

# Auxiliary Adviser

"Providing Services That Power Education"

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## A Successful 2008 MWBE Expo

Tammie Hall, Minority Business Enterprise Manager, Facilities

The 10<sup>th</sup> Annual Minority and Women Business Enterprise (MWBE) Expo was recently held at Southeast Raleigh High School. The Expo is a partnership between Wake County Public Schools and the City of Raleigh that provided business owners with direct access to procurement officers, department managers, construction managers, and project managers about upcoming bidding opportunities. The event was a huge success with over 300 small business owners participating. A variety of departments were in attendance from the City of Raleigh. Wake County Public School System (WCPSS) had representatives of many of the departments within Auxiliary Services to include: Custodial Services, Transportation, Facilities Design and Construction, and Maintenance and Operations. In addition, all Construction Manager-at-Risk firms that currently manage approximately 200 million in new and renovation construction projects were in attendance. Those firms included: Clancy and Theys Construction, Barnhill Contracting, D.H. Griffin, Skanska, Balfour Beatty, New Atlantic Contracting, and Gilbane Building Company. Finally, WCPSS Finance and Administration department had several purchasing agents available from the Purchasing Department to discuss the procurement of goods and services.

WCPSS Facility Design and Construction is committed to promoting the participation of minority, women-owned, and small businesses through the establishment of the Minority Business Enterprise Program. The goal of the program is to provide awareness and involvement to MWBE firms about construction contracting opportunities available within the department. The ability to increase participation helps to ensure that the citizens of Wake County are getting the best product at the most competitive price. The current bond program for WCPSS is \$1,056,000,000 for the renovation of existing schools and construction of new schools. For additional information regarding WCPSS, Facilities Design and Construction, Minority Business Program, please contact Tammie Hall at 919-856-8179 or [thall@wcpss.net](mailto:thall@wcpss.net).

Read Full article at: [http://www.wcpss.net/news/2008\\_mwbe/](http://www.wcpss.net/news/2008_mwbe/).

## Board Prepares for Reassignment Vote

On February 5 the board will vote on the 2008-09 Growth Management Proposal that was presented to them last month by the Growth and Planning department. The 2008-09 growth management proposal potentially impacts 6,824 students. Under the proposal, more than 3,600 students would move to schools closer to their homes and allows grandfathering for more than 1,600 students.

Parents were given the opportunity to comment on the draft proposal during three public hearings held at Sanderson, Green Hope, and Middle Creek high schools. A total of 195 people gave feedback on the plan during these hearings. Board members used work sessions to review the proposal and weigh comments

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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.

At the January 8 board meeting, one of the highlights from the Superintendent's Mid-term Report was Dr. Burns' announcement that staff will begin working on a multi-year student assignment plan for the first time ever.

This means in addition to developing a growth management plan for the 2008-09 school year, Growth and Planning staff is currently preparing preliminary plans for the 2009-10, 2010-11 and 2011-12 school years. This will be the first time the school system will have developed multi-year assignment plans that look several years into the future. Plans will be based upon enrollment projections jointly developed with the Wake County Planning Department and the capital improvement program (CIP) that was adopted by the Board of Education in May 2006, approved by the Board of County Commissioners in July 2006 and funded by voters in November 2006.

A multi-year plan could offer families more stability and predictability.

## Changing Hearts Program Kicks Off in February

Everyone is encouraged to join the battle against cardiovascular diseases this February as we celebrate National Cardiovascular Awareness Month. Cardiovascular disease includes any number of specific diseases that affect the heart itself and the blood vessel system, especially the veins. According to the Centers for Disease Control and Prevention, Heart disease is considered the number one cause of death for Americans.

"This month, WCPSS is doing its part to promote cardiovascular health through its annual Changing Hearts Program. This year's theme is Climb Aboard the Wellness Express," explained Kelly Creech, WCPSS Health Officer. "We're encouraging all employees to do something that prevents the onset of heart diseases such as stroke or heart attacks, whether it's increasing physical activity, eating healthier, getting regular checkups, or quitting smoking."

