



## The “Tool Box” for Educational Facility Management Professionals

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](http://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!

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

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)
- Install a low maintenance garden
- Sponsoring a field trip(s) related to facility and/or grounds
- Start/revitalize a nature center area
- Recycling and/or waste reduction
- 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](mailto: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!

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## *A Message from the Board*



**Reed McFarlane,**  
**Lake of the Woods Schools**  
**Northwest Chapter Director**

WOW!! School is over for another year and the long awaited summer is here. We all have made plans for all kinds of projects, tried to line up contractors and hopefully found some money to complete them.

The summer schedules seem to be more demanding and look busier every year. But what about you and your staff... after a long school year many of your staff are just about running on empty. MASMS is offering a GREAT way to recharge yourself and your staff. It is called "Custodial Grounds and Maintenance Days". There is still time to sign up for this event—a great way to thank them and show your appreciation for all they do for you and the school they serve. It is a great way to let them see the newest, latest and greatest techniques and products for cleaning and maintaining your facilities. It gives everyone a chance to recharge themselves so they can once again take off running. Just contact the MASMS office to register.

Another thing for everyone to start to plan for is attending the state conference this fall on October 4-5, 2018. Put it on your calendar now so you do not accidentally schedule anything else for the same dates! Our MASMS conference is the envy of every other state. Our conference and educational committees this year have put together the best educational sessions ever. If you are working on your MASMS certification, the sessions count toward it. By attending the conference, you are given the chance to win a grant to take back to your own school!

Finally, remember to take your job serious, but take yourself light. Smile often and catch a lot of fish this summer!

*Reed*

## WELCOME EDUCATIONAL MEMBERS

Doug Wolff, Moose Lake Schools  
Don Kinney, So. Washington County Schools  
Wayne Fields, So. Washington County Schools  
Rod Ellis, So. Washington County Schools  
Tim Plasch, So. Washington County Schools  
Pete Miskowiec, So. Washington County Schools  
Sally Fales, Shakopee Schools  
Dan Lehman, Shakopee Schools

## WELCOME NEW BUSINESS MEMBERS

Jennifer Cason, ARC Technology Solutions  
Bob Smith, ServPro-Commercial Division  
Kyle Gardner, State Supply  
Andrew Eagan, Inspector + by WNS  
Christopher Jaczun, Belimo Americas  
Lars Anderson, Concrete Treatments, Inc.  
Brent Fredrickson, Concrete Treatments, Inc.

## CPS Class Scheduled for August 8-9, 2018 Minneapolis MN

The CPS certification is part of the requirements for the MASMS Certification Program.

We have 15 openings available for this class. The AFE fee for this training and examination is \$500. MASMS covers the cost of hotel. Study materials will be sent to you when you register. The first day of the class, and the morning of the 2<sup>nd</sup> day is a review of those materials. The afternoon of the 2<sup>nd</sup> day is the exam.

**This class is a review of the study materials, and is not meant to be complete instruction. You must spend the necessary time studying the materials prior to the class.**

### **How to register:**

Email the MASMS office that you will be applying for this class (ruth@masms.org) and you will be emailed the application. Fill out the application and send it back with the \$500 check (or credit card info) to the MASMS office before June 26, 2018 (at that date, it would give you about 5 weeks of study time).

## Mark Your Calendar ~ MASMS 2018 Conference

**Wednesday October 3, 2018 ~ Scholarship Golf Event & Evening Reception**

**Thursday October 4, 2018 ~ Educational Sessions, Expo & Banquet**

**Friday October 5, 2018 ~ Educational Sessions**

**Holiday Inn & Suites, St. Cloud Minnesota**

**Go to [www.masms.org](http://www.masms.org) for registration forms.**

## 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.

### How to Stack and Store Materials Safely

#### What's at Stake?

There's hardly a workplace that doesn't handle or store materials. Whether your company has a large warehouse or a small storage room, whether you have loading docks and forklifts or just garages and pallet jacks, there's material that needs to be moved around. And you need to make sure you approach this common task with safety in mind.



#### What's the Danger?

Manually handling objects—that is, carrying, unpacking, stacking or storing materials by hand—has its risks. Lifting objects can cause injuries from strains and sprains. Improper storing and handling of material and equipment can result in materials striking or crushing workers.

