are performing. You have many other responsibilities affecting the physical aspects of the school plant. Foremost among these would be safety, cleanliness and proper utilization of time and materials in maintaining school plant.

For the new employee, it may seem that you have accepted a job with more duties than you had expected. No one expects you to immediately take over and perform these duties without mistakes or experimentation with a better method. If you are in doubt as to how to handle certain situations, always ask advice. Your fellow workers will help you in doing a better job. If you have ideas or suggestions as to how to accomplish certain jobs, suggest them to the supervisor. If they feel your ideas have merit, they will direct you to experiment with the method. It is usually not wise to try radically different approaches to cleaning methods without consulting experienced persons who are more aware of difficulties that may arise.

Your cooperation with your fellow workers, faculty and the public vitally affect your job accomplishment. Without this cooperation your ability to advance or even to retain your position will be very questionable.

# *Introduction* *Cont.*



## **7. COMMUNICATIONS:**

Good communication is the key to the success of any operation such as a large school district, where very different and diverse groups of people come together to use a facility. Every day we deal with administrators, teachers, students, parents and the public, all who have a variety of concerns and interests. Each of these individuals have differing views of school building operations and those who make it operate. Many turn to the custodial staff to answer questions they might have.

It is critical that the school custodian be friendly, helpful and respond to peoples' requests in a positive manner. The custodian is often viewed as the one person in the school building who really knows what is going on. Communicate to these people in a positive way. If you do not know the answer to a question they might have, direct them to someone who might know. Be willing to give up some time to help someone out. The benefits of this helpful, caring image will go a long way toward your success.

An important aspect of proper communication is through the work request forms that are available in all schools. If you encounter a problem in your building or if a teacher asks for a specific favor that takes more time than you have at that moment, ask the teacher to please write it down on a work request form. Don't rely on your memory to get the project done tomorrow or to tell the head custodian what is required. Get it written down. Head Custodians in many buildings keep a notebook for written communication between themselves and the evening custodians. If you encounter a problem or concern and don't have an opportunity to talk with the head custodian in person, use the notebook to communicate to them. Check with each head custodian or building custodian as to where the notebook is kept for this purpose.

Whoever you are communicating with, do so in a positive, helpful and professional manner and your job will be much easier because of it!



# Introduction *Cont.*



## **8. SAFETY:**

Providing a safe work and learning environment is a top priority with the Wayzata Public Schools. Always be alert for possible safety hazards, whether it is an unsafe piece of equipment, a wet floor or anything which could cause an injury. If you see a possible hazard, take time to correct it. If you can't correct it, report it to your supervisor.

Be familiar with and use your Personnel Protection Equipment (P.P.E.)

Be sure to review the "Total Program" Health and Safety training program on a yearly basis.

Be aware where the buildings "Emergency Response Manual" is stored in your building.

Do not lift heavy objects by yourself. Get help! Use proper lifting techniques utilizing your legs, not your back. Remember, you are a valuable employee to the Wayzata Public Schools. We need you on the job and healthy.

## **9. TRAINING PROGRAM:**

Most of your training will be on the job under the guidance of the Building Head and Night Lead Custodian. They will be your immediate person in authority. Their instructions will be augmented from time to time by group classes on various cleaning and maintenance procedures. It is your responsibility to cooperate with your Building Head by accepting and acting upon their suggestions, orders, and guidance.

You must remember that **you are an important part of a custodial team** and that we are constantly searching for new materials and better cleaning methods to maintain the high level of appearance of our buildings. Your opinions concerning these and related areas are important to all custodians. When you have an idea that may help in any area of your responsibilities, bring this idea to the attention of your Building Head so that they may forward your suggestion to the Assistant Director of Buildings and Grounds for evaluation. Your suggestions may be a real help and will be given serious consideration. The methods of operation that we use throughout our system today have been developed by people like yourself in the custodial field.

# *Introduction* *Cont.*



## **10. WORK SCHEDULES:**

Sticking to schedules and having to adjust those schedules for extra curricular events are another challenge you face on a daily basis. Although your work week is basically forty hours, some of our buildings are open for extra curricular activities, Community Education, Church groups and programs on Saturdays and Sundays. You will be expected to assist at times in various over-time situations. Occasionally there will be emergencies in your buildings. Breakdowns may have to be repaired, a fellow custodian may be absent for some reason, or a heavy snowfall may require extra work so that from time to time you may be called upon to prepare school buildings for the next school day even though over-time is involved. You are expected to assist at these times whenever possible.

A school custodian is responsible for the school and its contents and you must take reasonable precautions for the protection of this property. You may have to make an extra effort occasionally to have the building prepared for the next day's school session. These are essential obligations and it is vitally important that you respond to such emergency calls whenever it is possible.

## **11. KNOWLEDGE AND OPPORTUNITY:**

The best way to learn and advance is through on the job experience. Get to know the school you are working in. Learn where equipment is located and where breaker panels are for different areas of the school. Have the Night Lead Custodian or Head Custodian show you and explain the heating, cooling and ventilating systems in the school. Also learn how to operate the fire alarm panel and understand where the sprinkler system shut-off valves are located. The more knowledge you can obtain about the building and the school system in its daily operations, the better prepared you will be to contribute to the success of our schools. Opportunity for advancement comes with your willingness and ability to learn and take on additional responsibilities.

# *Communications*



- 1). Communications
- 2). Examples of when to Communicate
- 3). Communication Tips for Custodians
- 4). Phone Numbers and Info
- 5). Telephone Technique



# *Communication*



## **COMMUNICATION:**

Good communication is the key to the success of any operation such as a large school district, where very different and diverse groups of people come together to use a facility. Every day we deal with administrators, teachers, students, parents and the public, all who have a variety of concerns and interests. Each of these individuals have differing views of school building operations and those who make it operate. Many turn to the custodial staff to answer questions they might have.

It is critical that the school custodian be friendly, helpful and respond to peoples' requests in a positive manner. The custodian is often viewed as the one person in the school building who really knows what is going on. Communicate to these people in a positive way. If you do not know the answer to a question they might have, direct them to someone who might know. Be willing to give up some time to help someone out. The benefits of this helpful, caring image will go a long way toward your success.

An important aspect of proper communication is through the work request forms that are available in all schools. If you encounter a problem in your building or if a teacher asks for a specific favor that takes more time than you have at that moment, ask the teacher to please write it down on a work request form. Don't rely on your memory to get the project done tomorrow or to tell the head custodian what is required. Get it written down. Head Custodians in many buildings keep a notebook for written communication between themselves and the evening custodians. If you encounter a problem or concern and don't have an opportunity to talk with the head custodian in person, use the notebook to communicate to them. Check with each head custodian or building custodian as to where the notebook is kept for this purpose.

Whoever you are communicating with, do so in a positive, helpful and professional manner and your job will be much easier because of it!

# *Communication*



Examples of when to Communicate:

- ❖ When someone gets hurt
- ❖ Contractor in the building
- ❖ Safety Issues
- ❖ Repairs needed
- ❖ Vandalism
- ❖ Shipments received-send in back-up

# *Communication Tips for Custodians*



- ❖ Communicate in a positive way with students. Keep in mind that seemingly insignificant help you give a student today may influence his attitude towards school and serve as a later model in his or her life.
- ❖ Maintain good relationships and be as helpful as possible to the teaching staff, keeping in mind that teachers need your assistance in meeting the day to day problems and opportunities in educating children. Of course, the teachers should also work to maintain lines of communication with you.
- ❖ Be as helpful and friendly as possible to all visitors in the building, including parents.
- ❖ Be prepared to give directions to people who enter the building.
- ❖ ***When asked questions about the school or personnel, answer as honestly as possible stating FACTS as you know them, not opinions.***
- ❖ ***IF CONTACTED BY THE MEDIA: It recommended ALL such calls be referred to the Superintendent or the Director of Commutations.***
- ❖ If you do not have sufficient information to answer a question about the school, either ask someone who has the information or direct the person to someone who can answer.
- ❖ Do your job in the best way that you can.
- ❖ Maintain communication with your school principal, your head custodian and immediate supervisor.
- ❖ Everyone appreciates recognition for a job well done. If you see something that deserves a compliment, say so.
- ❖ Keep in mind that your personal appearance and the appearance of your building inside and out, indicates how you feel about your job.
- ❖ Remember your attitude is contagious. Choose your attitude. Be positive.
- ❖ Be as helpful as possible to newcomers in your school and community. First impressions are often lasting impressions.
- ❖ When you have problems or concerns, discuss them with your head custodian, principal or immediate supervisor. Always work toward the solution, not toward making the problem greater.
- ❖ Keep in mind that in the eyes of those with whom you have contact, you are the school.
- ❖ Always keep in mind the great contribution you are making to the future of our schools, our community, state, and nation through the work that you do.

# Communication



## **Central Service**

Joe Matson 763-745-5150  
Mike Johnson 763-745-5173  
Sandy Buchman 763-745-5151

## **Wayzata High School**

Kirk DeCamp 763-745-6697  
Pat Olson C 612- 685-9126  
Steve Born 763-745-6696  
School Main Office 763-745-6600

## **East Middle School**

Jed Sherman 763-745-6297  
School Main Office 763-745-6200

## **Brichview Elementary**

Steve Narr 763-745-5397  
School Main Office 763-745-5300

## **Greenwood Elementary**

Jesse Husby 763-745-5597  
School Main Office 763-745-5500

## **Oakwood Elementary**

Danny sable 763-745-5797  
School Main Office 763-745-5700

## **Sunset Hill Elementary**

John Weber 763-745-5997  
School Main 763-745-5900

## **Health and Safety**

Rodger Schaeffbauer 763-745-5152

## **Benefits**

Joanne Fieldseth 763-745-5012

**Web Site:** [www.wayzata.k12.mn.com](http://www.wayzata.k12.mn.com)

## **District Offices:**

Independent School District 284  
210 Country Road 101 North  
P.O. Box 660  
Wayzata, Minnesota 55391  
763-745-5000

**Boilers License Information:** [www.doli.state.mn.us](http://www.doli.state.mn.us)

**Driver's License up-grades:** [www.dph.state.mn.us](http://www.dph.state.mn.us)

## **Central Middle School**

Tim Hicks 763-745-6097  
School Main Office 763-745-6000

## **West Middle School**

Don Eberle 763-745-6497  
School Main Office 763-745-6400

## **Gleason Lake Elementary**

Bronko Munson 763-745-5497  
School Main Office 763-745-5400

## **Kimberly Lane Elementary**

Doug Winzenburg 763-745-5697  
School Main Office 763-745-5600

## **Plymouth Creek Elementary**

Tim Hall 763-745-5897  
School Main Office 763-745-5800

## **Grounds Foreman**

Mark Tierney 763-745-5160

## **Maintenance Foreman**

Jim Leuer 763-745-5171

**KNOW WHERE YOUR EMERGENCY CALL LIST IS LOCATED**

# Telephone Technique



Much of the Custodian's image is formed through telephone communications. A helpful, positive, and courteous attitude should be reflected in each telephone call. We suggest the following techniques:

- ❖ **Answer your telephone promptly:** because repeated ringing disturbs others and implies an unattended office.
- ❖ **Identify yourself by name and school:** when you are calling or answering your telephone. This is courteous and aids the person with whom you are speaking.
- ❖ **Leave your name, telephone number, and message:** when you cannot reach the party you are calling.
- ❖ **Take good messages:** Get the callers name, phone number, reason for call, urgencies, and a good time to call back.
- ❖ **Be polite:** Always thank our customers for calling.
- ❖ ***When asked questions about the school or personnel, answer as honestly as possible stating FACTS as you know them, not opinions.***
- ❖ ***IF CONTACTED BY THE MEDIA: It recommended ALL such calls be referred to the Superintendent or the Director of Commutations.***
- ❖ ***SEE Personal use of phones and cell phones.***

# *Customer Service tips*



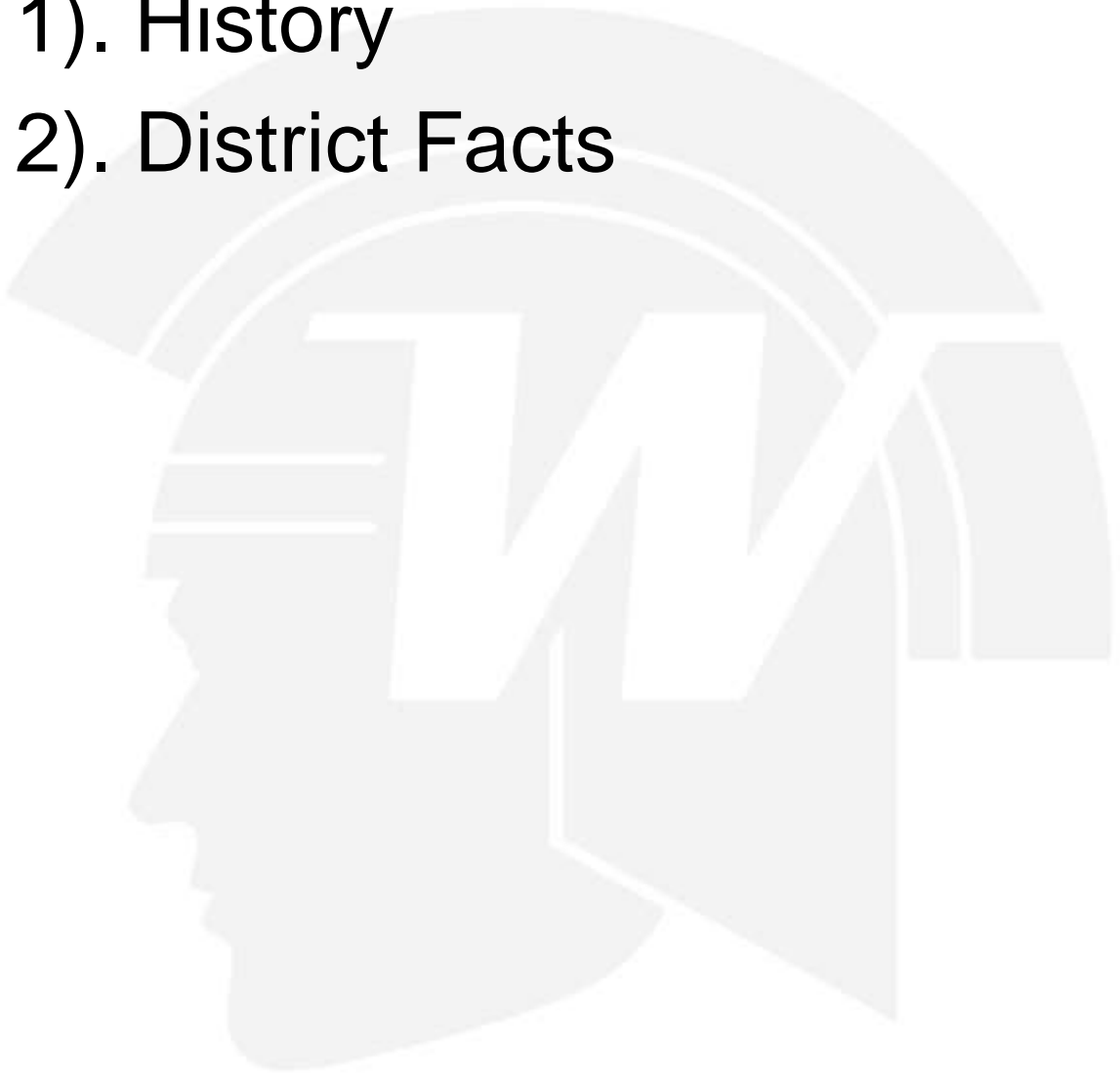
- ❖ HARD, STEADY WORK:  
Without it, little else matters.
- ❖ OPTIMISM:  
Take a positive view, no matter what the problem.
- ❖ ENTHUSIASM:  
It fuels creative, innovative action. And it's contagious--customers will pick it up from you.
- ❖ FLEXIBILITY:  
The capacity to be strong yet flexible, adaptable to changing conditions.
- ❖ INDIVIDUALISM:  
Don't be afraid to suggest new ways of doing things.
- ❖ IMAGINATION:  
Go beyond standard procedures once in awhile; try something new. Customers will appreciate your creativity.
- ❖ LISTEN-ABILITY:  
The skill to ask clear, concise, coherent questions, then listen with great concentration.
- ❖ PLEASANTNESS:  
Be friendly; appreciate the variety and individuality of people.
- ❖ JUDGEMENT:  
The ability to balance the facts and make rational decisions.
- ❖ TRUST:  
Cultivate the attitude that most people are worth trusting--you'll find that you're rarely wrong.

From Jill Griffin's, "Customer Loyalty: How to Earn It, How to Keep It"

# *District History* *and Facts*



- 1). History
- 2). District Facts





# History



Wayzata Public Schools serves all or portions of eight west suburban municipalities and covers 38 square miles. The District extends north and east from Wayzata Bay on Lake Minnetonka and lies approximately eight miles west of Minneapolis.

The projected enrollment for the 2009-10 school year is 10,007 students, which includes 4,433 elementary students, 2,347 middle school students and 3,227 high school students.

The Wayzata Public Schools have strong community support for both capital expenditures and extra operating levies. Since 1984 the District has submitted eight referenda to District voters -- all successfully..

The first school in the Wayzata area was established about 1855. Records are spotty, but indications are that classes were taught in homes until a one-room log school was built near what is now the second green of the Wayzata Country Club. This school mysteriously burned down and a new school was constructed on what is now the main street of Wayzata.

