



The “Tool Box” for Educational Facility Management Professionals

DO YOU KNOW?

Do you need funding to send yourself and your staff to the MASMS Conference?
Do you need funding to provide yourself and your staff needed training?

- Did you know that a district is required to reserve at least 2% of the basic revenue for staff education and development?
- Did you know that Building and Grounds Staff fall under staff that this funding can go to for training?

See the sections in red below of the MN Statutes 122A.61

Minnesota Statutes 122A.61 RESERVED REVENUE FOR STAFF DEVELOPMENT.

A district is required to reserve an amount equal to at least two percent of the basic revenue under section 126C.10, subdivision 2, for:

- (1) teacher development and evaluation under section 122A.40, subdivision 8, or 122A.41, subdivision 5;
- (2) principal development and evaluation under section 123B.147, subdivision 3;

Professional development under section 122A.60 ~ Under this section is specifically states:

provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.

- (4) in-service education for programs under section 120B.22, subdivision 2. To the extent extra funds remain, staff development revenue may be used for staff development plans, including plans for challenging instructional activities and experiences under section 122A.60, and for curriculum development and programs, other in-service education, teachers' mentoring under section 122A.70 and evaluation, teachers' workshops, teacher conferences, the cost of substitute teachers for staff development purposes, preservice and in-service education for special education professionals and paraprofessionals, **and other related costs for staff development efforts.**

2018 MASMS Conference

Thursday October 4th and Friday October 5th, 2018

Education—Trade Show—MASMS Banquet—Entertainment - Networking

Registration is Now Open—Go to www.masms.org for the Registration Forms

Over 30 Educational Sessions to Select From—Full List on Page 6

GREAT TRADE SHOW Your opportunity to meet and visit with vendors.
At this Expo you will find 180+ Facility Management Vendors all under one roof!

PRESIDENTS RECEPTION and BANQUET

Enjoy an evening with your peers networking, relaxing and honoring achievements.

TWELVE \$500 BUILDING AND GROUNDS GRANTS TO BE AWARDED

During the Trade Show there will be drawings for twelve(12) \$500 Building and Grounds Grants to be used for a building and grounds project of the schools choosing!

NETWORKING Two days to network and learn from your peers!

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A Message from the Board



Heather Nosan,
Rosemount-Apple Valley-Eagan
MASMS State President

Why does the summer pass by so quickly?! It feels as though we were just celebrating graduation, and now we are preparing for the arrival of a new, excited group of kindergartners. I am sure each of our school members have been asked the question, "Do you have the summer off?" (We wish!) Little do they know the amount of work that goes on behind the scenes over the summer in our schools. Our facility departments are busy cleaning the buildings, projects are well underway, and our budgets are due soon. We are working hard to make sure everything is operating smoothly when our students return in the fall.

MASMS members are working hard behind the scenes this summer as well. Our conference, education and scholarship committees are having fun planning for the upcoming conference, which will be held October 3-5 in St. Cloud. Educational sessions and speakers are being selected, food is being taste-tested, and the entertainment is being planned. These committees have put a lot of effort into bringing our members together for a great conference, so we hope to see you all there!

Our Boot Camp and CPS instructors are anxiously awaiting a new group of participants looking to further their knowledge. Boot Camp will be held July 25-26 in St. Cloud, and the next CPS class is scheduled for August 8-9 in Minneapolis. These are great opportunities for our members to expand their skill-set, and meet some new friends along the way!

The monthly chapter meetings will resume in October/November, so check out the MASMS website for dates, and look for more information in the coming months regarding educational session topics.

As we continue working this summer, I hope you are able to take some time to relax and enjoy your family and friends. Have a great summer!

Heather Nosan

Newsletter Articles

MASMS is accepting articles for the MASMS 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

WELCOME EDUCATIONAL MEMBERS

Jeff Regan, Fridley Schools

WELCOME NEW BUSINESS MEMBERS

Lee Bergstrom, Allegion

Mary Ferrian, IEA, Inc.

Bob LaDuke, Horizon Commercial Pool Supply

Andrew Stevens, Building Material Supply Inc.

