

JORDAN SCHOOL DISTRICT
Patrice Johnson, Ed. D., Superintendent of Schools
West Jordan, Utah

Intradistrict Communication

DATE: September 14, 2016

TO: Principals
Head Custodians

FROM: Scott Thomas, Administrator of Auxiliary Services
Steve Peart, Director of Custodial/Energy Services

SUBJECT: Custodian of the Month for 2016-2017

The Custodial Department is sponsoring the "Custodian of the Month" award. We want to recognize the outstanding accomplishments of our custodians. We are asking that you or a member of your staff write a letter explaining why your custodian deserves this award and why they are a valuable member of your staff. (See attached Employee of the Month Nomination Form)

Please keep this nomination confidential. We want this to be based on merit; not campaigning for the award by the custodian. Assistants may also be nominated if you feel you have an assistant who deserves this award.

The custodian who is chosen for the month will receive a certificate of recognition from the Custodial Department and Advisory Committee. We would like this award to be presented in a faculty meeting. We hope to be able to recognize the good work that is being done by our excellent custodians.

Nominations are due to the Custodial Director, Steve Peart by the 25th of every month. If you have any questions, you may contact Steve Peart, Alicea Fratto or Sally Forman at 801-567-8740.

Thank you for your support and helping us acknowledge the superior custodians who work for Jordan School District.