



# Minnesota Educational Facility Management Professionals

# The Messenger

**FEBRUARY 2017 NEWSLETTER**

## The "Tool Box" for Educational Facility Management Professionals

### MASMS Day on the Hill ~ February 14th ~ 9:30 AM to 1:00 PM

New ~ the bus will stop at 3 places to pick up members.

No need to drive into the cities!

MASMS members will gather at the State Capitol for a "Mission Critical" Day at the Capitol. Members will receive an up-to-the-minute briefing on facilities issues and the new K-12 Finance Committee Chairs will be invited to address the group with their outlook and priorities for the Session.

This is the perfect time to meet with your new / returning Legislators and talk about the expertise MASMS offers as facility issues are debated. Lunch will be served on the return ride.

**Take the time to join your MASMS colleagues for this important event. We will have a bus that will stop multiple places for pickup and drop off, so we do not all have to drive to the State Capitol.**

**6:45 AM Pickup# 1:** St. Joseph MN, Park and Ride, I-94 & County Road #2, St. Joseph MN

**7:45 AM Pickup #2:** Elk River MN, Park and Ride, 171st Lane & Twin Lakes Road, Elk River MN

**8:45 AM Pickup #3:** Minneapolis Blvd Hotel, 2200 Freeway Blvd, Minneapolis MN (Coffee and Rolls available here.)

### 2017 Day on the Hill Guidelines ~ Meeting with your legislator.

#### Who is your legislator?

If you work in one district and live in another, you could meet with both.

**What if you can't get a meeting?** It's ok. Leave a copy of the one page document (we will provide that for you) and your business card with their staff. Listen and engage with legislators who are brought to the group.

**What to bring:** A business card and MASMS one-pager document to leave with the legislator.

**Pep talk:** The most important resource you are bringing is you. Elected officials come from many walks of life and can't be experts in everything. You know facilities and your schools. On this subject, you are the expert. Share your stories and observations, along with the main points provided.

#### Talking Points.

**Introduce yourself:** Name, position, where you work and the fact that you are there with MASMS. If you are a resident (aka voter) of that legislator's district, let them know that, as well.

**Explain MASMS:** We are a group of facility professionals who work in mostly public school. We share education, knowledge, experience and expertise with each other. We are a resource for information about school facilities.

**Express gratitude:** Tell your legislator you are happy that recent legislation has made a change to the school finance formula to help improve school facilities, as suggested by the 2014 Task Force, but more work is needed.

**Explain why school facilities are important:** Discuss generalities here, such as good indoor air quality improving test scores or get specific about important projects you have had to defer for years. If the recent changes provided your district with more facilities dollars explain how this has helped and how these dollars will continue to help.

**Explain what you want:** Explain that you want your legislators support for school facilities. MASMS supports house bill 149 to form another task force to look at the effects of recent formula changes and to keep facilities needs in the forefront.

**Future contact:** Again offer yourself and MASMS as a resource for anything regarding school facilities. Make sure you have left your business card and the MASMS informational one page.

### How do I contact my legislator's office to setup an appointment?

Go to <http://www.gis.leg.mn/iMaps/districts/> and type in your home address and / or the address of your school to see your legislators (note, we focus only on the top two individuals that come up - the State Representative and the State Senator). Call their office and determine whether you can see your legislator in the 10:30AM to 1PM time frame on February 14th. If not, stop by and drop off your card.

### MASMS Strategic Meeting

The MASMS Executive Board will be holding a strategic meeting in April. This planning session is held every 3 years. This year all chapter leadership and committee chairs are invited to the event.

At this session the outlook and direction for MASMS will be discussed and a general 3 year plan will be designed.

If you have suggestions and/or ideas you would like discussed as this planning session, please email them to the MASMS office.

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## Message from MASMS State President

### "Mission Critical" - Day on the Hill!

You've been hearing a lot about the 2017 MASMS Day on the Hill coming up on Tuesday, February 14. We're calling it "Mission Critical" because with the recent changes in Minnesota's political landscape, now is a critical time for us to introduce ourselves and MASMS to our legislators. We hope to have a large, strong, and diverse presence at the Capitol this year.