Branden Larsen, Haldeman/Homme Inc/Anderson Ladd

Kyle Saewert, Haldeman/Homme Inc/Anderson Ladd

Paul Fedje, Haldeman/Homme Inc/Anderson Ladd

Todd Duge, Her-U-Lift

Joe Gerdes, Her-U-Lift

Rick Braman, All State Communication

David Bechik, record automatic doors, inc.

Jake Bertram, KFI Engineers

Timothy Labey, Restoration Professionals Inc.

Peter Mahin, WL Hall Company

Jeff Pumper, Hillyard

Chris Hofschild, MEI- Total Elevator Solutions

Dean Paulsrud, Assa Abloy DSS

Nick Johnson, Assa Abloy DSS

Mitch Dice, Xcel Energy

Jeremiah Christenson, Obermiller Nelson Engineering

\$1,000 MASMS Grant to be Awarded to 2 MASMS Member School Districts

MASMS will be awarding two school districts 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 Thursday October 4, 2018 at the MASMS conference banquet. 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, 2018. 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, 2017

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

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.

The Perfect Analogy for Electrical Safety Principles

Isolating electrical energy in lockout/tagout (LOTO) is considered the riskiest task perform daily.

Philip Allen | Jan 18, 2018



Driving to work last week, while pondering the many reasons companies use permanent electrical safety devices (PESDs) in their electrical safety programs, I nearly slammed into the back of a bus stopped at the railroad crossing. With a pounding heart and a rush of adrenaline, it suddenly hit me like a freight train. Both electrical energy and freight trains yield to no one. I finally stumbled across a perfect analogy for electrical safety principles.

During a blizzard on Dec. 1, 1938, a freight train named The Flyin' Ute collided with a school bus driven by Farrold Silcox in Sandy, Utah, killing 25 of the 39 students. In the 1920's, the use of "motor buses" or buses, became commonplace. The public soon realized that a train colliding into a bus could be a colossal disaster.

To reduce this risk, laws governing vehicles at railroad crossings were passed and essentially have remained unchanged today. Original laws only required bus drivers stop at railroad crossings. Over time, improvements were made requiring bus drivers to check their brakes when approaching a crossing, turn on flashers, come to a complete stop 15-50 ft. from the tracks and look both ways before crossing the tracks.

Now for the rest of the story. Sadly, for the 25 students, Farrold Silcox had no idea that The Flyin' Ute was bearing down on his bus at 60 mph. The train was unseen because of a howling blizzard, an unmarked rail crossing and Farrold did not hear the train because of the bus's closed windows and doors. Shortly after this tragedy, the laws changed in order to give bus drivers better visibility of an oncoming train by requiring them to open the passenger door and driver side window and wait at all rail crossings.

In many ways this train story parallels the challenges of locking and tagging out unseen and unheard electrical energy because it poses the same risk — instantaneous death. Isolating electrical energy in lockout/tagout (LOTO) is considered the riskiest task performed daily. A bus stopping at the rail crossing is like the first step of a LOTO procedure: identifying the source and opening an isolator. Next, verify that "no train is coming" or, in this case, verify zero voltage. Interestingly, the minimum OSHA compliance for this task essentially is a qualified worker with a voltmeter in hand donned in personal protective equipment — the mandatory three-point voltmeter test. This is like a bus driver stopping at a rail crossing not outfitted with flashing lights and a gate.

Installing PESDs into electrical equipment is akin to adding a gate and flashing light at a rail crossing. It essentially is an additional safety measure or a secondary indication adding extra insurance that unseen and unheard electrical energy is identified before it potentially snatches lives. Opening the passenger door and driver window and checking both directions for a train is the final procedural step bus drivers perform before crossing the tracks. Likewise, PESDs used in LOTO also need procedures that bring everything together. With millions of school buses on the road today, one rarely hears of train bus collisions like what happened years ago in Sandy, Utah. Why? Both of these safety examples discussed here have a common thread. Each requires multiple sequential failures occurring at the same time for an accident to happen — the statistical improbability of a bus driver not stopping at the right place, a gate malfunction, a warning light failure, the bus driver not seeing the oncoming train and the presence of a train.

