

Auxiliary Adviser

"Providing Services That Power Education"

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May 2005

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Custodian of the Year

The Organizational Development Department is accepting nominations for Custodian of the Year from now until May 15. Four custodians will be selected – one from each school level, plus one from the administrative sites. All employees are encouraged to submit a nomination for a Wake County Public School System custodian. A nomination form is included on page three of this newsletter. WCPSS will announce the winners at 8:00 a.m. during the Custodial Professional Development Conference at Southeast Raleigh High School June 29.

Apprenticeship Program Kicks Off May 1

Two Wake County Public School System maintenance regions will participate in the N.C. Department of Labor's Apprenticeship Program beginning May 1. Area facility managers (AFMs) and multi-task employees (MTEs) in the northern and central regions will pilot the program for the school system. They'll receive on-the-job training and classroom instruction.

All participants will receive a recognition patch at the kick off, and after completion of the Journeyman's Apprenticeship Program will receive a certificate and wallet card. They will also have the opportunity to enroll in the Master Craftsman Program. Recognized by the U.S. Department of Labor, completion of the Journeyman Program is equivalent to a two-year degree and completion of the Master Craftsman Program is equivalent to a four-year degree.

For more information, please contact Beth Ann Williams (bwilliams2@wcpss.net or 856-8018).

Progress Energy Donates Funding for Training

Progress Energy donated \$44,750 for Wake County Public School System area facility managers and multi-task employees to undergo electrical and HVAC training. WCPSS' Organizational Development and Maintenance and Operations staff met with Progress Energy and Advanced Energy representatives to determine what training employees needed and how to meet those needs.

Advanced Energy will lead electricity classes at the school system's Garner Training Center and will lead the HVAC training at the Advanced Energy building at Centennial Campus. Training begins in May.

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.

2005 Custodial Professional Development Conference

The 2005 Custodial Professional Development Conference is Wednesday, June 29 from 7:30 a.m. to 5:00 p.m. at Southeast Raleigh High School. Custodians may register for a variety of courses in the fields of health and safety, technology, and human resources. They will also have the opportunity to visit vendor displays and other exhibits.

Custodians may register online or by telephone. To register online, go to <https://ero3.eschoolsolutions.com/user/login.taf?orgID=42358&userID=&PIN=&function>. Enter your user ID (social security number) and Pin (last four digits of your social security number). To register over the phone, call 1-877-453-3443. Although pre-registration is preferred, you may also register at the conference.

For details, please contact Beth Ann Williams (856-8018 or bwilliams2@wcpss.net). Organizational Development is sponsoring the conference.

MAXIMO Message

Generally, there is little or no demand for MAXIMO Everywhere training for school-users between May and July. Therefore, we have not scheduled MAXIMO training for the remainder of the fiscal year. However, support and/or training is available on an individual basis. Please contact the MAXIMO team for any issues. Training will resume in August – we will publish the schedule in the July edition of this newsletter.

Have a great summer!

Denise Boughton
MAXIMO Product Manager
664-5723

Petra Harris
MAXIMO System Administrator
856-8128

Lotus Notes Information

- Your password will change; you will be notified of the new one.
- Address books are not transferable. You will have to manually enter them in the new system.*
- Scheduling is not transferable.
- All e-mails will be stopped or held in queue late in the afternoon on June 30. Once the cut over has been established they will be sent to your new account. You should not lose any e-mails.
- PDA Sync will be a future enhancement; it will not be rolled out in this release.
- Training will be scheduled.

**To print your TAO address book: Open TAO address book and press the "print screen" button on the keyboard. Next, open MS Word and select "paste" from the edit menu. Then you can print the address book.*

New Contact Numbers for Human Resources

The Human Resources Staffing Department moved to Crossroads II (110 Corning Road, Cary, NC 27511), April 22-25. The following are a few of the new employee telephone numbers you may need:

Mary Martin (Custodial Services and Child Nutrition Services), 858-1754;

Mary Washam (Central Office), 854-1791; and

Sam White (Maintenance and Operations and Transportation), 858-1756.

WPCSS employee phone numbers are in the White Pages Directory on the intranet.

Mark Your Calendar

Mother's Day
May 8

Memorial Day
May 30

Last Day of School (traditional)
May 25

Training Schedule

Computers/Technical/American Red Cross Fundamentals of Electricity

May 4, 5
8:00 a.m. – 12:00 p.m.
Garner Training Center
SRN: 249013403

American Red Cross Re-certification CPR/AED Training

May 18
8:00 a.m. – 12:00 p.m.
Garner Training Center
SRN: 249005805

Intermediate TAO

May 4
9:00 – 11:00 a.m.
Crossroads II
SRN: 241606004

Fundamentals of HVAC

May 24, 26
10:00 a.m. – 3:00 p.m.
Advanced Energy Training Center
SRN: 249013602

Fundamentals of Electricity

May 10, 12
8:00 a.m. – 12:00 p.m.
Garner Training Center
SRN: 249013404

Fundamentals of HVAC

May 31, June 2
10:00 a.m. – 3:00 p.m.
Advanced Energy Training Center
SRN: 249013602

Fundamentals of HVAC

May 11, 13
10:00 a.m. – 3:00 p.m.
Advanced Energy Training Center
SRN: 249013601

To register, 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, please contact Beth
Ann Williams (bwilliams2@wcpss.net or 856.8018).

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 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.



WAKE COUNTY
PUBLIC SCHOOL SYSTEM

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