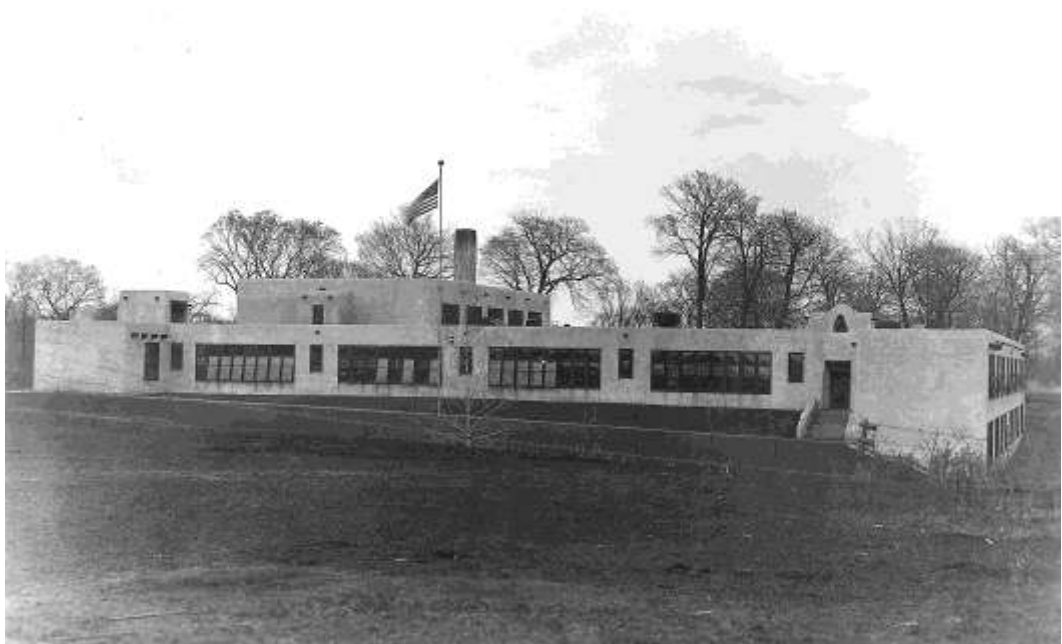
In 1870, the taxpayers voted \$900 in bonds to build a new school on Bald Hill -- the site of the former Widsten School and the Wayzata City Hall. That school was replaced in 1880 by a magnificent red brick structure that featured folding doors between two rooms -- a forerunner of the open school concept. By 1903 Wayzata had established a four-year high school and in 1906 graduated its first class of three students. By 1910 the 30-year-old school that had been the pride of the community was dismantled and a new structure built. Unfortunately, a few years later this school also burned down.



# *History*



It was replaced in 1922 by a building whose architecture resembled a Mexican hacienda. This building was known as Widsten School and served students from construction until the building was closed in October 1989, and the students and staff reassigned to the new Gleason Lake Elementary School.



Widsten School 1922

# *History Cont..*



The Beacon Heights/Medicine Lake area consolidated with the Wayzata District in 1946 and resulted in the acquisition of the District's second school-- Beacon Heights Elementary School. Beacon Heights continued to serve the District until it was closed in 1982.

In 1951 the new Wayzata Junior/Senior High School opened. This building housed all students in Grades 7 through 12 until it became a junior high school (now Wayzata West Middle School) with the opening of Wayzata Senior High School in 1961.



Wayzata High School 1950, Now West Middle school

# *History Cont..*



In 1961 the new High School opened, this building was converted into Central Middle School in 1997.



Wayzata High School 1960, now Central Middle School

# *History Cont..*



In 1956, five one-room school districts in the northern part of the District consolidated with the Wayzata Schools. Those land acquisitions resulted in the present configuration of the District -- approximately 38 square miles. New elementary schools were opened in 1958 (Oakwood), 1963 (Sunset Hill), and 1965 (Greenwood).



Oakwood Elementary



Sunset Hill Elementary



General administration offices  
are located in remodeled house.

# *History Cont..*



A second junior high school -- Wayzata East -- opened in 1968. East became a middle school in 1997. The next construction occurred when Birchview Elementary was built in 1970. Plymouth Creek Elementary opened in September 1989, and Gleason Lake Elementary opened six weeks later. The District completed its most recent elementary school, Kimberly Lane, in the fall of 1991. Wayzata High School, serving students in grades 9 through 12, opened in the fall of 1997.

# *District Facts*



**Wayzata Public Schools serves all or part of Corcoran, Hamel, Maple Grove, Medicine Lake, Medina, Minnetonka, Orono, Plymouth and Wayzata.**

- ❖ The district includes seven elementary schools (K-5), three middle schools (6-8), and one high school (9-12).
- ❖ The district's community education department serves the learning needs of residents of all ages through a variety of programs and offerings.
- ❖ The projected enrollment for the 2009-10 school year is 10,007 students, which includes 4,433 elementary students, 2,347 middle school students and 3,227 high school students.
- ❖ Wayzata Public Schools employs more than 1,287 employees including about 695 teaching positions.
- ❖ The district operates with a total revenue budget for the 2009-10 school year of more than \$138.3 million, which includes about \$106.2 million for the general operations of the schools.
- ❖ Wayzata Public Schools consistently posts high scores on state and national tests. On the 2009 Minnesota Comprehensive Assessment (MCA IIs), our district was among the top three school districts with 300 or more students per class.
- ❖ On the 2009 MCA IIs, 84 percent of Wayzata students were proficient in math and 89 percent were proficient in reading.
- ❖ Year after year, the average score of Wayzata students on the ACT exceeds both the state and national averages. For the 2008-09 school year, the average score of Wayzata students on the ACT was 25.01, with the state average at 22.6 and the national average at 21.1. One student earned a perfect score.

# *District Services*



- 1). Credit Union, Direct Deposit
- 2). Wayzata public schools; benefit/payroll information  
Health Insurance PreferredOne  
Express Scripts (prescriptions)  
Dental Insurance Delta Dental of MN  
Corporate Health Systems  
Employee Assistance Program EAP
- 3). District Administration Building Contacts
- 4). Resources Economic Stress
- 5). Benefits
- 6). Erma
- 7). Midwest EAP Solutions Employee Resource
- 8). District Map



# *Credit Union,* *Direct Deposit*



- ❖ The Wayzata School District currently works with the City County Federal Credit Union for all employees. The credit union provides many different services to their members such as checking and savings accounts, money market funds, and loans. If you are interested in receiving a credit union information brochure, please contact the Payroll Manager, at 763-745-5074.
- ❖ **DIRECT DEPOSIT**  
All District Employee are required to participate in the Direct Deposit program. You will have your paycheck directly deposited into an account of your choosing on payday. You can choose one account, either checking or savings, at any bank or credit union. The full amount of your net pay will be deposited.
- ❖ On payday you will receive a non-negotiable Direct Deposit slip which will look similar to a paycheck and will provide the same information that your paycheck stub provided. Buildings and Grounds personnel may choose to go paperless.

If you have question on Direct Deposit, please contact the Payroll Manager, at 763-745-5074.



# *Benefit Information*



## **WAYZATA PUBLIC SCHOOLS BENEFIT/PAYROLL INFORMATION**

### District Contacts:

Joanne Fieldseth (health, dental, life insurance, LTD) 763-745-5012

Leslie Myrin (contracts, leave time) 763-745-5016

Mary Jedlicki (workers comp, first report of injury) 763-745-5048

Kathy Roden (payroll, 403b) 763-745-5074

Ann Goodmundson (payroll, address/name change) 763-745-5075

*Please feel free to start with Joanne or Leslie and they can help to get your call directed to the right place.*

### **Health Insurance PreferredOne**

Customer Service number for employees: **763-847-4477**

This is the number to call for any medical related questions of your health insurance. They can verify your eligibility, dependent status and claim status.

[www.preferredone.com](http://www.preferredone.com)

### **Express Scripts (prescriptions) 1-888-212-9380**

This is the number to call for prescriptions/pharmacy related questions. If you don't get the help you need, please also try the PreferredOne customer service number above. There is a link to Express Scripts on the PreferredOne website.

### **Dental Insurance Delta Dental of MN**

Customer Service number for employees: **651-406-5916**

This is the number to call for all dental related questions.

[www.deltadentalmn.org](http://www.deltadentalmn.org)

### **Corporate Health Systems**

Flexible Spending Accounts/VEBA

Contact Joanne Lynch **952-939-0911** ext **27**

[jlynch@corphealthsys.com](mailto:jlynch@corphealthsys.com)

### **Employee Assistance Program EAP**

1-800-383-1908

[www.midwesteap.com](http://www.midwesteap.com)

# *DISTRICT ADMINISTRATION* *BUILDING*



**SUPERINTENDENT'S OFFICE** Chace Anderson Superintendent 763-745-5001 [chace.anderson@wayzata.k12.mn.us](mailto:chace.anderson@wayzata.k12.mn.us)

District and school board operations

**Colleen Erickson** Executive Assistant 763-745-5002 [colleen.erickson@wayzata.k12.mn.us](mailto:colleen.erickson@wayzata.k12.mn.us)

Board meetings, district issues/complaints, superintendent appointments, policy manual, procedures

**Connie Leuer** Secretary 763-745-5003 [connie.leuer@wayzata.k12.mn.us](mailto:connie.leuer@wayzata.k12.mn.us)

District issues/complaints, board meetings, board room calendar, elections, policy manual distribution

**HUMAN RESOURCES** Annie Doughty Executive Director 763-745-5014 [annie.doughty@wayzata.k12.mn.us](mailto:annie.doughty@wayzata.k12.mn.us)

Equal employment, non-discrimination, human rights, negotiations

**Helayne Bruntjen** Receptionist 763-745-5000 [helayne.bruntjen@wayzata.k12.mn.us](mailto:helayne.bruntjen@wayzata.k12.mn.us)

Building receptionist, background checks, tutor lists, payroll papers

**Jodi Dilley** Manager 763-745-5013 [jodi.dilley@wayzata.k12.mn.us](mailto:jodi.dilley@wayzata.k12.mn.us)

Licensed employee contracts (ex. leaves, TRA)

**Joanne Fieldseth** Benefits Specialist 763-745-5012 [joanne.fieldseth@wayzata.k12.mn.us](mailto:joanne.fieldseth@wayzata.k12.mn.us)

Health, dental, and life insurance, LTD, COBRA, retirees, Flex, VEBA

**Mary Jedlicki** Secretary 763-745-5048 [mary.jedlicki@wayzata.k12.mn.us](mailto:mary.jedlicki@wayzata.k12.mn.us)

Job postings, applications, substitute teaching, workers compensation

**Leslie Myrin** Manager 763-745-5016 [leslie.myrin@wayzata.k12.mn.us](mailto:leslie.myrin@wayzata.k12.mn.us)

Non-licensed employee contracts (ex. leaves of absence, vacation & sick leave), benefit plans

**COMMUNICATIONS** Robert Noyed Director 763-745-5068 [robert.noyed@wayzata.k12.mn.us](mailto:robert.noyed@wayzata.k12.mn.us)

District wide communications, instant alert system, legislative action committee

**John Sucansky** Specialist 763-745-5017 [john.sucansky@wayzata.k12.mn.us](mailto:john.sucansky@wayzata.k12.mn.us)

Internal and external communications, photography, graphic design

**FINANCE & BUSINESS** Jim Westrum Executive Director 763-745-5023 [jim.westrum@wayzata.k12.mn.us](mailto:jim.westrum@wayzata.k12.mn.us)

Finance, property taxes, risk management, property acquisition, revenue budgets, contract approvals

**Kathleen Brannan-Merritt** Secretary 763-745-5024 [kathleen.brannan@wayzata.k12.mn.us](mailto:kathleen.brannan@wayzata.k12.mn.us)

Director of Finance appointments, correspondence, & calendar; CFAC meetings, risk management incident reports

**Pat Kubalak** Finance Tech 763-745-5029 [pat.kubalak@wayzata.k12.mn.us](mailto:pat.kubalak@wayzata.k12.mn.us)

Postage for bulk mail, code problems, journal entries, misc. finance

**Pam McLean** Accts Receivable Tech 763-745-5030 [pam.mclean@wayzata.k12.mn.us](mailto:pam.mclean@wayzata.k12.mn.us)

Bank deposits & cash receipts, vendors, W9, and purchase order info

**Beth Meester** Accountant 763-745-5028 [beth.meester@wayzata.k12.mn.us](mailto:beth.meester@wayzata.k12.mn.us)

Account codes, P-card expense and check clearing questions, petty cash, PO's, journal entries

**Janet Rosstedt** Accts Payable Tech 763-745-5049 [janet.rosstedt@wayzata.k12.mn.us](mailto:janet.rosstedt@wayzata.k12.mn.us)

Bill payments/checks, employee reimbursements

**Bill Rueber** Controller 763-745-5025 [bill.rueber@wayzata.k12.mn.us](mailto:bill.rueber@wayzata.k12.mn.us)

Budget, audit, UFARS, TSA signatures

**Jim Scheuer** Senior Accountant 763-745-5027 [jim.scheuer@wayzata.k12.mn.us](mailto:jim.scheuer@wayzata.k12.mn.us)

Skyward reports, coding, UFARS, activity funds

**PAYROLL** Kathy Roden Manager 763-745-5074 [kathy.roden@wayzata.k12.mn.us](mailto:kathy.roden@wayzata.k12.mn.us)

403(b), TRA, Pera, payment of contracts & extra-curriculars, jury duty, insurance deductions

**Ann Goodmundson** Technician 763-745-5075 [ann.goodmundson@wayzata.k12.mn.us](mailto:ann.goodmundson@wayzata.k12.mn.us)

Time cards, time off, payment of hourly employees & reserve teachers, union deductions

**STUDENT REGISTRATION/STUDENT ACCOUNTING/PURCHASING** Pat Harris Supervisor 763-745-5071 [pat.harris@wayzata.k12.mn.us](mailto:pat.harris@wayzata.k12.mn.us)

Enrollment data, MARSS coordinator, student labels, cell phones, P-cards, furniture/office equipment

**Theresa Becker** Student Acctg. Secretary 763-745-5072 [theresa.becker@wayzata.k12.mn.us](mailto:theresa.becker@wayzata.k12.mn.us)

MARSS, student accounting, name badges, Choice Is Yours, Age 0-5 census, non-public student data

**Gayle Ortlip** Registration Secretary 763-745-5073 [sharon.collings@wayzata.k12.mn.us](mailto:sharon.collings@wayzata.k12.mn.us)

Student registration, open enrollment, home school, inter-district transfer, FAIR/IDDS schools

**Judy DiLauro** Purchasing Secretary 763-745-5070 [judy.dilauro@wayzata.k12.mn.us](mailto:judy.dilauro@wayzata.k12.mn.us)

Purchase orders, invoices and P-card receipts, District mailroom, pop machine

# **RESOURCES**

# **ECONOMIC STRESS**



## **RESOURCES ECONOMIC STRESS**

**[www.nasponline.org](http://www.nasponline.org)** - Helping Children Cope in Unsettling Times: The Economic Crisis

**[pfaughn@uiuc.edu](mailto:pfaughn@uiuc.edu)** -Economic Stress on Families

**Minnesota Energy Assistance Program-Office** of Energy Assistance (651-297-5588)

**Interfaith Outreach** (952-473-2436) Wayzata, MN

**Prism** (People Responding in Social Ministry) – Serves east side of Plymouth, Golden Valley, New Hope area

**Wayzata Community Clinic** (952-993-2870) Open Wednesdays 1-4pm

**Relate Counseling** (952-473-2436)

**Hennepin County Front Door Services** (612-348-4111)

**RideNet** at 1-800-450-6100 or [www.CTRideNet.com](http://www.CTRideNet.com). Live operators 24/7 to provide information about all transportation options in the are (public, private, and volunteer services).

[www.unitedwaytwincities.org](http://www.unitedwaytwincities.org); Can call United Way from land line 2-1-1 or from cell phone (651-291-0211)

**Minnesota Food Helpline** – a program of Hunger Solutions Minnesota; Monday through Friday 8:30 a.m.-4:30 p.m.; multilingual phone assistance is available (1-888-711-1151)

[www.angelfoodministries.com](http://www.angelfoodministries.com); low cost food supplier for all

If you are a Wayzata School District Employee – contact Midwest EAP (Employee Assistance Program). 24 hours a day 365 days a year 1-800-383-1908; free, confidential support.

# *Benefits*



- ❖ Health Insurance
- ❖ Dental Insurance
- ❖ Life Insurance
- ❖ Supplemental Life Insurance
- ❖ Long Term Disability Insurance
- ❖ Flexible Spending Accounts
- ❖ Employee Assistance Programs

# *Benefits*



- ❖ ERMA
- ❖ PERA
- ❖ Cell Phone Discounts
- ❖ Computer Discounts
- ❖ Government Discounts
- ❖ Uniforms
- ❖ Reimbursements

# Benefits

## ERMA



- ❖ ERMA is a website link that allows Wayzata Public School employees to view their personal and payroll information.
- ❖ Know how many sick or personal days you have.
- ❖ Verify the W4 exemptions you've elected.
- ❖ See how your W4 exemptions will affect your paycheck.
- ❖ View or print out payroll stub information.
- ❖ Print out salary data when applying for a loan.
  
- ❖ **From home:**  
<https://skywarderma.iscorp.com/wayzata> Use your assigned District login and password (unless you've changed it).
  
- ❖ **From a district computer:** Go to Wayzata Public School's staff website:  
<http://staff.wayzata.k12.mn.us/> then select ERMA.
  
- ❖ Go to the website directly:  
<https://skywarderma.iscorp.com/wayzata>  
NEED HELP !!!!!!! Contact Marie Reed @ 5110

# Midwest EAP Solutions Employee Resource



## Midwest

EAP SOLUTIONS

### **Personal challenges? Prevail.**

Life happens. And sometimes it brings challenges with it.  
Conquer these challenges with support from your employee assistance program.

*"Your future depends on many things, but mostly on you". - Frank Tyger*

### **The Tool Box**

Your employee assistance program (EAP) provides you and your family members with tools for confronting and overcoming life's challenges. It's a professional counseling service that offers free, confidential assistance. Anytime. Anywhere. A resource that will help you create the life you deserve.

### **Shaping Your Own Future**

How you respond to life's challenges is entirely up to you. Don't wait until a problem feels too big to handle on your own. We can help by providing insights and solutions to help you:

- Resolve marital and relationship troubles
- Relieve depression, stress and anxiety
- Solve parenting and child concerns
- Recover from drug and alcohol abuse
- Cope with anger, grief, and loss
- Overcome legal and financial problems
- Eliminate employee conflicts
- Create a plan for educational success

### **Tapping the Resource**

Life's challenges don't stop for evenings and weekends and neither do we. We're available 24 hours a day, 365 days a year. Just call one of the numbers listed below to talk with a specialist or log onto [www.midwesteap.com](http://www.midwesteap.com) for more information.

### **Free and Confidential**

Many ask what will it cost me and who will know I've used the service? Your employer has pre-paid for this service to help better support you in your work life and your personal life, so there is no cost to you. And no one will know when you've used the EAP program. It's totally confidential!