For over a decade, PESDs also improved the safety record for thousands of companies deploying them in their electrical safety programs. In this case, a failure of the isolator, failure of the PESD device and the worker not performing the mandatory voltmeter test all have to happen for an accident to occur. Most likely, each of these safety scenarios will evolve, but one thing will never change—buses stopping at rail crossings and workers doing the mandatory voltmeter test, preferably (with PESDs reducing risk) in the presence of the energy verification provided by PESDs.

Vendor Corner

Mike Remington, Inspec
MASMS Vendor Representative



Value of MASMS Vendor Network

Obviously, most of us Business Members joined MASMS for the great networking and relationship building opportunities with the School Members of the organization, but the network of other vendors can also be of great value to you! I was at the Southern MASMS Custodial Days in Mankato recently, and I found a lot of value in networking with the other vendors that were in attendance (as always). In that one morning: I found out about some recent changes in the building code that might affect my business, I made a connection with a firm that might be able to team up with me on future projects, and I also heard new information about school funding options.

This all in addition to talking with well over 100 school staff the same morning. At any trade show, there tend to be very busy times and some slower times; consider using some of those slower times to network with other Business Members as I have found that these connections and relationships can be just as important as those with School Members!

Fun Things to do on a Day in July

- Serve Fried Chicken for lunch on July 6th—National Fried Chicken Day!
- Pecan Pie Day is July 12th
- French Fries anyone? National French Fries Day is July 13th.
- Thank a cow on July 14th—cow appreciation day!
- Gummy Worm Day on July 15th!
- Share a lollipop on July 20th, National Lollipop Day
- National Chocolate Milk Day is July 28th
- Lasagna for all on National Lasagna Day July 29th!

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School Indoor Air Quality Training

Public schools must have health and safety programs that comply with health, safety, and environmental regulations and best practices, including indoor air quality (IAQ) management. One best practice is that public schools have an IAQ Coordinator. This training will discuss the state's best practices for school IAQ

management. Topics include radon, mold, chemicals, ventilation, maintenance and cleaning. School staff and service providers are encouraged to attend.

Dates:

St. Cloud: September 20, 2018 ~ 10 am – 2 pm

Duluth: September 21, 2018 ~ 10 am – 2 pm

Marshall: October 2, 2018 ~ 10 am – 2 pm

Roseville: October 10, 2018 ~ 8:30 am-Noon

Webinar: October 30, 2018 ~ 1 pm—4 pm

For more information and to register
www.health.state.mn.us/divs/eh/indoorair/schools/training.html

Information submitted by: Daniel Tranter, Supervisor
Indoor Air Unit. Minnesota Department of Health
Office: 651-201-4618

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!

Employment Opportunities:

Check it out at www.masms.org
New postings weekly.