#### How to Protect Yourself

Protecting yourself starts with the basics. When stacking and storing materials workers pose a risk to sustaining injuries in result of improper handling of the materials and equipment. Here are a few important factors to consider when stacking and handling materials.

- ~Using Personal Protective Equipment
- ~Stacking Materials Safely
- ~Using Correct Lifting and Carrying Methods
- ~Storing Materials Correctly

#### Final Word

To stack and store materials safely you must use your body, engage your mind, and use equipment the right way.







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## Information from Sarah Miller, Education Finance Specialist ~ Minnesota Department of Education

### Lead in School Drinking Water Testing and Remediation

In 2017, Legislation was passed requiring school districts and charter schools to test for the presence of lead in water. Minnesota Statutes, section 121A.335 authorized the following:

#### 121A.335 LEAD IN SCHOOL DRINKING WATER.

§ Subdivision 1. **Model plan.** The commissioners of health and education shall jointly develop a model plan to require school districts to accurately and efficiently test for the presence of lead in water in public school buildings serving students in kindergarten through grade 12. To the extent possible, the commissioners shall base the plan on the standards established by the United States Environmental Protection Agency. The plan may be based on the technical guidance in the Department of Health's document, "Reducing Lead in Drinking Water: A Technical Guidance for Minnesota's School and Child Care Facilities."

§ Subdivision 2. **School plans.** By July 1, 2018, the board of each school district or charter school must adopt the commissioners' model plan or develop and adopt an alternative plan to accurately and efficiently test for the presence of lead in water in school buildings serving prekindergarten students and students in kindergarten through grade 12.

§ Subdivision 3. **Frequency of testing.** The plan under subdivision 2 must include a testing schedule for every building serving prekindergarten through grade 12 students. The schedule must require that each building be tested at least once every five years. A school district must begin testing school buildings by July 1, 2018, and complete testing of all buildings that serve students within five years.

§ Subdivision 4. **Ten-year facilities plan.** A school district may include lead testing and remediation as a part of its ten-year facilities plan under section [123B.595](#).

§ Subdivision 5. **Reporting.** A school district that has tested its buildings for the presence of lead shall make the results of the testing available to the public for review and must notify parents of the availability of the information.

This new legislation required both the Minnesota Department of Health (MDH) and the Minnesota Department of Education (MDE) to work together to develop a model plan for school districts and charter schools to accurately and efficiently test for the presence of lead in water in public school buildings serving students in prekindergarten through grade 12. Both state departments have been working collaboratively the past several months to finalize this guidance for timely reference prior to the July 1, 2018 statutory deadline. As authorized by statute, the plan is based upon the current standards established by the Environmental Protection Agency (EPA).

Schools may implement the model plan developed by MDH and MDE or adopt an alternative plan to accurately and efficiently test for lead in water.

As outlined in subdivision 4, school districts may include lead testing and remediation as a part of its ten-year Long-Term Facilities Maintenance (LTFM) plan under Minnesota Statutes, section 123B.595. Charter schools are not required to submit a ten-year facilities plan but do receive LTFM revenue to be used for any school purpose (Minn. Stat. § 123B.595, subd. 10(b)). Although lead testing is mandatory, remediation is currently not mandatory. If the school chooses to replace lead tainted fixtures, etc. LTFM dollars may be used for this purpose.

In addition to the "Reducing Lead in Drinking Water" guidance, MDH and MDE are currently finalizing a training schedule for schools as well as other resource/tool-kit material. Upon completion and release of the final guidance, training schedule and resource information, MDE will notify schools through the MDE Superintendent's Mailing and Business Manager's ListServ.

For questions about "Lead in School Drinking Water Testing and Remediation", please contact [Sarah C. Miller](#) (MDE) at 657-582-8370 or [Anna Schliep](#) (MDH) at 651-201-4667.



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## MASMS July 2018 Boot Camp SIGN UP EARLY IT WILL FILL FAST!

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; break for both days.)

**Boot Camp Information:** The MASMS Boot Camp is specifically designed to provide training for facility professionals. The training will be of great value for newly employed facilities managers or seasoned veterans.

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

Contact the MASMS Office for More Information!

Below is a note from Mike Veeck that he wanted to share with the MASMS folks.

