



Minnesota Educational Facility Management Professionals

The Messenger

February 2020
Newsletter

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CONTACT US



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ruth@masms.org



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MASMS.ORG

MASMS and Minnesota's Legislative Community

MASMS has made a lot of progress in the area of educational building and grounds with our legislative community over the past ten years. Last year Sam Walseth joined MASMS as our lobbyist. Sam is very active at the Capitol on our behalf. Over the next year, MASMS will be making a solid effort for our members to become a voice of knowledge to Sam and our legislators. They need to hear from you on what the legislative community needs to do to continue to help improve educational building and grounds.

Your legislators received the following platform from MASMS for 2020:

MASMS 2020 Legislative Platform

The Minnesota Educational Facilities Management Professionals Association (also known as MASMS) is a group of over 700 individuals in the area of facilities, grounds, health and safety operations for Minnesota K-12 and higher education. We are committed to promoting excellence in the operation and care of educational facilities. To meet our mission, MASMS has taken positions on the following legislative considerations:

Long Term Facility Maintenance – Deferred Maintenance:

MASMS supports lifting the funding cap on LTFM revenue. MASMS also supports indexing LTFM revenue to a percentage of the average funding level that the districts with Alternative Facilities authority have. MASMS supports the current allowable uses for LTFM revenue and opposes efforts to expand these allowable uses, which will diminish the revenue available to address deferred maintenance needs.

Facility Improvements:

In order to address facility needs that don't align with the allowable uses of LTFM, MASMS supports additional funding mechanisms to help schools address issues such as: vaping detection systems, security cameras and safe entrances, energy efficiency, facility additions and improvements. To assist schools with addressing these needs MASMS supports:

- Increasing Safe Schools revenue to schools and cooperative educational entities
- Maintaining the Ag2School building bond property tax credit
- Increasing Debt Service Equalization
- The creation of a Facilities Improvement levy in accordance with recommendation #4 from the MDE 2014 School Facility Task Force report.

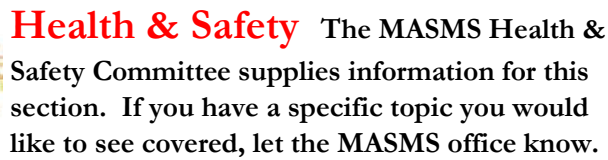
Radon Testing:

MASMS supports the legislative proposal contained in the 2019 House E-12 bill requiring schools to test for radon according to industry standards. Costs associated with radon testing can be covered through Health & Safety revenue already available to schools. Radon testing should not be a voluntary measure by school districts.

Unclaimed Pharmaceuticals:

MASMS supports the legislative proposal contained in the 2019 House E-12 omnibus bill related to unclaimed drugs or medications. This legislation makes it clear that school personnel are not allowed to transport unclaimed drugs or medications and that law enforcement is required to assist in these matters.

The MASMS 2020 Legislative Platform was approved by the MASMS Executive Board on 1/14/20.



**FALL PROTECTION –
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The opioid crisis continues to dominate headlines. The Centers for Disease Control and Prevention says about two-thirds of people with an opioid misuse disorder are in the workforce.



THE LEGALIZATION OF MARIJUANA in multiple U.S. states creates challenges for worker safety: An NSC survey of 500 employers shows that **81%** are concerned about the drug having a negative impact on the workplace.

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MESSAGE FROM THE BOARD



*Don
Hanson
Past
President*

Greetings.....As I write this article it is currently the last week of January and we have mild weather outside. Last year at this time we had 4 days of school that were cancelled due to extremely low temperatures and snowstorms. I don't know about you.....but I am thankful for this current mild weather.

This past year we brought on our new legislative lobbyist Sam Walseth, who is eager to expand his new role with us. Part of that role is for us to determine what we want him to do. The Executive Board and Sam created the 2020 Legislative Platform. In this document you will find areas of improvement for the LTFM funding that MASMS supports.

In the past we have sponsored the Day on The Hill in February, with only a handful of our school members attending. We are looking to modify this day and bring it back next February. We are seeking input from the membership as to

what ideas you might have to make this day a better experience. Sam brings a lot of knowledge and connections to the table for us and we need to decide how to expand the agenda for that day so that we can engage more members. Feel free to email the MASMS office with your ideas on how to add some new ideas and energy to this event. Sam is eager to expand this event for us!

