



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

**Start the New Year Out Right! Plan to attend the MASMS January State Meeting**

**All MASMS Members are Invited to this State Wide MASMS Meeting!**

**New this year—extended educational sessions ~ watch your email for details.**

**Date:** Tuesday, January 10, 2017

**Location:** DoubleTree by Minneapolis North, 2200 Freeway Blvd, Minneapolis MN

**To Register for this meeting:** Go to the MASMS website: [www.masms.org](http://www.masms.org). Select "Member Login" (Top of the window); Enter your username (first initial and last name); Enter password "masms" (unless you changed it); Select "Meeting Registration" (left hand side of the window); Select the State Meeting; Enter your name and school/organization; Select the send button.

## MASMS January 2017 Boot Camp ~ SIGN UP EARLY ~ IT WILL FILL FAST!

Wednesday January 18th & Thursday January 19th, 2017 —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 for 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 Ruth at the MASMS office to register. Ruth @ [masms.org](mailto:masms.org) or 320-685-4585**

## CPS Class Scheduled for March 2017

We have a CPS class scheduled for March 7-8, 2017 at the DoubleTree Minneapolis North (right off I694 and Shingle Creek Parkway). 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 (if you are more than 1.5 hour drive away), breakfast and lunch both days! 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.**

**Instructor:** Maureen Mullen, MASMS CPS Certified Instructor (Rockford Public Schools)

**Date:** Tuesday March 7<sup>th</sup> & Wednesday March 8<sup>th</sup>, 2017

**Time:** 8:00 AM – 4:00 PM Both Days

**Location:** DoubleTree Hotel, 2200 Freeway Boulevard, Minneapolis MN

### **How to register:**

Email the MASMS office that you will be applying for this class ([ruth@masms.org](mailto: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 January 27, 2017** (at that date, it would give you about 5-6 weeks of study time).

The MASMS office will send out your study materials as soon as your application is received and approved! If you have any questions please contact the MASMS office at [ruth@masms.org](mailto:ruth@masms.org)

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# Vendor Corner

*Mike Remington, Inspec  
MASMS Vendor Representative*



## NOW IS A GREAT TIME FOR VENDORS TO SCHEDULE PRESENTATIONS AT CHAPTER MEETINGS

This is a great time of year to contact the Chapter President and Vice President and volunteer to provide an educational session at an upcoming Chapter Meeting. These educational sessions are a great way to give back to MASMS, and with four Chapters now, there is plenty of opportunity to do so. These sessions should be educational in nature and not a sales pitch. If you're interested, contact the Chapter leaders (their contact information can be found on the MASMS website), or always feel free to contact Ruth or me.

# WELCOME

## NEW EDUCATIONAL MEMBERS

Matthew Mosby, Edina Schools  
Scott Hippie, Edina Schools  
Daniel Tadych, Fertile Beltrami Schools  
Jo Mohlin, Shakopee Schools  
David Hollar, Shakopee Schools  
Jim Langevin, Lakeville Schools  
Douglas Hill, Minneapolis Public Schools

## NEW BUSINESS MEMBERS

Kim Vanderzee, Dynamic ITAD  
Larry Brown, Kline-Johnson  
Jeffrey Voeller, Trovehc Division 10, LLC



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# Attitude is Everything

## Stop Saying You Cannot!

When it comes to remembering names, most everyone says "I can remember everyone's face, but I cannot remember anyone's name". Here's a tip—quit saying that! First of all it's ridiculous—experts say on average we know about 1300 names (parents, children, friends, etc.) Obviously we can remember names. One key to remembering more of them is to stop saying you cannot. As with most activities in life, if we work at it, we will improve!

Handling pressure situations is much the same. How many of the negative statements do you hear—"I just can't make it happen", "I'm always in the wrong place at the wrong time", "I just can't do fractions", etc. To improve your ability to deal with pressure, quit saying negative things to your self. Just stop making internal negative statements. That is the first step to improving your performance in pressure situations.



## 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

### Lead in Water

Lead in water is the hot safety topic for schools in the state of Minnesota and around the country this year. In reality, it should be a focus in your buildings every 5 years.

