



Minnesota Educational Facility Management Professionals

The Messenger

August 2020
Newsletter

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MASMS Members ~ It's Time to Reconnect!

We have had many members asking if they can start to reconnect with other MASMS members, so we will hold MASMS Chapter Meetings, via ZOOM starting in August. Face to face meetings will return in late fall, at the regularly scheduled dates.

The Metro Chapter and the Southern Chapter will be holding individual ZOOM meetings; the Northern, West and NW Chapters will be holding a combined ZOOM meeting.

Instructions to join the ZOOM Chapter meetings will be the same for all chapters.

You are invited to "attend" your chapter, or if a date/time does not work for you, feel free to join any other chapter. Instructions to join the ZOOM meetings are below.

All educational and business members are invited to join these meetings. If you can, Please pre-register for the meeting. See instructions below to register.

Metro Chapter	Tuesday August 11, 2020	9:00 AM
Southern Chapter	Wednesday August 12, 2020	10:00 AM
North/NW/West Chapters	Thursday August 20, 2020	10:30 AM

You have three options to join the ZOOM meeting:

1. ZOOM on-line
2. Call into the meeting
3. Do both – use the video on-line ZOOM and the audio on the phone.

Option #1 ZOOM On-Line:

Join ZOOM Meeting: <https://us02web.zoom.us/j/82759229334>

Meeting ID: 931 291 1084 | Passcode: 4585

Option #2 Call In:

Dial in: 1 (312) 626 6799 | Meeting ID: 931 291 1084 | Passcode: 4585

To Register for these meetings:

Go to the MASMS website: www.masms.org; Select "Member Login" (top of the window)
Enter your username (first initial and last name) | Enter password "masms" (unless you changed it)
Select "Meeting Registration" (left hand side); Select the Meeting you would like to attend.
Enter your name and school/organization. Select the send button.

Upcoming ZOOM Meetings:

August 11, 2020	Metro Chapter Meeting
August 12, 2020	Southern Chapter Meeting
August 20, 2020	Northern/NW/West Chapter Meeting
September 15, 2020	Metro Chapter Meeting
September 16, 2020	Southern Chapter Meeting
September 17, 2020	Northern/NW/West Chapter Meeting
October 13, 2020	Metro Chapter Meeting
October 15, 2020	Northern/NW/West Chapter Meeting

Please contact the MASMS office (ruth@masms.org/1-320-685-4585) with questions!

CONTACT US



600 4th Street North
Cold Spring, Minnesota



(320) 685-4585 (Phone)
(320) 685-4592 (Fax)



ruth@masms.org



[linkedin.com/company/masms](https://www.linkedin.com/company/masms)



MASMS.ORG

The "Tool Box" for Educational Facility Management Professionals

MESSAGE FROM THE BOARD



Colin Green
President Elect

More often lately I've found myself looking at the pictures on my desk of both my grandfathers and my great-uncle from when they served in WWII. They belong to what we call "the greatest generation," a name we have thanks to journalist Tom Brokaw. Reflecting on their photos over the years has somehow always made it easier to face current challenges, but not long ago I had a new realization. There's no argument they were dynamic individuals, as were many people of the greatest generation, but it was also their willingness to contribute and aim their efforts towards a common goal together that made them great. I see that same spirit of cooperation at work in MASMS as we respond to the challenges of today.




Now that Minnesota has taken on the challenge of wearing masks universally as a way to battle COVID-19, we all need to keep that spirit of cooperation strong to see it through. It's my hope that we can set aside any of the tempting assertions about what we may want as an individual, and instead think about what we can contribute as an individual.


