



# SPO News

Volume 1, Issue 4

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## ICB

Bill Clevenger, building service area supervisor (ICB) has received many phone calls and emails about overtime forms needed to complete payroll.

The following statement has been on the ICB Web Site/ Approved Staff Hours header page for over a year. It reads:

*All overtime forms (280-19) must be submitted by fax to 240-777-2717 the next business day after use in order for the approved 280-19 to be posted in time for payroll.*



The forms must be faxed to Bill on Monday, or the next workday, in the event of Holidays; in order to be completed in time. Overtime forms submitted after Monday on Payroll Weeks cannot be processed in

time. If the overtime forms are rejected because of incomplete information, every effort is made to have it posted on line when they are resubmitted the same week with the corrections completed.

With the NEW stamping process now used on overtime forms, rejected forms cannot be used for corrections; a new form must be completed and resubmitted. It is important to check the Web site after forms have been submitted to confirm they have been approved or rejected.

## Recognition

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

*Jose Guevara, PEO, Sherwood HS*

Congratulations to the following schools/locations for receiving an "A" on their Building Inspection:



- |                       |                     |               |
|-----------------------|---------------------|---------------|
| Arcola ES             | Lakewood ES         | Stedwick ES   |
| Baker MS              | Lincoln Center      | Stone Mill ES |
| Bells Mill ES         | Magruder HS         | Travilah ES   |
| Cabin John MS         | Meadow Hall ES      | Wood MS       |
| Candlewood ES         | Montrose Center     |               |
| CESC                  | Northwood HS        |               |
| East Silver Spring ES | Oakland Terrace ES  |               |
| Flower Valley ES      | Piney Branch ES     |               |
| Forest Knolls ES      | Rock Terrace School |               |
| Goshen ES             | Rosemont ES         |               |
| Highland View ES      | Seven Locks ES      |               |
| Kemp Mill ES          | Sligo MS            |               |



## SERT

### *SERT appreciates your efforts to conserve energy and recycle responsibly*

During this past summer, building service staff were asked to help reduce energy use during peak hours (3-5 p.m.) including air conditioning, lights, computers, electrical equipment, etc. Your efforts helped save significant energy costs! SERT facilitators are in the schools delivering Peak Load Management awards to schools that demonstrated effective curtailment through observation and energy data. Visit our website to view your current energy and recycling data to stay informed.

More good news... Montgomery County Division of Solid Waste Services (MCDSWS) has completed their annual school recycling evaluations. 100% of all MCPS schools have passed their evaluation. Since 2005, this is the very first time that all schools have successfully passed MCDSWS evaluation. We appreciate your hard work and dedication in ensuring that recycling happens at each school every day. Thank you and congratulations!

**“100% of all  
MCPS schools  
have passed  
their  
evaluation.”**

### **Recycling Fact:**

Did you know juice/milk boxes can be recycled? Yes, juice and milk cartons can be recycled as paper products and can be collected in paper recycling bins. If you do not already have paper bins in your cafeteria, please place a slim jim container at each of your recycling stations during lunch. Every item counts. If you need additional slim jims, please place a MAXIMO order using “grounds” code. Please contact Richard Benjamin or John Meyer by calling 240-314-1090 if you have any questions or need assistance.

### **Energy Fact:**

During the first quarter of this school year we used 12% less energy than previous years. Your efforts to continuously conserve energy by closing the blinds at the end of the day, turning off lights and equipment when not in use, and recycling responsibly conserves valuable resources including our environment, our budget dollars, and teaches students about making wise choices.

Have questions? Need assistance? Want to share what your school is doing? E-mail [SERT@mcpsmd.org](mailto:SERT@mcpsmd.org)

Let us know what you need to succeed.



