

# MEETING MINUTES 08/07



07 August 2018 | 7:30 - 9:00 PM | [meet.google.com/ixx-ndtw-szs](https://meet.google.com/ixx-ndtw-szs)

## WELCOME AND CALL TO ORDER

The meeting was called to order at **7:34 pm** by **Lucy Chartier**.

- **QUORUM:** Yes
- **MEMBERS PRESENT:** Lucy Chartier, Lauren Scott, Jackie Decker, Lydia Johnson, Jamie Kelly, Stefani Miller
- **MEMBERS ABSENT:** Alicia Whitney
- **OTHERS IN ATTENDANCE:** Claire Porter, Larisa Cortes, Shira Sanchez, Veronica Overman

## APPROVAL OF AGENDA

Motion to approve agenda made by **Lucy Chartier**, seconded by **Jackie Decker**. All in favor, unanimously passed.

## APPROVAL OF MINUTES FROM 07.31.18

Motion to approve minutes made by **Lucy Chartier**, seconded by **Jackie Decker**. All in favor, unanimously passed.

## WELCOME GUESTS

Tonight's agenda shared with guests noted above.

## OLD BUSINESS

- School Network Policy  
[https://docs.google.com/document/d/1kGgY2vqUHsnumv4AA\\_zYiIfoWnb\\_ReWGygw\\_1w-0pVI/edit?usp=sharing](https://docs.google.com/document/d/1kGgY2vqUHsnumv4AA_zYiIfoWnb_ReWGygw_1w-0pVI/edit?usp=sharing)<sup>1</sup>
- Motion to accept CIPA policy by **Lauren Scott**, seconded by **Lucy Chartier**. All in favor, unanimously passed.

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<sup>1</sup> See Appendix for full text of School Network Policy



- AIG Policy – proposed for acceptance by Ed Committee  
[https://docs.google.com/document/d/1cDWwTA1mKUq0fKv8Q917zn\\_0w0CxUi0VQ2-jL8jyF0Q/edit?usp=sharing](https://docs.google.com/document/d/1cDWwTA1mKUq0fKv8Q917zn_0w0CxUi0VQ2-jL8jyF0Q/edit?usp=sharing)<sup>2</sup>
- Benefits of waiting until 5th grade for identification were summarized
  - Especially in the younger grades, we want to encourage all of the many varied special skills and talents children have – every child’s gifts and talents will be developed and the curriculum will be considered “enriched” for all students. The teacher will work enrichment into instruction.
  - **Lauren Scott** moves that we move forward with accepting this AIG policy. Jackie Decker seconds. All in favor, passed unanimously.
- Motion to move into closed session to discuss **Employment Contract** by **Lucy Chartier**, seconded by **Lauren Scott**, all in favor. Moved to closed session at **7:52 pm**.  
*[Move into closed session pursuant to NC state law ...G.S. 1543-318.11 only allows a board to go into closed session regarding a contract in these circumstances: “To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.]*
- Motion to return back to open session by **Lucy Chartier**, seconded by **Jackie Decker**, approved unanimously. Moved back into open session at 7:56 pm.

## NEW BUSINESS

- First Reading of Blood Borne Pathogen Policy  
<https://docs.google.com/document/d/10aCZntTGPCifZcBhAuoqty3Sa1VFzsV0hzttJmY300Y/edit?usp=sharing><sup>3</sup>
- Motion to approve policy made by Jackie Decker, seconded by Lucy Chartier. All in favor, unanimously approved.

## REPORTS

### Education (Larisa Cortes, Education Director/Co-principal)

- Library is set up and ready for teachers and students to check out books.

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<sup>2</sup> See Appendix for full text of AIG Policy

<sup>3</sup> See Appendix for full text of Blood Borne Pathogen Policy

# RALEIGH OAK CHARTER SCHOOL BOARD OF DIRECTORS

## MEETING MINUTES 08/07

---



- Lauren Scott's mother is working on donations, a cataloging system as well as getting set up for inter-library loan system.
- Yearly Professional Development Plan:  
<https://docs.google.com/document/d/1KgEfjpeXrPlGnyHly6sbfM3ATHwbxmkfFPPbgcT4S0o/edit> <sup>4</sup>

### **Administrative** (Claire Porter, Administrative Director/Co-principal)

- Enrollment at 227
- Recommend to K with Jantize America, reference checks completed, contractual language amended; recommend supplies to be provided with Jantize America as well, to be kept at under \$200 a month
- Jantize:  
<https://drive.google.com/file/d/0BxbjQcdngg-BWDBf0XN1M0Qx0W45UXg2YnhCc3dHNTVqQksw/view> <sup>5</sup>
  - Discussion of option to use green cleaning products from separate company. Would be around \$250/month plus \$95/month for cleaning product. Priority is ideally avoiding harsh chemicals.
  - Claire Porter will check to see if janitorial quote will be reduced if we use separate green products.
  - Lauren Scott will look into whether we could afford Young Living essential oil cleaning products in bulk.
  - **Lucy Chartier** motions to move forward with Jantize for janitorial services. **Jackie Decker** seconds. All in favor, passed unanimously.
- Phones installed (fax will be one of these), signage up, Sonitrol ready to arm (fobs delivered), copier should be delivered
- The phone number is 919-424-7626 - The 762 is ROC
- The line dedicated to fax is 919-424-7630 and will be up on Thursday
- Claire Porter will look into background check information on cleaning crew to make sure we have active background checks.

### **Finance Committee** (Jackie Decker, Board Treasurer)

- Working on Preschool budget

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<sup>4</sup> See Appendix for detail of Yearly Professional Development Plan

<sup>5</sup> See Appendix for detailed Janitize quote

# RALEIGH OAK CHARTER SCHOOL BOARD OF DIRECTORS

## MEETING MINUTES 08/07

---



- Received donation for Preschool

### **Fundraising** (Alejandro Sanchez, Board Member)

- See Parent Circle section for updates

### **Grants** (Alicia Whitney, Secretary)

- No update

### **Facilities** (Lauren Scott, Co-chair)

- Playground
  - Renovations continue. Fence in, beehive complete, hut and stage being constructed.
- Garden
  - Request for a shed - Claire Porter suggested Garden grant can pay for this and we have not used any of that money yet.
- Inside Renovations -
  - Countertops, Bathroom stalls, Paint.
  - May need people to come in to paint chalkboard paint onto classroom walls if no chalkboards are obtained.
- Furniture - Remainder to be delivered August 16th. Dan Chartier put legs on all the round tables, he will make rectangular tables for the Kindergartens.
  - Any other needs? More tables for Kindergarten; currently only enough seating for 16; Dan Chartier agreed to make #2 7'x30" tables for each kindergarten

### **Preschool** (Kari McGirt, Preschool Director)

- 16 enrolled currently
- Open House tomorrow night 8/8/2018
- Flyer will be ready tomorrow to distribute and hang at various locations
- Placing an order tomorrow with Amazon account
- Tomorrow setting up classrooms for Open House
- Do the Preschool Classrooms need phones? Computers?

