

From: Valerie S. Wanza

Sent: Wednesday, July 14, 2021 2:19 PM

To: BCPS ALL Principals

Subject: Summer 2021 Facilities Servicepersons Virtual Conference - Please Print for Your Head Facilities Serviceperson

Good afternoon,

As you are aware, the Facilities Servicepersons (FSP) Virtual Conference began Monday, 7/12/21. All designated FSP staff were pre-registered for 6.5 hours of mandatory safety training. Additionally, each staff member was directed to register for an additional 12 hours of professional learning via LAB. A recent review of the enrollment data indicates that approximately one-third of District Head Facilities Servicepersons, Assistant Head Servicepersons, Building Operations Supervisors, and School Site Repairpersons **did not** register for the additional 12 hours as directed, after being allotted approximately 30 days to do so.

Please note that some staff members registered but failed to sign up for the full 12 hours of additional professional learning. These individuals must register for the remaining hours as well.

Pursuant to this information, we request that you please advise your staff that participation in this virtual conference is a requirement. As their principal/supervisor, please ensure you are providing them with 18 hours of paid work time (hours/days decided by you) to complete these courses. Unfortunately, staff's failure to follow the initial instructions has caused these additional measures to be taken. You may request copies of LAB registrations, confirmations, and course completion details from staff members for documentation of compliance.

Finally, please stress to the staff that they must register, complete the 18 hours, and earn the required passing score per course to meet training requirements. Specifically, each job description states "...participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments." Failure to follow this directive may lead to corrective action.

To ensure compliance with this mandatory requirement, additional time is being allotted for registration. Therefore, participants must register for courses no later than noon on Monday, July 19, 2021. The deadline for completing all the courses is being extended to Wednesday, July 28, 2021. Listed below is the selection of courses that are currently available in LAB for the additional 12 hours of professional learning. After registering in LAB, the process must be completed at www.Saylor.org. Lastly, we ask that you or someone from your team assist your facilities staff as needed with course registration and access.

- Time and Stress Management – Course # 39129528 - (12 hours)
- Resume Writing – Course # 39129529 - (5 hours)
- Interviewing Skills – Course # 39129530 - (4 hours)
- Professional Etiquette – Course # 39129512 - (6 hours)
- Group Communication – Course # 39129513 - (7 hours)
- Leadership and Teams – Course # 39129515 - (7 hours)
- Managing Employees – Course # 39129516 - (5 hours)
- Decision Making – Course # 39129517 - (4 hours)

If you have questions or need additional information, please contact Alex Macri (alex.macri@browardschools.com) or Terrence Johnson (tdjohnson@browardschools.com).

Be well,

Valerie S. Wanza, Ph.D.

Chief Officer

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