**To: ­** SCOE GO Team

**From:** Iris Avelar

**Date:** March 26, 2018

**Stencil Projects**

* Sylvan and MLA have recently transformed their playground with the Preschool Painting Projects for Movement! If your site is still interested in having your playground painted, please contact Mais: malhamdani@stancoe.org to schedule a date. We hope to finish all GO sites by end of 17/18 SY. Our collaboration with the SMA student volunteers has made this possible. If interested, we will only need 1-2 volunteers per site on paint day.

**Toner Recycle**

* The new Lucas Managed Print Services Program sends toner directly to sites. Please ship all old toner to the Mailroom at #000 where it will be recycled.

**Children/Parent EOY Certificates**

* It’s certificate season! Please email the SCOECFS-DeArmondAdminWorkRequests@stancoe.org with a list of names for each class by Friday 4/13. Certificates will be mailed out the first week of May.

**MWO’s**

* Please note we will no longer place MWO’s for fire/burglar alarm battery replacement, errors, etc. For these issues, we will now contact Carina McDonald at cmcdonald@stancoe.org
* For latch replacement MWO’s – please specify, “cable latches,” as this will now be the new GO site standard.

**Custodial Meeting 3/28**

* We will have a custodial meeting on 3/28 from 12:30-1pm in the Training Room to discuss the quality and expectations of deep cleanings at GO sites. Boun and Randy will be present. If applicable, please bring a list of concerns, issues or suggestions for all future deep cleanings. Sites contracted out to non-SCOE custodians; deep cleanings will continue through your contracted vendor.

**School Messenger**

* Please contact SCOECFS-DeArmondAdminWorkRequests@stancoe.orgby 4/6/18 if you feel you or your site needs additional training on School Messenger.

**Fleet Info**

* We will longer be purchasing Five Minute Car Wash vouchers since all vehicles in our fleet have unlimited wash and vacuum access through Prime Shine.
* If staff should need to remove car seats, it is your responsibility to call the number below to schedule an appointment with CHP at (209) 545-7440 to reinstall car seats.

**iPad Apps for Childrens Devices**

* Please email SCOECFS-DeArmondAdminWorkRequests@stancoe.org by 4/6 with a list of suggested Apple Store apps for children’s iPads under the iPad pilot program. These apps will be considered for purchase.

