

Auxiliary Adviser

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AUXILIARY SERVICES DIVISION

Vision

Providing Services That Power
Education

Mission Statement

Provide quality facilities and
support services to ensure
safe, healthy, inviting and
optimal learning environments.

Goals

- 1.) Recruit, develop and retain
a qualified and high quality
workforce.
- 2.) Provide and maintain quality
facilities and support
services that result in a
safe and healthy learning
environment.
- 3.) Effectively communicate
successes, challenges and
needs.

Budget Cuts Expected for 2008-09

On June 16, the Wake County Board of Commissioners approved \$319 million for the school system for the next fiscal year. This is \$36 million less than the \$355 million the school board requested in local funding for 2008-09. Wake County Commissioners also voted to withhold \$3 million out of the school board's budget if it does not reach projected student enrollment of more than 140,400 students when the official student count is taken on the 20th day of school. The remaining \$316 million was allocated with special provisions for purpose and function (or categories of spending) as permitted by state law. "The allocation of our local funding by purpose and function makes for an especially challenging year because we are limited in our flexibility to realign our budgets to respond to the dynamics we all face day in day out," said Superintendent Burns.

Last month, the board of education passed an interim budget to allow the school system to carry on business as usual effective July 1st without a formal budget in place. The board discussed the funding shortfall at a June 23rd meeting. During the meeting Board members identified \$39.2 million in program and service reductions necessary to balance its

budget for the coming school year. The budget cuts were necessary to reconcile the school board's 2008-09 Plan for Student Success with the Wake County Board of Commissioners' appropriation for the Wake County Public School System.

Board members directed staff to bring the budget changes to their July 15 meeting for formal adoption, including:

- \$24.3 million in reduced expansion items in the 2008-09 Plan for Student Success, including increased services for academically gifted students, elementary foreign language instruction, technology facilitators, and literacy coaches
- \$7.5 million in base budget cuts, including class size and instructional supply adjustments and reduced spending in maintenance and operations, utilities and technology
- \$3.3 million in salary adjustments aligned to changes in the state budget
- \$4 million in revenue adjustments and reserves for student membership in case enrollment falls below projections.

Facilities Uses PLCs to Update Procedures

The Facilities Department is working in collaboration with project managers, administrators and other departments to continually improve its processes. One of the major initiatives the department has recently undertaken is ensuring that all of its procedures for day to day business operations are up to date and easily accessible to new and existing employees. As result, the Facilities department has been incorporating the use of professional learning communities (PLCs) to help update one of its most important documents, its procedures manual. The procedures manual

contains more than 20 chapters of "how to" information for the planning, design and construction of schools, from the beginning stages of buying land to turning the finished building over to maintenance. This will be the first time in 10 years the manual will see an overhaul of revisions and updates.

"Our manual hasn't been updated since 1997, so basically a lot of it has to be completely rewritten," said Louise Burke, Supervisor for Information Management. Burke has been heading the

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Transportation Luncheon Recognizes 17 Employees



Bus Driver Barbara Page was one of 17 employees to accept an award from Senior Director Eddy Adams.

Each year, the school system recognizes its top bus drivers during the annual Bus Drivers Awards Luncheon. This year's event was held on June 5, 2008. During the luncheon, bus drivers from

each district were recognized as the school system's Outstanding School Bus Drivers for the 2007-08 school year.

This year, 14 school bus drivers and three team leaders were recognized as outstanding employees!

The criteria used to select outstanding bus drivers for the year include no at-fault accidents and safety record, good attendance with minimal absences, job performance, extraordinary acts and/or heroism.

“Our department places a high priority on the safe transportation of every student,” said Eddy Adams, Transportation Senior Director. “Every employee plays a critical role in the smooth and efficient operation of the system's school bus service.”

You can read more about the 2007-08 Outstanding Transportation Employees by visiting: http://www.wcpss.net/news/2008transportation_awards/.

2008 Outstanding Employees

School Bus Drivers

- Gail Johnson
- Daphne Branch
- Sandra Fletcher
- Cynthia Colvin
- Beatrice Nusbaum
- Carolyn Monroe
- Barbara Page
- Donald Hill
- Katrice Clark
- Kathleen Pontickio
- Letha Jones
- Pamela Odell
- Lorna James-Bizzell
- Doris Wilson

Team Leaders

- Regina Hodge
- Lisa Brooks
- Brenda Gurley

Custodial Conference a Success

About 350 people attended the 2008 Custodial Professional Development Conference on June 18. Custodians who participated in this year's event at Southeast Raleigh High School were provided with opportunities to learn about new equipment, talk to vendors, network and celebrate each other's success.

“It's like homecoming every year! Old friends get together and see each other when they haven't seen each other. I think it's also really good for our new

employees, because they immediately feel apart of the family and get an opportunity to learn some things that will help them as they begin their careers in the school system,” said Mazie Smith, Director of Organizational Development.

