



SPO News

VOLUME 1, ISSUE 3

DECEMBER 20, 2011

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Message From the Director

As we approach the close of another year, we have a lot to be grateful for as well as look forward to. As I think about so many who are struggling to find employment, including several in my own family, I am grateful that I have a job. As I think about all those who do not enjoy good health, or peace of mind, I am grateful for my life sustaining faith and all the reasons it gives me for celebrating the upcoming holiday. When I think about all of the hard work of everyone in this great school system to provide the best quality education for the children who will lead our country, fuel the economy of the future and ultimately take care of me in

my old age, again I am extremely grateful. How about you?

I am generally a very optimistic person. So I look forward to great things in our future. I heard an economist say regarding the economy that there may be a very dim light at the end of the very long tunnel. I hope that means that it won't be long before some of the financial loses of the last few years will be restored. I look forward to finding more time to visit you in your schools and offices. It seems like I say this every year. However, it is true, Veronica and/or I would love to visit you and participate in one of your team meetings.

We are open for invitations. Additionally, I look forward to having some of you participate in helping us plan for the future of our division to improve our services to children and to each other.

As you are checking your shopping lists, preparing holiday meals and attending parties, I hope you will also take a little time to rest, count your blessings, and envision how wonderful 2012 will be as we work together.

Have a joyous holiday and a prosperous and healthy new year.!!

Happy Holidays



Merry Christmas



Happy Hanukkah



Happy Kwanzaa

SERT

Energy

- It's heating season! Please remember to keep windows and doors closed to reduce energy use. Facilitators are collecting data at each school (# of windows and doors found open) which directly affects award eligibility.
- To help save energy please check your ICB schedules so that gymnasium lighting is used only when there are groups coming in.
- Remember to shut off hallway lights once you are done cleaning the rooms – this too helps to save resources, money, and our environment.
- The holiday season is approaching, please remember to do your energy shut downs before you leave for long weekends/breaks (fax to (240)314-1037 for credit).

Recycling

Thank you for your efforts in keeping the recycling dumpsters locked at all times. This prevents contamination so that the recyclable materials in the dumpsters can be sold and used again. During recent SERT visits, the SERT staff is observing majority of the dumpsters being properly locked.

Division of Maintenance-Shady Grove Heavy Equipment shop is continuing to install padlock chains to dumpsters. SERT has received many positive comments on the chains and how well they are working out, we appreciate your feedback. For those schools that have not had the chains installed, thank you for being patient while Shady Grove Heavy Equipment shop completes this project.

Please note that recycling specialists from the Montgomery County Department of Environmental Protection, Division of Solid Waste Services, are inspecting our buildings from October through January to assess recycling practices and compliance. These specialists are looking for recycling bins, student and staff involvement, centralized stations, and contamination, so be sure to keep bins out in common areas, classrooms, and offices properly located together: paper, trash, and commingled. As of December 6th, approximately 77% of MCPS schools have been inspected and all inspected schools have successfully passed MCDSWS inspections. Thank you for your efforts in achieving 100% passing grade so far. For schools that have not been inspected yet, please remember that inspectors who are escorted by a staff member who knows about the various recycling efforts in your school helps the evaluators understand your school's specific performance. Please share positive information about how staff and students collaborate and participate.

If you need assistance or would like to share your school's success with SERT please contact SERT@mcpsmd.org.

Training

SPRING 2012 WORKPLACE ENGLISH CLASS SCHEDULE

*For MCPS limited-English staff members who wish to improve their English!
These classes are NOT for native English speakers.*

Register on PDO starting on Tuesday, January 3, 2012!

