

Monday, November 3, 2006 8:42:34 AM

From: "Bill Russo" <billRusso@hotmail.com>

To: Randy

From: W.E. Russo

RE: Self assessment work sheet

I would like to offer the following impute.

I have taken the liberty to write my responses on separate form. Which I will attach to the prescribed forms found in the appendix of the employees evaluation handbook for classified staff.

#1. I feel I meet standards, in that I always labor to work with monitor and staff as well as outside group is using DMS facilities.

Here I feel there is always room for improvement, and I have on at least one occasion failed to properly prepare for activities.

Once when Connie requested set-up in band and quire bidg. I misunderstood my instructions and in an attempt to provide service above and beyond the call of duty I promised Connie to set up quire room.

Reflecting upon my previous instructions given by both You and Mike, RE: his vacation absence the following week, I later that evening, reconsidered and did not set up quire room. That evening as you remember we had night group's and my school cleanup did not allow time for the set-up.

Next morning I talked with Connie, Mike and Yourself, and was relieved to hear Mike say that it was his plan to set up the quire room by himself.

I understood your response to support Mike's statement and my understanding upon reflection, that being, that indeed it was Mikes responsibility,

My error was in trying to take on responsibility that wasn't mine and promising Connie my assistance.

I took the opportunity to apologize to Connie for my miss-communication, and promised to work closer next time.

I feel she both believed the sincerity of my apology and the facts surrounding this miscommunicallon.

I'm sure their was at least one other occasion that I spoke with you RE: other setups and my need to have notification prior to the date needed believe I told you that I didn't always *get* that info.

Again, it was my understanding that Mike was to set up his e-mail to send work requests? to my e-mail folder.

I'm not at all sure that was the case.

#2 I met standards and exceeded them.

Here I feel I excel. I have always exceeded standards in this area, its what I like to do.

I consider myself kind of a clean freak, in that, I'm aware of the repercussions of an unsanitary workplace. I always strive to disinfect the communicable surfaces that can carry germs and bacteria.

I take time to wipe telephones, door handles and knobs, as well as push-plates and windows and door surfaces on a weekly basis, at minimum. On one occasion, I failed to clean the toilet in the boy's locker room.

It had been vandalized,

I am sorry that my assessment of my time constraints prioritized other duties, and I now understand that in retrospect, that under the pressure of the heavy work schedule allocated in the night job, I had mis-characterized my priorities.

I will endeavor to assess my priorities better in the future.

However due to the extreme amount of work allotted the night position, this is an area that is always difficult for me.

It is always hard under the pressure of night group's, student functions and the daily composition of my ever changing job description, to come up with the perfect combination that will cover all the bases.

#3 This area I feel is not a primary function of the night custodian.

Generally the day man receives the greatest preponderancies of deliveries of goods and supplies.

I feel I meet standards here, in that I'm always available to respond to requests of this nature, and eager to help unload supplies, be it kitchen supplies school supplies or whatever. I believe I distribute them equally as well, when the duty calls.

I can think of no failures in this area.

#4 This is an area that I need to learn more about. Although I meet standards with the knowledge I currently have!

Recently I observed a crowded hall of students returning from outside in route to their respective locker rooms,

It became apparent to me that a situation was developing regarding the Boys locker room door.

I observed several students running and shouting, get in and hold the door, and other students running and shouting catch them before they lock us out.

I proceeded through the hall to observe the locker room door close behind the first group and the second group attempting to open the door in vain.

At this moment the hallway was becoming congested with loud and boisterous students, both girls and boys.

Being the only adult present, I became concerned for safety when one of the bigger boys began running across the busy hall at full speed and leaping on the door in an attempt to sort of smash it or something.

My concern was that one of the smaller students would get injured or crushed or that in their effort to open the door someone would get their fingers pinched good-

Being several yards away I raised my voice to make them aware an adult was

present. I said Hay Hay, Guys don't jump on the door.

#5 I meet the standards here. I am learning more all the time to make my lockup procedure more streamline.

I need impute as to the extra-curricular activities though.

I have had conflicting instructions about the security of the play shed, Some times the coaches or their emmicaries (students or parents) come and ask me to either unlock *or* to lock the play shed.

To my knowledge, there are no instructions in my booklet of job description, night custodian.

I have asked Loren, and was told that I was not to open the shed for them.

