



The “Tool Box” for Educational Facility Management Professionals

Fall is Almost Here ~ and so is the MASMS 2018 Conference!

Educational Members—if you have not registered yet, you still can! Just contact the MASMS office at 1-888-429-3884 or go to www.masms.org for the registration forms.

210 Exhibitors ~ 40 Educational Sessions

Wednesday Events October 3, 2018

Scholarship Golf Event
10:00 AM Wapicada Golf Course

At the St. Cloud Holiday Inn & Suites:
5-8:00 pm Conference Registration
7:30 pm Business Member Appreciation
Reception & Entertainment ~
Jared Sherlock, Comedy

Thursday Events October 4, 2018

7:50 AM Conference Kickoff
8:00 AM Keynote Speaker Kim Ratz
“Playing nice in the sandbox.”
9:00AM to Noon Educational Sessions
Noon Lunch
1:00 PM Trade Show and
Drawings for Grants
5:45 PM President’s Reception
6:15 PM MASMS Banquet & Award
8:30 PM Entertainment

Friday Events October 5, 2018

7:00 AM Buffet Breakfast
8:00 AM Chapter Chats—Roundtables!
9:00 AM to 11:00 AM Educational Sessions
11:00 AM Capstone Session
Noon Lunch

Networking

Networking is Essential

Conferences offer outstanding opportunities for networking. They’re ideal places to meet new people and catch up with those you already know.

Grant Drawings

Twelve (12) \$500 Building and Grounds Grants will be given away be used for a B & G project of the school’s choosing! If you registered for the conference, you are automatically in the drawing! A name will be drawn every 15 minutes starting at 1:15 PM on the trade show floor.

Must be present to win!

Entertainment

Wednesday evening enjoy the comedy of Jared Sherlock!

Thursday evening after the banquet have some fun at “casino night”!
Try your luck at casino games or corn hole toss!

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Education Members have a chance to win a \$1000 B & G Grant or one of 3 \$500 Grants!

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Vendors have a chance to win a free booth for next year, banner ad or newsletter ad!



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WELCOME EDUCATIONAL MEMBERS

Keith Marti, Cloquet Schools
 Tim Greer, Big Lake Schools
 James Nettleton,
 Dilworth-Gylndon-Felton Schools
 Jorge Marin, Shakopee Schools
 Jim Niskanen, Pine River Backus Schools
 Russell Lussier, Red Lake Schools
 Edward Perkins, Red Lake Schools
 David Lake, Burnsville-Eagan-Savage
 Brad Tipp, Mora Public Schools
 Ryan Stewart, Eden Prairie Schools

WELCOME NEW BUSINESS MEMBERS

Mitch Dice, Xcel Energy
 Brandon Nau, ALLEGION
 Mackenzie, Reiss, WL Hall Company
 Paul Dean, Acoustics Associates
 Todd Libra, Acoustics Associates
 Lon Hollister, FLR Sanders, Inc.
 Aaron Mueller, Design Tree Engineering
 Robert Schuster, Design Tree Engineering
 Rick Atkinson, Pro Control BSG
 Sarah Meier, Cosney Corporation
 Eric Mevissen, Gilbert Mechanical Corporation
 Jay DeMars, Crysteel Truck Equipment
 Ben Beberg, Electro Watchman Inc.
 Josh Ewing, Action Radio & Communications
 Chad Haase, Grazzini Brothers & Company
 Monica Rannals,
 CEC (Communications Engineering Co.)
 Kathleen McKittrick Pro-Tec Design
 Colin DePree, Pro-Tec Design
 James Pralle, March Networks
 David Halseth,
 Hardware Technologies Company
 Todd Vojta, Marco Technologies
 John Klein, Parallel Technologies, Inc.
 Andrea Vogelgesang, All City Elevator Inc.
 Richard Enrooth, TruGreen
 Tim LaBissoniere, Clark Engineering
 Charles Albers,
 Albers Mechanical & Specialty Fabrication

Vendor Corner

Mike Remington, Inspec
 MASMS Vendor Representative



BUSINESS LESSONS LEARNED FROM GOLF

I recently read some articles about lessons that can be learned from the game of golf, and with the annual MASMS golf tournament coming up soon this is a good time to share some highlights:

Focus On The Next Shot - In business, as in golf, it is important to focus on the now and what the best thing to do right now is. Don't lament past failures or let early success distract you from focusing on the next shot.