We are fighting for equitable and adequate facility funding, and we can help get our legislators the information they need to make good decisions for Minnesota's educational facilities and Minnesota's students. Whether you are a first year custodian or a veteran facility manager, you have stories and personal examples of ways insufficient school facility funds negatively impacts our districts, and your legislator needs to hear them.

And whether you are a first year custodian or a veteran facility manager, your personal connections with your legislators are equally important. You don't need to be an expert on facility finance to talk to your legislator about it; your personal stories, what you see and what you know is what counts!

I hope you will make every effort to be part of this event. The Legislative Committee has done a lot to make it as easy as possible: cheat sheets, handouts, hyperlinks, and folks who can help you connect with your legislators if you need it. You can contact any member of the Legislative Committee or me personally at any time if you have questions.

I hope to see you there!

Maureen Mullen, MASMS President



## NEW EDUCATIONAL MEMBERS

Douglas Miner, Elk River Schools  
Lee Setter, Minneapolis Schools  
Wade Nibbe, West Central Area Schools

## NEW BUSINESS MEMBERS

Rich Warner, Team Laboratory  
Chemical Corporation  
Marc Hartman, Team Laboratory  
Chemical Corporation  
Dennis Schell, Team Laboratory  
Chemical Corporation  
Don Kitterman, Supplyworks  
Tim Lesnar, Classic Marble Restoration  
Justin Horan, Servpro  
Jason Splett, Foster, Jacobs & Johnson Inc.  
Ryan Breitbach, Breibach Construction Co.  
Kirk Roessler, Larson Engineering, Inc.  
Tim Rasmussen, Scotts Lawn Care

## Vendor Corner

*Mike Remington, Inspec  
MASMS Vendor Representative*



### MASMS Business Members' Children Qualify for Scholarship Too

The Tom Robinson Scholarships provided by MASMS are open to sons and daughters of all MASMS dues paying members and life members who are graduating seniors and any eligible post-secondary student accepted into any post-secondary school in the U.S. The application forms and essays are typically due around mid-March and the awards, which usually range from \$500 to \$2000, are usually announced in early May.

The MASMS Scholarship Fund is named after Tom Robinson, a longtime employee with the Hopkins School District in the maintenance field. Tom was instrumental in writing software for the State Department of Energy, and was the Secretary-Treasurer of MASMS, as well as Chairman of the Conference Committee for many years. Both of my sons have been fortunate to receive MASMS Scholarships in the past and it had a huge positive impact on them, and I encourage you to consider having your children apply, it is a great program! More info can be found under the Resources tab on the MASMS web site.

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## 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.

### What does it mean to “take safety with you?”

It may mean something different for each of you. It could mean drive defensively and wear your seat belt. Or it could mean use fire-arms safely when hunting. Or use good safety practices at home, for example, wear suitable shoes when mowing the lawn; wear safety glasses while hammering nails; turn off a circuit breaker doing electrical work, and the list goes on and on.

### Think of safety as a lifestyle

We want everyone to make it a habit to think about safety during your workday, on your way home, while at home and even when you're on vacation. When you practice safety continuously, it becomes natural and part of everything you do. Your behaviors are based on safety. So, think about safety before you start any job or task. Be observant of risk factors and plan accordingly. Take extra time to help ensure an accident won't happen, especially when you are going to do something that's new to you or when the risk factors are highest. For example, when lighting the pilot light on your furnace, working on a ladder or lifting heavy objects. Even if you've done the task many times, like shoveling snow or mowing the grass, don't become complacent and forget to be mindful of the potential for sprains and strains or that you're dealing with a potentially dangerous piece of equipment.

### Think it through

Ask yourself these questions at work and home: What are the risk factors associated with what I'm about to do?

Do I know the safe way to do this job or task?

Do I really understand or do I need to think it through a bit more?

What personal protective equipment do I need? Is it adequate?

What tools and equipment do I need to do the job safely? Are they in good condition? Do I know how to use them?

Will my task involve risk to other people?

