



New Year!

New MASMS Opportunities

Mark Your 2024 Calendars!



March 5, 2024
Day on the Hill
MASMS
Legislative Boost

April 2024
Special Speaker
at all
MASMS Chapter
Meetings

May 2, 2024
Facility Tour of the
Xcel Energy Center,
focusing on
operations!

MASMS
Custodial,
Grounds &
Maintenance
Days

June 11, 2024 | West Area
Location TBA

Monthly
Chapter
Meetings

June 13, 2024 | Northern Area
Menahga ISD, Menahga, MN

June 18, 2024 | South Area
Lake Crystal ISD, Lake Crystal, MN

June 25 & 27, 2024 | Metro Area
Centennial ISD, Circle Pines, MN

October 2-4, 2024
MASMS
Conference &
Scholarship
Golf Event

*Many other events will be announced
throughout the year, as the year sails bye!*

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2023 Was a Great Year Of MASMS Opportunities

- 282 MASMS Education Members Attended the MASMS Conference
- 48 MASMS Education Members Attended the Conference for the 1st Time!
- 8 MASMS Education Members Completed the MASMS Certification Program
- 58 MASMS Education Members Attended Boot Camp
- 8 MASMS Education Members Completed the CPS Course

In 2023 MASMS Membership consisted of:

- 536 MASMS Education Members representing 211 school districts!
- 443 MASMS Business Members representing 249 companies!

MASMS Office Email:
office@masms.org



Message from the Board Wade Nibbe MASMS State Vice President



HAPPY NEW YEAR!! I have never been one to get overly excited about a New Year. Most of the time it is just another day. And like some other people, I mess up for a while when it comes to putting a date on things. Changing from 23 to 24 doesn't happen overnight.

When I look back and reflect on 23, and more specifically the MASMS activities, I am happy, as I am every year, to be a part of such an awesome organization! Last spring if you remember we had a keynote speaker at all of our April meetings around the state. How awesome was that! And per normal we had excellent attendance at our custodial days. We set attendance records for education AND business members at our fall conference! The committee is proactively working hard to make sure 24 is not only another good year, but always looking for ways to improve, grow, and make things better.

You recently should have received a survey. Make sure to take the time to fill that out and send it back to Ruth. All ideas are helpful, and we want to do all we can to provide opportunities and content that makes our great organization better.

We also plan to implement new strategies by having chapter officers reach out to members and non-members to remind and encourage attendance to our chapter meetings. If you know of anybody that is not yet a member, or someone that has not attended many meetings, personally reach out to and encourage them to attend!

And how can I not mention the weather!! Being a lifelong Minnesota resident, it is just normal to talk about it right? What a change from last winter is all I can say. I do not mind the snow, and for certain activities wish we had a little. But right now I am ok with what the weather has been thus far. Even if we have a "late spring" when I look at the calendar, April 1st is not far away! From a facility standpoint I can't help but be happy that we are saving money in snow removal cost, heating cost, salting, and the labor cost that go with these!

If you have not yet done so, be sure to get outside and enjoy the mild winter.

Best wishes to all of you, may 2024 be a good one!



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Vendor Corner



*Mike Remington, Inspec
MASMS Vendor Rep*

Slow is Fast

Let's start off the New Year with a simple math question: A bat and a ball cost \$1.10 in total. The bat cost \$1 more than the ball. How much does the ball cost?

If your answer was 10 cents, that's wrong but don't feel bad because most people come up with that answer! In today's world of internet and emails and text messages, etc., it seems there is increasing pressure to act quickly, respond quickly, even if there is no pressure to do so. It is difficult to force yourself to slow down a little bit and take time to think. Think about how long you took to think about the math question above before you came up with the answer, probably not very long even though there was no time limit or pressure to answer quickly!

The Special Forces community has a training mantra that goes: "Slow is smooth, smooth is fast, so slow is fast." When we rush things, our brain's prefrontal cortex, which is responsible for functions such as decision-making and problem-solving, becomes overloaded, resulting in errors or bad decisions. When we slow down instead, we allow our brains to fully engage in the task at hand and our decisions and effectiveness improve. By slowing down, we typically understand things better and, ultimately, move faster.