Play The Course, Not Your Opponents - We are all naturally competitive, but instead of thinking too much about your competition and what they are doing try to focus on what YOU can be doing to improve your business and better serve your customers.

Factor In The Environment - To play golf well you need to be aware of the environmental conditions and factor them into your game: which way is the wind blowing, are the greens fast or slow? The same can be said for business: what are the current trends, is the market expanding or shrinking, what does future funding look like? Being aware of these environmental conditions and factoring them into your decision-making is important to succeed.

Focus On The Long Term - Whether you birdie the first hole or bogey it, it is your score after all 18 holes that is the most important one. Some fiscal years or quarters you might start out slower than you'd hoped: Don't panic but instead focus on what you can do to still end up with a decent "score" by the end of the year/quarter!

I wish you good luck with both your business and your golf game, and I hope to see you at the MASMS golf tournament and trade show!

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HEALTH & SAFETY Health & Safety Section



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

September 2018: National Preparedness Month

National Preparedness Month (NPM), recognized each September, provides an opportunity to remind us that we all must prepare ourselves and our families now and throughout the year. This NPM has a focus on planning, with an overarching theme: **Disasters Happen. Prepare Now. Learn How.**

Take time to learn lifesaving skills – such as CPR and first aid, check your insurance policies and coverage for the hazards you may face, such as flood, earthquakes, and tornados. Make sure to consider the costs associated with disasters and save for an emergency. Also, know how to take practical safety steps like shutting off water and gas.

The devastating hurricanes and wildfires of 2017 reminded the nation of the importance of preparing for disasters. Often, we will be the first ones in our communities to take action after a disaster strikes and before first responders arrive, so it is important to prepare in advance to help yourself and your community.

You Are the Help Until Help Arrives: Learn five simple steps that may save a life

1. Call 9-1-1
2. Stay Safe
3. Stop the Bleeding
4. Position the Injured
5. Provide Comfort

Life-threatening emergencies can happen fast and emergency responders aren't always nearby. You may be able to save a life by taking simple actions immediately.



You Are the Help Until Help Arrives. Click on the links below to learn more about how you can help:

<https://community.fema.gov/until-help-arrives>

A downloadable instructor guide and student tools to provide in-person training:

https://community.fema.gov/until-help-arrives/ilt-instructor-pre-course?lang=en_US

Why get involved when someone is badly injured?

According to a recent National Academies of Science study, trauma is the leading cause of death for Americans under age 46. Life-threatening injuries require immediate action to prevent an injured person from dying. Those nearest to someone with life-threatening injuries are best positioned to provide first care.

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2018 MASMS Conference Schedule

Wednesday October 3, 2018

Wapicada Golf Course Sauk Rapids, MN

10:00 am Scholarship Golf Event

Holiday Inn Lobby & Conference Center

5-8:00 pm Conference Registration

7:30 pm Business Member Appreciation
Reception & Entertainment

8:00 pm Jared Sherlock, Illusionist & Comic Magician



Thursday October 4, 2018

7:00 am Registration Conference Lobby

7:00 am Hot Breakfast Poolside

7:00 am MASMS 1st Time Attendee Meeting St. Cloud Room

7:50 am Presentation of the Flag St. Bens/Heritage Room



8:00 am Keynote Speaker St. Ben's/Heritage Room
Kim Ratz



"Playing Nice in the Sandbox"

Thursday Morning Educational Sessions

9:00 am — 9:55 am Session
(Pick 1 session from the 8 offered.)