The Minnesota Department of Education and the Minnesota Department of Health both recommend that the water from potable water sources (fixtures) in Minnesota school buildings be tested for lead every 5 years or after major construction/renovation occurs that impacts the domestic plumbing lines.

**This testing is fundable for Health and Safety funds under UFARS 349 (Hazardous Substance) and the replacement of fixtures also fundable under LTFM UFARS 381 (Plumbing).**

#### Health risks of Lead in Water

Children are especially susceptible to lead exposure because their bodies absorb these metals at higher rates than the average adult. Children younger than six are most at risk due to their rapid rate of growth. Exposure to high levels of lead can cause damage to the brain, red blood cells, and kidneys. Exposure to even low levels of lead can cause low IQ, hearing impairment, reduced attention span, and poor classroom performance.

Because children spend so much time in school and child care facilities and their bodies are developing rapidly, it is important to provide safe drinking water to avoid health problems linked to lead or copper exposure.

High lead levels in adults have been linked to increased blood-pressure. Pregnant women and their fetuses are especially vulnerable to lead exposure since lead can significantly harm the fetus, causing lower birth weight and slowing down normal mental and physical development.

#### Sources of Lead in Drinking Water

When lead is found in tap water it is typically due to leaching from internal plumbing materials. If the water is too corrosive, it can cause lead to leach out of the plumbing materials and enter the drinking water. The potential for leaching increases the longer the water is in contact with the plumbing components. School water supplies tend to have extended periods of no water use (e.g., overnight, weekends, holidays, summer) that increase the likelihood of elevated lead levels at the tap.

#### Where to sample?

Any outlet for potable water is a potential source of drinking water. Some outlets are regularly used by students and staff for drinking, cooking, or making coffee. Others, like a mop sink in a utility closet, may rarely be used for consumption.



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Continued on Page 4







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## Health & Safety—Lead in Water (Continued from Page 3)

With limited funds, prioritize sampling sites based on potential use and risk. Also, consider that actual use can change over time. For example, few may drink from an art room sink, but that room's use may change.

EPA recommends the following sites as high priority sites:

- Drinking fountains, both bubbler and water cooler style
- Kitchen sinks
- Classroom combination sinks and drinking fountains
- Home economic rooms sinks
- Teacher's lounge sink, nurse's office sink
- Classroom sinks in special education classrooms
- Any sink known to be or visibly used for consumption (for example, coffee maker or cups are nearby)

Never use hot water for drinking or cooking. Lead leaches more easily into hot water than into cold water. The water may also sit in contact with lead components in a hot water tanks. Consider conducting educational outreach to food preparation staff and appropriate teachers.

### Develop a sampling plan

A written sampling plan is highly recommended. It will clarify procedures for any personnel who are involved in the sampling program.

- Conduct a pre-sampling inspection.
- Identify each outlet that will be tested for lead.
- Check aerators for debris; clean if necessary.
- Make note of cooler make and model.
- Note any locations where electrical wires are grounded to water pipes.

Identify locations of recalled water coolers.

One solution to elevated lead counts in water is to change out fixtures, make sure to use the updated Reduction of Lead in Drinking Water Act compliant fixtures and not to grab non-compliant fixtures off the storage shelf or from the hardware store! The goal is to replace with "lead free" fixtures into the plumbing system.

Starting January 4, 2014, all faucets will be produced with no more than a weighted average of 0.25 percent lead with respect to the wetted surface.

The national standard for certifying plumbing fixtures "lead free" status is determined by the National Sanitary Foundation (NSF) - the standard is International Standard 61-Section 9. New faucets meeting the NSF 61 standard will have NSF 61/9 stamped on the new faucet's cardboard box. For more information on lead-free fixtures including catalogs and website directories, contact NSF at 1-800-NSF-MARK or [www.nsf.org](http://www.nsf.org).



**Everyday Strategies to Motivate** maintenance, custodial and housekeeping professionals. A new idea each month in this newsletter. These ideas come from discussions with these professionals.