# RALEIGH OAK CHARTER SCHOOL BOARD OF DIRECTORS

## MEETING MINUTES 08/07

---



- No telephones currently in Preschool classrooms. Preschool does have a voicemail box. Preschool classroom will need one phone. ROCS will pay for additional phone. Larisa Cortes will look into obtaining additional phone.
- Laptops at carpool time – each teacher at ROCS will have her own laptop and they will be utilizing a Google spreadsheet at time of carpool – each family will have a unique number. This way teacher can dismiss children according to what pops up on carpool spreadsheet. This does not apply to Preschool since pickup will be at 12:45 for preschool.
- Online Substitute Teacher application is linked through on website. Can Preschool utilize? No. This should be kept separate. Preschool can use app, but set up separate account.
- All substitutes for both ROCS and Preschool will need background checks. Background check system will need to be set up separately for Preschool. Lauren Scott will send background check information to Kari McGirt.

### **Before and After School** (Teri Gentry, Program Director)

- We will now have a 15% sibling discount
- Need to see if Before Care program will be happening on the first day of school. This could negatively impact the rose ceremony situation of distributing roses. If there is Before Care that first day we would need a “surrogate” parent standing by to walk the child to class with a rose. Not all parents are going to be available to participate that first day.

### **Information Technology** (Alejandro Sanchez, Board Member)

- The internet is up and running and working well.
- Volunteer and parent access – to use network – possibly have a security key that changes every month

### **Employment** (Lauren Scott)

- Final offer to be extended this week

# RALEIGH OAK CHARTER SCHOOL BOARD OF DIRECTORS

## MEETING MINUTES 08/07

---



### **Board Development and Governance** (Lauren Scott)

- Board Meetings Wednesday 6-7:30 was the winner of the Doodle Poll. Meetings will be held at ROCS in the Multipurpose Room. Lauren Scott proposes the second Wednesday of every month beginning September 12th. Regular Committee meetings should also be scheduled and follow Open Meeting Laws.
  - Tuesday evening meetings will continue through the month of August on Aug 14 and Aug 28

### **Parent Circle** (Shira Sanchez)

- Shira Sanchez launched the ROCS Merch website this past week. The site makes items on demand so no inventory needs to be stored. Shipping is relatively fast. Orders have been coming in.
  - Not linked on website yet.
  - Shira Sanchez will send to Lauren Scott for linking on website.
  - There also needs to be a Parent Circle section on the website.
- Shira Sanchez created an order sheet for Simplicity Parenting event. Session will be September 8th from 10 am - noon.
- Open House Festival - Lucy Chartier suggested extending beyond Wake County for marketing and support
  - A lot of vendors and volunteers, food trucks
- Flutes - going to be doing presales. Not paying for shipping, getting percentage discounts on flutes.
  - No need to collect sales tax on presales
  - Shira Sanchez has already given Larisa Cortes an order form and how to pay for flutes
  - Larisa Cortes can restructure draft to resend tomorrow to everybody on board along with the number of people who have requested financial aid so they can be added to that bulk order plus an additional 15-20 flutes for teachers and additional students who may need them in the future. This includes both types of flutes.
  - 100 pentatonic, 100 diatonic flutes sounds reasonable

# RALEIGH OAK CHARTER SCHOOL BOARD OF DIRECTORS

## MEETING MINUTES 08/07

---



- The money needs to be collected from parents and be in the bank prior to flutes being ordered
  - For confidentiality reasons, financial aid parents will send money directly to school.
  - Larisa Cortes will draft letters – once approved, letters will be sent to all parents regarding flutes.
- Shira Sanchez discussed event possibility of partnering with a restaurant for an art gallery fundraising dinner event. Claire Porter has connection at Alpaca and she and Larisa Cortes will contact them about event.
- Shira Sanchez suggests having nine (9) members of Parent Circle. She has sent proposed names to Lauren Scott.
- Lucy Chartier discussed some concern about how much we're taking on the first day of school for everybody – the original vision was of Rose Ceremony. We can really celebrate everybody walking into this building for the first time rather than just celebrating first graders. Idea: a group could be present at front corridor. We could give them a rose and the parent could walk child to classroom with a rose. Hopefully this would be more realistic. It'll look different than a traditional rose ceremony but would be a nice celebration. A special way of starting this first year to begin this school and eliminate a lot of anxiety around the ceremony.
  - Maybe roses could be donated by Whole Foods?
- Potluck Meal train Events – Breakfasts first week
- Shira Sanchez created Parent Circle Email: [ParentCircleROCS@gmail.com](mailto:ParentCircleROCS@gmail.com)
- Going forward, fundraising done through parent circle will be separate

### **Marketing and Outreach** (Stefani Miller, Board Member)

- Shira Sanchez has Jewel Green working on press release for Open House
- Lauren Scott has a TV station covering opening day

### **Bylaw Committee** (Lauren Scott)

- No updates

# MEETING MINUTES 08/07

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## BOARD COMMENTS, ANNOUNCEMENTS or OTHER BUSINESS

- None

## PUBLIC COMMENT

- None

Motion to adjourn the meeting made by **Lucy Chartier**, seconded by **Jackie Decker**. All in favor. None opposed, meeting adjourned at **9:35 pm**.

## FUTURE MEETINGS

- Next meeting will be Tuesday 8/14 – quite possibly the final board meeting before the school officially opens

The Raleigh Oak Charter School Board Meetings occur the second Wednesday of each month at 6:00 pm at Raleigh Oak Charter School at 9400 Forum Drive in the multipurpose room.



