



Online meetings were great, but they had their limits.

Face to face meetings provide:

- | | | |
|-------------------------------|--|--|
| Clearer Communication | | Overall Improved Morale |
| Stronger Relationships | | More Attentive Participants |
| Networking | | Brainstorming & Collaboration |

The importance of face to face meetings has been a long-understood reality, even if it is not easy to quantify. Relationships are created and/or nurtured, breakthroughs occur, problems are solved — all when people are face to face!

Welcome back to MASMS Face to Face Meetings!

MASMS is very excited to kick off the new school year with face to face meetings in all chapters!

Now is your time to re-connect with your peers. Talking to others in your profession helps keep you current on trends, products and services. Listening to multiple speakers, over a period of time, greatly enhances your overall knowledge of your profession.

Seeing the same people each month allows you to develop strong professional relationships. Attending MASMS meetings allows you to practice leadership among your peers by helping the chapter with planning or joining a committee. Attending MASMS Chapter meetings give you the opportunity to develop long-term professional contacts that you can call for advice, and that is beyond value.

Attending MASMS Monthly Chapter meetings is a great investment of your time!

See you at the next MASMS Face to Face Meeting!

IN THIS ISSUE

In Person Meetings are Back.....1	Importance of Gym Eq Inspections ..8
Message from the Board2	Health & Safety9
New Members3	Newsletter Articles11
Custodial/Maint/Grounds Days3	Gratitude and Leadership12
Vendor Corner.....4	Chapter Leadership15
HIPAA COVID 195	Message Board.....16
Project Highlight7	

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MESSAGE FROM THE BOARD



*Chris Wirz
State President*

Babe Ruth was once quoted as saying “The way a team plays as a whole determines its success. You may have the greatest bunch of individual stars in the world, but if they don’t play together, the club won’t be worth a dime.” Ironically, The Babe was speaking about baseball but he could have easily been talking about the MASMS organization when he said that.

We all spend our days solving challenges and finding new, creative ways to impact our students in positive ways. Those ideas and solutions are great for our district but imagine how powerful we become when we collaborate with each other across the state and bring all those ideas and solutions back home to solve our own district issues. Finding creative solutions to recent TikTok challenges and staffing shortages are much easier to manage when we speak with our peers and see what is and what is not working in other districts. It’s not healthy for us to continually carry our school issues on our back and feel as if we’re alone in this. Other members in your MASMS family are going through the same struggles. We’re moving into the time of year when we are starting monthly chapter meetings with great opportunities to network with each other, solve some of those challenges, and get that proverbial monkey off your back. Networking is one of the principles our MASMS organization was founded on so take the time to attend a meeting and talk with your peers to help you find answers to your challenges.

Another way of reaching your state-wide peers is by sending your question to Ruth (ruth@masms.org) for posting on the MASMS Question and Answer board on the MASMS website. Ruth will post the question and all members will receive an email with a link to respond. This is a great place to go if you have a question about anything operations or facilities related. You’ll quickly have many different answers to your inquiry and see how generous the membership is to offering up their tried and true solutions for your consideration. You can also browse the board to see if the question has been asked. Your answer may have already been posted at an earlier date.

We’re all in this together and we’ll have great success as we work through things as a team. No one person has all the answers but collaboratively we will figure it all out. Some of our members have been in this business a long time and have found solutions that have worked for years, while some of our members are new and bring fresh ideas and solutions to the party that even the longest tendered members can learn from. Everyone has something valuable to contribute so don’t be afraid to send in your solution when a member has a question. We all need a little help sometimes. Unlike the athletic and activities departments of our schools, there is no competition between facility leaders, but rather a need to ensure that everyone is as successful as they can possibly be in their role. That’s the MASMS way.

Great leaders focus on developing others. Be a great leader.



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LOOKING FOR JOB DESCRIPTIONS & INTERVIEW QUESTIONS? LOOK NO MORE !

Go to www.masms.org, Select "Resources" Under "Quicklinks" Select "Job Descriptions & Interview Questions"

We are always looking for more job descriptions and interview questions. If you would like to share, please contact the MASMS office!