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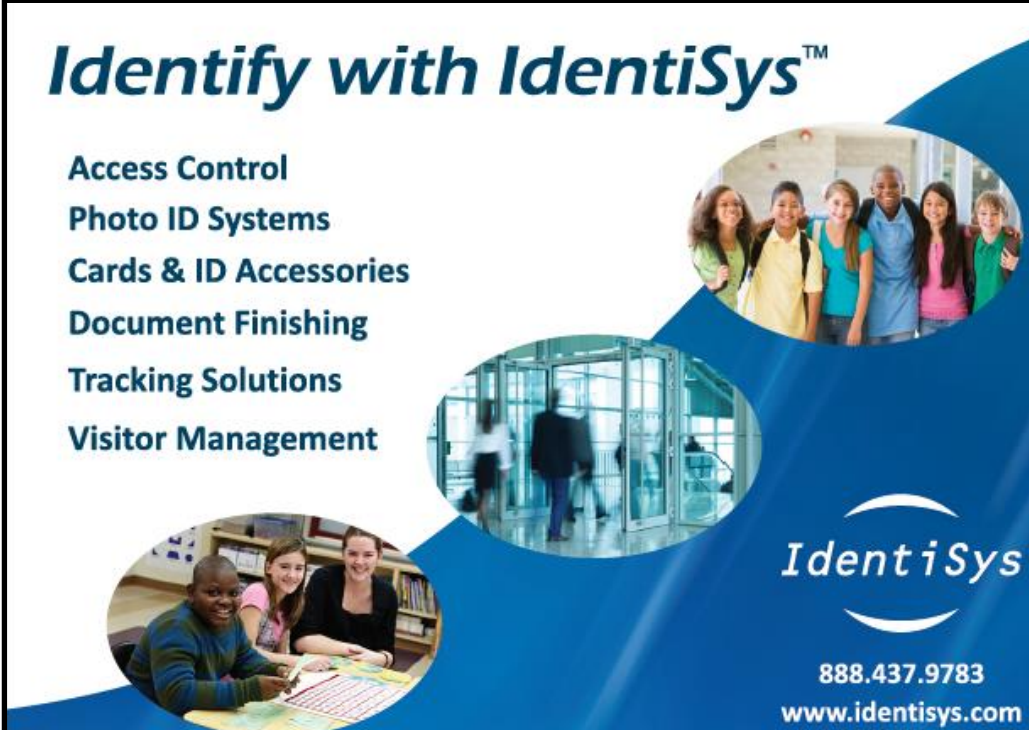
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Over 30 Educational Sessions to Select From at the 2018 MASMS Conference!

- New OSHA requirements for walking and working surfaces.
- Healthy Turfgrass-Healthy Waters
- Latest Changes in LEDs
- Maintenance for Textile Composite Flooring & Carpet
- IAQ Benefits for Displacement Ventilation Systems
- Boiler Controls 101
- Budgeting for Facility Maintenance & Operations
- Building Code Changes that Can Reduce Construction Costs
- People Don't Leave Jobs—They Leave Bosses
- Salting Best Practice
- Getting Started with B3 Benchmarking
- ADA "Top 10"
- The next big thing in cleaning—Lean!
- Fire Suppression Systems 101
- School Insurance Limits and Deductibles— What's in your policy?
- Leveraging your Buildings BAS for Energy Saving
- Trees— Emerald Ash Borer
- Insights regarding diversity on our workforce and student populations.
- Facility staff's role in observing and improving IAQ.
- Taking your keys to the next level: Patented Key Protection
- Fenestrations in the Building Envelope 101
- Can Liners 101
- How to make your automation system work for you.
- Cooperative Purchasing for Construction
- School Safety and Security
- Entry Systems: Enhance a Building's First Impression
- Evacuation Procedures for Mobility Issues
- Robert's Rules of Order/How to Run a Meeting
- Safety for Emergency Eyewash and Shower Equipment
- PERA
- Elevators
- Long-Term Facilities Maintenance (LTFM)
- Tennis Courts & Athletic Tracks: Common Problems and Solutions
- The Future of Campus Video Surveillance
- What to do about Sexual Harassment
- Employer Electrical Licensing/Registering required by the Minnesota Electrical Act.



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**Meet our Keynote & Capstone Speaker
for the 2018 MASMS Conference**

Kim Ratz

Kim will deliver a keynote workshop on Thursday October 4, 2018 at 8:00 AM titled:

“Playing Nice in the Sandbox”

While most people come to work ready to do a good job and act like an adult, sometimes "stuff happens," not all your coworkers will play nice! People are often in a hurry and with a lot on their mind, add to that the fact we are living in a changing world and all the stress this creates, PLUS different "styles" people use to communicate and relate to others, it's no wonder that sometimes people feel like lines get crossed, toes get stepped on, and buttons get pushed! Our Attitudes, Aptitudes and ACTIONS in how you relate to co-workers are key to success! This workshop helps you better understand the many kinds of style differences you encounter every day, and several skills and strategies that help you bridge these style gaps.

Kim will deliver a workshop on Thursday October 4, 2018 at 10:00 AM titled:

“People Don’t Leave Jobs—They Leave Bosses”

Good leaders today need to be more intentional than ever before about what they do & say so their best and brightest don't leave a job they otherwise love for one reason: YOU. This program is designed to help leaders better understand some aspects of your own leadership style and traits.