## **Children's Internet Protection Act (CIPA) and Internet Safety Policy**

It is the policy of Raleigh Oak Charter School to:

- a) prevent user access over its computer network to, or the transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- b) prevent unauthorized access and other unlawful online activity;
- c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- d) comply with the Children's Internet Protection Act ("CIPA").

Key terms herein are as defined in the Children's Internet Protection Act (CIPA).

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (e.g., Internet filters) are used to block or limit access to inappropriate information via the Internet/other forms of electronic communications. Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene, to child pornography, and to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and the security of users of the school's online computer network when using electronic mail, social network websites, chat rooms, instant messaging, and other forms of direct electronic communication. Specifically, as required by the CIPA, school policy shall prevent

inappropriate network usage including a) unauthorized access, "hacking," and unlawful activities; b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and c) cyber bullying in accordance with the "Protecting Children in the 21st Century Act" established in August, 2011.

The Federal Communications Commission has specifically noted that Facebook and MySpace are not required to be blocked;

Raleigh Oak Charter School will determine whether other social networking websites are harmful;

### **Education, Supervision and Monitoring**

It is the responsibility of all school staff members to educate, supervise, and monitor appropriate usage of online computer network and access to the internet in accordance with this usage policy, as well as according to the standards of CIPA, Neighborhood Children's Internet Protection Act ("NCIPA"), and Protecting Children in the 21st Century Act;

Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the school administration;

Teachers will provide age-appropriate training for students who use the school Internet facilities. The training provided will be designed to promote the school commitment to:

1. The standards and acceptable use of Internet services as set forth in this Internet Safety Policy; 2. Student safety with regard to: a. Safety on the internet; b. Appropriate behavior while on line, on social networking Web sites, and in chat rooms; and c. Cyber bullying awareness and response. 3. Compliance with the requirements of the Children's Internet Protection Act (CIPA).

Following receipt of this training, the student will acknowledge that he/she has received the training, understood it, and will follow the provisions of the school's acceptable use policies.

Adopted:\_\_\_\_\_8/7/2018\_\_\_\_\_



## **Policy for the Education of Academically and/or Intellectually Gifted (AIG) Students**

### **AIG Program Procedures**

Raleigh Oak Charter School will provide enrichment for AIG identified children in grades 5 through 8. We will provide differentiated instruction to students showing significantly-advanced progress in grades K-4.

The following steps will be used to identify gifted students and meet their needs:

1. referred to Child Study Team (CST) by teacher, parent, or student themselves,
2. CST recommends interventions/supplemental education and/or further testing with parent permission;
3. testing by qualified diagnostician;
4. develop individualized program;
5. implement individualized program;
6. monitor effectiveness of individualized program;
7. adapt/modify program as needed, but at least meet annually.

### **Policy Identification:**

ROCS is committed to serve in the academic, intellectual, social, and emotional needs of all children;

The ROCS Child Study Team will consist of the co-administrators, the EC Coordinator, and an elementary K-8 teacher. The ROCS Child Study Team will document details of the referral and must justify the approval or refusal of all students for the ROCS AIG program;

The ROCS Child Study Team will notify parents/guardians of the decisions made by the committee for their child's AIG referral. The ROCS AIG student's classroom teacher in conjunction with the ROCS Child Study Team will define an AIG student's Differentiated Education Plan (DEP).

The AIG student's classroom teacher will be responsible for making sure the student is following the DEP. An AIG student's program, as defined in the DEP, should be **reviewed annually**.

Poor classroom behavior, health impairments, learning disabilities, race, gender, or ethnicity should not be considered during the identification/referral process for potential ROCS AIG students. More rigorous evaluation of potential AIG students might be required when there is limited or nonstandard English in the home, transience in elementary school (at least 3 moves), economic disadvantage, and identified disability.

### **Differentiated Curriculum and Instruction**

The ROCS AIG Program will function within the standard ROCS curriculum seamlessly with the main difference being integration of curriculum differentiation. The total ROCS community (administrator, faculty, support staff, and parents/guardians) is considered integral to a successful AIG Program. As such, a successful AIG program requires that all ROCS staff (i.e., administrator, teachers, teaching assistants, and support staff) must be familiar with the ROCS AIG program and this policy, process of delivery of differentiated services to AIG students, and all applicable regulations.

### **Partnerships:**

A gifted student that has the support and interest of parents/guardians is more likely to succeed with differentiated curriculum. Parents/Guardians are encouraged to be involved in the education and nurturing of their gifted child. ROCS encourages parents/guardians of a child identified as gifted to provide an intellectually challenging home environment to supplement his/her academic course load.

Parents/guardians should be involved early in the AIG referral process and will be provided the opportunity to discuss his/her child, including any special needs, with the student's primary teacher and AIG consulting specialist. Parents/guardians may request input from the ROCS faculty and/or the administrator on how to encourage and sustain his/her child's academic momentum.

### **Personnel and Professional Development:**

ROCS staff development in the areas of curriculum differentiation and AIG education methods are strongly recommended for all faculty members. ROCS will provide opportunities for faculty to share and discuss current literature on best practices for gifted education.

### **Grievances:**

The ROCS AIG program goals/objectives, options, process, and the results of the AIG referral process will be clearly communicated to parents/guardians. If there are any disagreements the following procedures should be followed: 1. Parents/guardians should initially approach the student's primary teacher to discuss any ambiguities that they may have, as well as any disagreement with the AIG referral process. 2. If the parents/guardians are not satisfied with the response from the student's primary teacher, they should consult with the ROCS administrators. 3. If the parents/guardians continue to be dissatisfied, they may file a grievance with the co-administrators which, in conjunction with the ROCS Board of Directors will make a final decision.

### **Program Accountability:**

Evaluation of the ROCS AIG program, as well as, individual AIG student performance (EOG test scores, teacher evaluations, and portfolios) will be performed yearly;

Individual AIG student yearly performance will be reviewed during a parent conference;

Although charter schools are not mandated to have AIG programming or policies, Raleigh Oak Charter School has opted to provide enrichment for AIG identified children in grades 5-8;

### **AIG Program and North Carolina Laws:**

#### **Academically or Intellectually Gifted Students:**

The General Assembly believes the public schools should challenge all students to aim for academic excellence and that academically or intellectually gifted students perform or show the potential at substantially higher levels of accomplishment when compared with others of their age, experience, or environment. Academically or intellectually gifted students exhibit high performance capability in intellectual areas, specific

academic fields, or in both intellectual areas and specific academic fields. Academically or intellectually gifted students require differentiated educational services beyond those ordinarily provided by the regular educational program.