Mark your calendar for the 2022 Custodial/Grounds/Maintenance Days

After Covid stopped us from holding these events the past two years, we are super excited to bring it back!

- June 15 & 16, 2022 Metro Custodial Days
(Same program both days, allows you to send 1/2 of your staff each day).
- June 21, 2022 Northern/Northwest/West Custodial Days
- June 23, 2022 Southern Custodial Days

Plan ahead—let's blow the roof off the number of staff that attends this year! This is a Thank You event for Custodial/Grounds and Maintenance Staff—learning, fun, entertainment and prizes. It's a great day, and a great way to say thank you.

Consider the following:

1. Plan to send as many staff members as you can.
2. If your staff needs to travel a long distance, plan for a hotel stay the night before.
3. Let the school board and administration team know how important this event is to your staff, and the importance of them to attend.
4. Let the MASMS office know of any specific training you would like to see at this event.
5. If you cannot send your entire staff on one day, consider sending part of your staff on different days—your staff can attend ANY of the days, regardless of where they are being held.



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Vendor Corner



Mike Remington, Inspec
MASMS Vendor Rep

Time Management – Prioritizing

It always seems there is never enough time in the day to get everything done that we hope to. It seems too often the “candle is burning at both ends”. Time management plays a huge role in all of our lives: successful time management results in greater productivity, a better professional reputation, and maybe most importantly less stress! Failing to manage your time wisely results in broken promises, missed deadlines, lower quality, hurts your reputation, and results in higher stress levels.

There are a lot of individual things a person must do to effectively manage their time, but one of the most important is prioritization – what should come first and what can wait a little longer? I recently read this story that I thought provided a good example of how to prioritize:

Start with a bucket, enough big rocks to fill it, some smaller stones and pebbles, some sand, and some water. Put the big rocks into the bucket – is it truly full or are there still some smaller voids that could be filled?

Put the smaller stones and pebbles into the bucket – that filled up a lot of the voids, but could you still fit more into the bucket?

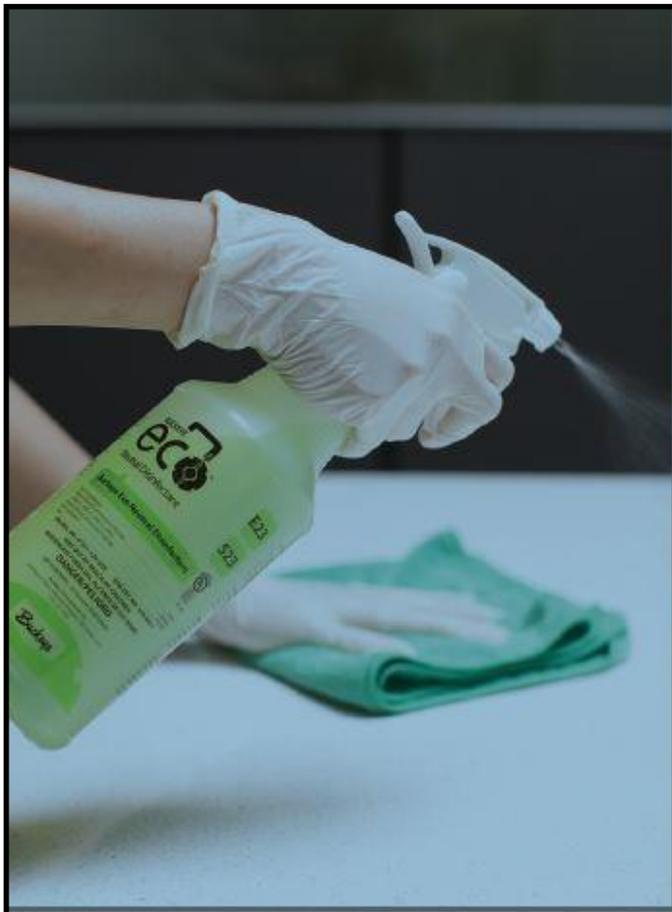
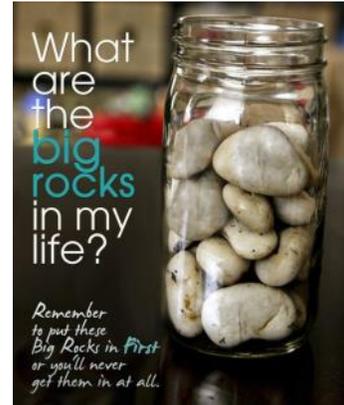
Add the sand into the bucket and shake it a little bit – is it finally full or are still there still some smaller air pockets in the bucket?