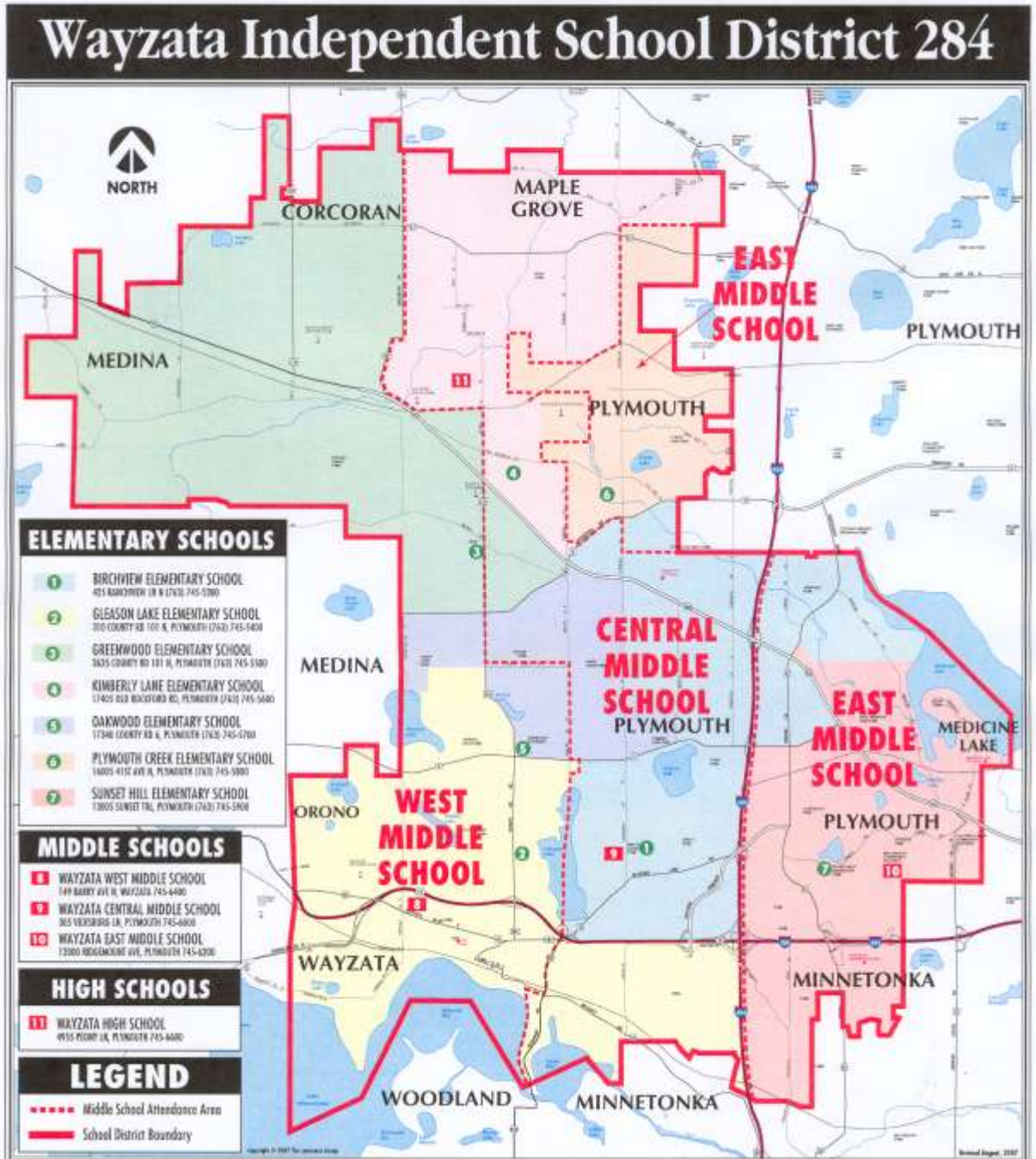
Midwest EAP Solutions (logo)  
Create the life you deserve.

*Support available 24 hours every day*

Toll Free: 1-800-383-1908  
Mpls/St. Paul Metro Area: 651-451-9108  
St. Cloud: 320-253-1909  
[www.midwesteap.com](http://www.midwesteap.com)



# District Map





# *Elementary Schools* *and Directions*



## Directions to **Birchview Elementary**

425 Ranchview Ln. N.

Plymouth, MN 55447

### **Coming from 494/694 split**

Proceed south on 494 exit on Cnty Rd. 6 take a right (west) on Cnty Rd. 6 proceed to Vicksburg Ln. N. take a left (south) on Vicksburg Ln. N., proceed to a left (east) on 6th Av. N., to a right on Ranchview Ln. N., proceed to **Birchview Elementary**.

### **Coming from 394/494**

Proceed west on 394/12, exit on Cnty Rd. 15 (east), proceed north on Cnty Rd. 15 (Gleason Lake Dr.), past Vicksburg Ln. N., to a left (north) on Ranchview Ln. N., proceed three blocks to **Birchview Elementary**.

### **Coming from Hwy 55/Cnty Rd. 101**

Proceed east on Hwy 55 to Vicksburg Ln. N., take a right (south) on Vicksburg Ln. N., proceed on Vicksburg Ln. N. crossing Cnty Rd. 6, proceed to a left (east) on 6th Av. N. to a right on Ranchview Ln., N., proceed to **Birchview Elementary**.

**PARK in back lot North side of building enter in dock doors**



# *Elementary Schools* *and Directions*



## Directions to **Gleason Lake Elementary**

310 County Road 101 N.  
Plymouth, MN 55447

### **Coming from 494/694 split**

Proceed south on 494, exit Cnty Rd. 6, take a right (west) on Cnty Rd. 6, crossing Vicksburg Ln. N. and Dunkirk Ln. N., to a left (south) on Cnty Rd. 101, proceed south on Cnty Rd. 101, to a left at 1st Av. N., proceed into **Gleason Lake Elementary**.

### **Coming from intersection of 394/494**

Proceed west on 394/12, exit Cnty Rd. 101 (Central Av) to a right (north) on Cnty Rd. 101 (Central Av.) to a right on 1st Av., proceed into **Gleason Lake Elementary**.

### **Coming from intersection on Hwy 55/Cnty Rd. 101**

Proceed south on Cnty Rd. 101, crossing Cnty Rd. 24, Cnty Rd. 6 to a left on 1st Av., proceed into **Gleason Lake Elementary**.

**Park in lot on WEST side of building enter in back trash/dock area**



# *Elementary Schools* *and Directions*



Directions to **Greenwood Elementary**  
18005 Medina Rd.  
Plymouth, MN 55447

**Coming from 494/694 split**

Proceed south on 494, exit on Hwy 55, take a right (west) on Hwy 55, crossing Fernbrook Ln. N., Vicksburg Ln. N., Cnty Rd. 24, to Cnty Rd. 101, take a left (south) on Cnty Rd. 101, proceed to a right on Medina Rd., proceed past church to a left into **Greenwood Elementary**.

**Coming from 394/12/494**

Proceed north on 494, exit on Cnty Rd. 6, take a left (west) on Cnty Rd. 6, proceed to Cnty Rd. 101, take a right (north) on Cnty Rd. 101, proceed on Cnty Rd. 101, crossing Cnty Rd. 24 to a left (west) on Medina Rd. past church to a left into **Greenwood Elementary**.

**Coming from Wayzata**

Proceed north on Cnty Rd. 101, crossing Cnty Rd. 6 and Cnty Rd. 24 to a left (west) on Medina Rd., past church to a left into **Greenwood**

**Park in lot enter in Front Entrance**





# *Elementary Schools* *and Directions*



Directions to **Kimberly Lane Elementary**  
17405 Old Rockford R.  
Plymouth, MN 55446

**Coming from 494/694 split**

Proceed south on 494 exit Cnty Rd. 9, proceed west on Cnty Rd. 9 to a right (north) on Vicksburg Ln. N., proceed to a left (west) on Old Rockford Rd. proceed past Plymouth Creek Elementary to **Kimberly Lane Elementary.**

**Coming from intersection of 394/694**

Proceed north on 494 exit Hwy 55, proceed west on Hwy 55 to a right (north) on Vicksburg Ln. N., proceed to a left (west) on Old Rockford Rd., proceed past Plymouth Creek Elementary to **Kimberly Lane Elementary.**

**Coming from Wayzata**

Proceed north on Cnty Rd. 101 (Central Av.) crossing Cnty Rd. 6, Cnty Rd. 24 and Hwy 55. After Hwy 55, Cnty Rd. 101 becomes Peony Ln. N., follow Peony Ln. N. to a right (east) on Old Rockford Rd., proceed to **Kimberly Lane Elementary.**

**Park on South side of building enter in dock door.**



# *Elementary Schools* *and Directions*



## Directions to **Oakwood Elementary**

17430 Cnty Rd 6  
Plymouth, MN 55447

### **Coming from 494/694 split**

Proceed south on 494, exit on Cnty Rd. 6, take a right (west) on Cnty Rd. 6, proceed on Cnty Rd. 6 crossing Vicksburg Ln. N. and Dunkirk Ln. N. to **Oakwood Elementary entrance which is approximately one block east of intersection of Cnty Rd. 6 and Cnty Rd. 101.**

### **Coming from 394/12/494**

Proceed north on 494, exit on Cnty Rd. 6, take a left (west) on Cnty Rd. 6, proceed on Cnty Rd. 6 crossing Vicksburg Ln. N. and Dunkirk Ln. N. to **Oakwood Elementary entrance which is approximately one block east of intersection of Cnty Rd. 6 and Cnty Rd. 101.**

### **Coming from Wayzata**

Proceed north on Cnty Rd 101, cross Cnty Rd. 6, take a right approximately one block north to intersection of Cnty Rd. 101 and Cnty Rd. 6 into **Oakwood Elementary**

**Park in Back lot enter dock door**



# *Elementary Schools* *and Directions*



## **Directions to Plymouth Creek Elementary**

**16005 41st Av. N.**

**Plymouth, MN 55446**

### **Coming from 494/694 split**

Proceed south on 494, exit Cnty Rd. 9, proceed west on Cnty Rd. 9 to a right on Vicksburg Ln. N., to a left (west) on 41st Av. N., proceed into **Plymouth Creek Elementary**.

### **Coming from intersection of 394/12/494**

Proceed north on 494, exit Hwy 55, take a left (west) on Hwy 55 to a right (north) on Vicksburg Ln. N., proceed to a left (west) on 41st Av. N., proceed into **Plymouth Creek Elementary**.

### **Coming from Wayzata**

Proceed North on Cnty Rd. 101 (Central Av.) crossing Cnty Rd. 6, Cnty Rd. 24 and Hwy 55. After Hwy 55, Cnty Rd. 101 becomes Peony Ln. N. to a right (east) on Old Rockford Rd., proceed past Kimberly Lane Elementary to a right on Xene Ln. N., proceed into **Plymouth Creek Elementary**

**Park in small side lot on West side of building enter in dock door**



# *Elementary Schools* *and Directions*



## Directions to **Sunset Hill Elementary**

13005 Sunset Trail  
Plymouth, MN 55441

### **Coming from 494/694 split**

Proceed south on 494, exit on Carlson Pkwy, take a left (east) on Carlson Pkwy, proceed to a right (south) on Xenium Ln. N. to a left (east) on Sunset Trl., to a right (south) on Teakwood Ln. N., take left into **Sunset Hill Elementary**.

### **Coming from 394/12/494**

Proceed east on 394, exit on Plymouth Rd., take a right (north) on Plymouth Rd. to a right on Vinewood Ln. N. (difficult to see), to a right on Ridgemount Av., proceed on Ridgemount Av to a left (north) on Teakwood Ln. N. take a right into **Sunset Hill Elementary**.

### **Coming from Hwy 55/169**

Proceed west on Hwy 55, exit on Cnty Rd. 73, proceed southeast on Cnty Rd. 73 into Zachary Ln. N., proceed south on Cnty Rd. 73 (Zachary Ln. N.) to a right on Ridgemount Av., proceed on Ridgemount Av. Past East Middle School to a right (north) on Teakwood Ln. N., take a right into **Sunset Hill Elementary**.

**Park in main lot enter in Main Entrance**





# *Middle Schools* *and Directions*



## Directions to Wayzata **Central Middle School (Ice Arena) (Dome)**

305 Vicksburg Ln. N.  
Plymouth, MN 55447

### **Coming from 494/694 split**

Proceed south on 494, exit on Cnty Rd. 6 take a right (west) on Cnty Rd. 6 proceed to Vicksburg Ln. N., take a left (south) on Vicksburg Ln. N., proceed to **Central Middle School**.

### **Coming from 394/12/494**

Proceed west on 394/12 exit on Cnty Rd. 15 (east), proceed north on Cnty Rd. 15 (Gleason Lake Dr.) to a left on Vicksburg Ln. N., proceed to **Central Middle School**.

### **Coming from Hwy 55/Cnty Rd. 101**

Proceed east on Hwy 55 to Vicksburg Ln. N., take a right (south) on Vicksburg Ln. N., proceed on Vicksburg Ln. N. crossing Cnty Rd. 6, proceed to **Central Middle School**.

**Park in lot enter in door next to trash area**



# *Middle Schools* *and Directions*



Directions to Wayzata **East Middle School**  
12000 Ridgemount Av.  
Plymouth, MN 55441

**Coming from 494/694 split**

Proceed south on 494, exit on Carlson Pkwy, take a left (east) on Carlson Pkwy, proceed to a right (south) on Xenium Ln. N., to a left on Sunset Trl., to a right on Vinewood Ln. N., to a left on Ridgemount Av., proceed on Ridgemount past Sunset Hill Elementary to **East Middle School.**

**Coming from 394/12/494**

Proceed east on 394, exit on Plymouth Rd., take a right (north) on Plymouth Rd. to a right on Vinewood Ln. N. (difficult to see), to a right on Ridgemount Av., proceed on Ridgemount Av. Past sunset Hill Elementary to **East Middle School.**

**Coming from Hwy 55/169**

Proceed west on Hwy 55, exit on Cnty Rd 73, proceed south east on Cnty Rd. 73 into Zachary Ln. N., proceed south on Cnty Rd. 73 (Zachary Ln. N.) to a right on Ridgemount Av., proceed to **East Middle School.**

**Park in upper lot enter in Main Entrance**



# *Middle Schools* *and Directions*



## Directions to Wayzata **West Middle School**

149 Barry Av. N.  
Wayzata, MN 55391

### Coming from 494/694 split

Proceed south on 494, exit west 394/12, proceed west on 394/12, exit on Central Av. (Cnty Rd. 101) take a left (south) on Central Av. Proceed to a right (west) on Wayzata Blvd., proceed on Wayzata Blvd to a right on Barry Av. Proceed to **West Middle School**.

### Coming from 394/12/494

Proceed west on 394/12, exit on Central Av. (Cnty Rd. 101) take a left on Central Av., proceed to a right (west) on Wayzata Blvd., proceed on Wayzata Blvd to a right on Barry Av. Proceed to **West Middle School**

### Coming from Hwy 55/Cnty Rd. 101

Proceed south on Cnty Rd. 101, crossing Cnty Rd. 24, Cnty Rd. 6, and going over Hwy 12, proceed to a right (west) on Wayzata Blvd., proceed on Wayzata Blvd to a right on Barry Av. Proceed to **West Middle School**

**Park in lower lot on the southeast side of building enter in dock door**





# High School and Directions



## Directions to **Wayzata High School**

4955 Peony Ln. N.  
Plymouth, MN 55446

### **Coming from 494/694 split**

Proceed south on 494, exit Cnty Rd. 9, proceed west on Cnty Rd. 9 to a right (north) on Vicksburg Ln. N., continue on Vicksburg Ln. N. to a left (west) on Old Rockford Rd., proceed on Old Rockford Rd., to a right on Peony Ln. N., proceed over bridge to **Wayzata High School**.

### **Coming from intersection of 394/12/494**

Proceed north on 494, exit Hwy 55, proceed west on Hwy. 55 to a right (north) on Peony Ln. N. proceed over bridge to **Wayzata High School**.

### **Coming from Wayzata**

Proceed north on Cnty Rd. 101 (Central Av.) crossing Cnty Rd. 6, Cnty Rd. 24 and Hwy 55. After Hwy 55, Cnty Rd. 101 becomes Peony Ln. N., follow Peony Ln. N. over bridge to **Wayzata High School**.

**Park in back southwest lot and enter in dock door**



# Administration Building and Directions



Directions to **Administration Building**  
210 County Road 101 N  
Plymouth, MN 55447

**Coming from 494/694 split**

Proceed south on 494, exit Cnty Rd. 6, proceed west on Cnty Rd. 6, crossing Vicksburg Ln. N. and Dunkirk Ln N., to a left (south) on Cnty Rd. 101, proceed south on Cnty Rd. 101 to a left at 1st Av., proceed into **Administration Building.**

**Coming from intersection of 394/12/494**

Proceed west on 394/12, exit Cnty Rd. 101 (Central Av.) to a right (north) on Cnty Rd 101 (Central Av.) proceed one block, to a right on 1st Av., proceed into **Administration Building.**

**Coming from intersection on Hwy 55/Cnty Rd 101**

Proceed south on Cnty Rd. 101 crossing Cnty Rd 24, Cnty Rd. 6, to a left on 1st Av., proceed into **Administration Building.**



# Central Service Facility and Directions



## **Directions to Central Service Facility**

**17305 19<sup>th</sup> Ave N  
Plymouth, MN 55447**

### **Coming from 494/694 split**

Proceed south on 494, exit on Cnty Rd. 6, take a right (west) on Cnty Rd. 6, proceed on Cnty Rd. 6 crossing Vicksburg Ln. N. and Dunkirk Ln. N. Right on Cnty Rd 101 Right on **19<sup>th</sup> Ave VERY first right in driveway**

### **Coming from 394/12/494**

Proceed north on 494, exit on Cnty Rd. 6, take a left (west) on Cnty Rd. 6, proceed on Cnty Rd. 6 crossing Vicksburg Ln. N. and Dunkirk Ln. N. Right on Cnty Rd 101 Right on **19<sup>th</sup> Ave VERY first right in driveway**

### **Coming from Wayzata**

Proceed north on Cnty Rd 101, cross Cnty Rd. 6, take a Right on **19<sup>th</sup> Ave VERY first right in driveway**