Outstanding abilities are present in students from all cultural groups, across all economic strata, and in all areas of human endeavor. **General Statute 115C-150.7.**

### **Local Plans:**

Each local education agency shall develop a local plan designed to identify and establish a procedure for providing appropriate educational services to each academically or intellectually gifted student;

Raleigh Oak Charter School believes that the exceptional needs of our most capable students must be met in order for them to become effective world citizens. ROCS will recognize, nurture, provide challenging academic opportunities, and respond to the academic, social, and emotional needs of our academically and intellectually gifted students in the context and fulfillment of the ROCS AIG mission.

### **REFERENCES**

- 1) North Carolina General Statute 115C-150.5
- 2) North Carolina General Statute 115C-150.7
- 3) Orange County North Carolina Schools Plan for Academically/Intellectually Gifted Program. 4th Generation. 2007-2010

Adopted:\_\_\_\_\_8/7/2018\_\_\_\_\_



## **Occupational Exposure to Bloodborne Pathogens**

It is the policy of the Raleigh Oak Charter School to comply with federal and state regulations and standards regarding bloodborne pathogens as set forth in the Federal Register, 29 C.F.R. 1910.1030, and the North Carolina Administrative Code, 13 N.C.A.C. 7F .0207, by attempting to limit or prevent occupational exposure of employees to blood or other potentially infectious bodily fluids and materials that may transmit bloodborne pathogens and lead to disease or death.

### **A. REASONABLY ANTICIPATED OCCUPATIONAL EXPOSURE**

Employees who have occupational exposure to bloodborne pathogens are covered by the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standard, the North Carolina Administrative Code, and this policy. "Occupational Exposure" includes any reasonably anticipated skin, eye, mucous membrane or parenteral (brought into the body through some way other than the digestive tract) contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. "Good Samaritan" acts, such as assisting a co-worker or student with a nosebleed, would not be considered "reasonably anticipated occupational exposure," and employees whose only anticipated exposure to bloodborne pathogens would be as a result of such acts are not considered to have occupational exposure.

### **B. UNIVERSAL PRECAUTIONS**

Universal precautions must be used at all times. Employees should handle all blood, bodily fluid and other potentially infectious material as if the material is infected. The program standards for the control of potential exposure to Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) as outlined in the OSHA Rule, "Occupational Exposure to Bloodborne Pathogens" ([Standard 1910.1030](#)), and the NC Administrative Codes and/or the most current standards available must be followed.

### **C. EXPOSURE CONTROL PLAN**

The Board of Directors shall ensure that an Exposure Control Plan is developed in accordance with OSHA regulations or the most current available federal and/or state standards issued to eliminate or minimize employee occupational exposure to blood or certain other bodily fluids that may carry infectious materials. In addition, the Board of Directors shall ensure that the following requirements are met.

1. The Exposure Control Plan must provide, at a minimum, for the following:
  - a. a determination of who is at risk for an exposure incident;
  - b. what the school system will do to protect employees from exposure incidents, including the use of universal precautions, engineering and work practice controls and, as appropriate, personal protective equipment;
  - c. how to deal with an exposure incident, including post-exposure evaluation and follow-up;
  - d. who should be vaccinated for Hepatitis B; and
  - e. communication, training and record-keeping procedures.
2. All elements of the Exposure Control Plan must be met.
3. **All employees must have access to a copy of the Bloodborne Pathogens Policy and Exposure Control Plan.**
4. The Exposure Control Plan must be reviewed and updated at least **annually**.

#### D. TESTING

An employee who suspects that he or she has had a blood or body fluid exposure on the job may request to be tested, at the school system's expense, provided that the suspected exposure poses a significant risk of transmission as defined in the rules of the Commission for Public Health. The HIV and HBV testing of a person who is the source of an exposure that poses a significant risk of transmission must be conducted in accordance with [10A N.C.A.C. 41A .0202](#) (4) (HIV) and [41A .0203](#)(b)(4) (HBV). The school system shall strictly adhere to existing confidentiality rules and laws regarding employees with communicable diseases, including HIV or HIV-associated conditions.

#### E. NONDISCRIMINATION POLICY

The school system shall not discriminate against any applicant or employee who has or is suspected of having a communicable disease, including tuberculosis, HBV, HIV infection or Acquired Immune Deficiency Syndrome (AIDS). An employee may continue to work as long as the employee is able to satisfactorily perform the essential

functions of the job and there is no medical evidence indicating that the employee's condition poses a significant, direct threat to co-workers, students or the public.

#### F. INFORMATION AND TRAINING

The Administrative and Education Directors shall ensure **that training is provided at the time of initial assignment to tasks where occupational exposure may occur, and that training is repeated within 12 months of the previous training.** Training shall be tailored to the education and language level of the employee, and offered during the normal work shift. Training will cover the following:

1. A copy of the standard and an explanation of its contents;
2. A discussion of the epidemiology and symptoms of bloodborne diseases;
3. An explanation of the modes of transmission of bloodborne pathogens;
4. An explanation of the organization's bloodborne pathogens Exposure Control Plan (this program), and the method for obtaining a copy;
5. The recognition of tasks that may involve exposure;
6. An explanation of the use and limitations of methods to reduce exposure, such as engineering controls, work practices, and personal protective equipment (PPE);
7. Information on the types, use, location, removal, handling, decontamination, and disposal of PPE;
8. An explanation of the basis of selection of PPE;
9. Information on the Hepatitis B vaccination, including efficacy, safety, method of administration and benefits;
10. Information on the appropriate actions to take and persons to contact in case of an emergency involving blood or Other Potentially Infectious Material (OPIM);
11. An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up;
12. Information on the evaluation and follow-up required after an employee exposure incident, particularly incidents which involve needlesticks or contaminated sharps; and
13. An explanation of the signs, labels, and color-coding system used to identify biohazards, regulated waste, and other potential BBP hazards.
14. An opportunity for interactive questions and answers with the person conducting the training session.