Pour in the water – Now it’s full!

Think about this – If you didn’t start the whole process by putting the bigger rocks in first, there wouldn’t have been enough room to get those bigger rocks in there.

In other words: Plan to tackle your bigger issues before anything else, or the inevitable smaller “sand and water” issues will fill up your days and you won’t have time to fit the bigger more important issues into your schedule. Keep in mind – at times some of these “bigger issues” aren’t necessarily work-related: maybe your child has a concert or game you should attend, etc.

Try to remember this analogy and do your best to “put your big rocks in first”!



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HIPAA, COVID-19 Vaccination, and the Workplace

1. Does the HIPAA Privacy Rule prohibit businesses or individuals from asking whether their customers or clients have received a COVID-19 vaccine?

No. The Privacy Rule does not prohibit **any person** (e.g., an individual or an entity such as a business), from asking whether an individual has received a particular vaccine, including COVID-19 vaccines. First, the Privacy Rule applies **only to covered entities** (health plans, health care clearinghouses, and health care providers that conduct standard electronic transactions). Second, the Privacy Rule **does not regulate** the ability of covered entities and business associates to request information from patients or visitors. Rather, the Privacy Rule regulates how and when covered entities and business associates are permitted to use and disclose **protected health information**. Thus, the Privacy Rule **does not prohibit** a covered entity (e.g., a covered doctor, hospital, or health plan) or business associate from asking whether an individual (e.g., a patient or visitor) has received a particular vaccine, including COVID-19 vaccines, although it does regulate how and when a covered entity or its business associate may use or disclose information about an individual’s vaccination status.

2. Does the HIPAA Privacy Rule prevent customers or clients of a business from disclosing whether they have received a COVID-19 vaccine?

No. The Privacy Rule does not prevent any individual from disclosing whether that individual has been vaccinated against COVID-19 or any other disease. The Privacy Rule does not apply to individuals’ disclosures about their own health information. Therefore, the Privacy Rule does not apply when an individual tells another person, such as a colleague or business owner, about their own vaccination status.

3. Does the HIPAA Privacy Rule prohibit an employer from requiring a workforce member to disclose whether they have received a COVID-19 vaccine to the employer, clients, or other parties?

No. The Privacy Rule does not apply to employment records, including employment records held by covered entities or business associates in their capacity as employers. Generally, the Privacy Rule does not regulate what information can be requested from employees as part of the terms and conditions of employment that an employer may impose on its workforce. However, other federal or state laws do address terms and conditions of employment. For example, federal anti-discrimination laws do not prevent an employer from choosing to require that all employees physically entering the workplace be vaccinated against COVID-19 and provide documentation or other confirmation that they have met this requirement, subject to reasonable accommodation provisions and other equal employment opportunity considerations. Documentation or other confirmation of vaccination, however, must be kept confidential and stored separately from the employee’s personnel files under Title I of the Americans with Disabilities Act (ADA).

4. Does the HIPAA Privacy Rule prohibit a covered entity or business associate from requiring its workforce members to disclose to their employers or other parties whether the workforce members have received a COVID-19 vaccine?

No. The Privacy Rule does not apply to employment records. Thus, the Privacy Rule generally **does not regulate** what information can be requested from employees as part of the terms and conditions of employment that a covered entity or business associate may impose on its workforce, such as the ability of a covered entity or business associate to require its workforce members to provide documentation of their vaccination against COVID-19 or to disclose whether they have been vaccinated to their employer, other workforce members, patients, or members of the public.