# *Organization* *chart*



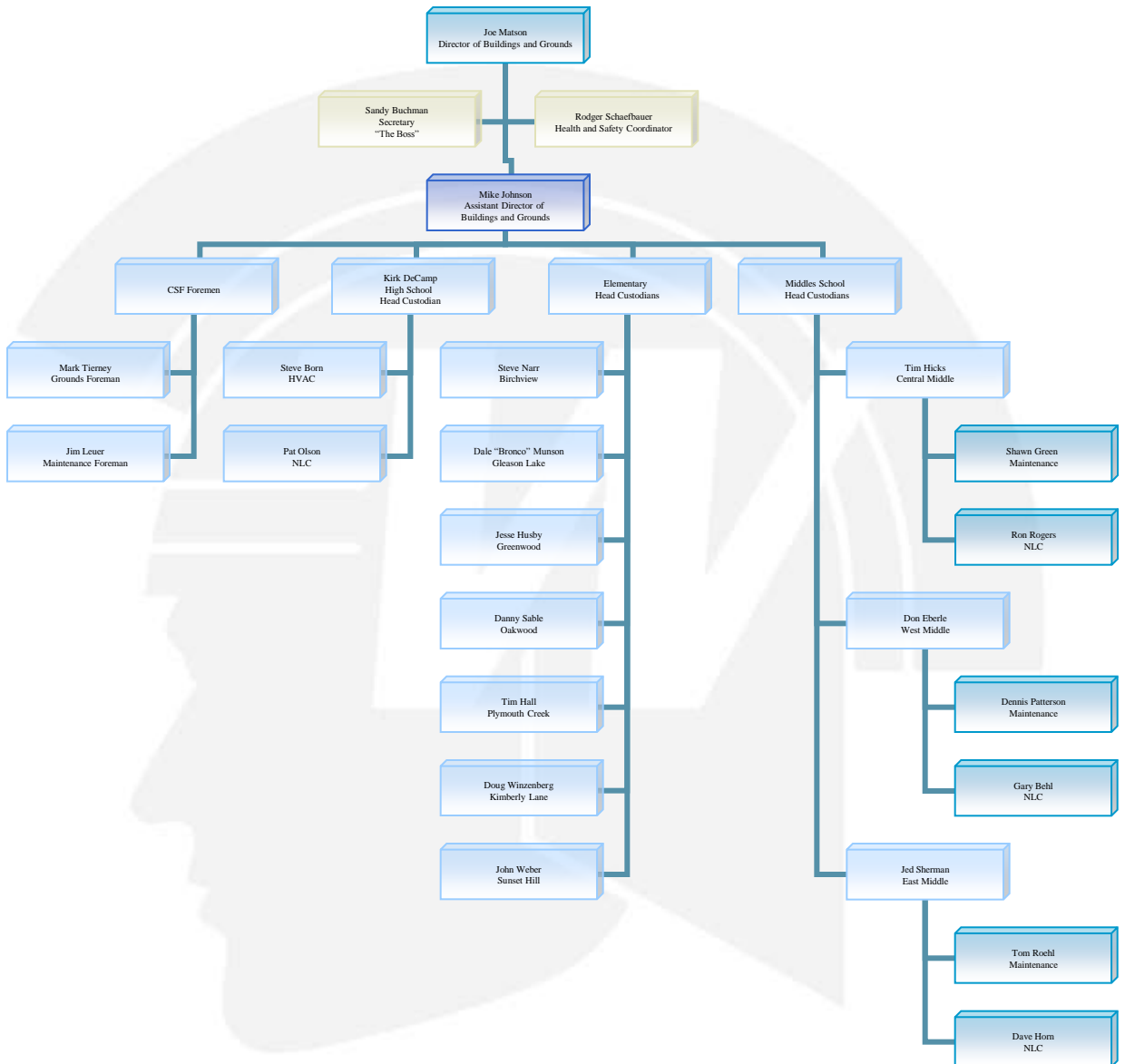
- 1). District Chart
- 2). Buildings and Grounds chart
- 3). Principals' Chart



# *District* *Organization chart*



# B&G Organization Chart



# *Principals'* *Organization Chart*



# *Department Information*



- 1). To be a Success
- 2). Qualities
- 3). Discipline
- 4). Computer Access
- 5). Data Privacy
- 6). Shorthanded
- 7). Licensing
- 8). The School Year
- 9). T.V.
- 10). Cell Phone/Texting
- 11). Time Cards
- 12). Comp Time Card
- 13). Time Card Comm. Ed
- 14). Uniforms
- 15). Report on Changes
- 16). Break Procedures
- 17). Leaving the Job site for Short Periods of Time
- 18). Postings
- 19). Postings on-line

# *To be a Success*



## **The five basics to succeed in the Wayzata Custodial system:**

- ❖ Show up and be on time
- ❖ Do your job as asked by your supervisor
- ❖ Get along with your co-workers
- ❖ Have a positive attitude, communicate and get involved
- ❖ Look and act professional

# Qualities



- ❖ **The following is a list of qualities, skills and attributes that I look for in an employee seeking promotion.**
- ❖ **Attitude:** Attitude is a critical link to all of the qualities of an excellent employee. As a leader, your attitude is contagious and sets the stage for your fellow workers. Have fun, smile, be helpful, and approachable. Choose the attitude that you want to be helpful and you want others to come to you for assistance.
- ❖ **Leadership:** Be involved in the day to day operations of the facility, from maintenance, cleaning and educational standpoints. It is critical to see the big picture both in your facility and district wide. Become involved in decision-making committees or teams when opportunities arise.
- ❖ **Dependable:** Being dependable on the job is not only showing up every day and being on time for work, but also following through on requests and assignments you are given. Being dependable shows others you care about them and the job they are doing.
- ❖ **Teamwork:** Be a team player. Work together to set and accomplish common goals. Help in areas outside of your responsibility. Recognize others you see doing a good job or going beyond the call of duty. Be willing to pitch in and help when needed. Get along with fellow workers and staff. Show them respect and show them you care about them.
- ❖ **Communicator:** Communication skills are critical to the successful operation of all buildings. The more information all parties have, the better decisions will be made. Make lines of communications to your desk easy and accessible. Communicate information to your fellow custodians so they can do a better job and make better decisions. Communicate to your supervisors when things are working well and when things are not.
- ❖ **Role Model:** Lead by example. Work hard and care about your job, your facility and the people who occupy your facility. Stay positive and associate with positive people.
- ❖ **Adaptable:** Being able to adapt to a new and ever changing work environment. Learn new skills.
- ❖ **Pride:** Take pride in yourself, the job you do at the facility in which you work. Look, dress and act in a professional manner. Demand quality in what you do and how your facility looks.

# Qualities



- ❖ **Sense Of Humor:** Maintain a sense of humor, have fun on the job. You chose your attitude and determine how you feel. No one can make you have a bad day. Being positive makes you a better employee. Our customers will want to approach you and ask you for help. You will be a more valuable employee.
- ❖ **Knowledge:** Learn all you can about mechanical systems, electrical systems, the day to day operations of the facility, the equipment you use anything and everything related to facility and grounds maintenance. Obtain and upgrade your boiler license, pursue technical training through technical schools or other means. Take classes and become proficient with personal computers.
- ❖ **Improve:** Continually strive to improve yourself. Take criticism or failure as an opportunity to improve. Take chances and challenge your comfort zone. Take classes in computers, technical skills, communication skills or what ever interests you. Listen for new ideas and try them.
- ❖ **Visionary:** Able to see what needs to be done and do it, no matter who is responsible. Look for things to improve your facility. Look for a better, more efficient way to do things.
- ❖ **Sense of Urgency:** Know when a task or problem is critical. Be able to prioritize multiple demands on your time.
- ❖ **Keep Cool:** Stay calm under pressure and in control when multiple demands are placed on your schedule. If someone is upset and angry, it only compounds the problem if you respond in an angry fashion.
- ❖ **Organizer:** Able to plan and organize day to day operations and projects in your facility.
- ❖ **Sense of Understanding:** Try to relate to your customers concerns. Their problem should be your problem and a sense of concern or sense of understanding helps them to feel better about a possible solution.
- ❖ **Coach:** Be willing to coach and be coached. Be willing to talk to someone or share advice to help them improve. Be willing to take advice on how you can improve.



# Qualities



- ❖ **Professionalism:** Dress, look and act in a positive, professional manner. Your appearance and attitude are critical to your being approachable or not. We want our customers to need our services.
- ❖ **Trustworthy:** Do what is right. Follow through on commitments.
- ❖ **Composure:** Stay cool under pressure. Remember you can only do one thing at a time. Prioritize demands and start in. Call for help as needed. Above all, do not get frustrated and upset, it will drive our customers away. Work hard and do the best you can.
- ❖ **Customer Service:** Take the time to go above and beyond what is expected to provide the highest level of service possible to our customers. Remember, everyone who walks through the doors to your school is our customer including students and fellow employees. Customer Service is our job!
- ❖ **Initiative:** Attempt non-routine jobs and tasks. Take on added responsibility. Be resourceful and self reliant when faced with obstacles or challenges. Research and implement new ideas.
- ❖ **Organizer:** Able to plan and organize day to day operations and projects in your facility. Plan a course of action for yourself and others. Keeps the immediate work area clean and organized. Paper work is completed timely and accurately.
- ❖ **Responsibility:** Take responsibility for your own words and actions. Know you can't change others, but you can lead and influence others by your words and actions. Make positive choices.

# Discipline



## **Wayzata schools expects all employees to conduct themselves in an appropriate manner on the job.**

Occasionally, counseling or disciplinary action may be undertaken to give employees an opportunity to bring their unsatisfactory job performance or conduct to a satisfactory level within a reasonable length of time, which will vary depending on the circumstances. In cases of gross misconduct, however, immediate suspension and termination may be appropriate.

The following are EXAMPLES of job performance problems that are generally considered to be correctable by the employee. If the behavior is not promptly corrected to the satisfaction of the district, continued violation may lead to termination.

- Absenteeism, including tardiness.
- Unsatisfactory job performance.
- Violation of safety, health or tobacco use rules.
- Inattention to duties of the job or otherwise wasting work time.
- Use of abusive or profane language or other provocation that might result in disruption of work environment.

Certain actions are considered gross misconduct and in some cases, the district will take actions such as calling law enforcement authorities, suspending the employee from duty until an investigation can be made, and disciplinary action up to and including termination of employment.

These actions can include:

- Violation of district policies such as those regarding workplace violence, alcohol and drug use or computers/technology.
- Fighting or attempting to injure another person on district property or threats to injure another.
- Destruction or abuse of district property.
- Disclosure of confidential information.
- Theft, fraudulent or dishonest acts, including falsifying any district record or giving false information to anyone whose duty it is to make such records.
- Any activity in the work environment involving alcoholic beverages or drugs that are forbidden by law including using, possessing, dispensing or selling alcoholic beverages or drugs.
- Insubordination.
- Any other action equally censurable or which may harm the district, its employees or its reputation in the community.

- ❖ **Discipline Disclaimer:** The above is not intended to be complete, but to serve as examples only. Actual incidents will be reviewed individually.

# *Computer Access*



Building and Grounds employees of the Wayzata School District must not use computers other than those specifically assigned to Custodial/Maintenance personnel. When these computers are accessed, it must be for purposes directly related to your work assignments.

For those employees who use computers on a daily basis, please read and be familiar with the school board policy regarding district technology. A copy of this policy has been sent to each building head custodian and also can be found in the board policy of this handbook.

Any unauthorized use of computers and computer equipment will be grounds for discipline.

# *Data Privacy* \*



- ❖ In the course of your duties, you will encounter personal and /or private information. It is your responsibility to protect the privacy of the staff and students who work and learn in your school.
- ❖ Information may be found on computer screens, on a desk, in a waste basket, or a recycle basket and should be considered confidential to everyone.
- ❖ Information found must not be distributed or discussed.
- ❖ You are entrusted with access to areas containing sensitive materials. You must act in a professional manner.
- ❖ Do NOT repeat RUMORS.

\*Private: a: intended for or restricted to the use of a particular person or group

b: belonging to or concerning an individual person, or interest.

From Webster's New Collegiate Dictionary

# *Shorthanded*



From time to time you will be asked to do more than your assigned area, to cover your co-workers areas due to illness or vacation. The whole school is now your “area”.

It is important to prioritize when these times arise. The following items/areas **must** be addressed:

- ❖ Always do the set-up for special events (contact Community Education for help if needed)
- ❖ Contact your building Head Custodian of the situation
- ❖ Restrooms must be cleaned
- ❖ Garbage
- ❖ Locker rooms
- ❖ Kitchens/lunchrooms
- ❖ Drinking fountains
- ❖ Front entrance, 1st impression areas
- ❖ Front office area
- ❖ Snow removal of heavily used areas
- ❖ Door check after kids and most staff have left the building, and a final check before leaving
- ❖ Leave the Head Custodian a note of what is not finished
- ❖ Lights off
- ❖ Alarms set

# *Licensing*



- ❖ All full time Employees are required to obtain and maintain a valid State of Minnesota Boilers License\*. You are encouraged to upgrade your boilers license as soon as possible as this may enhance your candidacy for future positions.
- ❖ In addition, certain positions will require the following license(s):
  - 2<sup>nd</sup> Class “C” Boilers License
  - 1st Class “C” Boilers License
  - Chief “C” Boilers License
  - Certified Pool Operator License (CPO)
  - Class “A” Commercial Drivers License (CDL) with air brake endorsement
- ❖ Other licenses which may enhance your candidacy for future postings include:
  - Pesticide Application License
  - Refrigerant Recovery License
- ❖ Trade School Classes:

▪ HVAC	Supervisor
▪ Welding	Plumbing
▪ Pneumatics	Basic Maintenance
▪ Electrical	Locksmithing
▪ Computer	

\*Reference: Article IV Section 4.4 in the union contract

# *The School Year*



- ❖ All Minnesota Schools Districts operate on a fiscal or “school year” July 1 through June 30. Many benefits, contract language is based on this “school year” calendar.
- ❖ You will hear or see reference to the school year, i.e.: 2009-2010. This is a time frame: July 1, 2009 through June 30, 2010.



# *T.V./Radio*



- ❖ You may NOT watch T.V. while you are working, i.e....classrooms, lounges, offices.
- ❖ If allowed, you may watch T.V. only during your break, in your designated staff break/lunch areas.
- ❖ When viewing T.V. during your breaks, please restrict your viewing to non-offensive material, i.e. school, sports, weather, news...
- ❖ Do not leave the T.V. on in an unoccupied break room.
- ❖ Best to limit T.V. viewing.
- ❖ Public perception of district employee's viewing TV will generally be negative.

## **RADIO USAGE**

- ❖ No Radio/Music over the P.A. systems.
- ❖ Volume set for personal use only.
- ❖ Radio stations: please restrict your listening to non-offensive/non controversial material, i.e. music, sports, weather, news...
- ❖ You may use a personal listening device when students are not present. You must still be able to hear calls for assistance.

# *Cell Phones*


## *Texting*



- It is recommended to leave your cell phone in your locker to avoid lost or damage.
- Do not make (initiate) personal calls/text messages while working.
- Personal calls/texting should be done during break times only.
- If you receive a personal call/text during work time, ask the caller to call back during your break.
- Let family and friends know the best time to contact you at work I.E. break time, lunch time...
- NO personal calls/texting on district phones.
- NO cell/texting in a district vehicles while driving.
- Limit time on phone and texting to a minimum.

# Time cards





## Custodial Time Card

**Absence Codes**  
 S - Sick Leave      H - Holiday  
 P - Personal Leave    J - Jury Duty  
 V - Vacation          WU - Work Comp  
 NP - Non-Paid

Date	ASSIGNED Hours Worked	ADD'L Hours Worked	Nights Hours Worked	ABSENT Hours	Code	Comments
10/16 Tues	8					
10/17 Wed			8			
10/18 Thurs				8	H	Holiday
10/19 Fri			8			left at 6pm returned 7pm made up 1 hr for kids play
10/20 Sat						
10/21 Sun						
10/22 Mon	6			2		Appt. will make 2 hrs on Thursday
10/23 Tues	8					
10/24 Wed	8					
10/25 Thur	8	2				Make Up for Monday
10/26 Fri						
10/27 Sat						
10/28 Sun						
10/29 Mon	8	1				Basketball
10/30 Tues	8	2				PTA
<b>Total</b>						

DO NOT WRITE IN THIS SPACE - FOR PAYROLL USE ONLY

--	--

certify the accuracy of this record

Joe Custodian  
 Employee

2 / 5 / 2010  
 Date

Supervisor  
 Date

Over 40 hours worked (Sat - Fri):  
 Overtime Pay \_\_\_\_\_  
 Accumulate as Comp Time \_\_\_\_\_  
 Call Back Rate \_\_\_\_\_ hours

If you work a different shift than normal, you **MUST** indicate this on the card.

ALL absence **MUST** have a code

All time off **MUST** be indicated on card with an explanation.

Fill in your time on a **DAILY** basis

You **MUST** chose either OT pay or Comp time but you may not split.

Sign and date your card at the **END** of the pay period to certify accuracy

Your signature is verifying that all information is accurate on this legal document

Only overtime that is paid out of Buildings and Grounds budget is eligible for comp time. Any overtime that is paid out of another budget code is not eligible for comp time, i.e.: PTA, some athletics, Community Education

# Comp Time Card



DO NOT STAPLE TO TIME CARD

Name Joe Custodian *Wayzata Public Schools*

School CSF Pay Period Ending 5/14/2010

Date each entry Fill in top section completely

**COMP TIME CARD**

DATE	DAY	EARNED	USED	COMMENTS
5/1/10	Sat	4		School Function
	Sun			
5/3/10	Mon		4	Car problems
	Tues			
	Wed			
	Thur			
	Fri			
WEEKLY TOTAL				

You can not earn and use in the same week

This would be make-up time

Date	DAY	EARNED	USED	COMMENTS
	Sat			
5/9/10	Sun	6		School Function
	Mon			
	Tues			
	Wed			
	Thur			
	Fri			
WEEKLY TOTAL		6		

You **MUST** sign and date your card

I certify the accuracy of this record:

Joe Custodian 5/ 14/ 2010

EMPLOYEE DATE SUPERVISOR DATE

Do not put this time on your Buildings and Grounds time card

# *Uniforms*



## **YOUR APPEARANCE DICTATES PROFESSIONALISM AND RESPECT.**

- ❖ Blue jeans may be worn, but must be clean without holes.
- ❖ Only District provided uniform shorts (hemmed) may be worn from May 1 to Sept 30. NO blue jean, athletics, sweat shorts etc.. (please have long pants with you for weed whipping, etc..)
- ❖ Uniforms must be worn at all times while representing the school district.
- ❖ Uniform “T” Shirts can be worn on Non-School days.
- ❖ Hats can only be a Wayzata logo. Building policies on hats will be observed in each building.
- ❖ Have whatever you need to do your job with you i.e....shoes, gloves, hats etc...
- ❖ No open toed shoes
- ❖ Uniforms may NOT be modified.
- ❖ Shirt buttoned up, tails tucked in.
- ❖ Uniforms will be clean looking and laundered
- ❖ Unused or old uniforms must be returned to CSF
- ❖ Uniforms including coats, may **ONLY** be worn during work hours
- ❖ District ID Name badge must be worn at all times



# Report on Changes



It is each employee's responsibility to keep records updated on the following:

Buildings and Grounds Department :

- 1) Current home address
- 2) Current home phone number
- 3) Current cell phone number
- 4) Person to notify in case of emergency

Human Resource, Payroll, and Benefits Departments:

- 1) Include all the above plus
- 2) Payroll information (marital status, number of dependents, etc...)
- 3) Insurance beneficiaries
- 5) Dependent status for insurance coverage
- 6) Any changes that would affect insurance or retirement provisions
- 7) Current home address
- 8) Current home/cell phone number
- 9) Person to notify in case of emergency

# *Break Procedures*



- ❖ Full time eight (8) hour employees are entitled to one (1), 1/2 hour lunch break and two (2) 15 minute breaks.
- ❖ Do not take breaks at the end of your shift.
- ❖ You can not work through your break for the purpose of leaving early.
- ❖ Take your break in a consistent and accessible area of your building which has been designated by the Head Custodian.
- ❖ This area should be accessible by the staff and public.
- ❖ Breaks must be taken on the premises see” Leaving the Job Site for Short Periods of Time” under tab “Dept Info”.
- ❖ It is each person’s responsibility to monitor the length of his/her break time.