## G. RECORDKEEPING

### 1. Medical Records

The Director of Operations is responsible for maintaining medical records as indicated below. These records will be kept in a closed file at Raleigh Oak Charter School.

Medical records shall be maintained in accordance with OSHA standard [29 CFR 1910.1020](#). These records shall be kept confidential and must be maintained for the **duration of employment plus 30 years**. The records shall include the following:

- a. The employee's name and social security number;
- b. A copy of the employee's HBV vaccination status, including the dates of vaccination OR a signed declination form;
- c. A copy of all results of examinations, medical testing (including post-vaccination antibody testing), and follow-up procedures; and
- d. A copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to the exposure incident, documentation of the route(s) of exposure, and circumstances of the exposure.

### 2. Vaccine Records

Administrative and Education Directors are responsible for:

- a. Offering the Hepatitis B vaccine to those employees at risk for occupational exposure;
- b. Coordinating with the Wake County Health Department vaccine series administration;
- c. The Administrative and Education Director shall receive proof from the employee of completion of all three(3) vaccines in the Hepatitis B series; and
- d. Retaining records for Employee Declination forms.

## H. TRAINING RECORDS

Administrative and Education Directors are responsible for maintaining BBP training records. These records will be housed at Raleigh Oak Charter School. Training records shall be maintained for 3 years from the date of training, and shall document the following information:

1. The dates of the training sessions;
2. An outline describing the material presented;

3. The names and qualifications of persons conducting the training; and
4. The names and job titles of all persons attending the training sessions.

#### I. SHARPS INJURY LOG

For cases that involve percutaneous injury from contaminated sharps, The **Director of Operations** is responsible for maintaining a sharps injury log. Information shall be entered on the log so as to protect the confidentiality of the injured employee. At a minimum, log entries shall document the following:

1. The type and brand of device involved in the incident;
2. The department or work area where the incident occurred; and
3. An explanation of how the incident occurred.

The sharp injury log is required in addition to the OSHA 300 log.

##### a. Availability

All employee records shall be made available to the employee in accordance with [29 CFR 1910.1020](#).

All employee records shall be made available to the Assistant Secretary of Labor for Occupational Safety and Health (OSHA) and the director of the National Institute for Occupational Safety and Health (NIOSH), or their representatives, upon request.

##### b. Transfer of Records

If this facility is closed and/or there is no successor employer to receive and retain the records for the prescribed period, the Director of NIOSH shall be contacted for final disposition.

#### J. EVALUATION AND REVIEW

Administrative and Education Directors are responsible for annually reviewing this program and its effectiveness, and for updating this program as needed. This review shall include and document:

1. Consideration and implementation, where feasible, of commercially available safer medical devices designed to eliminate or minimize occupational exposure; and
2. Input from non-management direct care staff who are potentially exposed to injury from contaminated sharps on identification, evaluation and selection of engineering and work practice controls.

Legal References: 29 C.F.R. 1910.1030; G.S. 95 art. 16; 13 N.C.A.C. 7F .0207; 10A N.C.A.C. 41A .0202(4), 41A .0203(b)(4)

First reading: \_\_\_\_\_7/31/2018\_\_\_\_\_

Adopted: \_\_\_\_\_8/7/2018\_\_\_\_\_



**Raleigh Oak Charter School  
Professional Development Calendar**

<b><i>Date(s)</i></b>	<b><i>Topic</i></b>	<b><i>Who will attend</i></b>
April 13-15, 2018	Explorations 1st weekend	Claire, Larisa, Chris, Jaime, Alicia
April 17, 2018	A+ Administrator Training	Claire, Larisa
April 19, 2018	PowerSchool Teacher Training	Heather Power ( train the trainer)
May 1, 2018	PowerSchool Admin Training	Andrea, Claire, Larisa
June 12-13, 2018	New Charter Leadership Institute	Claire, Larisa, Lucy, Lauren
June 18-21, 2018	Waldorf Overview	All staff
June 24-29, 2018	Sunbridge Grade Level Training	Grades K, 2, 3, EC, Larisa, Claire
June 29-July 1, 2018	Sunbridge Singing and Dancing	Grades K-4, Larisa
July 1-6, 2018	Sunbridge Grade Level Training	Grade 4, Larisa
July 8-13, 2018	Sunbridge Grade Level Training	Grade 1
July 9-13, 2018	A+ training	All Staff except Grade 1

July 13-15, 2018	Sunbridge Numeracy or Chalkboard Drawings	Grade 1
August 16, 17, 20, 21, 2018	Teacher In-Service Days <ul style="list-style-type: none"> <li>• MTSS</li> <li>• Exceptional Children Modifications/Accommodations</li> <li>• 504 plans</li> <li>• Forming Professional Learning Communities</li> <li>• Conscious Discipline training</li> <li>• Stock EpiPen training</li> <li>• Blood borne Pathogens training</li> <li>• Diabetes training</li> <li>• 457B 8/16, 1:00/Christy Kelly</li> <li>• NC Flex presentation 8/16 at 2:00</li> </ul>	All Staff
September 28th, 2018	Early Release Day <ul style="list-style-type: none"> <li>• MTSS</li> <li>• Conscious Discipline</li> <li>• Beginning Teacher Support Program (BTSP)</li> </ul>	All Staff New teachers
October 19th, 2018	Early Release Day <ul style="list-style-type: none"> <li>• Report Cards</li> <li>• Conscious Discipline</li> <li>• Beginning Teacher Support Program (BTSP)</li> </ul>	All Staff New teachers
October 31, 2018	Teacher In-Service Day <ul style="list-style-type: none"> <li>• A+ Training</li> </ul>	All Staff
November 20, 2018	Early Release Day <ul style="list-style-type: none"> <li>• Exceptional Children</li> </ul>	All Staff New teachers