I accept that our Fall conference just could not happen this year. I really wish I could still gather with our members, but that feeling is tempered every time I see the high level of knowledge sharing and collaboration happening between our staggeringly dedicated vendors continually pooling their efforts with those of Ruth Kraemer and the multitude of MASMS members volunteering on our committees, in our chapters, and on the board for MASMS. It is really something to see that while a pandemic stopped MASMS meetings, training opportunities, social events, and even cancelled our Fall conference, there was no chance that it would stop us as an organization from fulfilling our purpose:



1. To develop and maintain high standards in the administration, care, operation, planning, budgeting and development of building and grounds used by the public and non-public schools.
 2. To aid and cooperate with Federal, State and County Education Agencies in promoting professional ideals and standards that better serve the objectives of Public and Non-Public Education.
 3. To engage in other such related activities as may be desirable or required to fulfill the purpose and promote the objectives of the Association.
- To provide the means by which active members of the Association can meet for discussion and continuing education in all phases of public and non-public education


The message that I am sharing is that like those that came before us, we have, are, and will do this together.






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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.

Article composed by Amy Satterfield (IEA, Inc.) | MASMS Health and Safety Committee Chair



Stress and anxiety. These two words held meaningful weight before COVID-19 and its pandemic, but they now have settled into a permanent place in the home and workplace for a majority of people.

Before COVID-19 was even a blip on the radar, MNOSHA was reporting an increase in workplace deaths/injuries. I watched MNOSHA present a statistic that approximately 25% of the workplace deaths in 2018 did not have a clear source for the cause. My theory is distraction. Distractions had already increased to the point where it was impacting daily lives and safety. Dinging of cell-phones, warp speed life, overbooked schedules, and immediate response expected to every demand. Now fold in a pandemic, riots, civil and political unrest and the myriad of factors hitting us mentally, emotionally and physically daily. We cannot escape from the stress of the virus or events when we go home or to work: these challenges are impacting every minute of our day and night.

There are many resources becoming available, daily it seems, for mental and emotional support during COVID-19. The following serves as a bird's eye view of guidance for you to consider for yourself, your family, and your work teams.

Pandemics Can be Stressful

Pandemics can be stressful. It seems an obvious statement, but few of us could have fathomed how deeply true this statement is. Not only are we dealing with the impacts to business, careers, parenting of children, fear over health of loved ones, public health actions require us to be even more distance and isolated. When the stress and frustration bubbles up during your day, remember this pandemic is a great equalizer:

- You are under extreme pandemic stress
- Your coworkers &/or employees are under extreme pandemic stress
- Your neighbors and friends are under extreme pandemic stress

Coping with the stress in a healthy way will make you, the people you work with, care about, and your community stronger. Each of us can be the pandemic leader, even if for a brief moment each day. The people you interact with most likely will need a strong pandemic leader to turn to for guidance and anxiety support.

Everyone Reacts Differently to Stressful Situations

How you and those around you respond the pandemic stress will depend on background experiences, social support from family and friends, financial situations, personal health situation and community impacts. Remember this and stop to consider yourself and other people's reactions.

- Give yourself a moment pause to understand what is driving *your* reactions
- Give others a moment's pause to understand what is driving *their* reactions
- Seek help for mental, substance, or health conditions that may be aiding in your stress and anxiety.
- If you suspect others are needing help, find ways to provide resources or direct them to receive help
- If ever there was a time to seek, support or encourage mental, physical or substance abuse help – it is now

Here is a CDC resource for finding help: www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html

Here is MN Dept of Health source page: <https://www.health.state.mn.us/communities/ep/behavioral/covid19.html>

Continued on Page 4

Stress and anxiety continued from Page 3

Take Care of Yourself

For many, thinking of ourselves and taking care of ourselves is the last item on a long list of things to do and deal with. (guilty as charged!) We are all learning that during a pandemic, business operation, job duties, and families need to be as strong as possible. This means as many people as possible remaining strong and healthy. Having a "personal crisis plan" for yourself will allow for action when and if you need to implement it. Just like we have an Emergency Action Plan for your school facilities in a time of crisis! Prepare yourself by:

