

# Auxiliary Adviser

*"Providing Services That Power Education"*

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### Employee Recognition Luncheon

Dec. 17

11:30 a.m. – 1:30 p.m.

Auto Shop at Rock Quarry Road

Please bring a covered dish. Contact Jan Bunn  
(856.8275 or [jlbunn1@wcpss.net](mailto:jlbunn1@wcpss.net)) if you have  
questions.

## 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 Holiday Reception

Employees at Atlantic Avenue, Crossroads, Noble  
Road, Rock Quarry and Wake Forest Road

Dec. 22

3:30 p.m.

Southeast Raleigh High School Cafeteria

Superintendent's comments at 4 p.m. Food provided  
by Back Porch Catering.

## Lighthall Assumes New Role

Don Haydon, Associate Superintendent, Auxiliary Services

I am very pleased to announce that Christina Lighthall has accepted my request and offer to assume new duties as senior director of long-range planning. Over the past several months, as we have created the Vision 2020 concept, it has become increasingly clear to me that WCPSS must have a very highly qualified, passionate and dedicated individual focused solely on long-range planning. While we have done a good job of planning in the past, the rapid enrollment growth driven by the expansion of all parts of Wake County demands that we be more proactive and more comprehensive in our efforts.

Ms. Lighthall is most highly qualified for this challenge! Her first tasks in this new position will be to bring life to Vision 2020 by putting the pieces of the puzzle into place, and to prepare for development of the next bond program.

As a result of this change, Ken Fuller, director of Construction, and Jyoti Sharma, director of Facilities Planning, will now report directly to Assistant Superintendent Mike Burriss.

Please join me in congratulating Christina on her new responsibilities.

## Annual WCPSS Canned Food Drive

The Wake County school system is collecting non-perishable food items, beginning Dec. 1, for the NC Food Bank. At the Rock Quarry campus, there will be three collection barrels in the Operations Building, one in Facilities, one in Child Nutrition, two in the Purchasing Building, and two in Transportation. The Food Bank will pick up the food barrels Dec. 22 or whenever they are full.

Please contact Jan Bunn (856.8275 or [jbunn1@wcpss.net](mailto:jbunn1@wcpss.net)) for more information.

## Warding Off Winter's Chill

Christina Larkins, Resource Management Administrator, Organizational Development

When cold winds blow this winter, consumers are going to have to pay more to keep their homes warm. This is true for the Wake County Public School System as well, making energy conservation an important goal.

Crude oil prices have climbed to more than \$50 a barrel, making heating oil, natural gas and propane more expensive this year. The only way to combat the higher prices is to try to use fuel as efficiently as possible. .

EnergySavers® staff members urge you to take steps now to prepare your facilities for winter so WCPSS doesn't suffer price shocks in January and February.

The first step is to do everything possible to keep heat from escaping from your facility. This alone can save 10 percent or more on the energy bill. Keeping ALL doors and windows closed, including those in mobile units, is important.

The following tips will save energy and help your school's utility budget, too!

- Turn off lights and computers in unoccupied rooms.
- Implement an energy awareness program to encourage your facility's staff, faculty and students to change their energy behavior and adopt permanent energy-saving habits for school and at home.
- Don't block your sensors, radiators or heating vents with posters, furniture or draperies. Keep your radiators, registers and baseboard heaters dirt- and dust-free.
- Keep shades and curtains open during the day to allow solar heating. Close your curtains and shades at night to retain heat.

## New Instructional Calendars Approved

The school board approved instructional calendars for 2005-06 and 2006-07 at the Tues., Nov. 9 meeting. You may view the calendars at [www.wcpss.net/Calendars](http://www.wcpss.net/Calendars).

### Mark Your Calendar

Holiday Closing/Winter Break  
Dec. 23 - Jan. 2

Martin Luther King, Jr. Holiday  
Jan. 17

### Winter Holiday Safety

Christina Larkins, Resource Management Administrator, Organizational Development

We want to help make your holidays more joyful and safe. By taking the simple safety precautions listed below, you can ensure that you and your loved ones will have a safe home for the holidays!

#### BEWARE OF HOLIDAY LIGHTING

Be careful when burning candles. Be sure they are kept away from decorations or other combustible materials. Don't leave children unattended in a room with lit candles, and always keep candles, as well as matches and lighters, out of the reach of children. Never display lighted candles in windows or near exits. Lit candles should not be used as tree decorations.

#### DECORATE ONLY WITH FLAME-RETARDANT OR NONCOMBUSTIBLE MATERIALS

Avoid using candles during parties. If guests will be smoking, provide them with large, deep ashtrays and check them frequently. After the party, check inside and under upholstery and in trashcans for cigarette butts that may be smoldering.

#### KEEP CHRISTMAS TREES FRESH

Choose a fresh Christmas tree and secure it in a sturdy stand. Place the tree away from heat sources and exits, and water it daily. If you purchase an artificial tree, be sure it is labeled as fire-retardant. If you plan to hang stockings on your fireplace, do not use the fireplace for fires.

#### BUCKLE UP

During the holiday months, people travel more than ever. Wearing a seat belt is the easiest and best way to prevent injury in a motor vehicle collision. Ensure that all passengers are also wearing safety belts.

### Training Schedule

#### **MAXIMO**

##### Equipment Training

Jan. 12

9:00 a.m. – 12 p.m.

Training Center, Rock Quarry Road

SRN: 249006202

##### Tips and Shortcuts Training

Feb. 16

9:00 a.m. – 12 p.m.

Training Center, Rock Quarry Road

SRN: 249006003

Basic Training

Jan. 19  
8:30 – 11:30 a.m.  
Training Center, Rock Quarry Road  
SRN: 249006104

Basic Training

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

**Computers/Technical Classes**

(DPI) Wastewater Facility 6-Hour Certification

Dec. 1  
8:30 a.m. – 4:30 p.m.  
SRN: 249006501

Creative Leadership Crash Course

Dec. 7  
8:00 a.m. – 3:30 p.m.  
Garner Training Center  
SRN: 249009201

Customer Service 101

Dec. 2  
9:00 a.m. – 12:00 p.m.  
Webster Center  
Call 850.1630

Customer Service 102

Dec. 9  
9:00 a.m. – 12:00 p.m.  
Webster Center  
Call 850.1630

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 Wood (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 [kwood@wcpss.net](mailto:kwood@wcpss.net).