Consider making that a New Year's resolution: To slow down a little bit, resist the urge to respond immediately when that urgency is not required, and by slowing down you may actually become "faster" in 2024! We'll end this article with one more math question: There is a patch of lily pads in a lake, and every day that patch of lily pads doubles in size. If it takes 48 days for the lily pads to cover the entire lake, how long would it take for the lily pads to cover half the lake? You'll find by slowing down and thinking about it a little bit, the answer is pretty easy. If you rush yourself, many of you will come up with the incorrect answer.

Wishing you and your family a Happy New Year and prosperous 2024!



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The MASMS Northern Chapter has new officers!



Chapter President
Brad Neutz
Maple Lake ISD



Chapter Vice President
Darin Cherne
Grand Rapids ISD



Chapter Director
Mike Fredeen
Chisholm ISD



Chapter Secretary
Dave Fournier
Crosby-Ironton ISD

Welcome New Educational Members

Richard Pedersen, Albert Lea ISD

Jamie Harty, Albert Lea ISD

Kevin Peek, Albert Lea ISD

Mike England,

North St. Paul-Maplewood-Oakdale ISD

Alexandra Neff, Duluth ISD



Welcome New Business Members

Scott Harken, Howard Technology Solutions

Norm Autry, Davis Mechanical Systems, Inc.

Josiah Oliver, Homeplace Furnace

Dave Anderson,
Metropolitan Mechanical Contractors (MMC)

**Thank you to Karl Flier for holding the
Northern Chapter President's
position for over eight years!**

Committee Member Update

**Thank you to the following
members who volunteered to
fill the Membership and
Recognition Committee!**

Chris Wirz, St. Francis ISD
Terrence Zerwas, Big Lake ISD
Dave Bahr, Hiller Floors

**Thank you to
Kevin Johnson &
Kevin Hildebrandt
who headed up the
Membership and Recognition
Committee for 20+ years!
Thank you for your
commitment to MASMS.**



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A CONCERNING HEALTH AND SAFETY TREND

Amy Satterfield, IEA contributed to this message.

There have been a number of incidents in K-12 districts where an OSHA reportable situation was not reported in the required timeframe. Human Resources (HR) and Health and Safety (H&S) may have a lack of knowledge about the requirement or lack of communication between different departments. Injuries are typically reported to HR directly by the employee's supervisor or the Worker's Compensation company and must meet the following OSHA reporting requirements in certain situations:

- A fatality must be reported within 8 hours.
- An in-patient hospitalization, amputation, or eye loss must be reported within 24 hours.

New staff in **health and safety** and/or **human resources** roles, as well as **assumptions** that the Worker's Compensation agent will submit the reportable incident, seem to be at the root of the challenge. Your Worker's Compensation agent typically will not report to OSHA for you.

This month, you are encouraged everyone to **review and ensure there is clear communication and expectations** between HR and H&S regarding who will promptly report to OSHA when required.

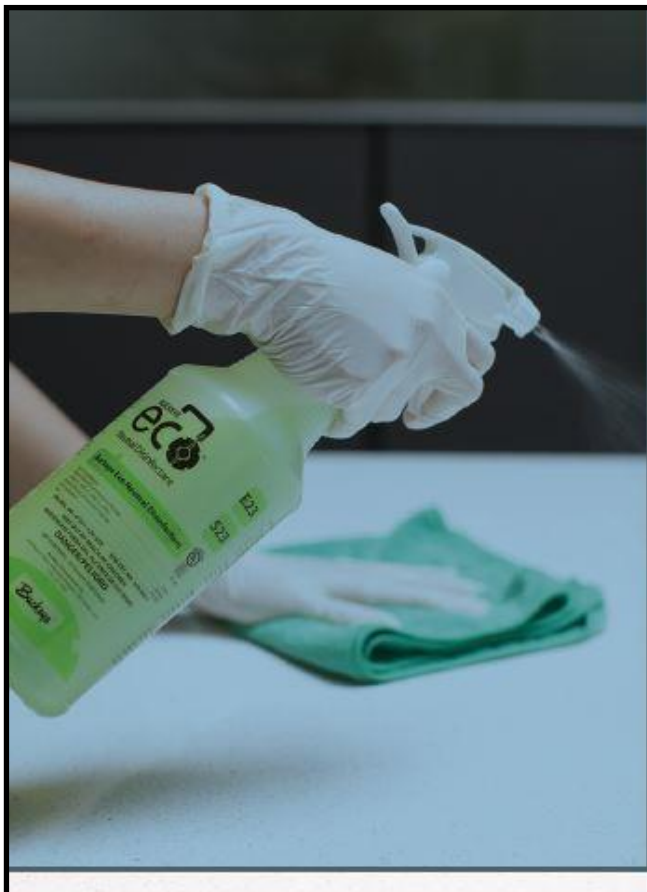
Keeping Your Employees Safe

Statistics show the majority of employee injuries happen within the first 6 months of employment.