- Knowing what to do if you are sick and are concerned it may be COVID-19
- Knowing where and how to get treatment. Plan your testing location/treatment contacts.
- Taking care of your emotional health.
- Taking breaks from watching, reading or listening to news stories. Repeated exposure to pandemic news can aid in anxiety and since this is involved in every corner of our lives, a break helps you refocus on non-COVID life going on around you.
- Taking care of your body through deep breaths, stretching, exercise, eating healthy and getting adequate sleep
- Taking time to unwind and enjoy activities
- Connecting with others to talk about your concerns
- Connecting with your community and organizations in whatever rewarding and available measures possible

Improve Your Sense of Control and Ability to Endure

The US Department of Veteran's Affairs has many sources of guidance for navigating stress and anxiety for all circumstances and individuals. Currently, many of us appear to be specifically struggling with our sense of control and pandemic mental fatigue. The following bullet points summarized the energy and mindset we can strive to put into each day:

- Accept circumstances that cannot be changed and focus on what you can alter.
- Modify your definition of a "good day" to meet the current reality of the situation.
- Problem-solve and set achievable goals within the new circumstances in your life.
- Evaluate the absolute risk of contracting the virus and recognize the benefits of accepting a level of risk in order to maintain as much of your normal routine as possible.

Doing what we can to maintain balance each day and minimize the stress and anxiety will be key to pushing through the remaining days of the COVID-19 pandemic. Remember each day completed is one day closer to the closure of the pandemic. Stay strong and healthy – your school facilities, work teams, family and community need you!



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This is what a “group” picture looks like during these Covid19 days!

Boot Camp July 2020



35 MASMS Members attended MASMS Boot Camp on July 22nd & 23rd.

\$1,000 MASMS Grant to be Awarded to a MASMS Member School District

MASMS will be awarding a school district who are MASMS members a grant for \$1,000. The project theme this year is “getting students involved in a facility and/or grounds project”. This grant will be awarded in fall. This grant is to be used in your school for a project that involves students. The project will need to be submitted to MASMS by August 15, 2020. All applications are reviewed by the MASMS Executive Board and a winner will be chosen from the submissions.

MASMS suggests that you try and involve the students if you can.

Some project ideas include:

- Landscaping (trees and/or shrubs)
- Start/revitalize a nature center area
- Install a low maintenance garden
- Recycling and/or waste reduction
- Sponsoring a field trip(s) related to facility and/or grounds
- Building project

If you are interested in this opportunity please complete the following steps:

1. Identify the project—Provide MASMS with an overview of the project.
2. Provide MASMS with a timeline for the project.
3. Email this information to ruth@masms.org before August 15, 2020

We look forward to receiving your project ideas and to awarding this to one of our member schools this fall!

The “Tool Box” for Educational Facility Management Professionals

Vendor Corner



MASMS is Accepting Nominations for the 2020-2021 State Vice President Position

Members of the MASMS Executive Board provide leadership, have a shared vision, a sense of mission and are responsible for the health and growth of MASMS. This position is a four (4) year commitment that rotates through the following positions:

- Year One | Vice President
- Year Two | President Elect
- Year Three | President
- Year Four | Past President

Nominees must be employed by a school district and be a current active MASMS educational member.

Considerations include:

- Commitment to MASMS
- Leadership Ability
- Appreciation for the Respective Roles on the Board
- Ability and Willingness to Serve (disclosed their intent to their employer to serve on the MASMS Executive Board as well as understand the time commitment necessary to fulfill this role).

Complete duties of each position within this commitment are outlined on the nomination form.

Vice President | Shall be responsible for planning the educational programs at the State professional growth seminars.

President Elect | Shall Chair the State Conference Committee; be an ex officio member of all standing and special committees.

The President | Shall be the Executive Officer of the State Association; preside over meetings of the State Association; prepare the agenda for the State business meetings; sign all necessary documents and other instruments of the Association authorized by the Executive Council.

Past President | Shall provide support and leadership as requested.

Note: All positions have the support of the Executive Administrator who helps secure locations, speakers, plans details of events and any other support requested and/or required.