Continued on page 6



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HIPAA, COVID-19 Vaccination, and the Workplace | Continued from page 5

For example, the Privacy Rule **does not prohibit** a covered entity or business associate from requiring or requesting each workforce member to:

- Provide documentation of their COVID-19 or flu vaccination to their current or prospective employer.
- Sign a HIPAA authorization for a covered health care provider to disclose the workforce member’s COVID-19 or varicella vaccination record to their employer.
- Wear a mask--while in the employer’s facility, on the employer’s property, or in the normal course of performing their duties at another location.

5. Does the HIPAA Privacy Rule prohibit a doctor’s office from disclosing an individual’s protected health information (PHI), including whether they have received a COVID-19 vaccine, to the individual’s employer or other parties?

Generally, yes. The Privacy Rule prohibits covered entities and their business associates from using or disclosing an individual’s PHI (e.g., information about whether the individual has received a vaccine, such as a COVID-19 vaccine; the individual’s medical history or demographic information) except with the individual’s authorization or as otherwise expressly permitted or required by the Privacy Rule.

Generally, where a covered entity or business associate is permitted to disclose PHI, it is limited to disclosing the PHI that is reasonably necessary to accomplish the stated purpose for the disclosure.

For example, if consistent with other law and applicable ethical standards, under the Privacy Rule:

- A covered physician **is permitted** to disclose PHI relating to an individual’s vaccination to the individual’s health plan as necessary to obtain payment for the administration of a COVID-19 vaccine.
- A covered pharmacy **is permitted** to disclose PHI relating to an individual’s vaccination status (e.g., that an individual has received a COVID-19 vaccination, the date of vaccination, the vaccine manufacturer) to a public health authority, such as a state or local public health agency.
- A health plan **is permitted** to disclose an individual’s vaccination status where required to do so by law.
- A covered nurse practitioner **is permitted** to provide PHI relating to an individual’s COVID-19 vaccination status to the individual.
- A covered clinician who is an investigator in a COVID-19 vaccine clinical trial **is permitted** to use or disclose PHI to the vaccine manufacturer and FDA about clinical trial participants for the purpose of activities related to the quality, safety, or effectiveness of the COVID-19 vaccine.

A covered hospital **is permitted** to disclose PHI relating to an individual’s vaccination status to the individual’s employer so that the employer may conduct an evaluation relating to medical surveillance of the workplace (e.g., surveillance of the spread of COVID-19 within the workforce) or to evaluate whether the individual has a work-related illness

For additional information on the Privacy Rule and its application, visit <https://www.hhs.gov/hipaa/for-individuals/index.html>

Resources

The CDC issued “Updated Healthcare Infection Prevention and Control Recommendations in Response to COVID-19 Vaccination,” available at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-after-vaccination.html>.

OSHA, at the U.S. Department of Labor, published “Protecting Workers: Guidance on Mitigating and Preventing the Spread of COVID-19 in the Workplace”, available at <https://www.osha.gov/coronavirus/safework>.

Additional guidance and resources on COVID-19 and the workplace, are available at <https://www.osha.gov/coronavirus>.

The U.S. Equal Employment Opportunity Commission issued guidance entitled, “What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws,” available at <https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>.

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Submitted by Kraus-Anderson



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The importance of annual gym equipment inspections.

*Submitted by: Chris Plonske,
Southern Minnesota Inspection*

Not too long ago, school gyms were mainly used for sporting events, practices and gym classes. Today, those same gyms are frequently used like a community center, with keys to control the gym equipment in the hands of many employees and coaches. Not only are high school gyms seeing an increased use, but in many districts middle school and elementary gyms are also in high demand. It's common for gyms to be in used from sunup to sundown and beyond.

Basketball hoops and gym curtains that were raised and lowered weekly or daily in the past are now seeing the use of 5-10 cycles per day. This increased duty cycle puts excessive wear on all moving parts. Parts that would have lasted 20 years in the past are now lasting 5 years or less. Other gym equipment that should be inspected annually include batting cages, wrestling mat hoists, climbing walls and climbing ropes/nets.