The following is a summary of what your fellow MASMS members recommend you include in your hiring checklist to provide new employees a positive start to their employment and to best protect them as they start their careers in Educational Facility service:

- A job description which identifies their supervisor and their specific priorities, duties and expectations as well as a review of the goals and purpose of your department
- A walk through of their assigned areas and training on the equipment and chemicals they will use as well as physical dangers they should be aware of in that space
- Emergency procedures and contacts including armed intruder recommendations

Continued on Page 6



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A CONCERNING HEALTH AND SAFETY TREND *(Continued from Page 5)*

- Blood Borne Pathogen, Employee Right to Know and Safety Data Sheet training (at a minimum), back safety and ladder training
 - Safe clothing and footwear recommendations
 - An introduction to their co-workers and the non-work routines such as where to park, where to eat lunch/dinner/breaks, personal lockers, check emails/work orders (Take time to help them initially login to any school based computer programs using their passwords)
- Provide them with the employee handbook and the union handbook. Ask them to bring you two questions the next day.

These were the recommendations which were suggested regularly in our discussion and can be used as a review or in some cases, a starting point, in defining the process you want to use when onboarding new employees.

MASMS schools have good paying and secure jobs to offer members of our community. Getting a new employee started on a positive note helps them stay safe, shows they are important to you and the district and reinforces that they have chosen an employer who cares about them.

Monthly Health & Safety Tool Box Talks have MOVED to the 3rd Thursday of each month at 9:00 a.m.

Our monthly Health and Safety discussions will continue on January 18th via Zoom. Check your inbox for the Zoom link from Ruth the Monday or Tuesday before the talk. If you have questions or topics you'd appreciate getting other MASMS member's input on please email me and I will be sure to include it in our chat.

You don't need to wait for a Zoom meeting however! If you have questions you can contact me or any MASMS member at any time and support will be there. Remember you can send requests for input to Ruth also and she will send out a blast for all members to share their experiences with you.

I wish you all a Happy and Healthy New Year!!
Hours of sunlight are increasing! January is the SUNNIEST month of winter.

Marc Bachman MASMS Health and Safety Committee Chair
marc.woody.bachman@gmail.com



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EARNED SICK AND SAFE TIME



For additional details and information visit the Minnesota Department of Labor and Industry Website at: [Earned sick and safe time | Minnesota Department of Labor and Industry \(mn.gov\)](https://www.mn.gov/earned-sick-and-safe-time)

Effective Jan. 1, 2024, Minnesota's earned sick and safe time law requires employers to provide paid leave to employees who work in the state. Minnesota's current sick and safe leave law remains in effect until Dec. 31, 2023 and will be replaced by the new earned sick and safe time law on Jan. 1, 2024.

What is sick and safe time?

Sick and safe time is paid leave employers must provide to employees in Minnesota that can be used for certain reasons, including when an employee is sick, to care for a sick family member or to seek assistance if an employee or their family member has experienced domestic abuse, sexual assault or stalking.

Who is eligible for sick and safe time?

An employee is eligible for sick and safe time if they:
work at least 80 hours in a year for an employer in Minnesota; and are not an independent contractor.

Temporary and part-time employees are eligible for sick and safe time. Sick and safe time requirements will not apply to building and construction industry employees who are represented by a building and construction trades labor organization if a valid waiver of these requirements is provided in a collective bargaining agreement.

How much sick and safe time can employees earn?

An employee earns one hour of sick and safe time for every 30 hours worked and can earn a maximum of 48 hours each year unless the employer agrees to a higher amount.

At what rate must sick and safe time be paid?

Sick and safe time must be paid at the same hourly rate an employee earns when they are working.

Continued on Page 8



Find out all the answers to questions you see MASMS members post.

Go to www.masms.org and select the QUICKLINK labeled Questions and Answers From MASMS Members

EARNED SICK AND SAFE TIME *(Continued from Page 7)*

What can sick and safe time be used for?

Employees can use their earned sick and safe time for reasons such as:

- The employee's mental or physical illness, treatment or preventive care;
- A family member's mental or physical illness, treatment or preventive care;
- Absence due to domestic abuse, sexual assault or stalking of the employee or a family member;
- Closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency;
- When determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease.