Nomination and Election Timeline

- Nomination forms will be emailed to membership and posted on the MASMS website no later than June 1st of each year.
- Completed forms are due back to the MASMS office no later than August 15th of each year.
- Ballots will be distributed electronically.
- Voting will be completed electronically.
- Job duties start on October 15, 2020.

Consider Donating to MASMS Scholarship Program

With the annual MASMS golf tournament cancelled, now is a great time for you and your firm to consider donating to MASMS's Tom Robinson Scholarship Program.

These scholarships, supported by money raised during the annual golf event and also by other donations, have totaled nearly \$250,000 since started in 1993. The Scholarship Program is named after Tom Robinson, a longtime staff member at Hopkins Schools and former Secretary/Treasurer and Chair of the Convention Committee for MASMS.

With the ongoing virus crisis, the importance and value of these scholarships for the children of MASMS members has never been greater. Please consider making a donation directly to the MASMS Tom Robinson Scholarship Program this year! If you have any questions or would like more info please contact Ruth or me.

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WELCOME NEW MASMS MEMBERS!

Educational Members

Haley Storms, Faribault Schools
 John Bathke, Faribault Schools
 Michael Daschner,
 Janesville Waldorf Pemberton Schools
 Phil David, St. Peter Schools
 Jim Krech, So. Washington Cty Schools
 Robert Rickel, So. Washington Cty Schools
 James Westphal, So. Washington Cty Schools
 Burt Hurst, So. Washington Cty Schools
 James Lartr, Forest lake Schools
 Shane Lammo, St. Michael-Albertville Schools
 Scott Johnson, Hendriks Public Schools
 Matthew Johnson, Duluth Schools
 Kevin Fernadez, White Bear Lake Schools

Business Members

Joe Uhlhorn, H + U Construction
 Bob Divito, The Maslish Group
 Trent Kremers, Metropolitan Mechanical
 Contractors (MMC)
 Lee Bystrom, Metropolitan Mechanical
 Contractors (MMC)
 Dane Carsen, Metropolitan Mechanical
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 Bradley Friedrich, Metropolitan Mechanical
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 Howard McCann, The Yes Group



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Looking for a Mentor? Options Include:

- Meet once a month with your MASMS Mentor or phone contact only.
 Contact the MASMS office at ruth@masms.org if you are interested!

Important Legislative Links from Samuel P. Walseth, MASMS Lobbyist

Executive Order 20-82: https://mn.gov/governor/assets/EO%2020-82%20Final%20Signed%20and%20Filed_tcm1055-442391.pdf

MN Department of Health Guidance for Schools: <https://www.health.state.mn.us/diseases/coronavirus/schools/k12planguide.pdf>

MN Department of Public Safety – Fire Marshall Occupancy Loads:
<https://dps.mn.gov/divisions/sfm/Documents/School-occupant-loads-COVID.pdf>

Department of Labor and Industry: <https://www.dol.gov/agencies/whd/pandemic/ffcr-questions>

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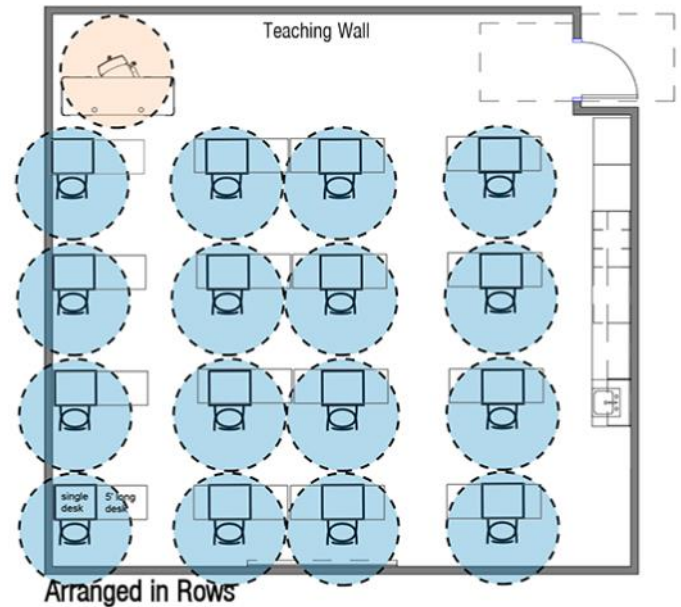
- **Apollo Valves** - Gates, Globes & Checks
- **IBC Boiler** - Boilers, Tanks & Heat Exchanger
- **Electro Industries** - Electric Boilers, Make Up Air & Plenum Heater
- **RayPak Boilers** - Boilers, Water Heaters & Pool Heaters
- **Rhomar Water** - Glycol & Heating Loop Chemicals
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- **Boiler Mag** - Magnetic Filtration for Boilers, Chillers & Steam Plant
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Jay@fourmationsales.com 612-499-7925