Kim will deliver a Capstone workshop on Friday October 5, 2018 at 11:15 AM titled:

“There is always something..... “

Despite all the "easy buttons" offered to us these days, and a sense that we should always be in control and have things on our terms -- "Stuff happens!"

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St. Paul Public Schools: On a path to reduce energy use by 10 percent

Submitted by Shari Kelley, Xcel Energy

With more than 70 buildings and seven million square feet of space, St. Paul Public Schools (SPPS) set an aggressive goal of saving 10 percent of its energy use by 2019. The district has long been committed to minimizing environmental impact and saving money through energy efficiency projects and practices. There was a lot of work to do but many ways to get to the goal.

Starting with Steam boilers

Angela Freeman is the District's Indoor Air Quality Coordinator and Facilities Director. Her job is to monitor the entire district's energy use. Heating was an obvious place to start. Over half of the schools at SPPS are heated by steam boilers, and in 2015, the district began a pilot program to replace all steam traps in schools with especially high natural gas use and a high incidence of trap failures. The work quickly proved to be a cost-effective way to save energy and prolong equipment service life.

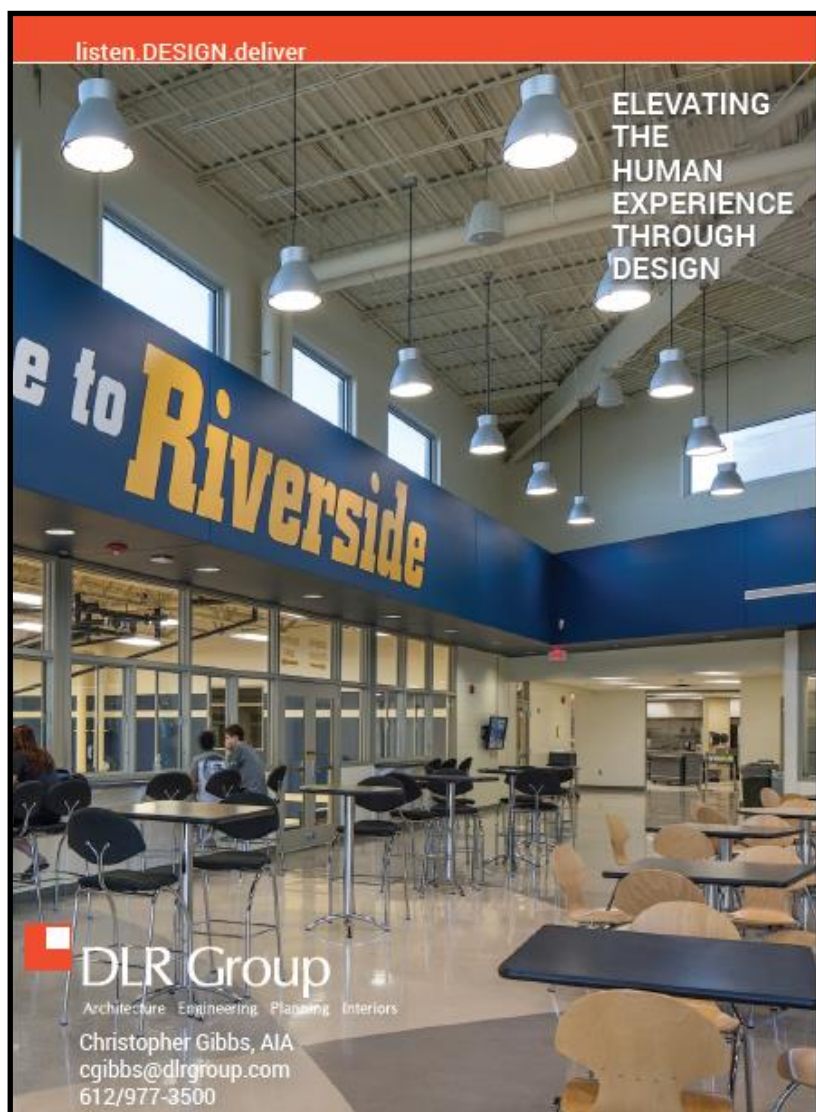
All 35 projects in a 4-year time span would save roughly 42,347 deca therms. But they weren't done yet.