Which family members are included?

Employees may use earned sick and safe time for the following family members:

1. Their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent);
2. Their spouse or registered domestic partner;
3. Their sibling, stepsibling or foster sibling;
4. Their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;
5. Their grandchild, foster grandchild or step-grandchild;
6. Their grandparent or step-grandparent;
7. A child of a sibling of the employee;
8. A sibling of the parents of the employee;
9. A child-in-law or sibling-in-law;
10. Any of the family members listed in 1 through 9 above of an employee's spouse or registered domestic partner;
11. Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship;
12. Up to one individual annually designated by the employee.

Continued on Page 9



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EARNED SICK AND SAFE TIME *(Continued from Page 8)*

What additional sick and safe time responsibilities do employers have?

In addition to providing their employees with one hour of paid leave for every 30 hours worked, up to at least 48 hours each year, employers are required to:

- Include the total number of earned sick and safe time hours available for use, as well as the total number of earned sick and safe time hours used, on earnings statements provided to employees at the end of each pay period;
- Provide employees with a notice by Jan. 1, 2024 — or at the start of employment, whichever is later — in English and in an employee’s primary language if that is not English, informing them about earned sick and safe time;
- Include a sick and safe time notice in the employee handbook, if the employer has an employee handbook.

The Minnesota Department of Labor and Industry has created a uniform employee notice that employers can use. It is in English and translated into 17 additional languages; employers can request additional languages.

Current sick and safe time local ordinances

Earned sick and safe time local ordinances already exist in the cities of Bloomington, Duluth, Minneapolis and St. Paul, Minnesota. When Minnesota’s statewide earned sick and safe time law goes into effect Jan. 1, 2024, employers must follow the ESST requirements most favorable to their employees.



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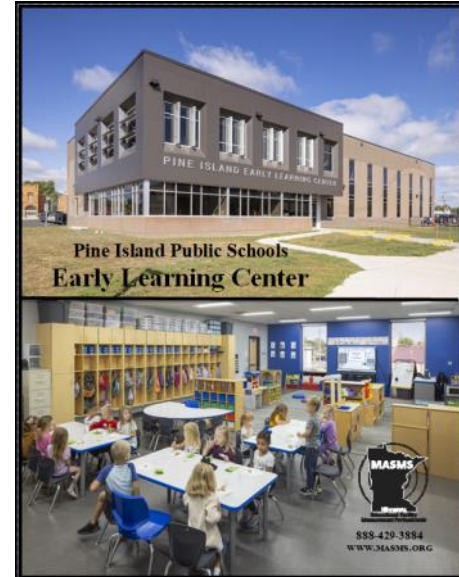
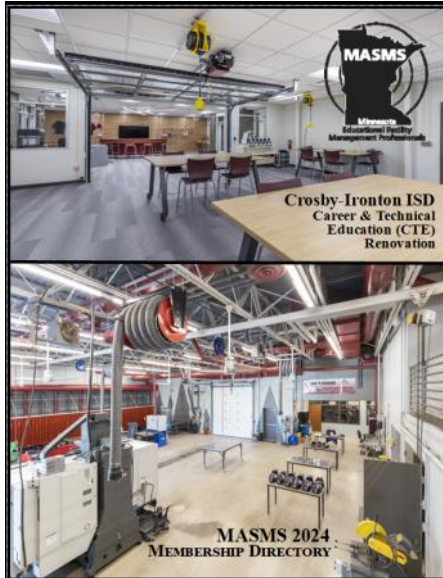
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The MASMS 2024 Printed Directory will be delivered to your mailbox soon!

Featured on the cover this year is the Crosby-Ironton Secondary School Career & Technical Education (CTE) Renovation. *Submitted by Widseth*

Featured on the back cover is the Pine Island ISD Early Learning Center. *Submitted by Wendel Architecture*



Thank you to all the companies that submitted ideas for the covers, we truly appreciate it.

Watch the MASMS newsletters, as the submissions that did not make it on the cover, will be highlighted throughout the year in the monthly newsletter.



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Required Recurring Activities

Dan Tranter from the State of MN provided us with the following information on recurring required activities.