## Communication

When people understand each other, they are more likely to work together with higher morale. High morale translates into smoother functioning with open channels of communication. In one example, a maintenance supervisor needed to improve communications between shifts. He set up inter-shift meetings to discuss all the issues affecting the workers. After a few meetings, workers began sharing information from their shifts. As a result of those meetings, when workers were finished their shifts, they would stay over a few minutes to bring the next person up to date.

com·mu·ni·ca·tion

[/kə,myoʊnə'kāSH(ə)n/]

the act or process of using words, sounds, signs, or behaviors to express or exchange information or to express your ideas, thoughts, feelings, etc., to someone else

**Fatal school fires remind us of sacrifice and progress:**

<http://www.firechief.com/2016/10/06/fatal-school-fires-remind-us-of-sacrifice-progress/#.WAAWQRI-HWA.email>

**Employment Opportunities:**  
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New postings weekly.

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## Lead in Water Program

Looking for guidance on developing or implementing a Lead in Water Program in your facility? The MDH has developed the following guidance document for your reference:

MDH link to the school document: *"Reducing lead in Drinking Water: A Technical Guidance for Minnesota's School and Child Care Facilities."*

<http://www.health.state.mn.us/divs/eh/water/schools/pbschoolguide.pdf>



## Toolbox Talks ~ Click here for Toolbox Talk Topics:

[www.masms.org](http://www.masms.org)

Click on Health & Safety Toolbox Talks on the left hand side of the window!

Personal Protective Equipment ~ Eye Protection

## Health & Safety Toolbox Talk Training Why It's Worth It!

Safety toolbox talks are less formal and shorter than safety meetings and training sessions, and they are designed to reinforce safety training and information on a particular topic. Without constant reminders about safety, employees tend to forget, get sloppy, take risks, and have accidents.

## Why Are Toolbox Talks Important?

Toolbox talks are a great refresher, and keep your employees abreast of changes in regulations, safety procedures, equipment, personal protective equipment (PPE), and job assignments and responsibilities.

## 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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## User 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.*

### Give Facial Feedback

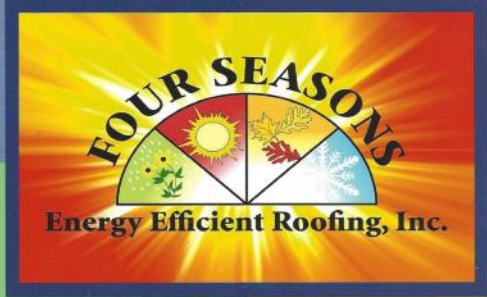
Let your nonverbal expressions show your emotional response to the message. Briefly match your facial expressions to theirs. It creates the same chemical reactions in your brain that body language shifts are creating in theirs and to a degree, you will actually feel what they are feeling and understand them more effectively.

If they are concerned, show understanding by focusing your eye contact on them, which may make your eye brows furl. If they are unhappy, frown and lower your eyes and nod your head. If they are mad, close and flatten out your lips like a sealed envelope.

Watch for next months Listener Body Language Message!



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## Legislative Issue for MASMS Members

### Legislature Reorganizes after the Elections

Following the November 8th General Election, the number of seats held by Democrats and Republicans in the Senate and House determine which party is in the majority. In mid-November, the majority party elects the Majority Leader in the Senate and the Speaker in the House. By Thanksgiving, leadership has developed the Committee Structure, the dates and times for Committee meetings, and the

has named the Chairs of the Committees. By mid-December, the Committee rosters with the full membership on Committees will be filled out. Session begins January 3rd and will run to May 22nd. Information on our Key Committee areas of focus - K-12 Finance - will be sent out when released by the Legislature.



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### Department of Education

### Long-Term Facilities Maintenance Aid

### Entitlement Report Released

The Minnesota Department of Education has released a LTFM Aid Entitlement Report along with a calculator. Members are encouraged to use the calculator, put in their district number and see their specific Aid Entitlement. The information is available from the DOE website here, see the top link "FY2017 Long-Term Facilities Maintenance Aid Entitlement Report" - <http://education.state.mn.us/MDE/dse/schfin/fac/ltfm/>.