While facility staff should always be looking and listening for potential problems, most manufacturers recommend that a complete inspection is performed annually. Documented inspection reports can help with risk control – if something were to happen and you recently had an inspection done, that would help to mitigate risk to you. Inspections not only offer documentation on safety, they also offer information that can be used for budgeting future maintenance costs.

The professional and trained eyes of an inspection company can locate and document areas of concern. Frayed cables, bad pulleys, broken limit switches, missing bolts and cracked welds are just some of the deficiencies commonly found during inspections.

For safety and peace of mind, along with long-term cost savings, inspections are a win-win for all facilities.



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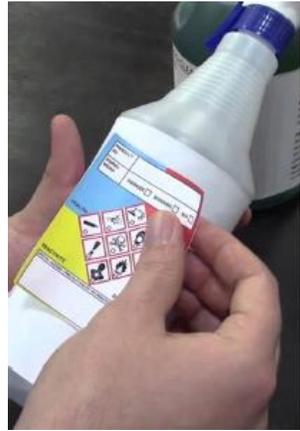


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Health & Safety

The MASMS Health & Safety Committee supplies information for this section. If you have a specific topic you would like to see covered, let the MASMS office know.



Labeling Chemicals

Manufacturer container labels must include:

1. **Product identifier:** full name of the product (no chemical formulas).
2. **Signal words:** used to indicate the relative level of severity of the hazard. "Danger" is used for more severe hazards and "warning" is used for less severe hazards.
3. **Hazard statements:** standard phrases assigned to a hazard class and category.
4. **Precautionary statements:** describe recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to the hazardous.
5. **Supplier information.**
6. **Pictogram(s).**



Continued on Page 10

Let's Open Our Schools...Safely.

In the throes of the COVID-19 pandemic, what we cannot see poses the greatest risk to our students, teachers, staff, and future.

That's why we've taken powerful medical-grade clean air technology, developed at the request of a leading healthcare organization, and evolved it to safeguard schools. Our patent-pending **ISO-Aire** filtration solution captures and destroys 99.99% of viruses, bacteria, mold, pollen, and other airborne contaminants through use of proven components, including **HEPA** (High-efficiency Particulate Air) filters, **UVC sterilization** and **ozone-free bipolar ionization**. Our team of professionals is here to help your school's community breathe easier.



Featuring indoor air filtration solutions at:

- Legacy Christian Academy, Andover, MN (pictured)
- Green Meadows Schoolhouse, Lewis Center, OH
- Anoka-Hennepin School District
- Gustavus Adolphus College, St. Peter, MN
- Stetson University, DeLand, FL



Labeling Chemicals

Continued from page 9

Secondary container labels must include:

1. **Full product name.**
2. **Information about all hazards:** this is best conveyed by including the product hazard statements and/or pictograms on the label.

What's wrong with this picture?

The spray bottles are not labeled. They contain water and should simply be labeled "water".
 Note: Never label a substance with their chemical formula only.



🚫 H₂O
 👍 Water

What's wrong with this picture?

The acetone container does not have information about its hazards. Acetone is a highly flammable liquid and vapor that can cause serious eye irritation and may cause drowsiness or dizziness.



Resources for creating labels:

Check with the manufacture for preprinted labels;
 Avery GHS Label Software

Information provided by IEA, Inc.

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Check out the MASMS 2021 Conference Presentations, Pictures and Evaluations

Go to www.masms.org

Select the box with
 “MASMS 2021 Conference Presentations | Pictures | Evaluations”

Many of the presenters provided us with the handouts and slides used in their presentations. Just click on a presentation title to view!

MASMS is accepting articles for the MASMS 2022 Newsletters.

We ask that articles submitted be generic in nature – they can relate to products you provide, but not specific to brands. Any mention of specific companies or brands will be removed before use. Articles that pertain to specific issues in schools would be good.

If the article is used, you and your company will receive the by-line on the article.

Articles should not be more than one page in length (if possible). Pictures are great.

Please try not to submit PDF files, as they need to be converted, and that does not always work well!

Contact the MASMS Office with questions!