This summer's Custodial Days schedule is as follows:

Metro	Wed June 17 and Thurs 18th	Hastings Public Schools
North/NW/West	Tues June 23	Hill City Public Schools
Southern	Thurs June 25	Mankato Area Schools

Remember to sign up early for your chapter's event and bring your staff. They really enjoy a break from summer cleaning and the entertainment the past few years has been a big hit with them.

The chapters are looking for presenters for these dates. We depend on our members to provide this training. Think of a topic that you would be interested in presenting on and put together an outline or PowerPoint for a session. Sessions are 50 minutes long with 5 minutes for questions. The attendees at these events are eager to learn. This is a great opportunity to give back to MASMS. I hope to see some new sessions at this year's events.

Lastly, thanks to all of you who attended our State Meeting in January. I hope you enjoyed networking with your colleagues, our keynote speaker and the educational sessions. Your input on the session reviews helps us plan for future meetings.

Smile, its free therapy. Don Hanson

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WECLOME NEW MASMS MEMBERS!

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Rod Peterson, Wayzata Schools
 Steve Snyder, Aitkin Schools
 Dave Carlson, Hopkins Schools
 Melissa Gallagher, Hopkins Schools
 Mike Stewart, Eastern Carver County Schools
 Henry Swaray, Eastern Carver County Schools
 Mike Bortness, Eastern Carver County Schools
 Dave Dutton, Eastern Carver County Schools
 Roman Llaven, Eastern Carver County Schools
 Brian Phillips, Eastern Carver County Schools
 Mike Gustafson, Eastern Carver County Schools
 Nick Salseg, Eastern Carver County Schools
 Rich Carlson, Eastern Carver County Schools

Business Members

Mitch Harrison, JunkMasters
 Dan Thorson, CFS Interiors & Flooring
 Tanya Wheeler, Supreme Coatings & Supply
 Sandy Serery, Miracle Method
 Tim Matthewson, dormakaba
 Jason Dombeck, Viking Electric
 Travis Schultz, American Leak Detection
 Jeff May, Designer Specialty Products
 Tom Holm, BME Lab & Science
 Michelle Hilger, BME Lab & Science
 Matthew Cole, FIELDTURF

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NEW QUICKLINK ON THE MASMS WEB PAGE

Now you can quickly find
 information on MASMS
 Monthly Meetings!

Location | Topics | Agendas

Go to www.masms.org and select
 the QUICKLINK labeled Monthly
 MASMS Chapter Meetings.

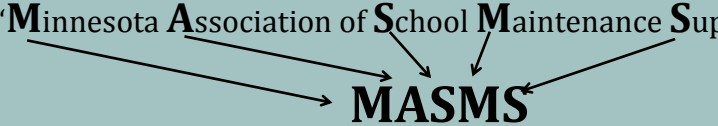
Looking for a Mentor? Options Include:

- Meet once a month with your MASMS Mentor
 - Phone contact only—Contact only when issues arise or when you need advice.
- Contact the MASMS office at ruth@masms.org if you would like to find a mentor!

What is in an acronym?

When MASMS was incorporated the legal name was:

"Minnesota Association of School Maintenance Supervisors"



In 2012 the Executive Board adopted a more professional name for our group. At that time the newly adopted name became:

"Minnesota Educational Facility Management Professionals"

HOWEVER everyone knew the group as MASMS,

so the acronym remained the same!

This is why our official name does not match the acronym!

Now you know!

Statutes Relating to Contracting and Bidding

A school district entering into an agreement for the sale or purchase of supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property must abide by the statutes relating to contracting and bidding.

Here is the link to the statutes:

<https://www.revisor.mn.gov/statutes/cite/471.345>

Please note: Some school districts have specific purchasing requirements or procedures that could differ from the statute.

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The "Tool Box" for Educational Facility Management Professionals

Vendor Corner



Email Tips

Studies have shown that nearly 270 billion emails are sent daily around the world, they are obviously a commonly used form of communication and are here to stay. Here are some tips to consider related to emails:



First, think about whether an email is the best form of communication for what you are trying to accomplish. Emails are quick and easy, but there are still other options such as a phone call or a face to face visit with someone.

Realize that emails are notorious for not effectively expressing emotion and often emails that are meant to be 'neutral' or even positive can many times come across as negative or antagonistic and they aren't always the best option for some situations.