Maybe my co-workers, a family member or a friend? How can I ensure their safety too?

What if something happens unexpectedly?

Will I know how to respond?

What might cause me to consider taking a short-cut; and is it really worth the potential for serious injury? The answer is no!

Keep thinking safety

### How often should you think about safety?

Constantly! Safety is something you should automatically consider in everything you do. Are you at the place where your personal safety is of primary importance? And do you believe the safety of others is nothing to chance? If not, why not?



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February 21st—we start to gain 2 minutes of daylight each day!

Minnesota 2016 Fishing/Hunting Licenses Expire on February 28th.

## ***Why custodians deserve more respect.***

There are many unsung heroes in our society who do jobs for little or no thanks or recognition. Everyone knows to revere firemen and police officers, but one is hard pressed to find people who proudly voice their admiration or sincere respect for custodial staff. To be fair, contemplating the trials of being a custodian is not something that constantly crosses our minds.

There are standard job requirements for a custodian, such as mopping or sweeping and basic cleaning, but there are often also unnecessary tasks they must spend time on created by the people they are cleaning up after, which unfairly burden people who already work with little to no thanks given by those they are helping.

Custodial work is what seems a laundry list of time consuming and extraneous tasks. The custodial staff jobs are difficult and under appreciated.

Here is a good reminder to everyone else that works in the building - something you may want to pass on to the building staff!

For most showing the custodial staff the respect they deserve is surprisingly simple. Asking the custodian his or her name when you see them; stop for a quick chat about sports or

something on the news; spare 30 seconds out of your day to thank the person who makes sure the building you work in is clean and pleasant to be in. The custodians will likely thank you for it, and you will be able to go about your day knowing that you did a basic courtesy and made yourself all the better for it.

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### **Mark Your Calendars! MASMS Custodial Days**

Metro Chapter	June 14-15, 2017	Orono Schools
North/NW Chapter	June 20, 2017	Location TBA
Southern Chapter	June 22, 2017	Mankato Schools

## **Legislative Update:**

### **School Finance Task Force to Reopen**

MASMS members will recall the comprehensive report from the School Financing Task Force, which was released February 1, 2014. The report made 8 specific recommendations to change school facilities financing. The most significant - to establish a new, long-term facilities maintenance revenue program to replace alternative facilities, deferred maintenance and health and safety revenue programs was passed by the 2015 Legislature. The 2016 Legislative Session, in an election year, was short without additional issues of the report addressed.

The 2017 Legislature is vitally interested in the undone recommendations. Rep Dean Urdahl has introduced HF 149 which has bipartisan support; the bill would recreate the School Financing Committee by July 1, 2017 and the first meeting would be convened by August 1, 2017.

A final report is requested by January 1, 2018 and again on January 1, 2020.

The fine work of our three workgroup members in 2013 must be continued - thank you Joe Arthurs, Kevin Hildebrandt, and Heather Nosan. MASMS participation will be essential going forward.





**29 MASMS Members Completed MASMS Boot Camp on January 18-19, 2017.  
Congratulations on your accomplishment!**

## Looking for a Mentor?

Meet once a month with your MASMS Mentor or phone contact only or contact only when issues arise when you need some advice on, etc.

Contact the MASMS office at [ruth@masms.org](mailto:ruth@masms.org) if you would like to find a MASMS mentor!



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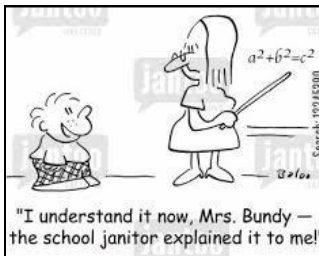
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## Wacky Ideas for February

Create a wacky celebration on a February day. You will be amazed on how it will improve the winter moods of employees!