Throughout the month, schools and administrative buildings will participate in a variety of Changing Hearts activities that promote cardiovascular awareness and healthy living. One way to show your support is by wearing red each Friday.

WCPSS staff will also have the opportunity to get free preventative health screenings and learn about healthy lifestyle alternatives, when the Wellness Express makes its stops around WCPSS administrative buildings. There are three stops scheduled. On February 8, Wellness Express will make a stop at 3600 Building Room 4201 from 10 a.m. to 2 p.m. On February 15, it will make a stop at Crossroads room 1412 from 11 a.m. to 3 p.m. And the Wellness Express makes a final stop at Rock Quarry Road's Refrigeration Shop on February 22 from 10 a.m. to 2 p.m. This means employees can hop aboard for a variety of free health and wellness services including:

- Blood Pressure Screenings
- CPR/AED-Demonstrations
- Diabetes Awareness
- Fitness/Exercise
- Nutrition
- Healthy Cooking Demonstrations
- Stress Management
- Smoking Cessation
- Cardiovascular Awareness
- Tri-Fit Analysis **(By Appointment Only with sign up at each location)**

For more information about Changing Hearts visit: <http://www2.wcpss.net/departments/ch/index.htm>.

## CNS Offers Heart Healthy Menus

In addition to WCPSS employees wearing red every Friday of the month, Child Nutrition Services is supporting the Changing Hearts Program by serving a red side dish at the end of each week. CNS also says along with their daily heart healthy Winner's Circle menu options, February 13th's lunch will be declared the Changing Hearts Menu.

"Our Changing Hearts menu will consist of a variety of heart healthy options which are not only tasty, but also low in fat, cholesterol, and sodium," said Jill Hively, CNS Senior Administrator.

The Changing Hearts Menu will include: chicken broccoli noodle bake w/ whole wheat roll, turkey corn dog, tossed salad, and fresh orange. CNS will also take part by posting signage in the dining rooms of each school and participating in the kick off at Wilburn Elementary on Friday February 1<sup>st</sup>.

## Custodial Services Updates

Aaron Springs Jr. CEH, Director of Custodial Services

Congratulations to Mickey Fowler on his promotion effective Jan. 15, 2008 to Administrator – Custodial Services Project Manager. Mr. Fowler has been with the Wake County Public School System for 33 years and continues to strive for excellence. Some of you know Mr. Fowler from his long service from Custodian to Head Custodian and Crossing Guard at Lynn Road Elementary School. Mr. Fowler has worked himself up through WCPSS. He has been a Field Supervisor. He helped pilot the Facility Maintenance Program at Enloe High. He currently handles all custodial cleaning contracts and a host of other duties. Mickey has been to every school in Wake County and it is interesting to note how many people remember him for doing his job no matter where he was at. When you see Mr. Fowler, please congratulate him.

The Custodial Services Department would like to welcome our new Custodial Services Secretary Lisa Smith. Ms. Smith is a native of Richmond, Virginia, but has been living in the Northern Virginia area for the last 14 years. It is interesting to note that she was working at Virginia's Wakefield High school as a secretary for an assistant principal for 5 years. Ms. Smith has 2 very lovely children who are the joys of her life. She has a daughter who is a senior this year and planning to attend one of our area colleges. Ms. Smith is looking to make new friends, getting to know the area and working with WCPSS. When you see Ms. Smith, please welcome her.

## Transportation News

Eddy Adams, Senior Director, Transportation Services

The Exceptional Children's Department is excited to be at their new home in the Vinyl Villa. The department moved out of its old residence in January and the new location will allow the department to enjoy more space.