Don't use "reply all" unless you really need to! For example, I am on some committees that have over 40 people included on emails. When someone sends one email telling everyone else when the next meeting is and to let them know if you will be attending you should consider only replying to the sender of the email and not use "reply all". Think about it, if all 40 people all use "reply all" to respond to the first email telling everyone when the next meeting is that generates 1600 emails!

Be careful "forwarding" other people's email that you receive! I have seen situations where someone forwards an email chain to someone "new" to the chain without realizing the email chain they just forwarded contained confidential information or, even worse, something negative about the person you just forwarded the email to!

With today's legitimate concerns about viruses and scams related to emails, it is even more important to think about what you put in the "subject" line of an email. It should be concise but also accurately describe what the subject of your email is, and never leave the subject line blank.

We all obviously want to be clearly understood and also want to make a good impression. Hopefully these tips will help you achieve those goals!



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Dave Bahr: 507-254-6858 | dbahr@hillercarpet.com | hillercarpet.com/commercial

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MASMS Scholarship Applications are Now Being Accepted

The MASMS Scholarship Committee is accepting essays from sons and daughters of all dues-paying and life members (educational and business members) of MASMS who are high school seniors graduating in 2020 or are currently a post-secondary student attending a post secondary school in the United States

The MASMS Tom Robinson Memorial Scholarship program is in memory of a long time employee with the Hopkins School District in the field of maintenance. He was instrumental in writing software for the State Department of Energy, and served on multiple MASMS committees for many years.

HOW TO APPLY

All applications and essays will be submitted electronically. If you have any questions, please email Scott Clemente at: scott@servpro10278.com.

You will receive an email confirmation once you submit your application.

Complete the application form and submit your essay by April 15, 2020. Go to www.masms.org and select "2020 Student Scholarship" to submit your information or click on this link:

<https://forms.gle/SfPD3D2yMp9Sgm6Z7>

Applicants will need to have a google account to submit this form.

All information will be reviewed by the MASMS scholarship Selection Committee. **Awards will be announced by letter in early May 2020.** Checks will be issued after proof of enrollment has been received.

SCHOLARSHIP AWARDS

The number of scholarships awarded will be based on available funds. Awards will range from \$250 to \$1500 per person. Each person may receive a lifetime limit of \$2000.

Please note: You must be a registered member of MASMS; grandchildren are NOT eligible.

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Mark THURSDAY May 14th
On Your Calendar

MASMS May State Meeting

Location: Allianz Field, St. Paul, Minnesota

FULL TOURS | WATCH FOR DETAILS

*Note: The date was changed from Tuesday May 12th
to Thursday May 14th so we could tour Allianz Field.*

MASMS Boot Camp | Offered in July 2020

Dates & time: Wednesday July 22nd and Thursday July 23rd, 2020, 8:00
AM to 4:00 PM, dinner at 6:00 PM on Wednesday evening

Location: Holiday Inn, St. Cloud, MN

Cost: MASMS will cover the cost of this training, including hotel & meals.

Boot Camp Information: The MASMS Boot Camp is specifically designed
to provide training for facility professionals.

The following topics will be covered:

Custodial | Grounds | Maintenance Management | Security | Health &
Safety | Transportation Standards | Best Practices | Training | Equipment
| Management Tools | Inspections | Budgets | Staff Management & Devel-
opment

Instructors This course is taught by seasoned experienced facility staff
from public schools. Mike Boland (ISD #622), Scott Hogen (Mankato
Schools), Chis Pint (ISD#196) and Laura Masley (Elk River Schools), who
have over 75 years of combined experience!

Contact the MASMS Office to Register | ruth@masms.org
320-685-4585

Please indicate if you need a hotel reservation, and number of nights.

MASMS Custodial Days!

**Make this the year that you send most of your team to
MASMS Custodial Days!**

**Mark your calendar for the MASMS
Custodial/Grounds/ Maintenance days:**

Metro Area: June 17 or 18, 2020
Hastings, Minnesota

North/NW/West Area: June 23, 2020
Hill City, Minnesota

Southern Area: June 25, 2020
Mankato, Minnesota

Watch for registration materials in March!

