

CENTRAL PRINTING Services

NEWSLETTER

2017-2018 VOLUME 3

· PRINT SHOP

· MAILROOM

· PONY MAIL

· COPIERS

Why is My Print Job Late?

Central Printing Services (C.P.S.) Print Shop is staffed by nine individuals with seven job descriptions. The jobs descriptions mesh, but rarely overlap normally. That has not been the case recently. We've had some vacancies due to retirements and medical issues that have made it necessary for overlaps, and extra work put on the individuals in the Print Shop. Those individuals have done a fantastic job of keeping things together, limiting time off and being flexible with their time and attention, but they are still only 77% of full staff. Please be patient, we are re-assessing priorities constantly as the print requisitions come in, we will get you your print job as soon as we possibly can, and we should be at 100% by Mid October.



Setting or Re-Setting Ricoh MFD/Copier Access Cards

If you are given a new Sonitrol card or Paxton proximity card or key fob, you can use it to associate your account to the card by simply scanning your card or key fob, and entering your PCS User ID and Password. Once you have done this successfully, you should never have to enter it again, and your card should let you access all functions of the Ricoh MFD/Copiers at your site. If you find that when you scan your card or key fob, another person's name appears, you will need to contact your bookkeeper or administrator. The former card holder's account is still associated with that card and needs to be removed from their old account before you can use the card to log in. If you scan your card or key fob and nothing happens, it is damaged and needs to be replaced, please contact Human Resources.



Pony Mail and School Board Policy

There was a time when every type of item that was not allowed to be sent via the Pony was listed in the policy manual. That is no longer the case. To simplify the rules, the implications is that if are using district resources for personal use, it is not allowed in the Pony Mail. Gambling is not allowed on School Board property, therefor lottery tickets and gambling pool materials or winnings are not allowed in the Pony. Sending cash in the Pony is not recommended because there is not a chain of custody in the form of signatures for items in the Pony bags. Food or liquids of any kind are not allowed in the Pony because they can melt or break open, destroying other School Board materials in the bag. Greeting cards or personal correspondence of any kind uses the resources of Pinellas County Schools. The Pony trucks are meant for School Board business to be transported and there is limited space in the bins in the new trucks.



Bookkeepers Corner

Never, ever delete users from Equitrac, you can remove the Alt Pin from the user account, change the department and location so they no longer show up on your list, lock the accounts, but never, ever delete them. Deleting users removes their history of copying done and if the Alt Pin was not cleared before deleting them, it renders that proximity card useless for anybody else to use in the District. Proximity cards are \$6.00 each.

Who is Who in Central Printing Services

Print Shop	Title	Phone
Michael Domke	Coordinator	(727) 588-6385
Rolanda Dudley	Print Shop Foreperson	(727) 588-6387
Gary Reading	Graphic Designer	(727) 588-6387
Tabitha Murphy	Graphic Designer	(727) 588-6387
TBA	Printer 2	(727) 588-6387
Ed Stockowski	Electronic Publishing Tech.	(727) 588-6387
Clara Anzick	Assistant (Intake)	(727) 588-6387
Dawn DesJardin	Assistant (Billing)	(727) 588-6387
Richard Hock	Bindery Technician	(727) 588-6387
Mark Kosel	Bindery Technician	(727) 588-6387

Admin. Bldg. Mailroom

Selena Mamagona	Mail Services Technician	(727) 588-6037
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Pony Mail

Robert Odom	Mail Courier II	Pony Truck Driver
CT Thompson	Mail Courier I	Pony Truck Driver
Kenneth Trent	Mail Courier I	Pony Truck Driver

Main Number
727-588-6387

Printing & Copying Services

The School Board understands that all materials published by the District must be of the highest possible quality. Furthermore, the Board believes that the District expends significant resources to publish said materials, and, therefore, believes that the most cost effective method of printing/copying them must be utilized.

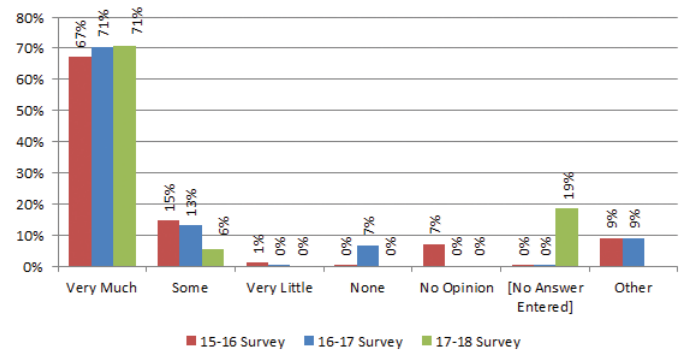
All printed materials which are produced for the District and for which charges are assessed shall be the responsibility of Central Printing Services. Cost and timeliness shall be considered by the Central Printing Services in determining whether such materials are produced internally or externally.

School Board of Pinellas County, District Bylaws and Policies, 8000 Operations

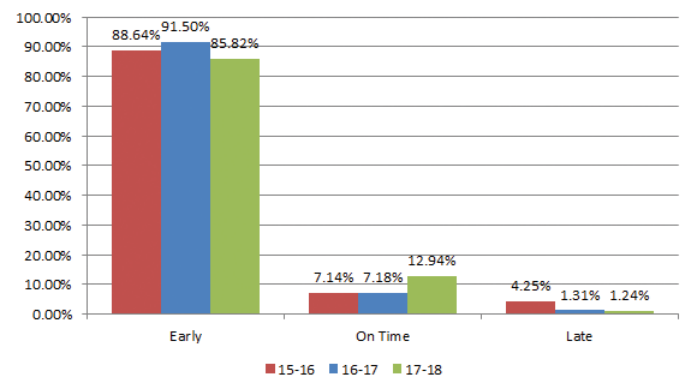
2017-2018 Survey Results

Last April, we sent out a survey and we've looked at the results and chose a few key indicators. We now have 3 years of data to compare for most of the questions.

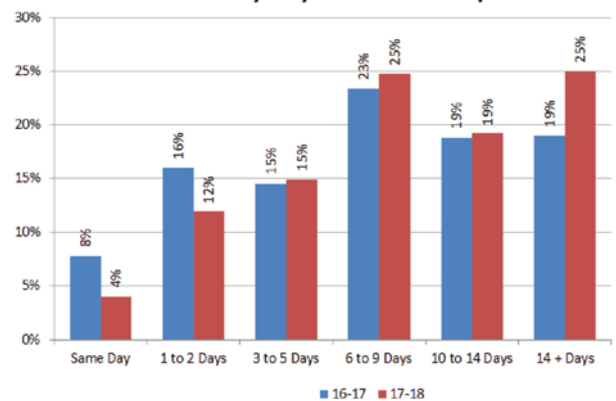
CPS's Value to District
(619 - 15-16 vs. 326 16-17 respondents)



Print Shop Deadlines Met/Not Met
(15-16 5,122 vs. 16-17, 4709 vs. 17-18, 4,845)



% of Print Jobs by Days Given to Complete



A Division of Operational Services

301 4th St. SW Largo, FL 33770

Mission Statement

To partner with the community, schools and departments to produce the district's printing and copying in a timely and economic manner.