Determine Learning Space Capacities

Here is a visual of what a standard classroom might look like. This example is with a table/chair set-up, but could look very similar with desks.



900 SQUARE FOOT CLASSROOM

Max Capacity per MDE guidelines:
900 SF / 20 SF / Student x 50% = 22 students (1 teacher)
Capacity by plan with social distancing:
16 students (1 teacher)

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Chapter Officers Information

Chapter Officers are an important part of MASMS. Monthly chapter meetings are a staple of MASMS, providing educational and networking opportunities on a regular and continuing basis. Without chapter officers, chapter meetings would not happen! Thank you to all who volunteer each year at the chapter level.

With chapter meetings not taking place this spring, chapter officer elections were not held. Chapter elections for 2020 will take place at the first chapter meeting in the fall. Nominations will be taken at the Zoom Meetings in August and September.

President: Presides over chapter meetings, prepares agendas and helps select educational programs for chapter meetings and custodial days.

Vice President: Assists in selecting educational programs, presides over chapter meetings in the absence of the president.

Secretary: Keeps minutes of all the chapter meetings.

Director: Is the liaison between the Chapter and the Executive Board bringing information and concerns to and from the chapter.

Vendor Rep: Is the liaison between the vendor members and the Chapter Officers.

Chapter positions to be filled for 2020:

President | Metro Chapter
Secretary | North, Northwest and West Chapters
Vice President | Southern Chapter
Director | North, Northwest and West Chapters

Consider volunteering as a chapter officer. Contact your current chapter officers to offer your skills and knowledge. Also, new ideas for educational sessions and topics are always welcome. Please share your ideas with your chapter!

New Info Added Daily to the COVID-19 Discussion Forum

The MASMS COVID-19 Discussion Forum is for members to share information during this time. Feel free to use this forum to share information or ask questions about COVID-19 applicable to members.

Login at www.masms.org

- Select the "Covid-19 Discussion Forum" button on the left side of this window.
- Share information

Contact the MASMS office with questions (320) 685-4585 or ruth@masms.org

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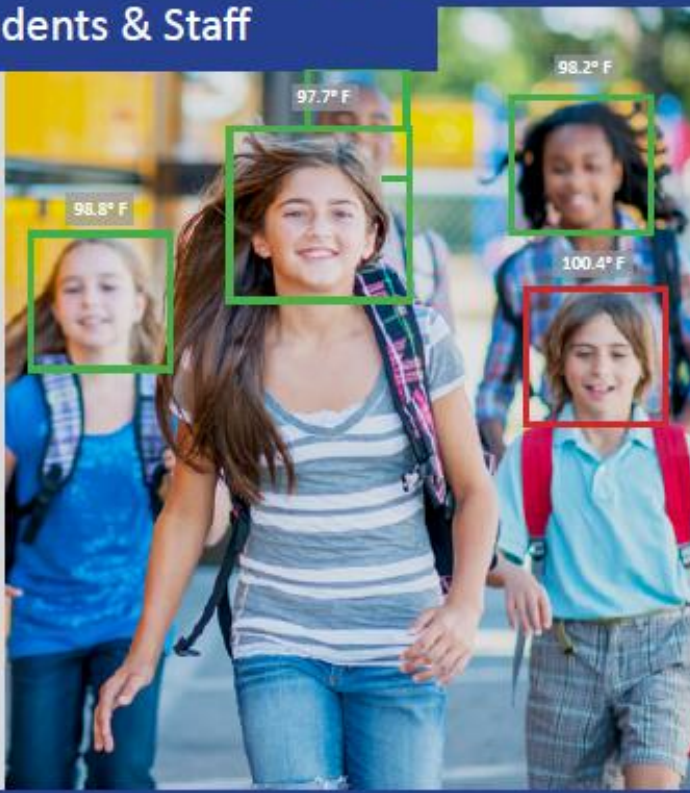
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UPCOMING MASMS EVENTS