That the varsity coaches held keys and that the JV coaches had to ask them.

That is my understanding,

Also, there is one young lady who practices football with the boys. She uses the girl's locker room after practice. The boys use the shed.

Problem being I believe she blocks the door at the end of the 7th hall with a stone.

This is a problem for me in that other visitors wander in the school unannounced and without authority.

Numerous times I've had to re-mop floors, and clean up vandalism.

Particularly in the boys or the girls locker rooms,

I have no problem with the young lady using the girls locker room, however It's the others that bother my heavy schedule and often put me behind in *my* performance.

On one occasion I inadvertently locked my keys in the kitchen.

I then called another employee and, living near She came back to school and bailed me out.

I finished my shift and locked up.

The following workday I showed at work and overheard two employees kibitzing, stating that, Yea Bill had left the school unlocked last night and that he had lost his keys. Neither was true-

Further, they encouraged each other to spread it around?

I have talked to both You and to April, RE: this matter, on previous occasions,

Many times I've stayed after my pay stopped, to secure the building or the premises.

These times I have not been compensated for nor have I asked to be.

However, I was once screamed at for not, volunteering to stay after and donate time- I have mentioned this to you at least once during previous discussions.

#6 I meet and exceed this criteria.

Both last Spring as well as last summer I went the extra mile in affording to Mike every effort I could to assist him.

I also offered impute that could and did streamline our work and provided a far higher quality of excellence than had previously been delivered*

My demonstration, that using clean damp rags to pick up cleaning solution and dirt after scrubbing walls, was accepted by Mike. The results speak for

themselves!

I received many accolades about the walls, this year.

Some said they looked and smelled like hospital corridors.

And, many more for my floors.

Whenever asked to fill in for Mike, I have tried to exceed that which was, expected of me.

Recently during his absence, I offered to welcome new teachers, Jim and Ben.

In Jim's case I took down old white board and installed newer white board in an effort to make his teaching easier. I also replaced his pencil sharpener.

In Ben's case, I offered to remove from his room shelves, that Paul had left when he moved in late summer.

I then cleaned behind them and restored the area to a clean state, recycling the shelves in my work closet, to better store *my* supplies and better make use of limited space that I use on a daily basis.

Recently I offered to return to school when another staff member had trouble locking up. The other staff member being more clever than I called me back after finding his error. No, I didn't make the trip. But I was ready to.

Some other tasks I've recently completed are, total cleanup of the storage areas in the new halls, assembling storage racks and re-stacking a myriad of forgotten projects left to take up valuable space in these two areas. I have been able to recover vital supplies left in these areas that were both forgotten and unaccounted for, saving the school the time and expense of re-ordering them. I have organized these areas in an effort to make both my job as well as Mike's job easier and more productive,

Recently I have recovered a box of hooks from these areas, and installed them in Stephanie's room in the 5th grade hall. Much to her enjoyment and that of the children in that class. It helps to make her organizing the room both safer and easier. I have assisted Pamela in the art room by rebuilding her shadow box. Replacing the broken glass top, with new sandblasted *glass*. In the process obtaining a \$50.00 donation from Yayao Glass Co.

Much of this was on my time, *fee gratice*.

I am responsible for the renovation of the auto scrubber with new batteries and new parts,

I currently seek to find room that will allow both the storage and the charging of this machine. Room that is more accessible to me, the primary user of this machine, as well as to Mike.

I have removed outdated books packed in boxes from the library, and utilized the new storage area. Space that I created to store them as well as outdated library equipment and business machines, freeing up the library space to be used as it was intended.

Have taken steps to streamline the recycle pickup system so that my time is better spent and to allow for student involvement.

I have been asked by April to participate in the invisible mentoring project. I was assigned one Gory, from Kim classroom.

I like this project and feel I can be assistance to Gory, by talking with him and supporting him in his school efforts. I have utilized my time on the day shift to ask Kim for Cows help with re-cycling an with cleaning up after lunch. Cory has responded by helping and I think feeling more a part of the school community around him. He has a lot of distance to cover, and hasn't always made the right decisions (my assumption). But I enjoy supporting his efforts when ever I can. Going back on night's, it will become more difficult for me to make contact with Cory. But I remain committed to help whenever I may be of assistance.

#7 I meet and exceed. I have taken home desks, stools and chairs to spot weld them on my welder free and gratice.