# *Leaving the Job site for Short Periods of Time for less than 30 minutes*



As an employee of the Buildings and Grounds Dept. you are assigned and work an eight hour shift. This includes a half hour lunch break and two fifteen minute breaks, all of which are paid. Because you are paid for your breaks, you are expected to be available to address customer needs during your breaks. (see section “accessible custodian”)

If you leave the job site for personal reasons, during your regularly scheduled eight hour shift, you must comply with the following:

- ❖ Time will be made up at the end of your normally scheduled shift.
- ❖ More than 30 minutes is considered make-up time.
- ❖ The building will not be left unattended.
- ❖ Head Custodians must notify the office of their absence.
- ❖ You must get approval from the immediate or on-site supervisor before leaving. If there is no shift supervisor (i.e., Elementary 2nd Shift, High School 3rd Shift), you must notify your fellow custodian prior to your leaving
- ❖ You must leave within your normally scheduled break.

For insurance and liability issues, if you choose to leave the school site during your scheduled eight hour shift for personal reasons, you are considered “Off the Clock” and must make up the time.

Examples of “personal reasons” for which you may be leaving the job site include: going to the post office, going to the bank, going out to get lunch, leaving the site to use tobacco, or going home for a short errand.

Please use discretion and follow the above guidelines when leaving the job site. Most of these items should be taken care of before or after your shift.

# Postings



- ❖ Job Openings will be posted in all buildings as positions become available.
  - ❖ All full time Buildings and Grounds Employees can sign the posting for a specific job opening via the district web site.
  - ❖ All job openings will be posted for five working days during two (2) consecutive weeks. Job postings will not start on a Monday.
  - ❖ A written, signed, and dated notice of intent to apply for an open position maybe used. This must be received in the **CSF office by 4:00 P.M.** on the closing date of the posting.
  - ❖ All applications must be received **(via the district web site) before 11:59 P.M.** on the closing date of the posting. We encourage you to contact CSF to confirm application was received.
  - ❖ When you sign a posting, **it is for a building and shift only**, not for a specific assigned area of the building. That decision will be made by District.
- 
- ❖ NOTE: Refer to article IX Section 9.5 in the Union Contract

# Posting



**Wayzata Public Schools, ISD 284**

## **Employment Application**

Openings as of 1/12/2010

***09-178 HVAC Specialist***

**Position Type:**

Custodial/Maintenance

**Date Posted:**

1/12/2010

**Location:**

Central Services Facility

**Date Available:**

To be determined

JobID: 1632

**Closing Date:**

1/19/2010

1st shift HVAC Specialist  
Monday through Friday  
7:00 a.m. - 3:00 p.m.

**Job Description:**

[HVAC Specialist, District](#)

Position is open only to current Wayzata employees through January 19, 2010.  
If the position does not fill internally, outside candidates will be considered.

---

FMLA regulations require all employers to post the [updated FMLA notice](#).

Powered by AppliTrack, a product of General ASP, Inc.

# Postings on-line



Wayzata Public Schools - News around the district... - Windows Internet Explorer

http://www.wayzata.k12.mn.us/hqpc/#

File Edit View Favorites Tools Help

Wayzata Public Schools - Fa...  
Wayzata Public Schools - News around the district...

Wayzata Public Schools

Home | Contact | Staff Intranet | Login | Site Map

Quick Links  
Attendance Offices  
Staff Directory  
Discipline and Delays  
eSubscriptions  
Facility Use and Rentals  
Family Access  
Lunch Menus  
Maps & Directions  
Registration Information  
Transportation  
Policy Manual  
Young Scientists Roundtable

Recognitions  
Student and staff accomplishments

WOW!  
ED's TV Programming  
Photo Gallery  
Video Gallery

"A Model of Excellence Among Learning Communities"

Human Resources  
Application Process  
2009 Referendum Information  
School Boundary Information  
Elementary CONNECT  
HANA Flu Information  
District Events...

Click here for more

most DIST

News around the district...

WHS senior earns perfect score on SAT  
Denise Chen, a senior at Wayzata High School, earned a perfect score of 2,400 on the November 2008 SAT exam.  
[Read more...](#)

Home Base Sleep Out planned November 10  
Interfaith Outreach and Community Partners (IOCP) is gearing up for its annual Sleep Out and students in Wayzata Public Schools will be participating to raise money and awareness for homeless people.  
[Read more...](#)

Wayzata Public Schools November 3, 2009 election results  
Unofficial results from the November 3, 2009 election show both the operating levy renewal of \$18 million per year and the technology levy renewal of \$3.1 million per year were approved by voters.  
[Read more...](#)

Brickview Elementary will present Elder Wisdom Children's Song  
Brickview Elementary will host a community celebration honoring four community elders on Thursday November 5 from 7 to 8 p.m. in the school gym.  
[Read more...](#)

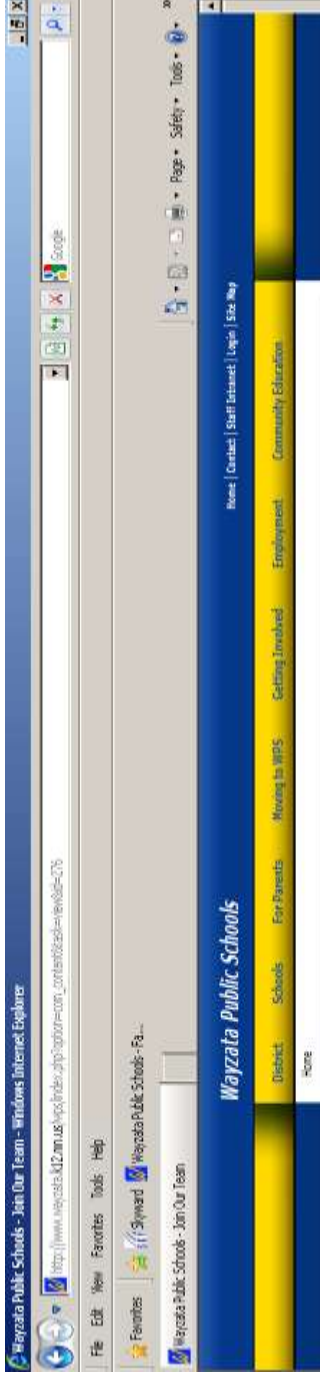
Click on Employment

Click on application process

Wayzata Public School...



# Posting on-line



Click on “Submit an Internal Application/Transfer form”



# Posting on-line



Wayzata Public Schools Online Application - Windows Internet Explorer

https://www.gonexus.com/wayzataonlineapp/transfer.asp?userId=...

File Edit View Favorites Tools Help

Wayzata Public Schools Online Application

Wayzata Public Schools, ISD 284 - Online Job Application  
Internal Application/Transfer Form

**You must be a current employee of Wayzata Public Schools ISD 284 to fill out this form.**  
If you are not a current employee [click this link](#) and use the full application instead. Submissions by outside applicants will be deleted.

If you are a current employee, please fill out the following internal application/transfer form to add your information to our database.

Name:  (Last)  (First)  (Middle Initial)

Email Address:

Daytime Phone: (  )

Home Cell Phone: (  )

Please list your current location and position at Wayzata Public Schools ISD 284.

Current Location:

Current Position:

Number of Years Employed by Wayzata Public Schools ISD 284:

Please select the position(s) you desire in order of preference below.

1.

2.

3.

Please list any other organizations relevant to the position(s) for which you are applying.

Done

Start

Microsoft PowerPoint - [...]

Wayzata Public Schools - [...]

Wayzata Public Schools - [...]

Internet

85%

3:33 PM

Fill out form

← Pick position from scroll list

Click Next button to submit

# Posting on-line



Wayzata Public Schools Online Applications - Windows Internet Explorer

https://www.gatesasp.com/wayzataonlineapp/transfer.asp?userId=...

File Edit View Favorites Tools Help

Wayzata Public Schools - Fa...  
Wayzata Public Schools Online Application

Wayzata Public Schools, ISD 284 - Online Job Application  
Internal Application/Transfer Form

**You must be a current employee of Wayzata Public Schools ISD 284 to fill out this form.**  
If you are not a current employee [click this link](#) and use the full application instead. Submissions by outside applicants will be deleted.

If you are a current employee, please fill out the following internal application/transfer form to add your information to our database.

Name: Joe Smith (First) E (Last) (Middle Initial)

Email Address: jsmith@yahoo.com

Daytime Phone: (952) 955-6000

Home/Cell Phone: (952) 955-6000

Please let your current location and position at Wayzata Public Schools ISD 284.

Current Location: INHS

Current Position: FTC

Number of Years Employed by Wayzata Public Schools ISD 284: 4 years

Please select the position(s) you desire in order of preference below.

1.  2.  3.

Please let any experience/qualifications relevant to the position(s) for which you are applying.

Business License:

Message from webpage

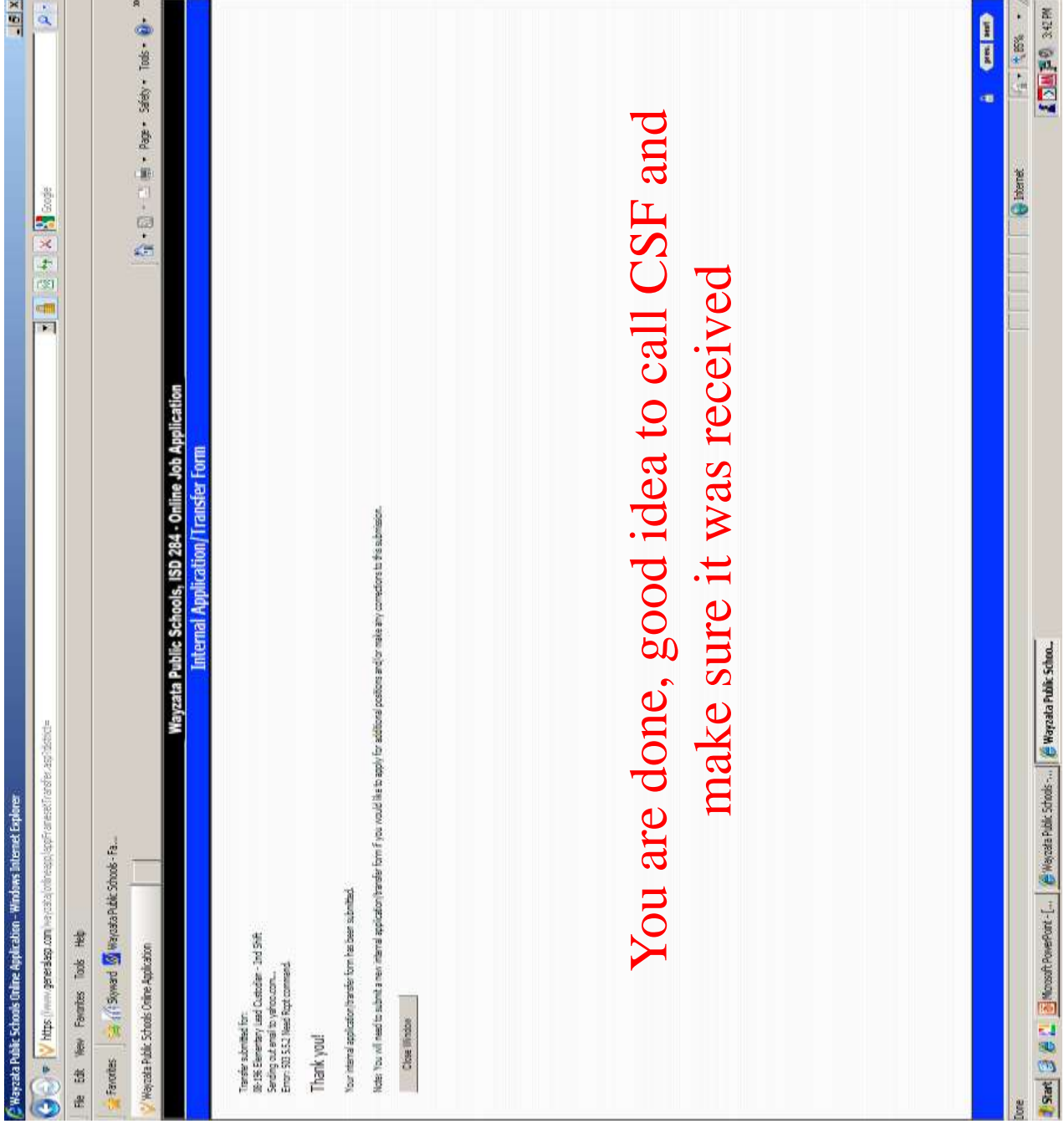
If you are finished with this form, click OK to submit it. Otherwise, click Cancel.

OK Cancel

Click OK to submit, or cancel to go back

https://www.gatesasp.com/wayzataonlineapp/transfer.asp?userId=...  
Wayzata Public Schools - ...  
Wayzata Public Schools - ...  
Microsoft PowerPoint - I...  
Wayzata Public Schools - ...  
Start

# Posting on-line



You are done, good idea to call CSF and  
make sure it was received

# *Time Off* *Procedures*



- 1). Sick Time
- 2). Worker's Comp/LDT
- 3). Personal days
- 4). Vacation Time
- 5). Classified Leave Application
- 6). Comp Time
- 7). Make-up time
- 8). Overtime
- 9). Missed Time Call in Procedure

# *Sick Time\**



- ❖ Paid sick leave is provided for eight (8) hour employees at the rate of one (1) day of eight (8) hours per month of employment. Employees working four (4) to seven (7) hours earn days of sick leave of four (4) to seven (7) hours, in proportion to their scheduled work day. Unused portions of such sick leave may be accumulated up to a total of one hundred twenty (120) days.
- ❖ The Employer reserves the right to require substantiation of illness after an employee misses three consecutive days or after an employee exceeds eight (8) occurrences in a school year or where there is evidence that sick leave is being abused.
- ❖ You will receive a letter after eight (8) occurrences and at the end of the fiscal year.
- ❖ PERFECT ATTENDANCE INCENTIVE: Full Time employee's who have perfect attendance (no sick leave used) for one full year (July 1 through June 30) shall earn one (1) floating holiday to be used during the subsequent fiscal year. Per Union contract section 6.3.
- ❖ PERFECT FIVE YEAR ATTENDANCE INCENTIVE: Full Time employee's who have perfect attendance (no sick leave used) for five (5) full years (July 1 through June 30) shall earn one (1) floating holiday to be used during the subsequent fiscal year. Per Union contract section 6.3.
- ❖ See union contract about 10 hours days during summer.
- ❖ \*Your Long Term Disability Insurance does not start for 60 calendar days. It is suggested that you bank your sick days to help cover you in such an event.



# *Worker's Comp* *LTD*



You MUST fill out a First Report of Injury as soon as possible and turn this into CSF. If needed, the first three days of missed time due to on the work injury MUST be recorded on your time sheet as sick time. Indicate this on your time sheet with an “S” for sick in the “Code” column and write “work injury” in the “Comments” column for these three days. If you miss more than three (3) days, the Worker’s Comp Insurance Company will begin to pay 2/3's of your salary (upon approval from the carrier). Your available time off (sick, vacation or personal) will be used to cover the remaining 1/3 of your salary. If you are out on a work related injury for more than ten (10) calendar days from date of injury, Worker’s Comp Insurance will retroactively pay 2/3 of the initial three (3) days taken as sick time.

If you are out of work due to injury or illness for sixty (60) calendar days, you may be covered under Long Term Disability Insurance upon approval from the carrier. The time prior is covered with your available time off (sick, vacation or personal). Long Term Disability Insurance is paid at 2/3 your salary. There is no coverage for the reminder 1/3 of your salary.

# *Personal days*



- ❖ Each full-time custodian is eligible for two (2) days of leave during a calendar year for necessary absence required for the transaction of personal business which cannot be completed outside the normal work day. (New employees shall earn and can use one (1) day the first six (6) months of employment and shall earn and can use one (1) day the following six (6) months). This leave is cumulative up to four (4) days and will not be deducted from sick leave credits. Requests for such leave must be submitted to the Director of Buildings and Grounds in writing at least three (3) working days in advance, except for emergency situations (standard call-in policy must be used), and must be approved by the Director of Buildings and Grounds. No more than ten percent (10%) of the members in the appropriate unit will be granted personal leave at the same time. In unusual circumstance, the Director of Building and Grounds may elect to exceed the limitations on the number of custodians on personal leave on any given day.
- ❖ It is suggested that you bank your personal days for such things as car trouble, furnace trouble, flooded basement etc...

# *Vacation Time*



- ❖ Vacations are accrued in one (1) school year (see “School Year” page) (July 1-June 30) and can be used during the following school year. All vacation must be earned prior to the time it is taken.
- ❖ All employees will receive a vacation request form in April, indicating the number of days you will have accumulated for that school year. Employees are required to complete this form and submit it to the building Head Custodian. Employees should try and schedule vacation days during the summer and during other non-school days such as winter or spring break.
- ❖ An approved vacation schedule will be sent to all buildings in May.
- ❖ All changes to the approved schedule must be submitted in writing three (3) days in advance on the CLASSIFIED LEAVE APPLICATION FORM (see following pages). This form must be approved and signed by the Head Custodian prior to being submitted to the Buildings Grounds office.
- ❖ See union contract about 10 hour days during summer.

\*Reference: Article VI, section 6.1 of the union contract.

# Classified Leave Application



*Wayzata Public Schools*

## Classified Staff Leave Application

Today's Date: \_\_\_\_\_

From: \_\_\_\_\_ School: \_\_\_\_\_  
(Employee's Name)

In accordance with the current Master Contract that lists the terms and conditions of my employment, I hereby request a leave of absence as described below.