*MASMS, I am truly honored to have been selected to deliver the keynote at your State Meeting. I hope you were able to take a few things from my Fun Is Good message and make some immediate changes at your workplace to have more fun and find success in all you do! Best of luck to all of you on your continued success in 2018 and if you ever want to get in touch, give me a shout! [Mike@FunIsGoodTeam.com](mailto:Mike@FunIsGoodTeam.com) !*  
~ Mike Veeck

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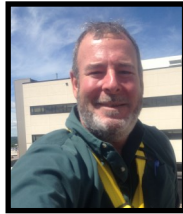
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## Vendor Corner

Mike Remington, Inspec  
MASMS Vendor Representative



## Tips for Public Speaking and Presentations Part 3

When you think about it, doing a presentation is similar to telling a story: they both have a beginning, middle, and end. I believe that it helps to focus on the “story” when you are preparing a presentation, for several reasons.

Stories tend to have a logical sequence that is easy to follow and understand. You should strive to have your presentation follow a logical sequence as it is not only easier for your audience to follow and understand but it will also be easier for you too. Just like a story, your presentation should have a short introduction that introduces the major points and information you are going to cover, then the “body” of the story/presentation that covers all the information, and then a conclusion that summarizes and resolves the main points in the story.

Stories are easier to remember. Most of us (unless we have small children or grandchildren) haven’t read “Goldilocks and the Three Bears” or “Three Little Pigs” for decades yet we can all remember the stories themselves quite clearly. Primitive man used stories to pass along history and land routes to future generations, partially because they are easier to remember than lists of information. When doing a presentation, if you can set it up like a story and remember it like a story it will be much easier for you to do the presentation and remember the key points as well.

When doing a speech or presentation, remember that your “message” is much more important than the actual words you use to convey it. Too often, people prepare a script and then try to stick to it word-for-word. Don’t worry about which specific words you use, just try to convey your “story”. If several of us retold the classic story of “Goldilocks and the Three Bears” every person would use significantly different words and sentences yet they would all be telling the same story effectively. The point is: focus more on getting your message across to your audience and don’t worry about using the perfect wording you hoped to use.

This article is the last of a three part series on tips for public speaking and presentations, hopefully you have found at least some of the information useful. Public speaking is known to be one of people’s greatest fears, but it isn’t really that difficult to do. The hard part is getting outside your comfort zone, dealing with some nerves probably, and being in the spotlight for a short while. The more presentations you do, the more comfortable you will get doing them and your skills will improve too, I promise that. Look for opportunities, MASMS provides a lot of opportunities to do educational presentations at the Fall Conference, State Meetings, and Chapter Meetings throughout the year!

Thanks, Mike



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## Legislative Update

*Randy Morris, MASMS Lobbyist*

### 2018 Legislature designates \$103m for School Safety initiatives

The 2018 Legislature allocated spending in three different bills for school safety initiatives. These include:

#### 1. Omnibus Finance Bill: SF 3656, Conference Committee Report, Article 46, Student and School Safety - **VETOED**

In the language you will see \$28m in spending and the provisions include:

- School Safety Assessments

- District updating of Facilities Plan by including school safety projects

- Add language to allowable uses of LTFM for school safety facility enhancements

- Adds public announcement systems, emergency communications devices, and other violence protection facility security equipment to general obligation bonding authority for districts.

- Adds new language and formula for Safe Schools revenue and levy

- Mental Health Grants

The appropriations section 9 is important as it identified where the money must be spent.

#### 2. Omnibus Tax Bill: HF 947, Conference Committee Report - **VETOED**

An education policy bill was turned into a vehicle for a second tax bill.