08/11/20	MASMS Metro Zoom Meeting
08/12/20	MASMS Southern Zoom Meeting
08/13/20	MASMS Covid19 Zoom Meeting
08/20/20	MASMS Covid19 Zoom Meeting
08/20/20	MASMS No/NW/West Zoom Meeting
08/27/20	MASMS Covid19 Zoom Meeting
09/15/20	MASMS Metro Zoom Meeting
9/16/20	MASMS Southern Zoom Meeting
9/17/20	MASMS No/NW/West Zoom Meeting
10/13/20	MASMS Metro Zoom Meeting
10/15/20	MASMS No/NW/West Zoom Meeting
10/21/20	MASMS Southern Chapter Meeting
10/28/20	MASMS Northwest Chapter Meeting
11/10/20	MASMS Metro Chapter Meeting
11/18/20	MASMS West Chapter Meeting
11/19/20	MASMS Northern Chapter Meeting
12/8/20	MASMS Metro Chapter Meeting
12/16/20	MASMS Southern Chapter Meeting
12/17/20	MASMS Northern Chapter Meeting
12/23/20	MASMS Northwest Chapter Meeting

MASMS EXECUTIVE BOARD

PRESIDENT | JIM LEUER, ROCKFORD SCHOOLS

PRESIDENT ELECT | COLIN GREEN, WASECA SCHOOLS

VICE PRESIDENT | CHRIS WIRZ, ST. FRANCIS SCHOOLS

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SOUTHERN CHAPTER DIRECTOR

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METRO CHAPTER DIRECTOR

CHRIS WIRZ, ST. FRANCIS SCHOOLS

NW CHAPTER DIRECTOR

REED MCFARLANE, LAKE OF THE WOODS, RETIRED

WEST CHAPTER DIRECTOR

DOUG SLININGER, ADA-BORUP SCHOOLS

Conversations with other MASMS members on Covid19

To keep MASMS members connected and informed, we created a weekly virtual meeting for directors/supervisors to discuss current topics.

We hold this meeting every Thursday at 9:00 AM.

To participate please email the MASMS office at ruth@masms.org.

Find out all the answers to the questions you see MASMS members post during the month.

Go to www.masms.org and select the
QUICKLINK labeled
**Questions and Answers from
MASMS Members**

On-line Training Opportunities

MASMS realizes that opportunities over the past few months to receive credits for the MASMS certification program have been cancelled. You now can find information for on-line courses that you can take on-line, and receive credit for the MASMS Certification program.

Login at www.masms.org and select the "On Line Training Opportunities" button on the left side of this window.

If you choose to take any of the on-line classes (listed on this site or others that you find), **you must email the MASMS office to receive credit for the class.**

Contact the MASMS office with questions (320) 685-4585 or ruth@masms.org

MASMS Newsletter Articles

MASMS is accepting articles for the Newsletters.

Articles received before the 20th of each month will be considered for the following months publication. If we have too many articles, they will be held and used in an upcoming month.

Please email them to: ruth@masms.org

State Fire Marshal Division COVID-19 website information update:

All of our COVID-19-related information has been relocated to its own webpage.

Here's the link: <https://dps.mn.gov/divisions/sfm/fire-code/Pages/covid-19-resources-for-businesses.aspx>