1. Workplace English 1 for Building Services, Transportation, and Food and Nutrition Services Staff

Location: Festival Training Center, Conference Room, 283 Muddy Branch Road, Gaithersburg, MD 20878

Time: Saturdays, 9am-12pm (15 classes)

Dates: 2/4 – 6/2/12 (no class on 3/31, 4/7, 5/26; snow make-up day is 6/9)

Instructor: Deborah Wenzel Course #: 53512

2. Workplace English 3B for Supporting Services

Open to staff that have passed the Level 3 or 3A Workplace English class as well as limited-English paraeducators and secretarial staff.

Location: Shady Grove Depot, Training Room, 16651 Crabbs Branch Way, Rockville, Maryland 20855

Time: Mon./ Wed. 10-11:30am

Dates: 2/1 – 5/30/12 (no class on 2/20, 4/2, 4/4, 4/9; snow make-up day is 6/4)

Instructor: Linda Chang Course #: 53883 Section #: 70083

3. Workplace English 3B for Supporting Services

Open to staff that have passed the Level 3 or 3A Workplace English class as well as limited-English paraeducators and secretarial staff.

Location: West Farm Depot, Training Room, 11920 Bournefield Way, Silver Spring, Maryland 20904

Time: Tues/Thurs. 10-11:30am

Dates: 2/2 -5/22/12 (no class on 4/3 and 4/5; snow make-up day is 5/24)

Instructor: Linda Chang Course #: 53512 Section #: 70084

4. Workplace English 2B for Supporting Services

Open to staff that have passed the Level 2A Workplace English class as well as limited-English paraeducators and secretarial staff.

Location: CTI (Center for Technology Innovation, 4 Choke Cherry Road, Suite 120, Rockville, MD 20850)

Time: Saturdays, 9:15am-12:15pm

Dates: 1/28 - 6/2/12 (no class on 2/25, 3/31, 4/7, 5/26; snow make-up day is 6/9)

Instructor: William Bolin Course #: 53315

5. Workplace English 3A for Supporting Services

Open to staff that have passed the Level 2 or 2B Workplace English class as well as limited-English paraeducators and secretarial staff.

Location: CTI (Center for Technology Innovation, 4 Choke Cherry Road, Suite 120, Rockville, MD 20850)

Time: Saturdays, 9:15am-12:15pm

Dates: 2/4 - 6/2/12 (no class on 3/31, 4/7, 5/26; snow make-up day is 6/9)

Instructor: To Be Determined Course #: 53514

Contact Lara Oerter at [Lara B. Oerter@mcpsmd.org](mailto:Lara_B_Oerter@mcpsmd.org) or at 301 699-1568 with questions!



**Division of School Plant
Operations**

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Dianne Jones, Director
Veronica Skinner, Assistant to the Director

Calendar

On-Site Training Day	January 23, 2012
<i>Managers may request support for special training</i>	
Uniform Orders	February, 2012
Spring Cluster Meetings	March 30, 2012
FY 2013 Staffing Allocations	April 1, 2012
Summer Project Memo	May 15, 2012
Early Ordering, Summer/Start Up	June, 2012
Filter Orders Placed by Managers	Feb/March/May/Oct



Team Building

The Importance of Recognition

"What 3 things do you want most in a job?"

- A good salary
- Job security
- Recognition for a job well done



Seven Recognition Do's and Don'ts

- Keep clear the distinction between *recognition* and *incentives*.
 - Keep the recognition criteria wide open.
 - Nominations should be open to all employees.
 - Maintain confidentiality during investigations.
 - Make the recognition special, not expensive.
 - Include family in presentations when possible.
 - Use good judgment.

Recognition

Congratulations to the following employee for passing the Maryland State Engineers Exam:

Kevin Selby , BSM, Paint Branch HS

Awards – Congratulations...

Fourth quarter SERT energy awards were recently transferred into 73 award winning schools building supply accounts. Check our website to see if you are on the list. <http://www.montgomeryschoolsmd.org/departments/facilities/greenschoolsfocus/sert.shtm>

Recycling rewards are currently being delivered to 40 schools that recycled over 36%. Remember 1/3 of the award money is deposited directly into the building service supply account.