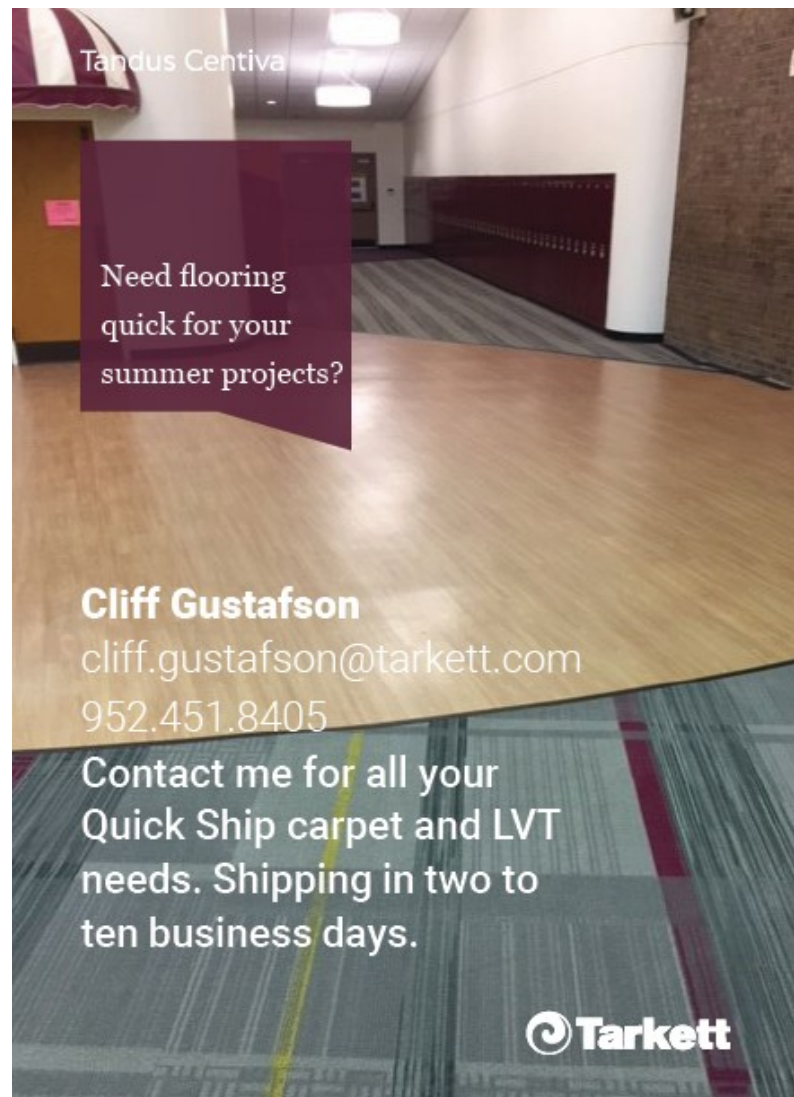
Article 1 of the bill provides additional revenue an flexibility to districts as a compromise to the Governor's request for \$138m in emergency school aid. Article 1 provides \$50m in new funding for Safe Schools initiatives.

#### 3. Bonding Bill: HF 4425

Under the Department of Education, there is \$25m appropriated for school safety facility grants. A school district can apply for a grant from the Commissioner who will consult with the Department of Public Safety and MN School Safety Center. The cap for each grant is \$500,000 and will be awarded on a first come, first served basis. At least half the grants must be awarded to districts outside of the 11 counties of the Minneapolis / St. Paul / Bloomington area.

There is general authority granted to districts to construct facilities including renovation and expansion.

At this writing, two days after the Session adjourned, prospects for each one of these bills were different. By the time this newsletter is read, it is very likely final action by the Governor on each of these bills will have taken place. The Omnibus Finance bill was vetoed this morning (5/23). The Tax Bill, which includes the new spending for school safety in Article 1, was also vetoed this morning. And finally, the Bonding bill passed with broad support and its prospects for passing into law look quite good.



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## The level of trust in your organization impacts the productivity.

When trust is low, so is morale and workplace satisfaction. Disengaged employees quit working, but keep showing up. Turnover among the most capable and competent workers increases. Productivity decreases.

In organizations where trust is high, you'll find growth stimulated by creativity, innovation, risk-taking and learning among employees at all levels. You'll notice higher levels of collaboration, a real commitment to partnership and win-win solutions and heightened loyalty to the company for the right reasons.

Where is your organization along the trust continuum? Are you a manager your team trusts or is that something that isn't viewed as important in your workplace? Acknowledged or not, it's affecting your team. Trust is a critical component of high performing teams.

If you're questioning the level of trust on your team, here's checklist you can use to make an informal assessment:

1. Is information shared openly?
2. Are mistakes tolerated and encouraged as a way of learning?
3. Does the culture spark creativity and innovation?
4. Are team members loyal enough to not speak negatively about others when they're not present?
5. Is straight-talk a practice?
6. Are open communication, transparency, collaboration and partnership unquestionable norms?
7. Is credit shared, contributions acknowledged?
8. Does the team address the real issues in the meeting, versus during meetings after the meeting?
9. Do people hold themselves and others accountable?