In the face of continued failures by O&M to fix the flag pole in front of the school I have several times made repairs to it, as is my duty.

I continuously repair and to open lockers on a daily basis at the beck and call of students and staff.

I replace light switch covers and plug covers when I can find the tools and replacement parts. I have asked for O&M to be notified of safety defect of cafeteria tables with broken or worn parts, I assume they are aware and have made Sedexo aware.

These task's, are all made difficult and more time consuming by the miss-organization and the non-organization of tools and parts.

I have repeatedly asked for, efforts to organize and clean up storage areas, as well as rules to keep them clean, so as to facilitate the expeditious repairs and maintenance of school and equipment As well as the safe and proper utilization of DMSi's limited and important storage space. I am thankful for your support in this area and hope that my major efforts) will not be wasted by allowing the same conditions to re-occur

again. This is an effort that must be ongoing on both my part as well as Mikes part. Finally I have chosen to participate in school spirit, by purchasing a giant blow-up T-I-G-E-R that will be used by the staff arid students at the Spirit Week Social as well as in the library during the week, under supervision of Carrie and Yourself.

This is something I kind-a like doing for the kiddois.

#8 I seldom am called on to requisition parts and supplies, as this is Mikes function as I understand it?

I would like permission to take a bigger part in this area. as I feel I could do much to more properly assist Mike in this effort. However I feel my assistance should be through a documented process.

I have asked to be cut in on the procurement process several times, and I can get no further than Lorry.

She tells me that, it is probibly better for me to let her do it as it is too difficult for me to learn the proper format, RE: the computer.

She has granted me permission to shop on several occasions at Home Depot for small items. Recently I purchased a set of jumper-cables for *the* office, because I ascertained a need for them, for staff and public. I picked them up for \$2.50 at a garage sale.

I have also purchased several potted plants some in use currently in the

library and will loan them to the school. This is a reciprocal thing as I need winter storage for them anyway. But from what I can tell the library staff enjoy having them.

I have sent for and received an electricity education curriculum module, teachers guide as well as a student workbook. I have shown them to Ben in math, in an effort to help develop a little mini-primer class that can expose students to ways they can save money thru, reduced and more efficient energy use. And to familiarize them with the terms and economic formulas used to compute cost. I believe this knowledge will be of supreme importance to them in the years to come,

This project could end up saving the school district some serious bucks over the long-haul.

In addition to these efforts I have begun a PR Project to both demonstrate my skills and attributes to other staff members, in a vehicle to better understanding theirs as well as to foster a closer and more pleasant relationship with them.

I feel that I'm making inroads here, but negative feelings, left for me after Mike's chilly welcome and luke-warm reception still remain. I have related to you my desire to overcome this unfortunate obstacle. I must work hard to foster true knowledge of my abilities and my spirit.

I remain committed to this school and this community.

Here, we are blessed with many advantages, but the world about us presents great challenges to overcome.

I appreciate your help and encourage your assessment.

Sincerely, Bill Russo

PS:

Randy; These are my comments on the self evaluation portion of the employee evaluation process.

I have both stated facts and made comments in an effort to assist you in *goal* setting and to help you collaborate with me. in my continual effort to establish a positive working relationship with both staff and students and with the community here in this area.

I believe you will find links between some of the difficulties of the night custodial position, and my efforts to provide service that is worthy of this fine community and school.

If I point out deficits in the work habits of others or in the manner in which they approach it,

My intention is not to belittle or to chastise them, rather to make you aware of the difficulties I face in the performance of my duties.

The position of the Night Custodian here at DMS is a very challenging one.

It is demanding of my time and of *my* effort,

That being said, I love the challenge!

I also appreciate the school with its own culture, and hope to impute some of my values into the mix. I think I've got a lot to offer.

We are blessed here with an excellent level of community support, which I

think speaks for it's self.

I for one always enjoy working with them, and pledge to continue my efforts

I want to thank you for your continuing help in assisting in goal setting,
and for collaborating with me to attain them.

I feel much progress has been made! But being a realists understand that
this job is a process, not a destination.

I would appreciate your support and encouragement in helping, both my
learning to better respond to the significant challenges of the night
custodial position, as well as winning the hearts and minds of my fellow
staff members.

I continue to strive for continued excellence and thank you for your support
and your leadership.

W.E. Russo