- ⇒ February 3rd is "Wear Red Day"
- ⇒ February 6th is "Frozen Yogurt Day" ~ host a yogurt break!
- ⇒ Raining on February 10th? It's "Umbrella Day"
- ⇒ Spilled milk in the lunchroom? "Don't Cry Over Spilled Milk Day" is on February 11th!
- ⇒ Leave bags of colorful gumdrops for the staff—February 15th is National Gumdrops Day!
- ⇒ Random Acts of Kindness Day—February 17—might be a great day for some staff building, an idea ~ volunteer as a group at the local food shelf.
- ⇒ February 22nd is Margarita Day—maybe that one is best left for staff to celebrate at home!
- ⇒ International Polar Bear Day— February 27th!



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## Use Proper Body Language to Help Become a Better Listener.

*Someone is talking to you. You want them to know that you are listening. You know it's important to show concern, but perhaps you are distracted because you have so much to do. What can you do to help focus and show that you are listening? What body language cues show that you are listening? Improve your listening by following these tips.*

## Nod Your Head

You do not have to have a bobble toy head, just occasionally nod your head to show you are listening and empathetic with the speaker's message. An added bonus of nodding is that it releases endorphin-like chemicals into your bloodstream to make you feel good and feel more affable about the speaker. Be aware that women nod their heads whether they agree with the speaker's message or not. Men may think that you agree with the if you nod too much, so be careful not to give mere feedback, "I'm listening" nods if you disagree with what man is saying.

**Watch for next month's Listener Body Language Message!**



Valentine's Day, also called **Saint Valentine's Day** or the **Feast of Saint Valentine**, is an annual holiday celebrated on February 14th. It originated as a Western Christian liturgical feast day honoring one or more early saints named *Valentinus*, and is recognized as a significant cultural and commercial celebration in many regions around the world, although it is not a public holiday in any country.

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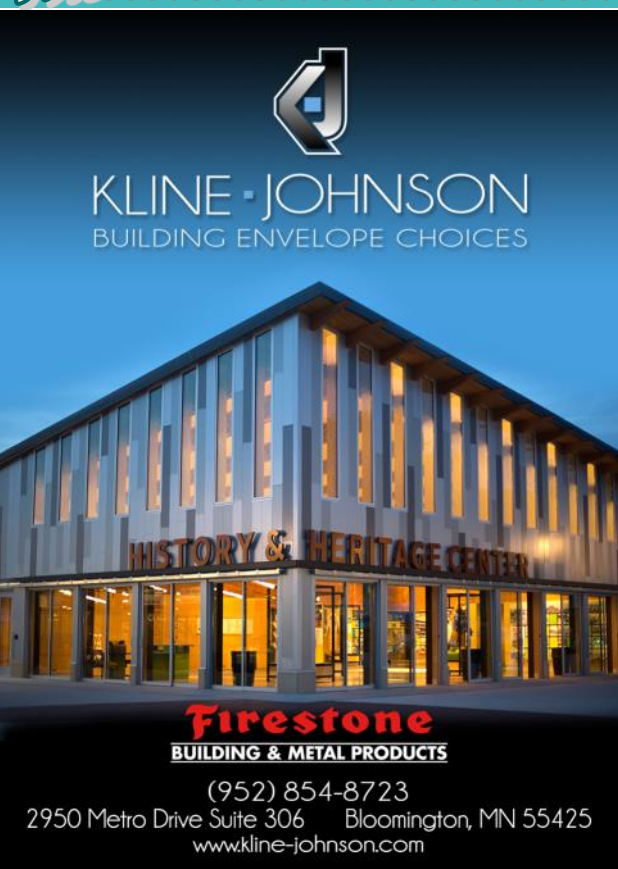
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### Mark Your Calendar!

February 14, 2017	Day on the Hill
February 15, 2017	So. Chapter Meeting
February 16, 2017	Northern Chapter Meeting – Brainerd
February 22, 2017	NW Chapter Meeting—Thief River Falls
March 14, 2017	Metro Chapter Meeting, Minneapolis
March 16, 2017	Northern Chapter Meeting – Brainerd
April 11, 2017	Metro Chapter Meeting, Minneapolis
April 19, 2017	So. Chapter Meeting
April 20, 2017	Northern Chapter Meeting – Brainerd
April 26, 2017	NW Chapter Meeting—Thief River Falls
May 9, 2017	State Meeting



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