School districts, yearly, need to review their IAQ plan and obtain school board adoption (not a specific date, depends when first version was adopted). For more information, see <https://www.health.state.mn.us/communities/environment/air/schools/plan.html>

Public and non-public schools, by September 15, must notify employees and parents/guardians about pesticide use on school property if certain pesticides are applied. For more : <https://www.health.state.mn.us/communities/environment/pesticide/schools.html>

There are some other recommended operations and maintenance activities that are described in our Example Preventive Maintenance Schedule, see first link above. License and other credentials are also renewed every 1-2 years but this may not be applicable to many schools.



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Health and Safety Annual Calendars

Looking for examples of an annual calendars of re-occurring health and safety issues?

Just go to the MASMS Website—we have members that have shared what they use.

Go to www.masms.org
Select "Resources" under the Quicklinks
Select "Health & Safety Articles/Presentations"
Look under:
Health and Safety Reoccurring Health and Safety Issues Calendars and Information

Or click here: <https://www.masms.org/page/2453>

Please let the MASMS office know if you are looking for specific information on a topic, or if you have information to share that you think may benefit other members.

We will find the information for you and/or share your information with other members!



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5 Reminders to Carry with Us into the New Year

Source: Operation Echo

1. Embrace the Journey, Not Just the Destination

As we set our sights on new horizons, it's easy to become fixated on the end goal. Whether it's a career milestone, a personal achievement, or a fitness target, remember that life is a journey, not a mere collection of destinations.

2. Cultivate Gratitude for the Present

Amidst the hustle and bustle of goal-setting, it's crucial to anchor ourselves in the present moment. Gratitude is the compass that points us towards contentment. *Take time daily to reflect on the blessings in your life, both big and small.* Gratitude fosters a positive mindset, enhancing your ability to navigate challenges.

3. Embody Resilience in the Face of Challenges

Challenges are inevitable, but how we respond to them defines our journey. Cultivate resilience as a core strength. Understand that setbacks are not roadblocks but opportunities for growth. With each challenge overcome, you emerge stronger, wiser, and more equipped to face the uncertainties that lie ahead. Embrace adversity as a catalyst for transformation.



The Changing Face of School Security

An Allegion Podcast

Paul Timm, Director of Education Safety for Allegion, is a board-certified Physical Security Professional (PSP), author of School Security: How to Build and Strengthen a School Safety Program, and a nationally acclaimed expert in physical security. He is also a member of PASS, CSC, ASIS International's School Safety & Security Council and IASBO (Illinois Association of School Business Officials) Risk Management Committee.

In this podcast, we highlight the changemakers in the K-12 industry—from school security coordinators and analysts to non-profit organizations and trusted advisors in the K-12 solutions space.

For more information on how you can use government funding to upgrade your building, contact your local Allegion office at 952-674-4940.

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Hosted by:
Paul Timm, PSP



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4. Nurture Authentic Connections

In the pursuit of personal goals, don't lose sight of the relationships that breathe life into your existence. Nourish connections with those who uplift and inspire you. Genuine human connections provide a support system that sustains you through the highs and lows. Make time for meaningful conversations.

5. Commit to Self-Compassion

As you strive for progress, remember to be kind to yourself. Self-compassion is the cornerstone of personal growth. Acknowledge your efforts, celebrate your victories, and forgive your imperfections. Treat yourself with the same warmth and understanding that you extend to others. In doing so, you create a nurturing environment for self-discovery and continuous evolution.



HAPPY
NEW YEAR

CONSTRUCTION HIGHLIGHT

New \$99 million High School in Owatonna Minnesota

Construction Manager: Kraus-Anderson
Designed by: Wold Architects and Engineers
Owatonna Schools: Bob Olson & Dale Mulder



3-story school also features new football stadium, athletic fields, tennis courts, gymnasium and auditorium

OWATONNA, Minn. (October 2023) -- Kraus-Anderson (KA) has completed construction on a new \$99 million high school located at 1455 18th Street SE in Owatonna, Minn. The project is part of a \$112 million district bond referendum, which voters passed in November 2019. Construction began in May of 2021.

Designed by Wold Architects and Engineers, the three-story, 317,000-square-foot high school, which will accommodate 1,600 students, includes new classrooms, state-of-the-art industrial arts labs and tech shop spaces, as well as an 825-seat auditorium and a large commons and cafeteria space in the center of the building.