	<ul style="list-style-type: none"> <li>Beginning Teacher Support Program (BTSP)</li> </ul>	
December 21, 2018	Early Release Day <ul style="list-style-type: none"> <li>Waldorf-related Math training</li> <li>Beginning Teacher Support Program (BTSP)</li> </ul>	New teachers
January 18, 2019	Early Release Day <ul style="list-style-type: none"> <li>Waldorf-related Arts training</li> <li>Beginning Teacher Support Program (BTSP)</li> </ul>	All Staff New teachers
February 15, 2019	Early Release Day <ul style="list-style-type: none"> <li>Waldorf-related ELA training</li> <li>Beginning Teacher Support Program (BTSP)</li> </ul>	All Staff New teachers
February 18 & 19, 2019	Teacher In-Service Days <ul style="list-style-type: none"> <li>Waldorf-related Math training</li> <li>MTSS Mid-Year review</li> <li>A+ Training</li> </ul>	All Staff
March 8, 2019	Early Release Day <ul style="list-style-type: none"> <li>Conscious Discipline</li> <li>Beginning Teacher Support Program (BTSP)</li> </ul>	All Staff New teachers
March 29th, 2019	Teacher In-Service Day <ul style="list-style-type: none"> <li>Waldorf-related Arts Training</li> <li>Professional Learning Community reflections</li> </ul>	All Staff

April 22nd, 2019	Teacher In-Service Day <ul style="list-style-type: none"> <li>• End-of-Year procedures</li> <li>• EOG Information (3rd &amp; 4th Grades)</li> </ul>	All Staff
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# **America's Premier Commercial Cleaning Service**

**Office 919-844-7737  
8311 Six Forks Road, Suite 109  
Raleigh, NC 27615**

**[www.jantizeamerica.com](http://www.jantizeamerica.com)**

**Jantize America**  
**Cleaning Proposal**

*Customized For:*  
**Raleigh Oak Charter School**

9400 Forum Dr.  
Raleigh, NC 27615



**Deirdre Lewis / Facility Manager**  
Raleigh Oak Charter School  
9400 Forum Dr.  
Raleigh, NC 27615

Dear Ms. Lewis:

Thank you for allowing us to present you with our maintenance service proposal customized to your facility's specific requirements.

Cleanliness and the general appearance of your facility are of paramount importance. We understand your concerns and feel confident that **Jantize America** can exceed your expectations and become your vendor of choice.

During my recent visit, I identified some key areas as service priorities within your facility. As your service provider, we will pay special attention to:

- ▶ **Improve dusting (both high & low dusting)**
- ▶ **Improve vinyl tile floor care**
- ▶ **Improve cleanliness of bathrooms**

Once you choose **Jantize America** as your service company, you will find that our knowledgeable and thoroughly trained cleaning teams will provide the high level of service your facility requires. Our service will enhance and maintain the professional environment of your facility. We are a full service company that can provide you with all aspects of your cleaning needs including additional or special services when and where needed.

I personally invite you to spend a few minutes to review the enclosed material. It will help provide a clear understanding of our company, our unique approach to the cleaning industry, and how you can have the best quality cleaning at the most reasonable price.

Thank you for your time and the opportunity to discuss the many benefits **Jantize America** has to offer.

Sincerely,

**Robert W. Chess, President/CEO**  
8311 Six Forks Rd. Suite 109  
Raleigh, NC 27615  
Office- 919-844-7737  
Fax- 919-844-7736

# **AREAS TO BE SERVICED**

for

**Raleigh Oak Charter School**

Page 1

(List "specific" areas / rooms to be "cleaned")

- Entrance Ways
- Lobby
- Reception Desk
- Classrooms
- Hallways
- Multi Purpose Room
- Library
- Restrooms
- Breakroom
- Conference Room
- Private Offices

**The above schedule has been fully discussed and reviewed by all parties:**

Contract Signing Representative (Initials)

\_\_\_\_ Client

\_\_\_\_ Jantize America, Sales Consultant

Walk Through Representatives (Initials)

\_\_\_\_ Client      \_\_\_\_ Site Manager

\_\_\_\_ Jantize America, District Manager

# Jantize America

for

**Raleigh Oak Charter School**

Page 2

## ABOVE THE FLOOR (Dusting, Furniture, Counters, etc.)

Disinfect all fixtures, furniture, desks, display units, door frames, window ledges ( <b>desks/tables/files must be cleared of all papers</b> )	3 X per week
Spot clean doors, door frames, lights switches and walls (fresh smudges only)	3 X per week
Empty wastepaper receptacles, take trash to designated area for removal ( <b>client must supply dumpster</b> )	3 X per week
Clean all coffee machines	3 X per week
Clean and sanitize microwave	3 X per week
Clean and sanitize eating area sinks and counters	3 X per week
Clean and sanitize drinking fountains	3 X per week
Clean and sanitize table tops	3 X per week
Dust wall fixtures, tops of doors, window frames, corners and baseboards	3 X per week
Clean and polish executive wood furniture (if requested)	1 X per week
Clean and sanitize telephones	1 X per week
Damp wipe plastic and leather furniture	1 X per month
Dust blinds	1 X per month
Dust light fixtures (floor lamps, desk lamps, etc.)	1 X per month
Dust ceiling vents	1 X per month
Vacuum upholstery (chairs, sofas, etc.)	1 X per month

**The above schedule has been fully discussed and reviewed by all parties:**

Contract Signing Representative (Initials)

\_\_\_\_ Client

\_\_\_\_ Jantize America, Sales Consultant

Walk Through Representatives (Initials)

\_\_\_\_ Client

\_\_\_\_ Site Manager

\_\_\_\_ Jantize America, District Manager

**Jantize America**

for

**Raleigh Oak Charter School**

Page 3

**CARPETED FLOOR SURFACES**

	3
Vacuum high traffic lanes	X per week
	3
Vacuum walk off mats	X per week
	3
Vacuum under and behind all accessible desks and chairs	X per week
	1
Vacuum edges and corners	X per week
Remove spots (fresh / new spots only)	3
	X per week
Bonnet or hot water extract carpets(*) (Move light chairs and tables only)	Request Price

**HARD OR VINYL TILE FLOOR SURFACES**

	3
Vacuum, dust mop, or sweep all hard floor areas	X per week
	3
Mop,disinfect and rinse all hard floor areas	X per week
	1
Spray buff or burnish hard floors	X per week
	Request Price
Strip and refinish hard floor surfaces	
	Request Price
Scrub and recoat hard floor surfaces	

**The above schedule has been fully discussed and reviewed by all parties:**

Contract Signing Representative (Initials)