Transportation is seeking to fill the position of Maintenance Coordinator. Individuals should have experience with school bus operations and heavy duty diesel fleets. A BS/BA degree from an accredited college or university or the equivalent vocational/technical training is also preferred. Those interested in applying can contact Jeff Moore at 856-8050 or email resumes to [istringfellow@wcpss.net](mailto:istringfellow@wcpss.net).

Our Transportation Safety and Recruitment Officer, Tanya Rich, has been working with diligence to promote our Buster the Bus program. Over the last several months we have aggressively expanded Buster the Bus throughout elementary schools. School bus safety is taught to kindergarten through second-grade students using "Buster the Talking Bus" and to third-grade through fifth-grade students by classroom instruction. All students are taught the fundamentals of school bus safety. Through this program, we are also working with principals and PTAs to help recruit more drivers. For more information contact Tanya Rich at [trich2@wcpss.net](mailto:trich2@wcpss.net).

There was an article in the News & Observer about Terrorism Threats to School Buses featured on January 24. Wake County Public School's Transportation Department takes this matter very seriously. We're not only aware of the issue, but continually work to keep our staff well-informed of procedures put in place to combat terrorism. In bus classes we teach our drivers the phrase "BOLO" which means BE ON LOOK OUT. This well-known phrase is a way for each bus driver to remember to perform pre and post trip inspections everyday to look for any strange objects or people inside the vehicle, to ensure that the buses are operating safely, and to help eliminate any unnecessary delays.

## Thanks for a Safe January!

On January 17 we had our first bout with winter weather. Transportation and Maintenance and Operations staff are usually on the front line when responding to inclement weather conditions. On January 17 all schools opened with a two hour delay due to a mixture of snow, sleet and rain. The decision to close school due to weather involves much preparation and assessment from a team of people.

Transportation plays an integral role in ensuring that the roads are safe enough to transport students. Transportation supervisors drive the bus routes in the morning to determine what conditions will be like. "When kids are involved, we always air on the side of safety. This time I think our staff was proactive; and they're quick response allowed us to notify parents a lot earlier than usually," said Eddy Adams, Senior Director of Transportation Services.

When Maintenance and Operations staff arrive, their job is to walk around the building to make sure all sidewalks, entrances, and ramps are clear. "Some areas in the county can get hit harder than others. On that particular day some custodians had to put out safety cones and salt where they found patches of ice, but we've been fortunate to not have a really bad winter in quite sometime." said Aaron Springs Jr., Senior Director for Custodial Services.

WCPSS works closely with agencies including National Weather Service, North Carolina Department of Transportation, Wake County Sheriff's Office and Highway Patrol to get up-to-date information about the weather and road conditions. Each school has its own set of procedure for employees to follow during inclement weather, so employees should contact their principal or supervisor for instructions.

To get the latest on inclement weather decisions or other system-wide emergencies, sign up for Emergency Notification Service [http://www.wcpss.net/notification\\_list/](http://www.wcpss.net/notification_list/). You must have access to a computer and a working e-mail to receive the notifications.

## Winter Weather Driving

Doug Byrd, Safety Officer

January and February tend to be the worse months for winter weather. Even the most experienced of drivers sometimes need a few reminders to help them make their winter commute safe. If you absolutely must travel, the North Carolina Highway Patrol recommends the following precautions:

- Reduce your speed. Driving at the regular speed limit will reduce your ability to control the car if you begin to slide.
- Leave plenty of room between you and other vehicles.
- Bridges and overpasses accumulate ice first. Approach them with extreme caution and do not apply your brakes while on the bridge.
- If you do begin to slide, take your foot off the gas and turn the steering wheel IN THE DIRECTION OF THE SLIDE. Do NOT apply the brakes as that will cause further loss of control of the car.

## Congratulations!

Congratulations to **Beth Williams, Training Specialist**, for receiving her Career Development Facilitator certificate from the National Career Development Association. The course was offered through the NC Workforce Development Training Center in Raleigh and consisted of 120 hours of course work and a final project.