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Gratitude and Leadership

Michigan State University Extension

As November begins and holiday seasons of giving approach, it's timely to talk about gratitude. When it comes to Thanksgiving, your first thought probably isn't "What a great time to talk about leadership."

According to "[Predicting Job Satisfaction: Contributions of Individual Gratitude and Institutionalized Gratitude](#)" published in Scientific Research, gratitude is defined as "the active and conscious practice of giving thanks." Practicing gratitude and appreciation is one characteristic of a good leader. [Kim Cameron](#) of the University of Michigan has developed a list of three approaches to being a positive leader, and the very first item is "expressing gratitude." Other scholars have also found that regular, genuine declarations of gratitude have pronounced effects on individuals and groups. These exercises in gratitude can help leaders recognize value they might not have noticed otherwise, while helping their team flourish when they might have otherwise been unnoticed.

Bonus: Being gracious helps in your personal life too, even when you think you may not be in a "leadership position!" Christiane Northrup, an internationally recognized author and speaker, said on practicing gratitude, "Feeling grateful or appreciative of someone or something in your life, actually attracts more of the things that you appreciate and value in your life." Similar to the saying, "What goes around comes around," Because appreciation and thankfulness often fosters positive feelings, and positive feelings contribute to individual well-being, it can be deduced that gratitude has a positive influence on well-being.

As leaders, gratitude gives us perspective. Sometimes it can be very easy to get bogged down with all the things on your to-do list, things that didn't go as planned, partners that aren't working well together or even things at home (or not related to the team) that have to take precedent. Taking time for reflective moments of gratitude can help you maintain perspective as you move through challenging situations. Expressing gratitude to your team, peers or colleagues can also help you build connections and enhance relationships.

Continued on page 13

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- & much more

Gratitude and Leadership *(Continued from page 12)*

People in our lives often contribute to our day-to-day activities in a variety of meaningful yet unrecognized ways. Telling your friend you appreciate their smiling face when you walk into a room or thanking a co-leader for always being on time are two examples of small things that make your life easier or better, and recognizing them can make the day of the person you share your gratitude with.

Here are some other examples of meaningful approaches to building a habit of gratitude into your life:

- **Gratitude letter:** Write a note to let someone know you are thankful for them and a specific action they carry out.
- **Gratitude list:** Throughout your day or week as you reflect on things you're grateful for, you can make a list and post it on the wall. When you're feeling defeated or overwhelmed, you can look at the list to regain your perspective for the day.
- **Gratitude journal:** Similarly to a gratitude list, this is a piece of reflective writing that can be completed at the end of the day to note parts or aspects of your day for which you are particularly grateful.
- **Gratitude jar:** Place one empty jar on your desk, or wherever you spend the majority of your day, and another jar filled with similar items, such as marbles, pebbles, coins, puff balls, etc. As you experience gratitude throughout the day, move the items from their home jar to the empty jar. At the end of the day, the receiving jar can be a great visual for how much gratitude you felt during your day.
- **Gratitude partner:** Come to an agreement with someone who you feel physically and emotionally safe around to regularly share things you each are grateful towards. Like going to the gym, sometimes having a partner with a shared experience can help you hold yourself more accountable.
- **Grateful contemplation:** Set aside time each day for meditative or reflective thoughts about your appreciation towards things in your life.
- **Gratitude visit:** Take time to go to a person whom you are thankful for and tell them in person.

Gratitude and leadership—a great companion!

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Gratitude thoughts for the start of the holiday season:

Life is a shipwreck, but we must not forget to sing in the lifeboats. - Voltaire

Feeling gratitude and not expressing it is like wrapping a present and not giving it. - William Arthur Ward

The art of being happy lies in the power of extracting happiness from common things. - Henry Ward Beecher

A single grateful thought to heaven is the most perfect prayer. - Gotthold Ephraim Lessing

Everything has beauty, but not everyone sees it. - Confucius

Events will take their course, it is no good to be angry at them; he is happiest who wisely turns them to the best account. - Euripides

The direction of the mind is more important than its progress. - Joseph Joubert

Make today so awesome yesterday gets jealous.