\_\_\_\_ Client

\_\_\_\_ Jantize America, Sales Consultant

Walk Through Representatives (Initials)

\_\_\_\_ Client      \_\_\_\_ Site Manager

\_\_\_\_ Jantize America, District Manager

**Jantize America**

for

**Raleigh Oak Charter School**

Page 4

**GLASS CLEANING**

	<b>3</b>
Clean entrance glass / doors	X per week
	<b>3</b>
Spot Clean inside partition glass	X per week
	<b>1</b>
Clean inside partition glass	X per month
	<b>Request Price</b>
Clean inside window glass	
	<b>Request Price</b>
Clean outside window glass	

**RESTROOMS**

Clean and disinfect washbasins, toilets, urinals, dispensers and fixtures	<b>3</b>
	X per week
	<b>3</b>
Spot clean tile walls and stall partitions	X per week
	<b>3</b>
Clean and disinfect stall partitions with germicidal detergent	X per week
	<b>3</b>
Clean and disinfect floors	X per week
	<b>3</b>
Polish chrome fixtures	X per week
	<b>3</b>
Clean mirrors	X per week
Restock expendable products (paper towels, toilet tissue, hand soap, trash receptacle liners) from client's stock	<b>3</b>
	X per week

**The above schedule has been fully discussed and reviewed by all parties:**

Contract Signing Representative (Initials)

\_\_\_\_ Client

\_\_\_\_ Jantize America, Sales Consultant

Walk Through Representatives (Initials)

\_\_\_\_ Client

\_\_\_\_ Site Manager

\_\_\_\_ Jantize America, District Manager

**Jantize America**

for

**Raleigh Oak Charter School**

Page 5

**OTHER SERVICES**

**Consumables(paper towels,toilet tissue,hand soaps,liners,etc Client Provided**

**CLOSING INSTRUCTIONS**

	3
Clean and organize janitor's closet (if applicable)	X per week
	3
Turn off lights as instructed	X per week
	3
Lock doors and windows as instructed	X per week
	3
Set alarm as instructed (if applicable)	X per week

**The above schedule has been fully discussed and reviewed by all parties:**

**Contract Signing Representative (Initials)**

\_\_\_\_ Client

\_\_\_\_ Jantize America, Sales Consultant

**Walk Through Representatives (Initials)**

\_\_\_\_ Client      \_\_\_\_ Site Manager

\_\_\_\_ Jantize America, District Manager

## Service Agreement

The Undersigned, **Raleigh Oak Charter School**, ("Client")  
hereby accepts the proposal of Jantize America. The parties agree that Jantize America will supply Janitorial  
Services for Client's  
premises located at:

9400 Forum Dr.

Raleigh, NC 27615

upon the following terms:

1. **Jantize America** service charge will be **\$1,242.15** per month, to include **3** times per week. The janitorial services are to be performed outside of normal business hours (but not on any federal or state holiday) unless otherwise agreed to in writing by Client and Jantize America.
2. Scheduled Start Date: Services hereunder shall commence on \_\_\_\_\_.
3. Services to be performed: Jantize America shall perform the "regular janitorial service" as itemized on the attached Exhibit "A". Jantize America may provide additional services as may be requested by Client from time-to-time for prices quoted by Jantize America or, if no price has been quoted, in accordance with Jantize America pricing schedule then in effect.
4. Supplies and Equipment: Jantize America shall provide all customary equipment and supplies necessary for the regular janitorial services EXCEPT FOR: Toiletries and trash liners (Supplies may be purchased through Jantize America - See Attached price list).
5. Contractors to Render Janitorial Services: Jantize America shall have the sole authority to designate the particular person(s), contractor(s), or firm(s) to render the janitorial services as provided by this Agreement. All person(s) or entities rendering janitorial services shall be bonded and insured and, unless otherwise provided, shall be independent contractors operating as part of Jantize America system.

### **B. Billing and Payment Terms:**

1. Charges: The monthly fee is based upon the tasks and frequency set forth in the work schedule. Holidays, such as New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day are non-working days and are factored as such into the monthly fee. If Client requires services on holidays, additional charges will apply.
2. Payment Terms: All invoices are due and payable upon receipt and are delinquent thirty (30) days after the date of the invoice. Delinquent invoices accrue interest at the rate of one and one-half percent (1.5%) per month commencing from the due date.
3. Adjustments to Monthly Fees: From time to time, as the parties may agree, Client's monthly service fee specified in paragraph A(1) may be increased or decreased to reflect an increase or decrease in the area of space serviced and the kind, amount, or frequency of service to be rendered. Such modifications will be binding only if in writing and signed by Client and Jantize America.

### **C. Term and Renewal:**

1. Term: The initial term of this Contract will be for Ten (10) months from the date services are scheduled to commence.
2. Automatic Renewal: The term of this Agreement shall be Automatically Extended and Renewed upon expiration of the initial term of this Agreement for an additional Ten (10) month period unless Client or

Jantize America provides written notice of non-renewal at least thirty (30) days prior to the renewal date. The term of this Agreement shall also be automatically extended and renewed for successive Ten (10) month periods after expiration of the first renewal period unless Client or Jantize America provides written notice of non-renewal at least thirty (30) days prior to the expiration of any renewal period. If timely notice is given for non-renewal, this agreement will expire at 11:59 P.M. on the expiration date of the initial term or renewal term, whichever is applicable. Unless otherwise agreed in writing between Jantize America and Client, the terms and conditions of this Agreement shall apply to all renewal periods.

