

This e-mail message has been approved for distribution by Mr. Larry A. Bowers, chief operating officer. No hard copy will be provided.

**INFORMATION**

Department of Materials Management  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

September 2, 2011

MEMORANDUM

To: Principals and Directors  
From: Kathleen C. Lazor, Director  
Subject: INFORMATION—Pony Delivery Schedule Changes

The purpose of this memorandum is to inform you about changes to the Pony delivery schedule. The Department of Materials Management will continue the Pony delivery schedule that was implemented in June 2011. Boxes and other materials will be delivered daily. This schedule allows Copy Plus and other instructional materials to get to schools in a more timely manner. If you need a special pickup on Monday or Wednesday, please call the Department of Materials Management at 301-279-3348. The attached Pony schedule also identifies the locations that will continue to have daily pickup and delivery of Pony mail.

We will assess the impact of this change after one month to determine if the delivery time for Copy Plus and other instructional materials has improved and if other service levels have been negatively impacted.

If you have any questions, please contact me at 301-279-3348 or Mr. Ronald E. Parrott, Jr., operations supervisor, Supply and Property Management, Department of Materials Management, at 301-279-3149 or via e-mail.

LAB:fr

Attachment

Copy to:  
Executive Staff  
Mr. Parrott  
School Administrative Secretaries  
Ms. Cuttitta  
Dr. Mugge  
Mr. Prouty

Approved:   
Larry A. Bowers, Chief Operating Officer

---

---

**FROM THE DESK OF KATHY C. LAZOR**

---

---

**PONY SCHEDULE CHANGES**

- ⊗ MONDAY—**NO REGULAR PONY SERVICE\***
- ✓ TUESDAY—FULL PONY SERVICE
- ⊗ WEDNESDAY—**NO REGULAR PONY SERVICE\***
- ✓ THURSDAY—FULL PONY SERVICE
- ✓ FRIDAY—FULL PONY SERVICE

The following locations will have **daily** pickup and delivery of Pony mail:

451 Hungerford Drive  
Calhoun Place  
Carver Educational Services Center  
Central Records  
Food and Nutrition Services  
Lynnbrook Center  
Oak Grove Building at Gaither Road  
Rocking Horse Road Center  
Shady Grove Maintenance  
Spring Mill Offices  
Upcounty Services Center

\*(Delivery of boxed items only)