The "Tool Box" for Educational Facility Management Professionals

Top 10 Keyboard Shortcuts to Save Time in Excel

1. Arrow Keys

You've probably already figured out that the arrow keys will get you around your spreadsheet cell by cell. But what if you want to move faster?

CTRL+ARROWS will let you leap to the edges of your current data set. If you're in no-man's-land, it will find you the edge of the next filled cell. **CTRL+SHIFT+ARROWS** will extend your current selection to the edges, and beyond if you tap again. If you need finer control, you can always use **SHIFT+ARROWS** to adjust your selection cell by cell.

2. Row and Column Select

For a quick select of an entire row or column, you can use these **SPACEBAR** modifiers.

CTRL+SPACEBAR will select the column of your active cell.

SHIFT+SPACEBAR will select the row of your active cell.

3. Tabbing Between Worksheets

What if you need to get between worksheets?

CTRL+PGUP takes you to the next worksheet on the right.

CTRL+PGDN takes you to the next worksheet on the left.

4. Set and Clear Borders

CTRL+SHIFT+& will add a complete (thin) border around your selected cells.

CTRL+SHIFT+_ (underscore) will remove all the border formatting from your selected cells.

5. Quick-Format Cells

Instead of hunting through the master list of number formats, use these keys to activate the most popular ones.

CTRL+SHIFT+\$ will set the Currency format.

Example: \$1,234.56 / (\$1,234.56)

CTRL+SHIFT+! will set the Number format.

Example: 1,234.56 / -1,234.56

CTRL+SHIFT+% will set the Percentage format.

Example: 123456% / -123456%

CTRL+SHIFT+~ will clear the format, giving you a clean, unformatted cell. Example: 1234.56 / -1234.56


Continued on Page 10




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Top 10 Keyboard Shortcuts to Save Time in Excel (Continued from Page 9)

6. Formula Edit Mode and Reference Lookup

Sometimes you need to check in on a formula to make sure it is doing what you intended. With a cell selected, the formula box will show you the contents, but it won't give you that helpful color context you get when you first enter the formula.

F2 will display the formula in the cell, and it will also helpfully highlight and color-code all the references

7. Lock and Unlock Cell References

You probably know that putting \$ signs before your Column letter and Row number will lock the cell reference in a formula, but a pain to go in and manually set absolute (locked) references.

F4 will cycle through all the combinations of locked and unlocked references when you are editing a formula in a cell.

8. One More Time!

Sometimes, when you're inserting rows or formatting a cell, you need to do it multiple times in a row. This will save you a bit of time...

F4 or **CTRL+Y** will repeat your last action.

9. Paste Special

Whether you need to transpose selection or paste only formatting, the **Paste Special** menu is your best friend. It's also a pain to get to unless you know this key combo.

CTRL+ALT+V will bring up the Paste Special dialog box.

10. Finding More Shortcuts - The Easy Way!

These shortcuts are a great way to save time and speed your way around Excel, but what if you're trying to do something that's not listed? Almost everything that Excel can do is possible through keyboard shortcuts. This is the secret to finding them.

ALT will bring up Key Tips, which will show you the keyboard shortcuts for the menu system.

That way, you'll know that pressing **ALT+H+F+P** activates the **Format Painter**. And pressing **ALT+N+C** opens up the **Column Chart** window. The possibilities are endless!

Happy typing!

Fred King, long time MASMS Member and Supporter passed away on January 9th, 2020.



Fred W. King, age 69, of Dayton, MN passed away January 9th, 2020 after his brief battle with cancer. Preceded in death by his loving parents Fred and Nancy King. Survived by wife, Kris; sons, Fred "Chip" (Missy) and Eric (Megan Kampstra); grandchildren, Emily King, Liliana King, Isabella Kampstra; mother-in-law, Pearl Whitfield; brothers and sisters Alice, Sue, John, Barb, Mary, Jim. Fred loved and valued his time with family and colleagues. At Fred's request there was a private family service and a public Celebration of Life on his 70th birthday may be held in early May.

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Vaping presentation from the January 2020 State Meeting resource links:

[Youth Against Nicotine](#)- Youth against vaping video

[MDH School E-cigarette Toolkit](#) – Sample curriculums, lesson plans, sample school policies, free posters, waste disposal, factsheets, youth cessation, etc..

[American Lung Association Factsheets](#) – The links to the factsheet pdfs are at the bottom of the page.