## Training—Systemwide Safety

The Systemwide Safety Programs Unit continues to provide online safety training courses for building services staff. Registration for required courses is managed through the MCPS Professional Development Online (PDO) system. Required courses assigned to building services staff will appear in the Required Training section of your personal PDO home page. Courses assigned to building services include:

- Back Injury and Lifting
- Bloodborne Pathogens – Refresher
- Fire Extinguisher Safety
- Hazard Communications: Right to Know
  - Heat Illness Prevention
  - Ladder Safety
- Personal Protective Equipment (PPE)
  - Scaffolding Safety
  - Scissor Lift Safety
  - Slips, Trips, & Falls

If you have any questions regarding the training please contact Systemwide Safety Programs at 240-314-1070 or email Pam Montgomery at [Pamela\\_Montgomery@mcpsmd.org](mailto:Pamela_Montgomery@mcpsmd.org) or Laurie Lyons at [Laurie\\_E\\_Lyons@mcpsmd.org](mailto:Laurie_E_Lyons@mcpsmd.org)

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## Training—Something for Supervisors Only

Kathy Giacalone has developed a new 4-hour training for supervisors. Kathy will present practical, easy-to-remember communication strategies using the four Playground Personalities that she presents in her book, *“Oops! I’m the Manager.”*

The class is called *“Say the Right Thing the First Time”* and is open to supervisors throughout the system. Details are provided in the attached flyer. The class has been released on PDO and is ready for registration.

The class will be held at 45 West Gude Drive from 8:00 am to 12:00 noon.

**Register for *Say the Right Thing the First Time* on PDO, Course #53869**

**Two sections available:**

**March 7, 2012 or April 10, 2012**

Writing for Leaders is a 24-hour course designed to help Assistant Principals (APs), prospective AP candidates, operations supervisors, and supporting services supervisors to develop their writing skills. Participants will produce writing samples that reflect the types of writing required in their respective positions. Each participant will receive one-on-one assistance in meeting the standards for each type of document assigned.

The course will include 4 joint sessions that will include both APs/AP Candidates and Operations/Supporting Services participants, and 4 sessions where the 2 groups will meet separately to concentrate on writing tasks specific to their positions. Details are provided in the attached flyer.

The class will be held at 45 West Gude Drive from 3:30 pm to 6:30 pm on Wednesday evenings, beginning on March 14 and ending May 9 (no class during spring break).

**Register for *Writing for Leaders* on PDO. Course #53377, Section #70404**



**“The  
Systemwide  
Safety  
Programs Unit  
continues to  
provide online  
safety training  
courses for  
building services  
staff.”**



Calendar

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/June/Oct

Division of School Plant Operations  
2096 Gaither Road  
Suite 202  
Rockville, MD 20850  
  
Phone: 240-314-1075  
Fax: 240-314-1087

Dianne Jones, Director  
Veronica Skinner, Assistant to the Director

[montgomeryschoolsmd.org/departments/schoolplantops/](http://montgomeryschoolsmd.org/departments/schoolplantops/)

## Team Building

Most of us like the idea of teamwork, but we often resist it when our agendas don't fit with the team's agenda.

So the question is....*WHAT MAKES YOUR TEAM WORK??* Consider these four things: Get Perspective, Set Priorities, Be Prepared and Practice Perseverance.

### Get Perspective

Teamwork requires individuals to fill gaps and make adjustments in order to help one another succeed. If you believe work is people cooperating to develop resources and meet needs, you'll respond differently to unique customer requests than you would if you think the purpose of work is solely to make a profit.



**"Teamwork"**

### Set Priorities

It's easy to keep busy doing just what you feel like doing or just what seems most pressing. Setting priorities allows you to determine what is most important and take responsibility for your schedule.

### Be Prepared

Develop habits of personal productivity. Take opportunities to learn new skills. Arrange your surroundings so that you do not waste time searching for items.

### Practice Perseverance

If you've prepared yourself, set priorities, and have everything in proper perspective....it will still bother you when plans don't work out. But, you'll recognize when you have a bad attitude, and you can change your course.

In the final analysis, it isn't what we accomplish that matters as much as our ability to stick together in the process.

**GO TEAM!!**