ROOM

- | | |
|-----------|--|
| Heritage | New OSHA Requirements For Walking/Working Surfaces
(AFE/H & S Credit Hours)
Lee Wendel & John Isakson,
SFM Mutual Insurance Company |
| St. Bens | Healthy Turfgrass-Healthy Waters
(AFE/General Credit Hours)
Carolyn Dindorf, Fortin Consulting |
| Huskies | Latest changes in LED's
(AFE/General Credit Hours)
Jeff Boumeester, Graybar Electric |
| Johnnies | Maintenance Considerations for Textile Composite Flooring/Carpet
(AFE/General Credit Hours)
Jim Burnett, J & J Flooring Group |
| St. Cloud | Boiler Controls 101
(AFE/General Credit Hours)
Howard Berny & David Gonsoski,
Minnesota Department of Labor |
| Vikings | IAQ Benefits of Displacement Ventilation Systems
(AFE/General Credit Hours)
Bret Riemenschneider, LEED AP
Midwest Mechanical Solutions |
| Riverbats | Budgeting for Facility Maintenance & Operations
(AFE/General Credit Hours)
John Carlson, Rochester Schools |
| Twins | Building Code Changes that can Reduce Construction Costs
(AFE/General Credit Hours)
Mike Boland, ISD 622 &
Troy Miller, LHB |

10:00 am Break & Networking

10:15 am — 11:10 am Sessions
(Pick 1 session from the 8 offered.)

ROOM

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|-----------|---|
| Heritage | People Don't Leave Jobs— They Leave Bosses
(AFE/General Credit Hours)
Kim Ratz, Keynote Speaker |
| St. Bens | Salting Best Practices
(AFE/General Credit Hours)
Brooke Asleson, MPCA |
| Huskies | Getting Started with B3 Benchmarking
(AFE/General Credit Hours)
Rick Carter & Kevin Holm, LHB |
| Johnnies | ADA "Top 10"
(AFE/H & S Credit Hours)
Julee Quarve-Peterson &
Mara Peterson,
Julee Quarve-Peterson, Inc. |
| St. Cloud | The next big thing in Cleaning ~ Lean!
(AFE/General Credit Hours)
Michael Parks, Veritiv Corporation |
| Vikings | Fire Suppression Systems 101
(AFE/H & S Hours)
Brian Kelley, TKDA |
| Riverbats | School Insurance Limits & Deductibles
(AFE/General Credit Hours)
Kerry Leider,
Retired, Duluth Schools |
| Twins | Leveraging your Building's BAS For Energy Savings & Capital Planning—Monitoring Based Commissioning Processes
(AFE/General Credit Hours)
Don Horkey & Ben Talbot,
DLR Group |

11:15 am — 12:10 pm Sessions
(Pick 1 session from the 7 offered!)

ROOM

- | | |
|-----------|---|
| Heritage | VENDOR MEETING
<u>Business Members Should Attend</u>
Followed by Lunch at 11:45 AM in the
Café/Legends Bar |
| St. Bens | Trees—Emerald Ash Borer (EAB)
(AFE/General Credit Hours)
Jeff Hafner, Rainbow Treecare |
| Huskies | Insights regarding diversity in our workforce & student populations.
(AFE/General Credit Hours)
Islamic Resource Group |
| Johnnies | Facility staff's role in observing and improving IAQ.
(AFE/H & S Credit Hours)
Daniel Tranter, MN Dept. of Health |
| St. Cloud | Taking Your Keys to the Next Level: Patented Key Protection
(AFE/General Credit Hours)
Bob Karrer,
Doyle Security Products |
| Vikings | Fenestrations in the Building Envelope
(AFE/General Credit Hours)
Garnity Gerber, Heartland Glass |
| Riverbats | Can Liners 101
(AFE/General Credit Hours)
Dean Gatzmer, Veritiv Corporation |
| Twins | Suggestions & tips to use your BAS to troubleshoot your building.
(AFE/General Credit Hours)
Mike Elledge & Todd Kuglin,
Architect Mechanical |

Thursday Afternoon Events

11:45 pm Vendor Lunch Café/Legends Bar

12:15 pm School Member Lunch & Business Meeting Poolside

1:00 pm Trade Show Atrium & Kidzone Area
Drawings for 12 \$500 B & G Grants for a B & G project of the school's choosing!
You are automatically in the drawing!
A name drawn every 15 minutes starting at 1:15 pm on the trade show floor.
Must be present to win!