The workshops included informational sessions hosted by the Environmental Health and Safety on integrated pest management, indoor air quality and workplace safety. In addition, representatives from Human Resources shared information on filling out leave forms as well as retirement and disability eligibility. Several pieces of equipment were on display for demonstration in the auditorium including some new equipment that will be rolled out for the new school year.

“Not only did they get to see new equipment, and hear new ideas, but its good for morale too, because this is something at least once a year custodians can say is our function,” said Aaron Springs Jr., Director of Custodial Services.



Custodians of the Year (from left)-Ben Hooker, Cornelius Manley, Melvina Moore, and Jack Wall .

Custodians of the Year

There were five individuals selected for custodian of the year. Congratulations to Ben Hooker, Custodial Field Supervisor of the Year; Cornelius Manley, Administrative Site Custodian of the Year; Rose Huffman, High School Custodian of the Year; Melvina Moore, Middle School Custodian of the Year; and Jack Wall, Elementary School Custodian of the Year !! These employees were selected based on criteria that included excellent attendance and going above and beyond their regular duties.



North Ridge Elementary Custodians Hmer Puih, Karlvin Pearce and Terry Williams.

First Annual Mechanic Challenge



First place winners of Mechanic Challenge (from left): Mike O'Hara, Chris Nicely, and Tadeusz Slaczka.

On June 25, as part of a morale and team building effort, the Transportation Department conducted its First Annual Mechanic Challenge. Mechanics competed in three separate events: a timed tire change, closest to the stop line distance, and an inspection contest (as conducted at the state level).

Prize money was given to the top three places in each event (the first place winners are pictured left). After the competitions, the department held a safety meeting and lunch. More than 45 mechanics participated.

Facilities uses PLCs...

project along with a team of about 20 people. Her core team is meeting every Wednesday for two hours. "It's something that we've wanted to do for a while. We decided that the time was right and started the project last September and hope to have it completed next month," said Burke.

Currently, the procedures manual is a lengthy paper document that has to be broken down into sections to tackle the work. There are procedures for mobiles, the real estate process, project schedules, budget, bidding and awards, and professional service selection to name a few. Once finished, the entire document will be available online for department employees to access. The goal is to improve the processes so there is a consistent and formal method for every employee to follow when they have questions. It will also help train new employees. The template displays the flowchart on the left with a narrative on the right.

"What we try to do is close that gap of learning between the new employees and more experienced ones, to have it written down in one place so that everyone does it the same way," said Burke.

For example, one team is working with maintenance and operations on formalizing the "turnover process."

This process involves the transfer of responsibility from Facilities to Maintenance and Operations (M&O) once a project reaches the end of the construction period.

"We define the turnover process from the point when a building is under construction to when a building in use. It's important that we communicate to school staff when that transfer happens so they know who to contact," said Facilities Director Jerry Bradley. Bradley is coordinating this effort, which has involved staff from M&O and Facilities. "We received input from area field managers from M&O and project managers from Facilities Design and Construction to help draft the agreement, now it's under review and in the final stages of completion," said Bradley.

The turnover process is one of the newer procedures to be added to the manual that will vastly improve customer service and recordkeeping. Bradley says it's important to capture this process in writing because lines can blur when it comes to handling warranty information and tracking work order history.

"The procedure tells school staff what their chain of reporting is for issues," said Bradley.

As manager of the overall project,

Mark Your Calendar

July 4

Holiday

July 7

Year-Round Back to School (tracks 1,2,3)

July 10

WCPSS & Rex Hospital Blood Drive
10:00 a.m.—1:00 p.m.
1151 Rock Quarry Road
Contact: Robin Pace at 856-8141

July 24

Modified Back to School

July 28

Year-Round Back to School (track 4)

August 25

Traditional Back to School



Training Schedule

New Employee Orientation

July 8—9
8:30 a.m.—3:15 p.m.
Rock Quarry Training Center

Please contact Beth Williams (bwilliams2@wcpss.net or 856-8018) to register.

Louise Burke is proud that so many people have devoted their time and effort to updating the procedures manual. She says it's a huge undertaking, but the project is more than 80 percent complete. Burke says the manual will be reviewed and approved by the Facilities Team. Once it is finished, it will be available on the share drive for department employees.

Finally, a PLC committee will be set up to review and approve any future changes and additions. "We plan on continually updating this document so that it's a living document that grows with us," said Burke.

Stay Informed

The *Auxiliary Adviser* is e-mailed to subscribers in the school system and posted online at: <http://www.wcpss.net/auxiliary-services/advisernews.html>. A hard copy of the *Adviser* is sent to the head custodian and child nutrition staff at each school and to each district transportation manager. To have the newsletter e-mailed to you directly, simply send an e-mail with "subscribe" in the subject line, to asmith9@wcpss.net