This checklist can provide a window into the levels of trust on your team.

### Fun Things to do on a Day in June

- Ice Cream Break on National Chocolate Ice Cream Day June 7th
- Flip Flops on June 16th (okay, maybe not at work).
- Attend MASMS Custodial, Grounds, Maintenance Days for education, networking & some fun!
- Serve Éclair's on National Éclair Day June 22nd.
- Hugs Hugs Hugs on Hug Day June 11th
- Don't forget Dad on Father's Day June 17th
- Fresh Pineapple anyone? Pineapple Day June 27th

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## Pictures from the Shakopee Public Schools landscape project that the \$1000 MASMS 2017 grant paid for!



Info on how to  
possibly have  
your school  
benefit from a  
MASMS \$1000  
grant is on page  
one of  
this newsletter!

### Open Letter to MASMS Members,

In case you were not aware, and with heavy heart we wish to inform you, that David Sheridan who represented our company in many MASMS related activities was involved in a boating accident and is presumed drowned. We wish his family and those who knew him our sincere sympathies.

David did a lot of our marketing and website duties as well.

David was an avid sailor and had his own sailboat business on Lake Pepin. We wish him well on his final journey.

There may be some of you who had ongoing interaction with David and we just want you to know that you can contact me and I will make sure that there will be someone to follow up or take care of any issues. We will do our best moving forward to maintain the relationships David has made over the last several years.

Sincerely,  
Rob Anderson, All Poolside Services

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## MN House of Representatives Statue Change

A bill for an act relating to local government; increasing the contract ranges in the Uniform 1.3 Municipal Contracting Law; amending Minnesota Statutes 2016, section 471.345, 1.4 subdivisions 3, 4. 1.5

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA: 1.6

Section 1. Minnesota Statutes 2016, section 471.345, subdivision 3, is amended to read: 1.7

Subd. 3. **Contracts over \$100,000-\$175,000.** If the amount of the contract is estimated 1.8 to exceed ~~\$100,000~~ \$175,000, sealed bids shall be solicited by public notice in the manner 1.9 and subject to the requirements of the law governing contracts by the particular municipality 1.10 or class thereof. With regard to repairs and maintenance of ditches, the provisions of section 1.11 103E.705, subdivisions 5, 6, and 7, apply. 1.12

Sec. 2. Minnesota Statutes 2016, section 471.345, subdivision 4, is amended to read: 1.13

Subd. 4. **Contracts exceeding \$25,000 but not \$100,000-\$175,000.** If the amount of 1.14 the contract is estimated to exceed \$25,000 but not to exceed ~~\$100,000~~ \$175,000, the contract 1.15 may be made either upon sealed bids or by direct negotiation, by obtaining two or more 1.16 quotations for the purchase or sale when possible, and without advertising for bids or 1.17 otherwise complying with the requirements of competitive bidding. All quotations obtained 1.18 shall be kept on file for a period of at least one year after receipt thereof. 1.19

Sec. 3. **EFFECTIVE DATE.** 1.20

Sections 1 and 2 are effective August 1, 2018, and apply to contracts entered into on or 1.21 after that date.



A collage of five vertical panels showing different floor maintenance services: 'Installations | Repairs' (wood planks), 'Annual Maintenance' (polishing machine), 'Sanding and Finishing' (sanding machine), 'Synthetics' (basketball court), and 'Gamelines | Artwork' (court with red graphics). The bottom section features the 'FLR SANDERS INC. SPORTS FLOOR EXPERTS' logo, contact information, and accreditation logos for AACER and MAPA.

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A large advertisement for Pavement Resources featuring a stylized road graphic and bold text. The company name is at the top, followed by the services 'Asphalt & Concrete', the address '13535 Johnson St. Ham Lake, MN 55304', the phone number '763-434-2828', and the website 'www.pavementresources.com'.

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**your  
input is  
needed!**

We are starting to schedule the dates for next year's MASMS Chapter Meetings.

**We are looking for  
YOUR input!**

What topics would you like to see presentations on? If you have ideas, please forward them to the MASMS office at [ruth@masms.org](mailto:ruth@masms.org).

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## 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.

## CHAPTER DIRECTORS:

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