Thursday Evening Events

5:45 pm President's Reception Poolside

6:15 pm MASMS Banquet & Awards Banquet Hall

8:15 pm Entertainment: Casino Night & Bean Bag Poolside

Casino & Corn Hole Toss Night Party

Win tickets for a chance at Building and Ground Grants
(Vendors can win a free booth for next year!)



2018 MASMS Conference Schedule

Friday October 5, 2018 ~ Bright and Early!

7:00 am Buffet Breakfast *Poolside*
 7:30 am Retired Member & Past President Breakfast Gathering
 8:15 am **Friday Morning Chapter Chats ~ Roundtables after breakfast!**
The importance of sharing our knowledge!
 Bring your questions and discussion points!

Friday Morning Educational & Round Table Sessions

9:15 am - 10:15 am Session
(Pick 1 session from the 7 offered.)

<u>ROOM</u>	
Heritage	Cooperative Purchasing for Construction: Streamlined, Faster, Better <i>(AFE/General Credit Hours)</i> Kellie Erickson, Gordian
St. Bens	School Safety and Security <i>(AFE/General Credit Hours)</i> Kevin Braaten, Allegion
Huskies	Entry Systems: Enhance a Buildings 1st Impression <i>(AFE/General Credit Hours)</i> Dan Sparks, Milliken Industries (Hiller Carpet)
Johnnies	Evacuation Procedures for Mobility <i>(AFE/H & S Hours)</i> John Swanson, State of Minnesota
St. Cloud	Roberts Rules of Order/How to run a meeting. <i>(AFE/General Credit Hours)</i> Kevin Hildebrandt, ISG (MASMS Board Member)
Vikings	Safety First! ANSI Z358.1 <i>(AFE/H & S Credit Hours)</i> Michelle Clements, Supplyworks
Twins	PERA Roundtable <i>(AFE/General Credit Hours)</i> Amy Collins, Public Employees Retirement Association

10:15 am Break & Networking

10:25 - 11:15 am Session
(Pick 1 session from the 7 offered.)

<u>ROOM</u>	
Heritage	Elevators <i>(AFE/General Credit Hours)</i> Ryan Rognlie, Minnesota Elevator Inc.
St. Bens	Long Term Facilities Maintenance (LTFM) <i>(AFE/H & S Credit Hours)</i> Sarah Miller, Minnesota Department of Education
Huskies	Tennis Courts & Athletic Tracks: Common Problems and Solutions <i>(AFE/General Credit Hours)</i> Mike Remington, Inspec
Johnnies	The Future of Campus Video Surveillance <i>(AFE/General Credit Hours)</i> Mark Bonde, Parallel Technologies
St. Cloud	What to do about Sexual Harassment <i>(AFE/General Credit Hours)</i> Michelle Kenney, Knutson, Flynn & Deans P.A.
Vikings	Employer Electrical Licensing/Registering required by The Minnesota Electrical Act <i>(AFE/General Credit Hours)</i> Steve Dudley & Sheldon Monson, Minnesota Department of Labor and Industry
Twins	PERA Roundtable <i>(AFE/General Credit Hours)</i> Amy Collins, Public Employees Retirement Association

11:15 am Capstone Closing Session—Heritage Room

12:15 pm Lunch and networking! – Poolside

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Can you answer the question, "What is the succession plan in your department?"

Effective succession planning has advantages for your staff members, by giving them a self-esteem boost and an answer to the question of what's next for them. It is a proactive measure that aligns talent development with future leadership needs.

What is succession planning?

It's a strategy for identifying and developing future leaders— at all levels. Succession plans are used to address the inevitable changes that occur when employees resign, retire, are fired, get sick, or die. A succession plans for all contingencies by identifying and training high-potential workers for advancement into key roles.

Here are seven suggestions to kick-start your succession planning in your department:

1. Be proactive with succession planning

It can take time to find a promising candidate for a leadership role. As such, don't dawdle with this part of your plan. Even if you don't think you'll need a replacement in the near future, prepping someone to assume an important role creates an invaluable safety net.