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## **The assumption that purchases made by school districts are always tax exempt can be incorrect in certain cases.**

*Submitted by: Dave Bahr, Hiller Commercial Floors*

Purchases of materials to improve or update your school buildings can be either tax exempt or taxable depending on the structure of the transaction. Materials such as paint, floor covering, plumbing fixtures, drywall materials and dozens of other items can be purchased outright directly from the supplier or through a joint powers contract such National Joint Powers, Minnesota CO-OP or many State Contracts available to CPV members.

All materials purchased through these means are tax exempt in Minnesota. The district takes possession of these materials at the point of purchase and either installs it themselves or contracts separately for the installation. All liability for the product falls on the district who would negotiate with the seller for corrective action. A few districts use this method of purchasing and have few problems.

The more common method of purchasing involves obtaining competitive bids to do the work needed and these bids are to include the supply of all needed materials. In this case, the materials are NOT tax exempt but are subject to a Usage Tax that equals the State, city and county tax rates for the location the work is done. The Seller, in this case the contractor, must pay this tax on the wholesale cost of the materials. The amount is not separated as a line item in their quote or invoice but never the less must be included in their pricing. Some contractors are not aware of this and fail to include the Use Tax in their proposals placing them out of compliance with Minnesota Tax Rules. To help avoid this, districts should include a line in their requests for bids that "Use Tax must be included."

A final method of purchasing that is acceptable and takes advantage of the tax exempt status is to make a "Purchasing Agent Appointment." The requirements to appoint a "Purchasing Agent" are that the Contract is not a lump-sum Contract or similar Contract with a guaranteed maximum price and that the materials purchased will be used solely by the district. To be eligible, the district must advertise for separate bids of Materials and Labor. The district has the ability to accept either the Materials bid or Labor bid without accepting both. The district can accept both if they choose, but cannot be forced to accept both by the bidders. Lastly, and most importantly, separate PO's for Materials and Labor must be issued by the District.

The wording required to comply with this method can read fairly strong and I have attached a sample for your review. This wording is required by the State and the District must sign to use this purchasing method and include a copy of their ST3 (Sales Tax Exemption Certificate).

As with many things, very few things are easy.



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## Mark Your Calendar!

November 8, 2016 Metro Chapter Meeting, Minneapolis  
 November 17, 2016 Northern Chapter Meeting – Brainerd  
 December 13, 2016 Metro Chapter Meeting, Minneapolis  
 December 14, 2016 So. Chapter Meeting, Cabela's Owatonna  
 December 15, 2016 Northern Chapter Meeting – Brainerd

## MASMS OFFICE

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Feel like Minnesota is the only state focusing on schools for Lead in Water?

If you are interested, here are links to the spotlight around the country recently:

<http://www.11alive.com/news/local/holding-powerful-accountable/is-there-lead-in-your-childs-water/289605458>  
[https://www.washingtonpost.com/national/health-science/schools-around-the-country-find-lead-in-water-with-no-easy-answers/2016/07/03/b44240fe-37e3-11e6-a254-2b336e293a3c\\_story.html](https://www.washingtonpost.com/national/health-science/schools-around-the-country-find-lead-in-water-with-no-easy-answers/2016/07/03/b44240fe-37e3-11e6-a254-2b336e293a3c_story.html)  
[https://www.washingtonpost.com/local/education/promoted-by-flint-water-crisis-northern-va-schools-begin-testing-for-lead/2016/08/17/10f8152c-64a0-11e6-bc4e-23fc4d4d12b4\\_story.html](https://www.washingtonpost.com/local/education/promoted-by-flint-water-crisis-northern-va-schools-begin-testing-for-lead/2016/08/17/10f8152c-64a0-11e6-bc4e-23fc4d4d12b4_story.html)

[http://www.sltoday.com/news/local/education/report-details-lead-contamination-in-water-at-st-louis-schools/article\\_6e0bbeac-b273-58e7-8662-95281e175a3d.html](http://www.sltoday.com/news/local/education/report-details-lead-contamination-in-water-at-st-louis-schools/article_6e0bbeac-b273-58e7-8662-95281e175a3d.html)



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