1. Number of days requested for leave: \_\_\_\_\_
2. Dates of leave requested: \_\_\_\_\_
3. Purpose of leave (check one and explain below):
  - ☐ Professional Leave
  - ☐ Personal Leave
  - ☐ Leave without Pay
  - ☐ Comp Time
  - ☐ Vacation
  - ☐ Floating Holiday
  - ☐ Others:
    - ☐ Jury Duty
    - ☐ Bereavement (Illness)
4. Explanation of leave request. (NOTE: An explanation must be listed for all leave applications except Personal Leave. Personal leave is in accordance with contract language.)  
\_\_\_\_\_

5. Substitute: \_\_\_\_\_ YES \_\_\_\_\_ NO

Name of Preferred Substitute \_\_\_\_\_

Approval

Date

Supervisor

For Split Shift

B&G Director \_\_\_\_\_

# Comp Time



- ❖ Use of accumulated Comp Time must be pre-approved in writing by the site supervisor.
- ❖ Comp Time **earned and used** in the same 40 hr work week will be considered **make-up time**.
- ❖ Indicate **ONLY** time worked on the Comp Time card. (the 1.5 will be calculated in the office)
- ❖ Comp Time is set at 1.5 hours for every hour worked over forty (40) hours per week.
- ❖ Comp Time must be indicated on your time card showing day earned and day used.
- ❖ Comp Time cannot be split with overtime in the same pay period. (check box on the bottom right of your time card to indicate your choice).
- ❖ Community Ed. O.T. or O.T. that can be charged to another department can not be used as Comp Time.
- ❖ Comp Time card **MUST** be filled out for time earned and used.
- ❖ The Maximum Comp Time which can be banked is twenty four (24) hrs. (Sixteen (16) hrs of O.T.).

# *Make-up time*



- ❖ Make-up time must be pre-approved by supervisor. This request must include the hours you will be gone and when the hours will be made up.
- ❖ Time must be made-up in the same week, same day if possible (the work week is defined as starting 1<sup>st</sup> shift on Saturday, ending 3<sup>rd</sup> shift on Friday). Thus, time off on Friday must be made-up the same day.
- ❖ Make-up time must be indicated on your time card, showing when hours were missed and when hours were made-up.
- ❖ All requests must be accompanied by an explanation.
- ❖ No more than four (4) hours make up time will be allowed per week.
- ❖ Make-up time will not be allowed to work another job, whether it is in the school district or outside of the school district.
- ❖ The use of make-up time shall not create a hardship for the school, and cannot be used if a substitute employee, or overtime are required to compensate for an employees absence.
- ❖ The use of make up time is intended for short time periods for family or personal business which can only be done during your normal shift (i.e. Attend an event for a family member.) Leaving for tobacco use, leaving to pick up lunch or dinner, etc. (Thirty (30) minutes or less), must be made up the same day.



# *Overtime*



- ❖ Overtime must be pre-approved by supervisor unless an emergency situation arises.
- ❖ Overtime is paid at 1.5 your base pay for hours worked over forty (40) per week.
- ❖ Overtime must be indicated on time card with an explanation.

# *Missed Time*

## *Call in Procedure*



- ❖ All Head Custodians who cannot make it in for their shift or will be late, MUST call in **themselves** (unless you absolutely can not call yourself). You MUST call the building Principal and leave a message then call Joe Matson at 763-745-5150 to inform him who will be working the day shift and if you will need a sub for the evening shift. The Head Custodians will call their own replacements.
- ❖ CSF employees who will not make it in for their shift or will be late, MUST call in **themselves** (unless you absolutely can not call yourself). CSF employees MUST call their Supervisor/Foreman FIRST then call and leave a message for Joe Matson at 763-745-5150. These calls should be made at least ONE (1) hour prior to the start of your shift.
- ❖ All first shift employees who cannot make it in for their shift or will be late MUST call in **themselves** (unless you absolutely can not call yourself.) You MUST call your Head Custodian FIRST, then call and leave a message for Joe Matson at 763-745-5150. These calls should be at least ONE (1) hour before your shift.
- ❖ All second shift employees who cannot make it in for their shift or will be late, MUST call in **themselves** (unless you absolutely can not call yourself). You MUST call your Head Custodian FIRST, then call and leave a message for Mike Johnson at 763-745-5173. These calls should be at least FOUR (4) hours before your shift.
- ❖ The third shift employees who cannot make it in for their shift or will be late, MUST call in **themselves** (unless you absolutely can not call yourself). You MUST call the Night Lead Custodian at the High School FIRST (Night Lead at 651-253-3494) and then call and leave a message on the break room phone at 763-745-6878. These calls should be FOUR (4) hours before your shift.
- ❖ If you need to go home sick during your shift, CSF employees must call Joe Matson at 763-745-5150, all others must call Mike Johnson at 763-745-5173.
- ❖ Mike Johnson will arrange 2<sup>nd</sup>/3<sup>rd</sup> shift substitutes. We will need to know if someone will be out for all reasons: personal days, unscheduled vacations, comp time, etc....
- ❖ **No call/No shows: Disciplinary action will result.**

# *Safety*



- 1). Employee Right to Know Act
- 2). Health and Safety
- 3). Work Related injury/illness
- 4). First report of injury
- 5). Occupational Health  
Program of Allina
- 6). Threats

# *Employee Right to Know Act*



- ❖ The Employee Right to Know Act is a law intended to ensure that you, as an employee, are aware of the dangers associated with hazardous substances, harmful physical agents or infectious agents that you may be exposed to in the workplace. The Act requires the Wayzata Public Schools, as your employer, to evaluate workplaces for the presence of hazardous substances and harmful physical agents and to provide training for those employees who may be exposed to these substances. Written information regarding harmful substances is available in each District building. If you are concerned about a hazard in your work area or would like information on training, please contact, Rodger Schaeffbauer, Health and Safety Coordinator, at 763-745-5152.

# *Health and Safety*



- ❖ The Health & Safety Coordinator is constantly striving to deliver the most comprehensive and time efficient training environment available. The Buildings and Grounds Department has a mission to make your training experience convenient. This information provides Health & Safety training sessions twenty four (24) hours a day. This training manual will take you step by step through the training modules. If you have any questions, call:
  - ❖ **Rodger Schaeffbauer @ 763.745.5152 or 612.685.9122**
  
- ❖ **Total Program:**

The Total program is a yearly review of all your required health and safety requirements. You will review a video for each section, take a short test of the material you just watched and print out a certificate after you complete each section. Any question on the Total Program please call:

  - ❖ **Rodger Schaeffbauer @ 763.745.5152 or 612.685.9122**
  
- ❖ **User Name:**
- ❖ **Password:**
- ❖ **Due Date:**

# *Work Related injury/illness*



- ❖ ALWAYS INFORM THE PHYSICIAN'S OFFICE THIS IS A WORK RELATED INJURY/ILLNESS, no copay should be collected.

- ❖ Emergency Care

If a medical emergency occurs in the judgement of the responsible parties, call 911 to get immediate medical assistance. The employee should be taken to the nearest hospital emergency room for emergency care or an ambulance be called if the injured employee cannot be easily transported.

- ❖ Designated Medical Clinic:  
Allina Occupational Health Clinic

Wayzata Public Schools, through its insurance carrier, has contracted with Preferred WorkCare. This agreement is in accordance with the Managed Care Guidelines of Minnesota's Workers' Compensation Act.

The District has designated a medical provider for our employees to be evaluated in non-emergency situations. The nearest designated medical provider is the Allina Occupational Health Clinic at the WestHealth Medical building on campus Drive off Northwest Blvd near the junction of 494 and Hwy 55.

This provider is experienced in working with occupational injuries and is familiar with the District's activities. This will improve the quality of treatment for employees.

If you should seek treatment for a work-related injury elsewhere, you may be asked to also be evaluated at Allina Occupational Health Clinic before our workers' compensation carrier approves continued treatment.

If you have any questions, please contact the Wayzata School District Benefits Office at 763-745-5012.



# First report of injury



WAYZATA SCHOOL DISTRICT FIRST REPORT OF INJURY			
Employee Name (last, first, middle initial)	Date of Birth: ____/____/____	Social Security # ____-____-____	Gender: Male _____ Female _____
Home address:(include zip code)	Home Phone#: ____-____-____		Marital Status:  Married _____ Not _____
Occupation: _____  Date of Hire: ____/____/____		Hours worked per day: _____  Number of days worked per week: _____	
DATE OF CLAIMED INJURY: ____/____/____	Accident location: _____ On employer's premises? Yes _____ No _____		Time of injury: ____ a.m. ____ p.m.
Describe nature of injury or illness in detail. BE SPECIFIC (include part(s) of body affected, e.g. amputation of right index finger at 2nd joint, fractured arm, lead poisoning). _____ _____ _____			
Describe employee's activities when injury occurred with details of how event occurred (include name of other individuals involved, tools, machinery, objects, vapors, chemicals, radiations, unnatural motions of employee). _____ _____ _____			
Missed work: Yes _____ Date of first day of lost time: ____/____/____ No _____			
Initial treatment location: No treatment _____ Minor onsite _____ Hospital/Clinic _____	Hospital/Clinic (name and address) _____ _____ _____		
Witness name and phone #:		Print supervisor's name:	
Employee signature: _____		Date form completed: ____/____/____	
<b>FAX TO 763-745-5015 OR SEND IN THIS REPORT IMMEDIATELY - DO NOT WAIT FOR DOCTOR'S REPORT</b>			
Please call Mary Jedlicki, 763-745-5048 if injury causes loss of work time or if you have any questions.			

# Occupational Health Program of Allina



- ❖ WestHealth Campus  
2855 Campus Drive  
Suite 400  
Plymouth, MN 55441  
Mon.-Fri. 8:00am-5:00pm  
763-577-7530



- ❖ **AFTER HOURS CARE:**  
West Health Campus Urgent Care  
2855 Campus Drive  
Plymouth, MN 55441  
Mon.-Fri. 4:00pm-10:00pm  
Sat.-and Sun. 10:00am-6:00pm  
Holidays: Please call  
763-577-7160

# Occupational Health Program of Allina



## ❖ EMERGENCY CARE:

Abbott Northwestern Hospital  
Emergency Room  
800 E. 28th Street  
Minneapolis, MN 55407  
763-863-4234



# Occupational Health Program of Allina



- ❖ North Memorial Medical Center  
Emergency Room  
3300 Oakdale Avenue North  
Robbinsdale, MN 55422  
763-520-5542



# Threats



## ❖ **KNOW WHERE TO FIND YOUR EMERGENCY PROCEDURES MANUAL**

### ❖ Threats found in the building:

- Written on the building:
  - ✓ Secure area; lock doors if possible
  - ✓ Refer to the Emergency Procedures Manual
  - ✓ Notify Principal/Building Administrator, if not available call 911
  - ✓ Make sure someone has taken photographs of the threat
  - ✓ When given direction, remove message
- Written note:
  - ✓ Secure area
  - ✓ Avoid any unnecessary handling of the note. It is considered evidence
  - ✓ Refer to the Emergency Procedures Manual
  - ✓ Notify Principal/Building Administrator, if not available call 911

### ❖ Vandalism/Graffiti: MINOR Damages

- ✓ Notify the Head Custodian
- ✓ Photograph all damages
- ✓ Broken doors and windows should be secured. If unable to secure, use emergency call list
- ✓ Call police and make a report of damages
- ✓ Notify Principal/Building Administrator and Buildings and Grounds office during normal business hours
- ✓ MAJOR DAMAGES—Notify Principal/Building Administrator, Director of Buildings and Grounds and the Police immediately.

# *Job Description*



## 1). Job Description





# *School Board* *Policies*



- 1). School Board Policies
- 2). Equal employment opportunity policy: 401
- 3). Harassment and violence policy: 403
- 4). Drug-free workplace/ drug-free school policy: 404
- 5). Chemical use and abuse policy: 406
- 6). Tobacco-free environment policy: 407
- 7). Mandated reporting of child neglect or physical or sexual abuse policy: 415
- 8). Equal educational opportunities policy: 501
- 9). Technology use policy: 631

# *School Board* *Policies*



## School Board Policies

**THIS SECTION DOES NOT CONTAIN A COMPLETE LISTING OF SCHOOL BOARD POLICIES.**

The School Board Policies included in this handbook are only a few of the actual policies. The Handbook includes a few of the policies which we felt directly affect all Buildings and Grounds Employees. There are many more School Board Policies, not included in this section which may directly or indirectly apply to Buildings and Grounds Employees. Each building has a copy of School Board Policies. If you would like to review any of these policies, they can be viewed on the district web site [www.Wayzata.k12.mn.us](http://www.Wayzata.k12.mn.us), contact your building principal, the Human Resources Department or the Director of Buildings and Grounds to obtain access to them.

## ***EQUAL EMPLOYMENT OPPORTUNITY POLICY: 401***



The School District will provide equal employment opportunity for all applicants and employees. The School District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, gender, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status. The school district also makes reasonable accommodations for disabled employees.

The School District prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the School District's policy on harassment and violence.

This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment.

It is the responsibility of every school district employee to follow this policy.

Any person having any questions regarding this policy should contact the Executive Director of Human Resource Services.

ADOPTED: February 10, 1969

AMENDED: June 21, 1973

AMENDED: March 31, 1975

AMENDED: December 8, 1986

AMENDED: May 10, 2004

AMENDED: November 13, 2006

## ***HARASSMENT AND VIOLENCE POLICY: 403***



The District recognizes each employee's right to individual respect and dignity and is committed to establishing and maintaining a professional, respectful working environment for all employees.

It is the policy of the District to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by regulations. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

ADOPTED: March 10, 1986

AMENDED: September 16, 1991

AMENDED: September 13, 1993

AMENDED: July 11, 1994

AMENDED: December 11, 1995

AMENDED: May 14, 2001

AMENDED: July 12, 2004

REVIEWED: October 9, 2006

AMENDED: September 10, 2007

REVIEWED: October 13, 2008

# **DRUG-FREE WORKPLACE/ DRUG-FREE SCHOOL POLICY: 404**



The School District will maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician's prescription.

Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

It shall be a violation of this policy for any student, teacher, administrator, other school district personnel, or member of the public to use alcohol, toxic substances, or controlled substances in any school location.

The School District will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

## **DEFINITIONS**

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- D. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- E. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- F. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

## **EXCEPTIONS**

It shall not be a violation of this policy for a person to bring onto a school location, for such person's own use, a controlled substance which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.

ADOPTED: January 14, 1991

AMENDED: May 10, 2004

REVIEWED: November 13, 2006

## **CHEMICAL USE AND ABUSE POLICY: 406**



The School Board recognizes that chemical use and abuse constitutes a threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The School Board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse.

The purpose of this policy is to assist the School District in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

Use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with School District policy and regulations, Drug-Free Workplace/Drug-Free School, #404 & 404-R.

It is the policy of this School District to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.

The School District shall establish and maintain a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.

It will be the responsibility of the Superintendent, with the advice of the School Board, to establish a school and community advisory team to address chemical abuse problems in the district.

The School District shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

AMENDED: September 8, 1986

AMENDED: October 8, 1990



## **TOBACCO-FREE ENVIRONMENT** **POLICY: 407**



The School Board shall maintain a learning and working environment that is tobacco free.

It shall be a violation of this policy for any student or employee of the School District or person to use tobacco or tobacco-related devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a School District owns, leases, rents, contracts for, or controls. This prohibition includes all School District property and all off-campus events sponsored by the School District.

It shall be a violation of this policy for any elementary school, middle school, or secondary school student to possess any type of tobacco or tobacco-related device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a School District owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus events sponsored by the School District.

The School District will act to enforce this policy and to discipline or take appropriate action against any student or employee or person who is found to have violated this policy.

ADOPTED: May 11, 1987

AMENDED: July 12, 2004

REVIEWED: October 9, 2006

**MANDATED REPORTING OF CHILD  
NEGLECT OR PHYSICAL OR SEXUAL  
ABUSE POLICY: 415**



The District will comply with Minnesota Statutes requiring school personnel to report suspected child neglect or physical or sexual abuse.

It shall be a violation of this policy for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused.

ADOPTED: November 20, 2003

AMENDED: July 12, 2004

REVIEWED: October 10, 2005

AMENDED: November 13, 2006

AMENDED: September 10, 2007

REVIEWED: October 13, 2008

# ***EQUAL EDUCATIONAL OPPORTUNITIES POLICY: 501***



It shall be the policy of the District to comply with current state and federal statutes and regulations and to recognize its obligation to provide equal opportunity for the education of all persons within its jurisdiction. It affirms that it will not discriminate on the basis of age, sex, sexual orientation, race, religion, creed, color, national origin, parental status, marital status, economic status or disability in the following educational areas:

- Access to course offerings
- Curricular materials
- Counseling practices
- Co-extracurricular activities
- Athletics
- Use of school facilities

This policy statement shall be distributed or otherwise made available to all employees of the District and to students and parents.

In all their educational practices and activities, administrators, teachers, counselors, media specialists, athletic coaches and extracurricular advisors will make their best efforts to provide whatever learning materials, facilities, activities, and experiences as are needed to overcome the limitations imposed by the traditionally stereotyped roles of protected classes as defined above.

It is the responsibility of every school district employee to follow this policy.

ADOPTED: June 4, 1976

AMENDED: December 8, 1986

AMENDED: May 10, 2004

REVIEWED: December 12, 2005

AMENDED: October 13, 2008

## **TECHNOLOGY USE POLICY: 631**



The Wayzata School District may provide employees and students with access to computers and other equipment enabling them to access the Internet, to use electronic mail, to create Internet Web pages, and to send, receive, and store documents. Use of this equipment shall be limited to educational purposes, including classroom instruction, educational research, and curriculum and professional development.

The use of this equipment is a privilege, not a right. All uses of this equipment shall be in compliance with the School District's policies and regulations and all state and federal laws. The School District may revoke the privilege to use this equipment for students and staff who violate these policies and regulations or state or federal law. In addition, the School District may take disciplinary or legal action against students and staff who violate these policies and regulations or state and federal laws.

The School Board recognizes that making resources such as the Internet available to students and staff carries some risks that students and staff may encounter material on the Internet that is offensive or is otherwise not suitable for an educational environment. The School District does not have the resources necessary to screen or filter out all inappropriate material or to prevent students from inappropriately disclosing information about themselves on the Internet, nor is it technologically possible to do so. However, the Board of Education believes the benefits of providing students and staff with access to the Internet outweighs the potential harm. In order to minimize these risks, the School District will endeavor to educate staff and students regarding how to use the School District's computers and communication technology responsibly.

The Superintendent is directed to develop and implement regulations and procedures that will:

A. Utilize appropriate computer software and hardware to allow students and staff to gain access to the Internet and that will protect the School District's data and equipment from unauthorized access or use; and

B. Limit the use of the School District's computers and communication equipment to educational purposes, including classroom instruction, educational research, and curriculum and professional development.