Congratulations to **Michael Simms, Head Custodian, Davis Drive Middle School** who was one of seven employees to receive the Employee Excellence Award in January. Mr. Simms absolutely wins the multi-tasker award! His work embodies the definitions of pride and quality. With more than 1,200 middle school students and more than 120 staff members, Michael is always ready to lend a hand and resolve problems. The building is spotless not only because he works hard, but because he is a role model for the staff and children. His dedication and hard work is reflected by the appearance of the school building. Parents and visitors are shocked to learn that the school is over 14 years old. Michael always wears a smile and offers a friendly greeting, and he is always there when needed.

## Mark Your Calendar

Kindergarten Registration  
February 7

Idita-Well Challenge  
March & April (8wk program)

Good Friday-Holiday  
March 21

## NEW EMPLOYEE ORIENTATION

### **New Employee Orientation (2 days)**

February 12-13  
8:30 AM – 3:15 PM  
RQR Training Center

### **New Employee Orientation (2 days)**

February 26-27  
8:30 AM – 3:15 PM  
RQR Training Center

## MAXIMO

### **MAXIMO 5.2 Training**

(For M&O staff only)  
February 7  
8:30 – 12:00 PM  
RQR Training Center

### **MAXIMO Training (SelfService Application)**

(For school users only)  
February 21  
2:00 PM - 3:00 PM  
RQR Training Center

### **MAXIMO Handheld Training**

(For M&O staff only)  
February 20  
8:30 AM - 3:00 PM  
RQR Training Center

Please contact Beth Williams ([bwilliams2@wcpss.net](mailto:bwilliams2@wcpss.net) or 856-8018) to register for the new employee orientation. To register for all other classes, go to <https://ero3.eschoolsolutions.com/user/login.taf?orgID=42358&userID=&PIN=&function>. Enter your user ID=SS# and Pin=last four digits of your SS#. If you have questions about MAXIMO training, please contact Petra Harris, MAXIMO System Administrator, at 856-8128 or [pharris2@wcpss.net](mailto:pharris2@wcpss.net). For questions about all other classes, please contact Beth Williams.

## Stay Informed

The *Auxiliary Adviser* is e-mailed to subscribers in the school system and posted on the Internet. 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](mailto:asmith9@wcpss.net).

## Training Schedule

### **American Red Cross**

#### **Adult CPR/AED certification**

February 7, 9:00 AM – 1:00 PM  
RQR Old Refrigeration Shop

### **Oracle for Central Based**

#### **Clerical Staff: The Basics**

February 19 (Day 1 of 2)  
February 26 (Day 2 of 2)  
8:30 AM - 12:30 PM  
Webster Center – Crossroads

### **Oracle for Non-School Base d**

#### **Budget Managers**

February 12, 8:30 AM - 12:30 PM  
Webster Center – Crossroads

### **Oracle Updates for School**

#### **Based Clerical Staff**

February 5, 12:00 PM – 4:00 PM  
Webster Center – Crossroads

### **Oracle Updates for Central**

#### **Based Clerical Staff**

February 8, 8:30 AM - 11:30 AM  
Webster Center – Crossroads

### **OSHA Confined Spaces & Lockout/Tagout Workshop**

February 12, 8:00 AM – 3:30 PM  
RQR Old Refrigeration Shop

### **OSHA Forklift training**

February 20, 8:00 AM – 12:00 AM  
RQR Old Refrigeration Shop

### **OSHA Electrical Hands-On Workshop**

February 27, 8:00 AM – 12:00 AM  
RQR Old Refrigeration Shop

### **Supervisory Success Series: Module 2-Legal Issues of the Employment Process**

February 21, 8:30 AM – 11:30 AM  
RQR Training Center

### **Supervisory Success Series: Module I-Attracting New Employees**

February 14, 8:30 AM – 12:00 PM  
RQR Training Center