2. Keep an open mind

While the obvious successor may be the second in command, don't disregard other promising employees. Look for people who best display the skills necessary to thrive in higher positions, regardless of their current title.

3. Make the vision known

Include potential managers in strategy conversations to help them acquire planning and leadership skills, as well as a broad vision of the organization and its objectives. Consider sharing your succession planning with human resources and your board of directors.

4. Offer regular feedback

When someone outperforms on a project, make note of it. Keep track of these achievements in a top-performer file so you have something to reference the next time a position opens. Diligently chronicling topics like strong work and achievement will also come in handy during performance reviews.

Continued on Page 7

Is your school building designed to protect against the possibility of an active shooter event?

We inform school leaders of important safety design measures that are critical for effective safety and emergency response.



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www.eapc.net/school-safety

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"What is the succession plan in your department?" (Continued from page 6)

5. Provide training to peak performers

As you identify your top performers, offer **mentoring relationships**, job shadowing and training, which are true articles of value to help them develop new skills and refine existing ones.

Once you identify someone, bring them to a few MASMS meetings, or better yet, to the MASMS conference. Give them the opportunity to meet and share information with others from different school districts.

Remember that good leaders not only need technical skills but also strong interpersonal skills, including stand-out verbal and written communication abilities, as well as tact and diplomacy.

6. Do a trial run of your succession plan

A vacation is a great time to have a potential successor step in to assume some responsibilities. The employee will gain experience while you learn how prepared the person is to take on a bigger role.

7. Use your plan to develop a hiring strategy

Once you've identified internal employees as successors for key roles in your department, take note of any talent gaps. In this way, the succession planning process can help you identify where to focus your recruiting efforts.



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 **Wednesday
October 3, 2018**

Scholarship Golf Event
You can still sign up—
just contact the MASMS Office

Wapicada Golf Course
Sauk Rapids, MN
Tee Off at 10:00 AM

At the St. Cloud Holiday Inn
5-8:00 pm Conference Registration
7:30 pm Business Member
Appreciation

EVERYONE IS INVITED ~
ALL BUSINESS AND EDUCATION MEMBERS



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Critical Communication Solutions

Submitted by: Sacha Muller, Graybar

When an emergency occurs, how quickly are you able to communicate with students, first responders, staff, and visitors? Today's critical communication solutions are available in a variety of products that can be readily customized for your school's specific safety and security needs. These solutions focus on providing fast and reliable communications in order to notify the school, campus, security personnel, administrators, local law enforcement, and other first responders of a significant emergency or dangerous situation on an instant's notice.

Many solutions today can be readily adapted to meet a school districts particular needs and be adapted as the district grows or changes. Some of the products available today offer a tiered solution in order to simplify initial implementation. The initial deployment could consist of a networking reception area with devices that communicates directly to a 911 center. Later additional equipment can be added such as panic buttons throughout the building and additional 911 connected devices in classrooms. Both the devices and panic buttons are traceable to their individual locations in the building allowing law enforcement and other emergency officials to know where the alarm was triggered in the building.

The days of schools limiting their concerns solely to education are in the past. Student safety and security continues to be a top priority. Choosing an effective and reliable campus mass notification and security solution is critical to the safety of children and faculty members. Just as it is important for your school to have a practiced procedure in place in the event of an emergency, you also need the infrastructure in place that will communicate your needs to those that need to know.



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When you see a question that a MASMS member sends out to other members—ever wish you could see the answers? Now you can!

Now, when a member sends out a question to membership, the answers will be posted to the MASMS website!

Instructions:

- Go to: www.masms.org
- Look to the left hand side of the windows under “Quicklinks”
- Click on “Questions and Answers from MASMS Member” Button
- Select the question you would like to see the answers from!

If you would like to submit a question, just email the MASMS office with your question, and we will take it from there!

MASMS LEADERS!

Metro Chapter Officers

President: Laura Larsen, Stillwater Schools
Vice President: Dan Roeser, White Bear Lake Schools
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