ADOPTED: May 11, 1998

AMENDED: July 12, 2004

REVIEWED: March 13, 2006

AMENDED: May 14, 2007

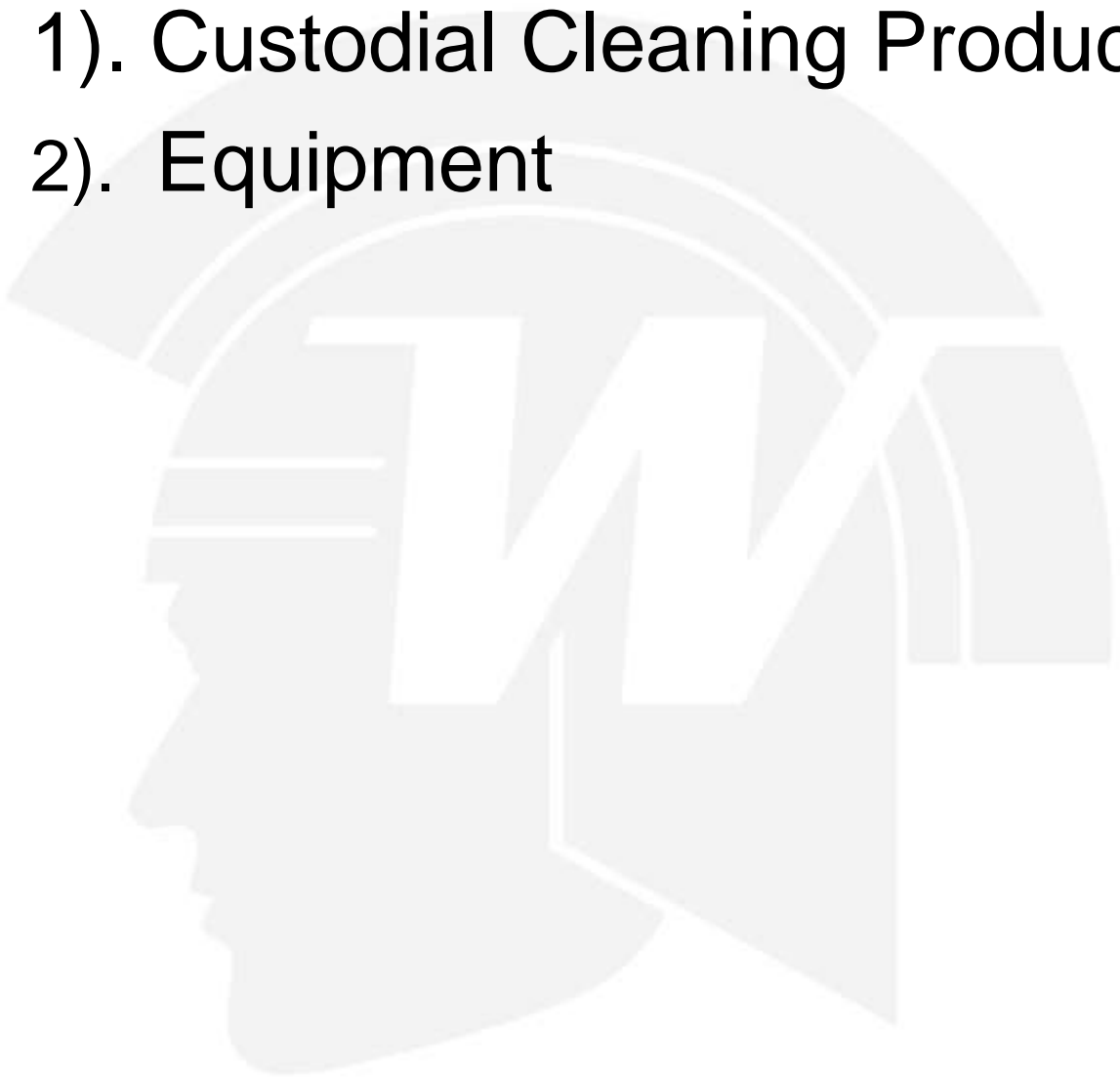
*Union*



# *Custodial Cleaning Products*



- 1). Custodial Cleaning Products
- 2). Equipment





# *Custodial Cleaning Products*



- ❖ Become familiar with the following products. Understand the proper usage and dilution rates. Learn where these products are best utilized and where they should not be used. Ask questions, the more you understand about a product, the more helpful that product may be to your over-all efficiency. Always READ THE PRODUCT LABEL before use and be familiar with where the product safety data sheets are kept.
- ❖ The following products are dispensed from the AIRKEM QUICKFILL SYSTEM:



NAME

COMPANY

USE



Top Clean/Super Shine All Hillyard 808,810      Neutral Cleaner #8,#10



Window Clean +  
Cleaner #2

Hillyard 802

Glass

# *Custodial Cleaning* *Products* *cont.*



Rejuvna!

Hillyard 816

Disinfectant Cleaner #16



Non-Acid

Hillyard 819

Disinfectant Cleaner #19



Germ Bowl Hillyard 102

Heavy Duty Bathroom Cl.

# Custodial Cleaning Products *Cont.*



Clean Action II

Hillyard 807

Carpet Extraction Cleaner #7



Spray Clean HD

Hillyard 820

Multi-purpose degreaser #20



Soap: Pink Pearl

Hillyard Geo5850

Hand Soap



Pink Lotion

Hillyard 39206

Hand Soap

# *Custodial Cleaning* *Products* *Cont.*



NAME	COMPANY	USE
		
Ajax	Hillyard Col 14278	Liquid Cleanser
		
Liquid Gum Go	Hillyard 91204	Gum Remover
		
Graffiti Remover	Hillyard 109254	Graffiti Remover

# *Custodial Cleaning* *Products* *Cont.*



Odor Eliminator

Hillyard 101404

Liquid Enzyme



Lemon Wipes  
Wipes

Hillyard 1066

Furniture



Stainless Steel Cleaner  
Steel Cleaner

Hillyard 103454

Stainless

Liquid Enzyme  
Expo  
Freeze Spray

Hillyard 104754  
Hillyard  
Hillyard 109054

Carpet Enzyme Cleaner  
Marker Board Cleaner  
Gum Go

Lime-Away Hillyard ANDPK100i3 Mild Acid Cleaner

# Equipment



Floor Scrubber



Riding Floor Scrubber



Carpet Cleaners

# Equipment *cont.*



Back Pack Vacuums



Vacuums





# *Equipment* *cont.*



Restroom Cleaners



Sweepers



Wet Vacuums

# *Equipment* *cont.*



Mop Bucket and Wringer



Cleaning Carts



Putty Knife

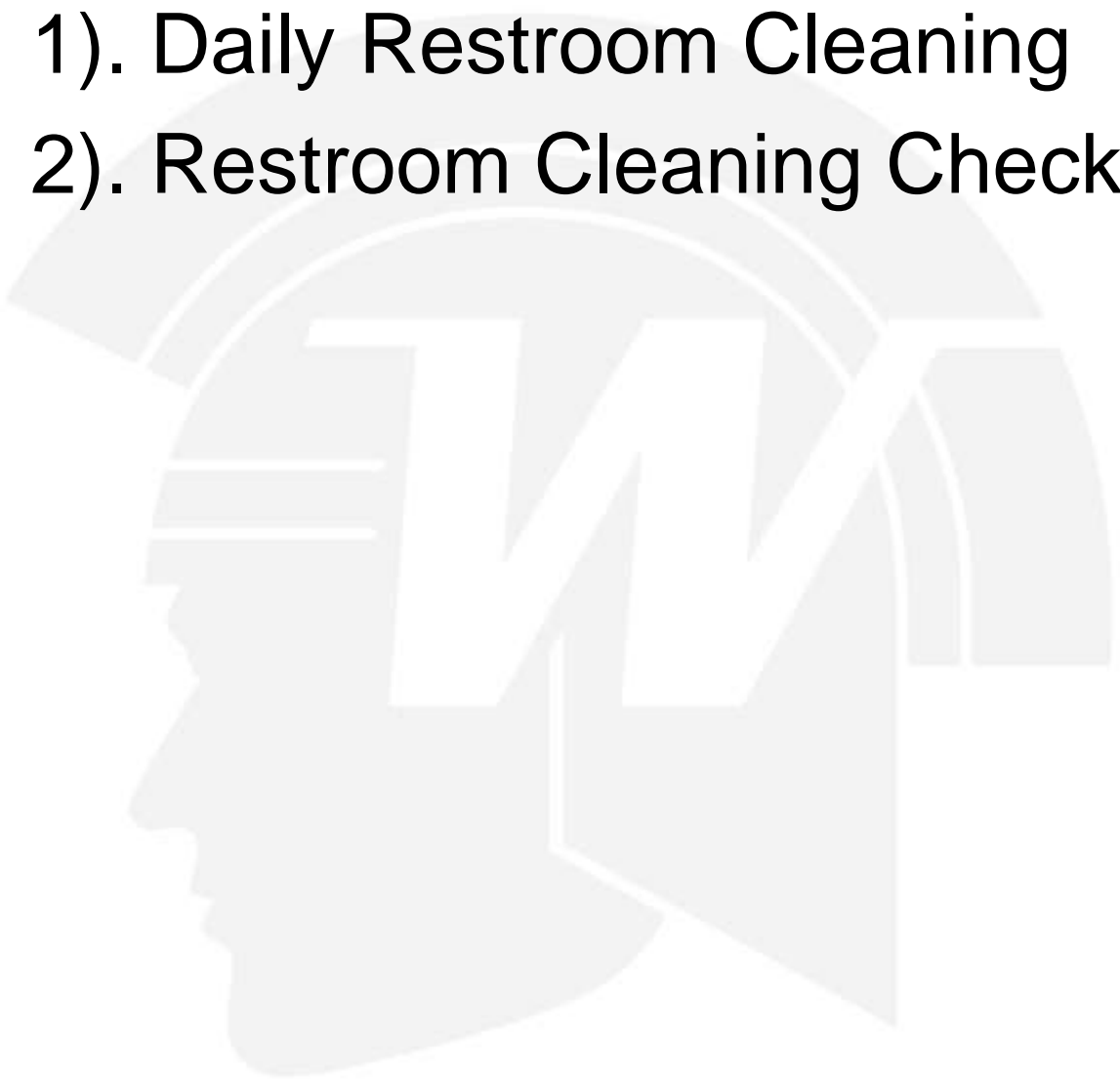


Snail fan

# Daily Restroom Cleaning



- 1). Daily Restroom Cleaning
- 2). Restroom Cleaning Checklist



# Daily Restroom Cleaning



- ❖ NOTICE: Public restrooms are very critical areas in building maintenance. Their appearance will reflect the image of the entire building. A clean, well maintained restroom facility will also be treated with respect. Because of this, all restroom facilities must be cleaned and disinfected every day. During events, public restrooms should be monitored for supplies and cleanliness. Take the time and make restrooms a high priority item on your cleaning schedule.

# Daily Restroom Cleaning



## ❖ DAILY RESTROOM CLEANING

1. Equip the custodial Cart

Products: Disinfectant

Glass Cleaner

Liquid Cleanser

Bowl Acid

Graffiti Remover

Toilet paper

Paper towel

Sanitary napkin disposal bags

Equipment:

Bucket, wringer and mop

Dust mop, broom, dust pan

Clean rags

Scrub pad

Spray bottles with products and/or pressure air sprayer

Bucket and Johnny mop

Rubber/Latex gloves

2. Check for non-operating light bulbs, make note of area or room number and return at the end of your shift to replace all lamps at one time.
3. Knock down or clean off paper wads, tobacco, etc, thrown on walls or ceilings. Check the partition walls for graffiti and remove.
4. Check exhaust grills, window ledges, etc, for dusting.
5. Sweep the floor starting at the back of the room and proceeding to the door.
6. Apply disinfectant on sinks, walls, toilets and urinals by thoroughly spraying all surfaces with a disinfectant cleaner diluted in a one quart trigger spray bottle or a small pressure sprayer. LET STAND FOR 5 OR MORE MINTUES.
7. Empty sanitary napkin dispenser and replace the liner. Dispose and Replace all used liners.
8. Empty the garbage receptacles and spot clean them as needed.
9. Check and fill all dispensers including:
  - Toilet Paper
  - Paper Towel
  - Hand Soap
  - Sanitary Napkin Dispenser

# Daily Restroom Cleaning *Cont..*



10. Clean mirror including frames, tops and trays with window cleaner, wiping them dry with a clean rag or paper towel. (USE A NEW RAG or TOWEL ON EACH BATHROOM)
11. Wipe the sinks, cleaning the tops, sides, bottom edge, faucet and wipe dry with a rag or toweling. Periodically, clean the underside of the sink including the water lines and waste line. Routinely scrub the sink with a liquid cleanser and soft scrub pad to remove soap scum. For hard water deposits, use a mild acid cleaner and flood rinse thoroughly after use. See the head custodian for the proper products to remove hard water deposits.
12. Wipe down the walls around sinks. Spot clean walls around dispensers, at door ways and the light switch plate.
13. Disinfect all dispensers, light switch, hand dryers, door handle by spraying disinfectant on rag, NOT DIRECTLY ON DISPENSERS.
14. Clean and disinfect urinals, using a johnny mop, clean the inside of the urinals including the lip. JOHNNY MOPS WILL ONLY BE USED ON THE INSIDE OF URINAL BOWL. Wipe down the top, side, valves and piping with a rag or toweling.

Using a johnny mop, clean the inside of the toilet after first lowering the water line by pushing the water past the trap with a plunger. JOHNNY MOPS WILL ONLY BE USED INSIDE OF THE TOILET BOWL. Wipe down the top, sides, piping, valves, seat top and bottom and base near the floor. Leave the seat in an upright position.

Weekly, sooner if needed, clean the insides of the urinal and toilet with bowl cleaner. Be sure to clean the water ports, under side of the toilet rim and the water lines. (Be sure to lower the water level). Let the acid stand in contact for a few minutes prior to rinsing. Flushing with water thoroughly after using the bowl acid.

**NOTICE:** Bowl cleaner contains hydrochloric acid and can emit strong fumes. Use this product with caution. Never use this product for other than the above procedures, as can damage fixtures, etc. Always rinse thoroughly after use.

15. Clean and disinfect the floors by first filling a bucket with a disinfectant and water at the proper dilution ratio. Mop along the walls first, framing the floor area to be cleaned. When cleaning the corners, use your hand and the mop to pull soil out of the corner. As you mop, dump a portion of the mop water into the floor drain once per week to keep the trap filled and the restroom smelling good.

# Restroom Cleaning Checklist



## RESTROOM CLEANING

### CHECKLIST / FREQUENCIES

<u>FREQUENCY</u>	<u>PROCEDURE</u>
D	Replace all non-operating lamps
AN	Dust horizontal surfaces and grille for exhaust fan
D	Remove graffiti and foreign material from walls & ceilings
D	Sweep Floors
D	Apply Disinfectant to sinks, walls, toilets, and urinals.
D / AN	Check and Fill as needed all paper and soap dispensers
D / AN	Empty and Spot Clean as needed all waste receptacles
D	Clean mirrors
D	Clean dispensers, walls around dispensers and walls around sinks
D	Wipe / Disinfect sinks or bradleys, urinals and toilets
AN	Clean bathroom partitions
D	Wet Mop floors with disinfectant cleaner

D = Daily

AN = As Needed



# *Daily Classroom Cleaning* *ELEMENTARY*



- 1). Daily classroom cleaning  
Elementary
- 2). Elementary classroom cleaning  
checklist

# *Daily Classroom Cleaning* *ELEMENTARY*



## ❖ DAILY CLASSROOM CLEANING

1. Equip the custodial Cart  
Products: Disinfectant  
Glass Cleaner  
Liquid Cleanser  
All Purpose Cleaner  
Cream Cleanser  
Liquid Hand Soap  
Paper towel  
Can Liners  
Equipment:  
Bucket, wringer and mop  
Dust mop, broom, dust pan  
Clean rags, dust cloth or dust wand  
Putty Knife  
Razor Blade Scraper  
Scrub pad  
Spray bottles with products  
Rubber/Latex gloves
2. Check for non-operating light bulbs, make note of area or room number and return at the end of your shift to replace all lamps at one time.
3. Police the carpeted areas for larger debris that must be picked up by hand.
4. Spray disinfectant on sink and counter tops around sink. Let stand for at least 5 minutes.
5. Empty pencil sharpeners.
6. Empty trash receptacles.  
As needed:
  - A. Replace liner
  - B. Using a putty knife, scrape out gum or other objects stuck inside.
  - C. Periodically clean the receptacle inside and out side.
7. Using a razor blade scraper and all purpose cleaner, spot clean desk and table tops as needed, be sure to watch for offensive language and remove it immediately.
8. Clean and fill soap and paper towel dispensers.

# Daily Classroom Cleaning

## ELEMENTARY Cont.



9. Dust horizontal surfaces (as needed, but at a minimum once per week), especially areas near chalk boards, pencil sharpeners, vents, window sills and monitors.
10. Clean chalk boards and marker boards.

NOTE: Be aware of "SAVE" or "DO NOT ERASE" messages left on boards.

### **CHALK BOARDS:**

- A. Completely erase the chalk board, removing as much chalk as possible.
- B. Wipe the board down with a clean rag or two sponges and clean water, turning the rag after each pass.
- C. Wipe down the chalk tray.

### **MARKER BOARDS:**

- A. Mix 1oz. All purpose cleaner per gallon of water and soak several rags overnight in this solution.
- B. Completely erase marker board prior to cleaning.
- C. Wring out rags the next day to use to clean marker boards.
- D. Soak clean rags again for the next day.
11. Wipe down sink and counter tops around sinks and wipe dry. Use cream cleanser for tough stains.
12. Dust mop hard surface floors using a treated dust mop. (see procedure for treating dust mops.)
  - A. Start at a point away from the door and work toward the door, ending with the dirt pile next to the custodial cart. Pick up with an angle broom or fox tail broom and dust pan.
  - B. As you work in and around desks, straighten them as you go, and remove scuff marks.Note: Be aware of ventilation grilles and univents - do not shake mops out near these grilles.
13. Vacuum carpeted areas, working away from the cord and outlet.
14. Spot clean walls, doors and door hardware using an all purpose cleaner. Give attention to walls under dispensers, around pencil sharpeners, near entryways and around light switch plates.
15. Wet mop spills or other heavy soil. Pay particular attention to areas around doorways and sinks. At a minimum, wet mop weekly.
16. Check and secure all windows. It is our responsibility to secure the building.

# *Daily Classroom Cleaning* *ELEMENTARY Cont.*



17. Be aware of potentially hazardous conditions in the classroom such as overloaded circuits, frayed electrical cords, oily or slippery floor, appliances with a heating element left on, etc. reporting unsafe condition to the head custodian.
18. Secure door as you leave.

NOTE: Many elementary kindergarten classrooms have restrooms in the room. These must be cleaned and sanitized daily. SEE RESTROOM CLEANING procedures.

Different buildings and areas have different priorities in the classroom. Some of the variations may be desk tops cleaned, marker boards and chalk boards cleaned or sinks and counters cleaned. You should consult the Head Custodian or the Evening Custodian in each building for specifics. Refer to the wall chart in the individual custodial closet for specific tasks in that assigned area.