Continued on Page 15

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CONSTRUCTION HIGHLIGHT *(Continued from page 14)*

Wold Architects and Engineers worked closely with Owatonna Public Schools and the community at large to design a High School with relevant learning environments to support the future of education. The new Owatonna High School is designed around the future of career exploration, via three Career Pathways. The building is designed to create small learning communities and to feature prominently in the commons of the building spaces in which hands-on learning will occur, including nursing, culinary arts, digital fabrication, science & engineering, yearbook/publications, and a digital studio. As a part of the design process, the District and Wold have collaborated extensively with business partners to design learning environments that promote experiences students will have when they leave high school. The end result is a building that is reflective of the values of the community, and of Owatonna's bright future.

Highlights include a main gymnasium and auxiliary gymnasium with walking track, a 3,451-seat football stadium, eight tennis courts, two grass multipurpose fields, two synthetic turf multipurpose fields (for soccer, lacrosse, football, baseball, softball and physical education), two softball fields, two baseball fields and a full track at the stadium.

Located on 90 acres with parking lots for 890 vehicles, the full site development also includes four storage buildings



Continued on Page 16



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- ◆ Centrifugal Chillers
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- ◆ Tube Cleaning
- ◆ System & Equipment Retrofits
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CONSTRUCTION HIGHLIGHT

(Continued from page 15)

“This state-of-the-art facility provides expanded opportunities for our students to explore career pathways and earn certifications, college credits and career credentials during high school,” said Jeff Elstad superintendent of Owatonna Public Schools. “Our collaborations with local businesses and post-secondary institutions ensure students are being educated and trained to fill the jobs needed by employers in this area.”

Construction is a combination of structural steel and precast concrete with an exterior facade comprised of brick and metal panels along with a substantial amount of glazing to bring abundant natural light into the building. The main curtain wall at the entrance to the building is 66 feet wide by 31 feet tall. Interior finishes include terrazzo flooring throughout the commons and fitness areas, prefinished interior panels in the auditorium, and numerous locations of tile, hardwood panels and metal panels covering the walls and column wraps.



HIGH DUST REMOVAL



Difficult Access **SPECIALISTS**

We specialize in quality, environmentally safe
DUST REMOVAL
for large commercial projects.

Plus Window Cleaning and Hard Water Spot Removal!

“Owatonna Public Schools has been a fantastic partner during the entire construction process where close communication and coordination was needed to meet all expectations,” said Michael Stenbeck, KA’s project manager. “It has been amazing to witness jaws drop as students and the community walk into the new facility. We are so proud to be a part of this project.”



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UPCOMING BOILER TRAINING OPPORTUNITIES

Northeast Service Cooperative
Mt. Iron, 5525 Emerald Avenue.

The Special class is April 17, 2024
and
the 1C, 2C, Chief C is June 26, 2024.

Links to register are here:
<https://www.eventbrite.com/o/iea-inc-53804864943>

This training is
provided by IEA, Inc.

If you know of any training that would be beneficial
to our members, please contact the MASMS office.
We will publish the information!

Contact: office@masms.org
(320) 685-4585

MASMS is accepting articles for the MASMS Newsletters.

We ask that articles submitted be generic in nature –
they can relate to products you provide, but not specific
to brands. Any mention of specific companies or brands
will be removed before use. Articles that pertain to spe-
cific issues in schools would be good.

If the article is used, you and your company will receive
the by-line on the article. Articles should not be more
than one page in length (if possible). Pictures are great.
Please try not to submit PDF files, as they need to be
converted, and that does not always work well!

LOOKING FOR JOB DESCRIPTIONS & INTERVIEW QUESTIONS? LOOK NO MORE !

Go to www.masms.org, Select "Resources"

Under "Quicklinks"

Select "Job Descriptions & Interview Questions"
We are always looking for more job descriptions and
interview questions. If you would like to share, please
contact the MASMS office!

Open Chapter Positions:

• Vendor Rep Northwest Chapter

Please contact the MASMS office for more
details on this position.

Please consider becoming more active in
your Chapter!

JOB POSTINGS Go to www.masms.org and
select the QUICKLINK labeled Job Postings Jobs are
posted daily for positions throughout the state.

MASMS Calendar

January 9, 2024	Metro Chapter Meeting
January 17, 2024	West Chapter Meeting
January 18, 2024	Northern Chapter Meeting
January 25, 2024	Southern Chapter Meeting
February 13, 2024	Metro Chapter Meeting
February 15, 2024	Northern Chapter Meeting
February 28, 2024	NW Chapter Meeting
February 22, 2024	Southern Chapter Meeting

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