

# Auxiliary Adviser

*"Providing Services That Power Education"*

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## Benefits of Placing Modular School at DuBois Center

At its Feb. 1 meeting, the Board of Education heard Wake County school staff explain the benefits of placing a modular school at the DuBois Center campus in Wake Forest. Administrators recommend opening Forest Pines Drive Elementary (E-9) two years early as a modular school on the DuBois Center property.

You may download the PowerPoint presentation as well as other information regarding growth and student assignment on the school system's website at <http://www.wcpss.net/growth-management/student-assignment/2005-06/>.

## WCPSS Wins Facilities Research Grant

Christina Lighthall, senior director of long-range planning, has been awarded an educational facilities research grant for \$8,500 from the Council of Educational Facility Planners International (CEFPI). She will focus on evaluating changes in student, staff and parent outcomes following extensive school renovations.

Later this month, Lighthall will meet with Evaluation and Research staff and a consultant to identify the schools to be included in the study and the variables to collect.

## WCPSS Converting to New E-mail System

The Wake County Public School System will convert from TAO to Lotus Notes in July 2005. No e-mail messages will be transferred to the new system. If you want to keep any messages, you need to save them as text. Simply saving messages to your offline folders will not be enough, as this will save them in TAO format.

The Technology Services Division will provide specific information on Lotus Notes prior to the transition, and will post updates on the TSD intranet site.

For directions on saving e-mails, go to the Help Desk's intranet site at <http://www2.wcpss.net/helpdesk/instructions>.

## 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.

## WCPSS Employees Keep Children Safe During Icy Gridlock

To read a collection of heart-warming stories regarding Wake County Public School System employees' efforts to keep children safe during the Jan. 19 icy gridlock go to [http://www.wcpss.net/news/2005\\_jan\\_19/](http://www.wcpss.net/news/2005_jan_19/).

### 1/20/05 Thank You Message from Don Haydon, Associate Superintendent, Auxiliary Services

Please extend my thanks and commendation to all of those who worked so tirelessly yesterday, last night, and even early this morning to ensure that Wake County's students were safe, warm and well fed! This unprecedented emergency was handled with skill and professionalism – as well as with a huge measure of concern for the students' needs. Thank you and our entire organization for your dedication and for going out of your way. Well done!

### Learn About Energy

Christina Larkins, Resource Management Administrator, Organizational Development

Our goal is to help you make smart energy choices. Part of our job is helping you learn more about energy and energy conservation. There are many things you can do at your school or office to cut down on the amount of energy used, helping protect our environment.

The EnergySavers® program offers the Wake County Public School System and surrounding community all the information they need to save money, increase comfort and even reduce pollution through energy conservation. Schools provide a unique opportunity to create a new generation of energy-smart citizens. Through energy education, immediate energy savings can be realized by reducing obvious sources of energy waste, such as leaving lights on in empty rooms and running computers 24 hours a day, seven days a week. Schools with effective conservation programs have reported reductions of as much as 25 percent in utility bills.

The best way to save energy in your school is to make it a schoolwide effort. Teachers, students, facility staff and administrators can all play an important role. Here are a few tips.

**Adapt the program to your school's priorities and curriculum.** Making the program "your own" will help energy efficiency become a regular part of your school's culture and will likely result in greater long-term savings.

**Identify curriculum tie-ins.** There are many ways that the EnergySavers® program can support your school's curriculum. It focuses on education through hands-on experience – key concepts tie in with science, math, social studies and economics curricula.

**Establish a strong link between energy and the environment.** Protecting the environment is a strong motivator. The EnergySavers® program helps students and adults understand that more than 80 percent of pollution results from the production, consumption and disposal of energy – and that the actions they take really do make a difference.

**Maintain high visibility for the program to encourage participation.** The program is most successful when the whole school and others in the district are involved. An effective strategy is to communicate plans and achievements with key stakeholders in the school community.

Schedule an appointment with Christina Larkins (856.3715) or Judy Cox (664.5728) to:

- Cut down on your school's utility bills – freeing money for other things,
- Increase your comfort,
- Reduce pollution, and
- Relax while energy-efficient technologies and products continue producing these benefits for you day after day, year after year.