# Elementary Classroom Cleaning Checklist



## ELEMENTARY CLASSROOM CLEANING CHECKLIST / FREQUENCIES

<u>FREQUENCY</u>	<u>PROCEDURE</u>
D	Replace non-operating lamps
D	Empty the pencil sharpener
D*	Disinfect sinks and counter tops around sinks
D	Empty all waste receptacles
AN	Spot Clean desks and table tops
D	Check and Fill soap dispensers and paper towel
AN	Dust all horizontal surfaces
D*	Clean marker boards and / or chalk boards
D*	Clean sinks and counter tops around sinks
D	Dust Mop hard surface floors / Vacuum carpet
AN	Check and Spot Clean walls, doors, door glass, etc.
D	Wet Mop spills
D	Check and Secure windows and doors

D = Daily

D\* = These items are often exchanged, we clean either the boards or the sinks, but not both. (Typically we clean the sinks)

AN = As needed / as time permits.

# *Daily Classroom Cleaning* *SECONDARY*



- 1). Daily Classroom Cleaning  
Secondary
- 2). Secondary Classroom  
Cleaning Checklist

# *Daily Classroom Cleaning* *SECONDARY*



## ❖ DAILY CLASSROOM CLEANING

1. Equip the custodial Cart  
Products: Disinfectant  
Glass Cleaner  
Liquid Cleanser  
All Purpose Cleaner  
Cream Cleanser  
Liquid Hand Soap  
Paper towel  
Can Liners  
Equipment:  
Bucket, wringer and mop  
Dust mop, broom, dust pan  
Clean rags, dust cloth or dust wand  
Putty Knife  
Razor Blade Scraper  
Scrub pad  
Spray bottles with products  
Rubber/Latex gloves
2. Check for non-operating light bulbs, make note of area or room number and return at the end of your shift to replace all lamps at one time.
3. Police the carpeted areas for larger debris that must be picked up by hand.
4. Spray disinfectant on sink and counter tops around sink. Let stand for at least 5 minutes.
5. Empty pencil sharpeners.
6. Empty trash receptacles.  
As needed:
  - A. Replace liner
  - B. Using a putty knife, scrape out gum or other objects stuck inside.
  - C. Periodically clean the receptacle inside and out side.
7. Using a razor blade scraper and all purpose cleaner, spot clean desk and table tops as needed, be sure to watch for offensive language and remove it immediately.
8. Clean and fill soap and paper towel dispensers.



# Daily Classroom Cleaning

## SECONDARY Cont.



9. Dust horizontal surfaces (as needed, but at a minimum once per week), especially areas near chalk boards, pencil sharpeners, vents, window sills and monitors.
10. Clean chalk boards and marker boards.

NOTE: Be aware of "SAVE" or "DO NOT ERASE" messages left on boards.

### **CHALK BOARDS:**

- A. Completely erase the chalk board, removing as much chalk as possible.
- B. Wipe the board down with a clean rag or two sponges and clean water, turning the rag after each pass.
- C. Wipe down the chalk tray.

### **MARKER BOARDS:**

- A. Mix 1oz. All purpose cleaner per gallon of water and soak several rags overnight in this solution.
  - B. Completely erase marker board prior to cleaning.
  - C. Wring out rags the next day to use to clean marker boards.
  - D. Soak clean rags again for the next day.
11. Wipe down sink and counter tops around sinks and wipe dry. Use cream cleanser for tough stains.
  12. Dust mop hard surface floors using a treated dust mop. (see procedure for treating dust mops.)
    - A. Start at a point away from the door and work toward the door, ending with the dirt pile next to the custodial cart. Pick up with an angle broom or fox tail broom and dust pan.
    - B. As you work in and around desks, straighten them as you go, and remove scuff marks.  
Note: Be aware of ventilation grilles and univents - do not shake mops out near these grilles.
  13. Vacuum carpeted areas, working away from the cord and outlet.
  14. Spot clean walls, doors and door hardware using an all purpose cleaner. Give attention to walls under dispensers, around pencil sharpeners, near entryways and around light switch plates.
  15. Wet mop spills or other heavy soil. Pay particular attention to areas around doorways and sinks. At a minimum, wet mop weekly.
  16. Check and secure all windows. It is our responsibility to secure the building.

# *Daily Classroom Cleaning* *SECONDARY Cont.*



17. Be aware of potentially hazardous conditions in the classroom such as overloaded circuits, frayed electrical cords, oily or slippery floor, appliances with a heating element left on, etc. reporting unsafe condition to the head custodian.
18. Secure door as you leave.

NOTE: Many secondary classrooms have specific requirements not outlined in the above procedure. Industrial technology, and Art and Science classrooms will require unique cleaning procedures. Seek advice from the Head Custodian or Night Lead Custodian when assigned to these areas.

# Secondary Classroom Cleaning Checklist



## SECONDARY CLASSROOM CLEANING CHECKLIST / FREQUENCIES

<u>FREQUENCY</u>	<u>PROCEDURE</u>
D	Replace non-operating lamps
D	Empty the pencil sharpener
D*	Disinfect sinks and counter tops around sinks
D	Empty all waste receptacles
AN	Spot Clean desks and table tops
D	Check and Fill soap dispensers and paper towel
AN	Dust all horizontal surfaces
D*	Clean marker boards and / or chalk boards
D*	Clean sinks and counter tops around sinks
D	Dust Mop hard surface floors / Vacuum carpet
AN	Check and Spot Clean walls, doors, door glass, etc.
D	Wet Mop spills
D	Check and Secure windows and doors

D = Daily

D\* = These items are often exchanged, we clean either the boards or the sinks, but not both. (Typically we clean the sinks)

AN = As needed / as time permits.

# *Hallway / Entryway Maintenance*



- 1). Hallway / Entryway Maintenance
- 2). Entryway/Corridor Cleaning Checklist

# Hallway / Entryway Maintenance



1. Equip the custodial cart with the following products and equipment.

Products:

Glass Cleaner  
All Purpose Cleaner  
Disinfectant Cleaner  
Freeze Spray (for Gum)  
Graffiti remover

Equipment:

Angle Broom and Dust Pan  
48" to 72" Treated Dust Mop  
Putty Knife  
Clean Rags  
Dust Cloth or Dust Wand  
Can Liners

2. Using glass cleaner and a clean rag, clean all entry glass. During the winter months, be sure to use a winterized glass cleaner that will not freeze on the glass. Ask your Head Custodian for this product.
3. Using an all purpose cleaner and rag, clean door handles, kick plates, push plates and door frames periodically as needed. Be aware of cobwebs in corners. Check doors and hardware for proper operation (refer to maintenance checklist).
4. Make minor repairs and adjustments as time permits. Notify Head Custodian, Night Lead Custodian or Maintenance personnel of repairs needed.
5. Police the sidewalks outside for trash, leaves, sand etc..
6. Entry matting should be vacuumed daily and extracted periodically as needed. Make sure the edges of the entrance mat are down and not creating a trip point. If entryway has a mat well, pull mat and clear out well on a regular basis, at least once per week.
7. Using a treated dust cloth or dusting wand, regularly dust locker tops and all horizontal surfaces. Try to dust early in the week for a better appearance through out the week. Pay particular attention to front entries and main office areas which are first impression areas.
8. Using a disinfectant cleaner, clean all drinking fountains and wipe dry. Be sure to include the handle, sides and under side of fountain. Also wipe down the walls around the fountain. For stainless steel fountains, periodically wipe down with a stainless steel polish. For porcelain fountains, periodically clean with a cream cleanser. NO JOHNNY MOPS OR BOWL ACID ON FOUNTAINS.

# *Hallway / Entryway*

## *Maintenance* *Cont.*



9. Empty all garbage receptacles, changing the liner daily. Spot clean the exterior of the receptacles daily, clean the interiors as needed. Periodically, pull the covers and clean inside and outside with a disinfectant cleaner.
10. Empty recycling barrels daily or as needed. Daily clean the exterior and tops using an all purpose cleaner. The recycling program differs at each school so see the Head Custodian for specific duties.
11. Spot clean walls, doors and lockers as needed. Be aware of areas around classroom doors and corners in the hall. Watch for graffiti on lockers and remove immediately.

### HARD SURFACE FLOORS:

12. Hard surface hallways should be swept at a minimum once per shift on a daily basis.
13. Dust mop hard surface floors using a large treated dust mop (see procedures for dust mop care). Using a putty knife, remove gum from the floor as you sweep.
14. Auto scrub hallways with a pH neutral cleaner and water on a regular basis, minimum once per week, daily during the winter months.
15. Wet mop with a pH neutral cleaner in the areas not accessible with the auto scrubber, i.e. corners, vestibules and recessed doorways, etc.
16. All spills should be cleaned up immediately.

### CARPET FLOORS:

17. Vacuum carpeted hallways using a wide area vacuum working away from the power cord on electric units.
18. Remove gum from floor with freeze spray and putty knife as you vacuum.
19. Spot clean stains on a regular basis. Clean/extract spills that will stain the carpet immediately. See carpet care procedures, spot and stain removal.
20. Extract carpet as needed.

# Entryway/Corridor Cleaning Checklist



## ENTRYWAY / CORRIDOR CLEANING

### CHECK LIST / FREQUENCIES

<u>FREQUENCY</u>	<u>PROCEDURE</u>
AN	Clean Entry Glass, Doors and Hardware
D	Vacuum Entry Mats
AN	Dust Locker Tops
D	Clean and Disinfect Drinking Fountains
D	Empty Garbage and Recycling Containers
AN	Spot Clean Corridor Walls and Doors
AN	Spot Clean Locker Fronts
D	Dust Mop Hard Surface Corridors
D	Remove Gum / Mop Spills
D	Auto Scrub or Wet Mop Hard Surface Floors
D	Vacuum Carpeted Corridors
D	Remove Gum
AN	Extract carpets

D = Daily

AN = As Needed



# *Shower/Locker Room Cleaning*



## 1). Shower/Locker Room Cleaning



# *Shower/Locker Room Cleaning*



Since all locker rooms have restrooms facilities, refer to the “Daily Restroom Cleaning” procedures found in this manual.

1. Equip the custodial cart.

Products:

- Disinfectant Cleaner
- All purpose Cleaner
- Glass Cleaner
- Cream Cleanser
- Bowl Acid
- Mild Acid Cleaner
- Foaming Cleaner
- Stainless Steel Polish
- Toilet Paper/Paper Towels
- Sanitary Napkin Liners

Equipment:

- Bucket, wringer and mop
- Dust Mop, broom, dust pan
- Clean rags
- Scrub pads
- Bucket and Johnny mop
- Rubber/latex gloves
- Doodle bug and pads
- Hose and foam gun
- Spray bottle or pressure sprayer

1. Clean out floor drain in shower area. Pick up scraps of soap, empty shampoo bottles etc.
2. Clean locker tops to remove rubbish placed there.
3. Knock down or clean off paper wads, tobacco, etc. thrown on walls or ceilings. Check all areas for graffiti and remove.
4. Sweep the floor to remove sand and debris.
5. Spray disinfectant cleaner on the following items: (using and spray bottle or a pressure sprayer)
  - a. Soap trays
  - b. Shower towers
  - c. Shower handles
  - d. Wall areas around shower
  - e. Shower heads
  - f. Drinking fountains

LET STAND FOR AT LEAST 5 MINTUES.

# Shower/Locker Room

## Cleaning *Cont.*



### **Clean and disinfect restroom facilities**

6. Apply disinfectant on sinks, walls, toilets and urinals by thoroughly spraying all surfaces with a disinfectant cleaner diluted in a one quart trigger spray bottle or a small pressure sprayer. LET STAND FOR 5 OR MORE MINTUES.
7. Empty sanitary napkin dispenser and replace the liner. Dispose and replace all used liners.
8. Empty the garbage receptacles and spot clean them as needed.
9. Check and fill all dispensers including:
  - Toilet Paper
  - Paper Towel
  - Hand Soap
  - Sanitary Napkin Dispenser
10. Clean mirror including frames, tops and trays with window cleaner, wiping the dry with a clean rag or paper towel. USE A NEW RAG or TOWEL ON EACH BATHROOM.
11. Wipe the sinks cleaning the tops, sides, bottom edge, faucet and wipe dry with a rag or toweling. Periodically, clean the underside of the sink including the water lines and waste line. Routinely scrub the sink with a liquid cleanser and soft scrub pad to remove soap scum. For hard water deposits, use a mild acid cleaner and flood rinse thoroughly after use. See the Head Custodian for the proper products to remove hard water deposits.
12. Wipe down the walls around sinks. Spot clean walls around dispensers, at door ways and the light switch plate.
13. Disinfect all dispensers, light switch, hand dryers, door handle by spraying disinfectant on rag, **NOT DIRECTLY ON DISPENSERS.**
14. Clean and disinfect urinals, using a Johnny mop, clean the inside of the urinals including the lip. JOHNNY MOPS WILL ONLY BE USED ON THE INSIDE OF URINAL BOWL. Wipe down the top, side, valves and piping with a rag or toweling.

Using a Johnny mop, clean the inside of the toilet after first lowering the water line by pushing the water past the trap with a plunger. JOHNNY MOPS WILL ONLY BE USED INSIDE OF THE TOILET BOWL. Wipe down the top, sides, piping, valves, seat top and bottom and base near the floor. Leave the seat in an upright position.

Weekly, sooner if needed, clean the insides of the urinal and toilet with bowl cleaner. Be sure to clean the water ports, underside of the toilet rim and the water lines, be sure to lower the water level). Let the acid stand in contact for a few minutes prior to rinsing, flushing with water thoroughly after using the bowl acid.

**NOTICE:** Bowl cleaner contains hydrochloric acid and can emit strong fumes. Use this product with caution. Never use this product for other than the above procedures as it damage fixtures, etc. Always rinse thoroughly after use.
15. Wipe down all shower areas that have disinfectant standing on them.

# *Shower/Locker Room*

## *Cleaning* *Cont.*



16. Clean and disinfect the floors by first filling a bucket with a disinfectant and water at the proper dilution ratio. Flood mop along the walls first, framing the floor area to be cleaned. When cleaning the corners, use your hand and the mop to pull soil out of the corner. As you mop, dump a portion of the mop water into the floor drain once per week to keep the trap filled, and the restroom smelling good.
17. Use the auto scrubber when available.

### Periodic Shower Room Cleaning:

18. Set up garden hose with foaming gun and foam cleaner from nearest water source.
19. Spray wall areas, shower towers and fixtures with foaming shower room cleaner.
20. Scrub with a doodlebug and pad or stiff bristle brush. Let stand for 5 to 7 minutes as recommended on product labels.
21. Thoroughly rinse all areas, ensuring all product has been removed.
22. Wipe dry all chrome or stainless fixtures.
23. Routinely polish all stainless and chrome fixtures with a stainless steel polish.

# *Maintenance Repairs*



## 1). Maintenance Repairs



# *Maintenance*

# *Repairs*



During the course of your routine assignment, you may notice a need for repairs or maintenance that you do not have the time, tools or expertise to accomplish. The evening custodian should make note of these concerns and pass that information onto the head custodian or building maintenance personnel.

The following list is designed as a guide or examples of the more common problems you may encounter.

- Locks not functioning properly.
- Doors not closing or fitting properly.
- Door hardware not functioning, including door closers, panic bars, closer screws and loose hinge screws.
- Windows broken, screens torn or missing.
- Windows not operable, cranks, locks etc.
- Electrical outlets and switches in poor repair or not working.
- Electrical outlets: watch for potentially overloaded circuits and abuse of extension cords and adapters.
- Check equipment and appliances for missing ground plugs and cords in poor condition.
- Clock not working properly.
- Security and parking lot lights not operational.
- Lights and exit lights not working after lamp replacement.
- Vandalism or damage to facility or equipment.
- Plumbing leaks, faucets and drains not operating properly.
- Ceiling tile wet or damaged.
- Window coverings in poor condition.
- Temperature of the space is uncomfortable. Be aware of night temperature set back.
- Floor tile loose or damaged.
- Carpet delamination, seams opening or zippering.
- Base cove loose or missing.

Each custodian should carry with them a small notebook and pen or pencil to make notes of specific problems in their areas of responsibility. The notebook should also be used to keep track of lights that are out so they can return towards the end of the shift with a ladder and bulbs and change all lamps at one time.

# *Floor Sweeping Procedures and Daily Dust Mop Care*



## 1). Floor Sweeping Procedures and Daily Dust Mop Care





# *Floor Sweeping Procedures and Daily Dust Mop Care*



## **HARD SURFACE FLOOR SWEEPING AND DAILY DUST MOP CARE**

1. EQUIPMENT NEEDS:
  - Dust mop of appropriate size for area to be cleaned
  - Wide tooth brush or comb
  - Putty Knife
  - Dust mop treatment
  - Dust pan
  - Fox tail or angle broom
2. Make sure the surface to be cleaned is as dry as possible, picking up all liquids spills in areas to be swept. Carry a putty knife to remove debris such as chewing gum stuck to the floor. Develop a plan to begin and end your sweeping at logical points to pickup debris. In corridors you may want to sweep back to a custodial closet and in classrooms, sweep back toward the corridor or the custodial cart. Pick up the debris as soon as possible using a dust pan and fox tail broom or angle broom.
3. After sweeping, shake the mop briskly to remove as much debris as possible, do not to shake mop out in front of air grills. Comb or brush out the mop to eliminate debris stuck in the mop head. Retreat the mop head lightly (1/2 OZ. OIL per lineal foot FOR A RETREATMENT). After treatment, always hang the dust mop off the floor. Mop may be stored in floor boxes, but never left on a cement floor. Put soiled mop heads in an appropriate flammable container.
4. Mop heads used for Café's should not be oiled, this allows the mop to be pushed through wet debris.

# Dust Mop Treatment



## **DUST MOP TREATMENT**

### 1. EQUIPMENT NEEDS FOR CUSTODIAL CLOSET:

Appropriate sized mop heads for areas to be cleaned  
Mop frames and handles  
Wide tooth comb  
Mop tray or hanger  
Plastic bags

### 2. PRODUCTS:

Dust mop treatment

### 3. DUST MOP TREATMENT:

Initially prepare two mop heads, one to be used as a spare. You should always have two mop heads treated and ready to go. Treatment should be applied to the **BACK** of the mop so it can wick out. ONE (1) OZ per lineal foot FOR TREATMENT. Roll the mop head and place in a plastic bag to allow the treatment to penetrate out to the mop strands. Always allow the mop head to sit for at least one day before using. NEVER use immediately after treatment. Reapply treatment as needed at the end of your shift so it has time to penetrate. 1/2 OZ FOR RETREATMENT. **Treatment should be sprinkled on the mop head, not atomized through a spray bottle.**