Dawson Springs Independent Schools: Custodial Coverage Proposal

Purpose:

Due to the ongoing issues with finding and retaining custodians, the following proposal is an attempt to try to get our classrooms cleaned. This proposal is modeled similar to another western Kentucky school district that has also had issues finding quality custodians. Essentially, certified staff would be given the opportunity to clean their own classroom and potentially their neighbor’s classroom if that neighbor choses to not participate. A maximum of 3 classrooms can be done in this manner.

Should certified staff not be interested, classified staff would then be given the opportunity based on seniority in that building. Regular custodians will continue to do all hallways, commons areas, and regular restrooms daily.

Expectations of cleaning a classroom are:

-Swept Daily

-Wiped and sanitized desk/workstations/tables daily

-Trash removed, bagged, and placed in hallway daily

-Trash bag liner replaced daily

-Turn off lights, lock classroom door daily

-Mopped twice per week

-Clean whiteboard as needed

-Dust horizontal/vertical surfaces monthly

-Windows cleaned at least once per month (more if needed)

\*\*A 90 minute training session with the Head Custodian must occur prior to starting cleaning duties. This will include best practices for cleaning and safety procedures.

How much is the stipend and for how long?

The stipend is $1,750 for an entire year for a standard (700sf+), regularly used classroom. A classroom that has a restroom in it would add $250 for the year. The stipend would be broken down and paid over 10 months meaning a single, standard classroom would be paid roughly $175 each month on the normal pay period. In the event that an employee commits to cleaning and is absent, they would not be paid for cleaning that day, sick days do not apply to this extra service. We will have to pay someone else to clean on days that the normal person is unable to clean. The Principal would be responsible for finding the backup to clean should someone be out.

Q&A:

How will the stipend be paid?

It will be paid monthly on the normal pay period as long as the appropriate documentation is completed and submitted by the required dates as directed.

Who will order supplies?

The head custodian will have a procedure set up to order and quickly get needed supplies.

If you clean multiple classrooms, would you get the stipend as designated?

Yes, if an individual is not interested in cleaning their own classroom it will be offered to another staff member. Neighbor’s receive first option, all based on seniority.

How accessible are supplies?

Supplies will be distributed in a custodial closet or cabinet that will be accessible as needed. Each classroom will be provided the following supplies: Dust mop, microfiber dust cloth, and cleaners.

Each grouped area will share the following supplies: Microfiber mop and bucket, A wet mop will need to be laundered after each use. There will be a designated drop off location in each pod for collection of wet mops. The mops will be cleaned and placed back in the appropriate area for use.

How does it work if a teacher and the aide in the room would both like to clean?

At this point, the teacher has the first option to clean their own classroom. If interested the aide may be able to clean an alternate room.

Is this program a temporary thing or is it a long term solution to our lack of night time custodians?

This program is a trial at this time. Currently we remain understaffed in our custodial department.

What areas are considered classrooms?

To maintain fairness and consistency, KDE considers classrooms 700 square feet or more. Individual offices, gym, MPR, non-classroom connected restrooms and commons areas will be maintained by our custodial staff.

What if I’m interested in cleaning my area but it’s less than 700 sf?

You are able to group areas together that would equal 700 sf or more to be eligible for the stipend. These grouped areas would be determined on a case by case basis and must be approved.

What if I am cleaning but on less than a 187 day standard contract?

If you agree to clean a classroom, that room(s) needs to be clean and ready for each student attendance day whether you are normally scheduled for that day or not.

How will work be evaluated?

No one should take more pride in their classroom being clean than the teacher or aide in that room. The Principal should also take great pride in a clean learning environment that is conducive and inviting for learning. With that being said, the Principal will be responsible for checking rooms and also signing off on checklists for pay for room cleaning. Should cleaning not occur daily to meet standards, the duty and stipend may be removed and someone else may be assigned. The cleaning duty and stipend are totally separate from normal, daily duties.