## Mark Your Calendar

Valentine's Day  
February 14

Good Friday (Employee Holiday)  
March 25

St. Patrick's Day  
March 17

## Free Computer Training

Beth Ann Williams, Operations Specialist, Organizational Development

Go to <http://www.gcflearnfree.org/> and browse classes, using WCPSS as the account name and password. If you are interested in any of the online courses, sign up for your own account. You actually earn CEUs! Make sure you keep me posted ([bwilliams2@wcpss.net](mailto:bwilliams2@wcpss.net) or 856.8018), so I can update your transcript.

## Training Schedule

### **Computers/Technical Classes/Red Cross**

#### FISH Training

Feb. 16  
9:00 a.m. – 12:00 p.m.  
Garner Training Center  
SRN: 249010401

#### Fire Extinguisher Inspections/ Documentation Training

Feb. 17  
Garner Training Center  
8:00 – 9:30 a.m. (SRN: 249012901)  
10:00 – 11:30 a.m. (SRN: 249012902)

#### Fire Extinguisher Inspections/ Documentation Training

Feb. 23  
Garner Training Center  
8:00 – 9:30 a.m. (SRN: 249012903)  
10:00 – 11:30 a.m. (SRN: 249012904)  
1:00 – 2:30 p.m. (SRN: 249012905)

#### Engineering Specialities Total Door "Doorway to Service"

SRN: 249010301

#### Intro to TAO

Feb. 24  
1:00 – 4:00 p.m.  
Webster Center  
SRN: 24196906

#### Intermediate TAO

Mar. 2  
1:00 – 3:00 p.m.  
Webster Center  
SRN: 241606003

#### Integrated Pest Management

Mar. 7  
9:00 a.m. – 12:00 p.m.  
DPI  
SRN: 249006701

#### American Red Cross Re-certification CPR/AED Training

Mar. 9  
Garner Training Center  
8:00 a.m. – 12:00 p.m.  
SRN: 249005803  
2:00 – 6:00 p.m.  
SRN: 249005808

### **MAXIMO**

#### Basic Training

Feb. 22  
8:30 – 11:30 a.m.  
Training Center, Rock Quarry Rd.  
SRN: 249006105

#### Basic Training

Mar. 23  
8:30 – 11:30 a.m.  
Training Center, Rock Quarry Rd.  
SRN: 249006106

**MAXIMO**Equipment Training

Mar. 16

9:00 a.m. – 12:00 p.m.

Training Center, Rock Quarry Rd.

SRN: 249006203

Tips & Shortcuts

Feb. 16

9:00 a.m. – 12:00 p.m.

Training Center, Rock Quarry Rd.

SRN: 249006003

**Safety**OSHA Safety Update

Mar. 3

9:00 a.m. – 3:00 p.m.

DPI

SRN: 249006601

OSHA "State of the Art"PPE Workshop

Garner Training Center

8:00 a.m. – 12:00 p.m.

SRN: 249007401

1:00 – 5:00 p.m.

SRN: 249007402

To register for MAXIMO classes, please contact Petra Harris ([pharris2@wcpss.net](mailto:pharris2@wcpss.net) or 856.8128). To register for all other courses, go to <http://ero.eschoolsolutions.com>. Click on the "log on" button and type in the following: Organization ID=42358, User ID=SS# and Pin=last four digits of your SS#. If you have questions, please contact Beth Ann Williams ([bwilliams2@wcpss.net](mailto:bwilliams2@wcpss.net) or 856.8018).

## Concerned?

If you have any Maintenance and Operations questions or concerns that you don't feel comfortable asking your supervisor, please contact one of the Internal Communications Focus Team members listed below. He or she will submit your question to Kristin Flenniken (anonymously if you wish), who will find the answer and include it in this newsletter when appropriate.

Team members include:

Buddy McCarty, Environmental Health & Safety supervisor, 856.8031

Sylvia Surcy, processing technician, 856.8119

Mike Weisbeck, Heat Shop craftsman, 427.5172

Ron Wood, AFM, Knightdale Cluster, 266.8401

Darren Grogg, Carpentry craftsman, 868.1976

## Stay Informed

The *Auxiliary Adviser* is e-mailed to subscribers in the school system; and posted on the intranet, Internet and Auxiliary Services Tao bulletin board. A hard copy of the *Adviser* is also posted on bulletin boards in the Maintenance and Facilities buildings, and one is sent to the head custodian and child nutrition staff at each school.

To have the newsletter e-mailed to you directly, simply send an e-mail with "subscribe" in the subject line, to [kflenniken@wcpss.net](mailto:kflenniken@wcpss.net).



**WAKE COUNTY**  
PUBLIC SCHOOL SYSTEM