[INDEPTH Alternative Suspension Program](#)- Instead of solely focusing on punitive measures, INDEPTH is an interactive program that teaches students about nicotine dependence, establishing healthy alternatives and how to kick the unhealthy addiction that got them in trouble in the first place.

[The Vape Talk](#) – A conversation guide that includes the dangers, lingo and warning signs for youth e-cigarette use.

[Don't Blow It: Anti-Vamping Campaign](#).

Vaping video and materials for teachers.

[1/14/2020 Presentation link](#)

*The Public Health Law Center has published a blog post on [federal T21](#) and the [FDA's limited flavored e-cigarette guidance](#). This blog post provides helpful talking points and clarity on recent federal action.



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The "Tool Box" for Educational Facility Management Professionals

UPCOMING MASMS EVENTS

2/11/20	Metro Chapter Meeting
2/19/20	Southern Chapter Meeting
2/20/20	Northern Chapter Meeting
2/26/20	Northwest Chapter Meeting
3/10/20	Metro Chapter Meeting
3/18/20	West Chapter Meeting
3/19/20	Northern Chapter Meeting
4/14/20	Metro Chapter Meeting
4/15/20	Southern Chapter Meeting
4/16/20	Northern Chapter Meeting
4/22/20	Northwest Chapter Meeting
5/6/20	West Chapter Meeting
5/12/20	State Meeting
6/17/20	MASMS Metro Custodial Days
6/18/20	MASMS Metro Custodial Days
6/23/20	MASMS No/NW/West Custodial Day
6/25/20	MASMS Southern Custodial Day
9/30/20	MASMS Fall Scholarship Golf Event
10/1/20	MASMS Fall Conference
10/2/20	MASMS Fall Conference
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

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CALL FOR PRESENTATIONS MASMS 2020 FALL CONFERENCE

MASMS is soliciting presentations and session speakers for the 2020 MASMS Conference. Education is a very important part of our conference each year and our member's assistance in delivering these sessions is truly appreciated. **We depend on our members, both Educational and Business, to share their knowledge at our conference through these educational sessions.**

Conference dates: Thursday October 1st, 2020 & Friday October 2nd, 2020

Location: St. Cloud MN Holiday Inn & Suites, St. Cloud Minnesota

If you are selected you could be scheduled for either of the two days. We ask that presentations fit into one of the modules listed below.

Submittals are due by March 13, 2020.

Presentations should be product and vendor neutral, and that the endorsements of certain products or vendors be avoided.

Instructions:

- Review the modules below and your ideas for presentations
- Presentations should be 50 minutes in length (including answer/question)
- Prepare a 100-word descriptor of the course **Please include all requested information as listed below.**
- Provide a short professional bio of the presenter
- Email this to ruth@masms.org

Hiring Procedures How to interview and be interviewed; roundtable "practice sessions on interviewing.

Custodial Operations: Custodial Staffing Levels; Effective Hiring Procedures; Custodial Supervision & Evaluation; Product Equipment & Selection

Building Systems: Boiler Operator Review; HVAC Maintenance; Energy Benchmarking; Lighting Building Automation Systems

Environmental Health & Safety: Health & Safety; Indoor Air Quality; Playground Safety; Health & Safety Funding Basics; ADA Education; Crisis Planning

Maintenance Operations: Building Envelope Maintenance; Roof Maintenance; Preventive Maintenance; Grounds Maintenance; MN Building Codes

Financial Management: Capital Plan Development; School Finance 101; Life Cycle Cost Analysis; Public Relations Skills; MN Buildings Codes

Leadership: Public Relations; Labor Negotiations; Bargaining Basics; How to Build Consensus; Public Relations Skills; Staff Development

Committee Members are:

Jim Leuer - leuerj@rockford.k12.mn.us

Mat Miller mler.mathew@CO.OLMSTED.MN.US

Maureen Mullen - mmullen@priorlake-savage.k12.mn.us

Jeff Arthurs - ArthursJ@District279.org

Margaret Bishop - mbishop@nexussolutions.com

Tracy Closson TClosson@northfieldschools.org

Todd Lieser, todd.lieser@isd623.org

Cole Nelson, conelson1@rochester.k12.mn.us

Employment Opportunities:
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The "Tool Box" for Educational Facility Management Professionals