Positive anything is better than negative nothing. - Elbert Hubbard

A thousand words will not leave so deep an impression as one deed. - Henrik Ibsen

When we will our minds with blessings and gratitude, an inner shift in consciousness can occur. As we focus on the abundance in our lives rather than what we lack, a wonderful blueprint for the future begins to emerge.

- Sir John Templeton

An optimist is a person who starts a new diet on Thanksgiving day. - Irv Kuupcinet

There's always something to be grateful for on Thanksgiving. Even if it's just not being a turkey.

Gratitude is the inward feeling of kindness received. Thankfulness is the natural impulse to express that feeling. Thanksgiving is the following of that impulse.

- Henry Van Dyke

What and who are you thankful for?

COVID ZOOM meetings will resume in January 2022

Watch your email for details!



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MASMS Chapters REALLY need members to step up! We have many Chapter Officers that have been active officers for years and are ready to step down.

The MASMS office is always available to assist chapter officers, you are not on your own.

These Chapter Officer Positions Are Open:

Northern Chapter: Secretary & Director
West Central Chapter: Secretary

Other positions in all chapters will be open as some members that currently hold positions would like to step down.

Please contact the MASMS office if you would be interested in serving.

A Chapter Secretary maintains minutes of chapter meetings. A Chapter Director is the liaison between the Chapter and the Executive Board.



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UPCOMING MASMS EVENTS

November 9, 2021	MASMS Metro Chapter Meeting
November 17, 2021	MASMS West Chapter Meeting
November 18, 2021	MASMS Northern Chapter Meeting
December 14, 2021	MASMS Metro Chapter Meeting
December 16, 2021	MASMS Northern Chapter Meeting
December 17, 2021	MASMS Southern Chapter Meeting
December 22, 2021	MASMS NW Chapter Meeting
January 11, 2022	MASMS State Meeting
January 19, 2022	MASMS West Chapter Meeting
January 20, 2022	MASMS Northern Chapter Meeting
February 8, 2022	MASMS Metro Chapter Meeting
February 17, 2022	MASMS Northern Chapter Meeting
February 23, 2022	MASMS Southern Chapter Meeting
February 23, 2022	MASMS NW Chapter Meeting
March 8, 2022	MASMS Metro Chapter Meeting
March 16, 2022	MASMS West Chapter Meeting
March 17, 2022	MASMS Northern Chapter Meeting
April 12, 2022	MASMS Metro Chapter Meeting
April 20, 2022	MASMS Northern Chapter Meeting
April 20, 2022	MASMS Southern Chapter Meeting
April 27, 2022	MASMS NW Chapter Meeting
May 18, 2022	MASMS West Chapter Meeting
MAY 2022 Final Date TBA	State Meeting



MASMS EXECUTIVE BOARD

- PRESIDENT** | CHRIS WIRZ, ST. FRANCIS SCHOOLS
- PRESIDENT ELECT** | SETH PUTZ, LAKE OF THE WOODS SCHOOLS
- VICE PRESIDENT** | SCOTT KAMINSKI, MANKATO SCHOOLS
- PAST PRESIDENT** | COLIN GREEN, WASECA SCHOOLS
- SECRETARY** | KAIN SMITH, FARIBAULT SCHOOLS
- TREASURER** | KEVIN HILDEBRANDT, ISG
- VENDOR DIRECTOR** | MIKE REMINGTON, INSPEC

- NORTHERN CHAPTER DIRECTOR OPEN**
- SOUTHERN CHAPTER DIRECTOR**
KEVIN JOHNSON, RED WING SCHOOLS, RETIRED
- METRO CHAPTER DIRECTOR**
CHRIS WIRZ, ST. FRANCIS SCHOOLS
- NW CHAPTER DIRECTOR**
SETH PUTZ, LAKE OF THE WOODS
- WEST CHAPTER DIRECTOR**
WADE NIBBE, ALEXANDRIA SCHOOLS
- EXECUTIVE ADMINISTRATOR**
RUTH KRAEMER, MASMS OFFICE