#### **D. Termination:**

1. **Deficiencies in Janitorial Service:** In the event Client believes there exists any material deficiency with respect to the janitorial services provided hereunder, Client shall provide Jantize America written notice specifying the particulars of the claimed deficiency and permitting Jantize America at least ten (10) days to investigate and initiate corrective measures. In the event Jantize America does not consider the Client's claimed deficiencies to be justified, Jantize America will so notify the Client. Client may only terminate this Agreement "for cause" based upon a material deficiency with respect to the janitorial services if, and only if Client shall have provided written notice to Jantize America specifying the deficiencies and Jantize fails to initiate corrective action within ten (10) business days following Jantize America receipt of the written notice. To the extent Jantize America initiates corrective action with respect to a claimed deficiency, the issue giving rise to that claimed deficiency shall be deemed cured and a separate notice shall be required with respect to any other claimed material deficiency thereby permitting Jantize America an opportunity to investigate and to initiate corrective action with respect to such other claimed deficiency(ies) in accordance with the provisions of this paragraph.
2. **Early Termination for Convenience:** This Agreement may not be terminated prior to the expiration of the initial term or renewal period(s), whichever is applicable. Notwithstanding the foregoing, Client may, upon at least thirty (30) days written notice to Jantize America, terminate this Agreement for convenience providing Client pays to Jantize America, at the time notice is dispatched, an early termination fee equal to the greater of: (1) One month's fee as provided in paragraph A(1); or (2) One-half the number of months remaining until expiration of the initial or renewal term of the Agreement as may be applicable times the monthly fee specified in paragraph A(1). Early termination does not affect Client's obligation to pay for services through the date of early termination.
3. **Suspension of Service Due to Non-Payment:** In the event Client fails to timely pay for janitorial services and/or supplies, Jantize America may, without notice, suspend any further service until such default is cured or, at its sole discretion, may terminate this contract and deem such termination as one arising under paragraph D(2).
4. **Extraordinary Circumstances:** Client may terminate this Agreement at any time if the premises where the services are performed are destroyed and/or, upon thirty (30) days written notice, where Client vacates the premises. Jantize America may terminate this Agreement upon thirty (30) days notice if Jantize America and/or its contractor are unable to provide the services required hereunder.
5. **Final Payment:** Client shall pay for all unpaid services, materials, or supplies not later than expiration or termination of this Agreement.
6. **Costs of Collection:** In the event Jantize America refers this matter to an attorney or collection agency for collection of any sums hereunder, Client shall, in addition to amounts owing hereunder, pay any attorney's fees, court costs, collection agency fees, and any other sums incurred for collection.

#### **E. Miscellaneous:**

1. **No Hazardous Conditions:** Client represents and warrants that the premises subject to the janitorial services shall be free of asbestos, hazardous materials, and hazardous waste materials, and that they do not pose any unusual risk or hazards. Client agrees to hold Jantize America and its contractors harmless from any and all liability associated with any exposure to such hazardous materials or damages resulting from any hazardous or harmful conditions.

2. **Notice:** all notices contemplated hereunder shall be either hand-delivered or dispatched via the United States Mail, certified, postage pre-paid, at Jantize America address referred to above and to Client at its Billing Address. Invoices and routine correspondence shall not be deemed "notices" for the purposes of this agreement.
3. **Restrictions Upon Hiring Cleaning Personnel:** Client covenants and agrees that, during the term of this Agreement (including any renewal periods) and for one (1) year after this Agreement expires or terminates, Client shall not, directly or indirectly, hire or employ or contract with Jantize America employees, agents, representatives, or contractors to render, provide, supply, and/or manage any janitorial related services.
4. **Integration:** This Agreement represents the entire agreement of the parties with respect to the subject matter hereof, and all agreements entered into prior hereto are revoked and superseded by this Agreement, and no representations, warranties, inducements, or oral agreements have been made by any of the parties except as expressly set forth herein, or in other contemporaneous written agreements. This Agreement may not be changed, modified, or rescinded except in writing, signed by Client and Jantize America, and any attempt at oral modification of this Agreement shall be void and of no effect.
5. **Force Majeure:** Jantize America shall not be liable for any delays or damages caused by events beyond its reasonable control.
6. **No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivision, and no indebtedness of the charter school shall involve or be secured by faith, credit or taxing power of the state or its political subdivisions.**

**IN WITNESS WHEREOF,** the parties have entered into this Agreement on the date first mentioned above.

**ON BEHALF OF CUSTOMER:**

**Raleigh Oak Charter School**

Representative Signature

Representative (Print Name)

Signing Date

Deirdre Lewis

**ON BEHALF OF Jantize America**

**Jantize America**

Service Start Date

Jantize America Rep. Signature

Jantize America Rep. (Print Name)

Robert W. Chess

**IMPORTANT: SERVICE FEE ON PAGE ONE DOES NOT INCLUDE APPLICABLE SALES TAXES.**

**ACCOUNTS PAYABLE E-MAIL:**

**ACCOUNTS PAYABLE AFTER HOURS EMERGENCY NUMBER:**

## **Additional Special Services**

On occasion, services other than the regularly-scheduled janitorial duties may be required. **Jantize America** will perform these services when requested, and invoice separately from the general monthly cleaning Contract, unless the service are specifically included in your monthly billing. If a special service is included, 1/12 of the annual charge is included in each monthly charge.

**IMPORTANT NOTE:** Carpet cleaning, vinyl stripping and refinishing, and vinyl scrubbing and recoating that are included in the monthly cleaning Contract are not funded until the end of the period in which are to be completed. If any "unfunded" work is done, the client is responsible for payment of the "unfunded" amount on a pro-rata basis.

Optional Additional Services: Please acknowledge acceptance by initialing below.

(These services are "optional" and can be purchased on a "Special Service" basis as needed)

\* Prices below are an estimates only - Your Site Mgr. will provide exact measurements and pricing.

Service to be Performed		* Price Per Application	Customer Initials	Date	Date to be Completed
Initial Detailed Cleaning		\$627.90			
Floors Stripped and Refinished (minimum 800 square feet)		\$2,845.10			
Carpets Cleaned (minimum 800 square feet)		\$109.90			
Window Washing - Inside		Request Price			
Window Washing - Outside		Request Price			
Spray Buff Tile Floors		\$135.00			
Burnish (high speed) Tile Floors		\$135.00			
Scrub and Recoat Tile Floors		\$1,422.55			
Other:					

**Jantize America** is also able to assist with many other cleaning needs, and will provide quotes for any of the following special services upon request:

Carpet cleaning	Ceiling tile cleaning
Office furniture cleaning	Floor stripping and refinishing
Upholstery cleaning	Restroom sanitation & order control
Window cleaning	Providing dispenser supplies
Waste receptacle washing	Replacement of burned out light bulbs
Emergency cleaning (fire, flood, etc.)	(from customer supply)

To arrange for any of the above services, please contact your Jantize America Sales Consultant or your site manager at your convenience.