In 2017, Freeman's team replaced six steam traps and expanded the program to include the replacement of faulty thermostats and steam control valves, which also directly affect the efficiency of a steam heating system.

Lighting

SPPS also targeted lighting as a good opportunity for energy savings. In 2017, they replaced exterior lighting at 13 schools with LED lighting. The new lamps saved energy, increased safety through improved visibility and also required less maintenance. In 2017, SPPS completed seven interior LED lighting retrofit projects, including in the pool, cafeteria, and gymnasium. SPPS is now systematically replacing T8 fluorescent lamps with LED lamps. Before making their lamp and bulb decisions, they tested a variety of lamp brands, wattages, and color factors to most closely match current T8 lamps to avoid uneven light levels during the upgrade.

Continued on Page 9



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MASMS July 2018 Boot Camp WE STILL HAVE A FEW SPOTS LEFT!



Wednesday July 25th and Thursday
 July 26th, 2018 —8:00 AM to 4:00
 PM (Dinner 6:00 PM Wednesday
 evening) at the Holiday Inn, St.
 Cloud, MN.

Cost: MASMS will cover the cost of
 this training. This includes cost of class, hotel room
 Wednesday night (and Tuesday night if 1.5 hour drive),
 and all meals.

(Meals include: Wednesday lunch and dinner; Thursday
 breakfast & lunch; & breaks.)

Boot Camp Information: The MASMS Boot Camp is spe-
 cifically designed to provide training for facility profes-
 sionals. The training will be of great value for newly em-
 ployed facilities managers or seasoned veterans.

**Custodial—Grounds—Maintenance Management
 Security—Health & Safety—Transportation**

Contact the MASMS Office for More Information!

**Contact Ruth at the MASMS office to register.
 Ruth @ masms.org or 320-685-4585**

Announcement from local AFE Chapter:

You are invited join us on Monday, July 16th, 2018 for the 30th AFE
 Lucky 13 Golf Tournament. It will be a wonderful day of golfing, visit-
 ing with facility friends and colleagues while raising funds for Facility
 Engineering Scholarships. Tee Box Sponsorships and Golfers are all
 welcome. The day begins with 10:30am registration; lunch at 11am;
 followed by a 12:30pm shotgun team scramble at beautiful and chal-
 lenging Oak Glen Golf Club in Stillwater. After golf, folks will gather
 in the Royal Oak Room for the Tournament Dinner & Awards Banquet.

Thank you from everyone at AFE Twin Cities Chapter 13! We hope
 you can join us this summer!

Joe Ryan, Lucky 13 Golf Tournament Registrar
 AFE Twin Cities Chapter 13 Administrator

St. Paul Public Schools: On a path to reduce energy use by 10 percent (Continued from Page 8)

A Better Boiler

One of the high schools received a boiler plant upgrade to im-
 prove efficiency and equipment reliability. That project included
 a burner replacement, outdoor reset controls, combustion air con-
 trols, and exhaust damper controls. The project was funded by an
 internal revolving energy efficiency fund and also covered some
 of the lighting projects. SPPS manages the fund which carries
 over from one fiscal year to the next to provide capital for pro-
 jects that reduce operational costs and environmental impact.
 “We track the savings and replenish the fund for the next round
 of energy efficiency investments to establish a sustainable fund-
 ing cycle,” Freeman explains.
 That goes for major construction projects, like renovations, addi-
 tions and new schools, too. For those programs, they build energy
 efficiency into the project from the ground up, and use energy
 modeling to determine how much can be saved by a variety of
 measures.

Improvement snapshot

Freeman says teachers and students have voiced their apprecia-
 tion for the transparency and the efforts undertaken to reduce the
 District's environmental impact.

5 Reasons You Should Attend a Conference in Your Field

1. Educational Opportunities.
2. Networking with Peers
3. Encounter New Vendors & Suppliers
4. Position Yourself as an Expert
5. Have Fun