

This annual event gives MASMS members an opportunity to meet with their legislators at the Minnesota State Capitol. Be an advocate for building and grounds and share the importance of our work.



This is the time to meet with your Legislators and talk about the expertise MASMS offers as facility issues are debated. The importance of meeting with your legislators on behalf of MASMS cannot be understated.

Members attending should schedule Legislator visits between 10:30AM – 1:30 PM
How to contact your legislator to setup a meeting? See information below!

Tuesday March 5, 2024 | 9:30 AM – 1:30 PM | Justice’s Dining Room, Minnesota State Capitol

- 9:30 AM | Organizational Meeting with coffee & rolls. We will review the MASMS platform and questions/information you want to share with your legislator.
- 10:30 AM | Members meet with their legislators (preset meetings) from 10:30am-1:30pm.
- 11:30 AM | Lunch will be served so members can stop back between appointments.

Transportation: Members that attend will drive to the capitol. When you sign up, parking instructions and maps will be provided. **We STRONGLY encourage carpooling.**

Setup an appointment with your Legislator. To make this event successful, members need to setup appointments with their legislator IN ADVANCE.
If you work in one district and live in another, you could meet with both of them.

Step 1:

Click here to find out who your legislators and their phone number.

Find Legislators: <https://www.gis.lcc.mn.gov/iMaps/districts/>

Most current phone numbers for your legislator: <https://www.leg.mn.gov/leg/legdir>

Step 2:

Call your legislator to setup an appointment on March 5, 2024 between 10:30am-1:30pm.

- Introduce yourself: name, position and where you work. If you are a resident of their district, let them know that too.
- State your purpose for wanting a meeting: That you will be there with MASMS, the Minnesota Association that represents K-12 Educational Facilities.
- You would like to briefly cover why funding for school facilities is so important and cover the MASMS 2024 school facilities platform.

Step 3: Email the MASMS Office after you make your appointments at office@masms.org. Email your name & phone number and the name of the legislator you are meeting with and time.

Attention: EDUCATIONAL MASMS MEMBERS
MASMS will pay for educational members mileage to the event and a hotel room for the night before (if drive is more than 2 hours).

**To have this covered,
you must setup appointments and meet with your legislators.**

Step 4 (MASMS Educational Members only):

After the event, email the MASMS office (office@masms.org) with the reimbursement Information to include the number of miles you drove for the event; parking fees; and if you were more than 2 hour drive from St. Paul, and you paid for a hotel room the night before, forward the amount of that hotel. Please state where you would like the reimbursement check sent to.

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MASMS Office Email:
office@masms.org

To make a Hotel Reservation Click here: [Radisson St. Paul Downtown](#)
Parking at Capitol Information Link: [Parking Info](#)





Message from the Board Seth Putz MASMS State Past President



Recent events in my life have made me stop and reflect on a few things. THE most important thing, and this is an easy one to forget, is that God is always number one. Second is always family and friends. In a new hustle and bustle, immediate gratification world, it is really easy to lose focus of one or both of these. The next one, and the one I want to talk about, is the workplace. This can really impact your quality of life.

I just recently had some conversations with my employees and found out, without knowing, what an impact I had in their lives. Some good and some bad. As a leader, you try to do the best you can to get everything done and keep everyone happy. This is sometimes a monumental task and not always possible. There were many days I didn't want to get out of bed to face the coming day because of the things I had to deal with. Sometimes it took a toll on my family. This attitude is very easy to carry to the workplace, and very contagious, without knowing it is happening. It is not a healthy way to live.

I have been fortunate enough to have had great mentors in my life to help guide me in my path. One thing that I learned early is that you don't have to go through things on your own. You have a team you can lean on to help you get through roadblocks. MASMS has been one of the best team members I have ever had. It has helped me grow as a leader and mature as a person also. The hard thing to remember when things seem impossible is that someone, somewhere, sometime has gone through this. Reach out and ask for guidance!

Another thing I was taught is to treat others as you would want to be treated. Sometimes, as we all know, this is not always possible. BUT, how you handle conflicts is the true test of time. As a leader, regardless of the situation, your actions will determine the outcome. It will also set the tone on how others will perceive you as a leader and as a person. This can make or break a career. I have always tried to treat everyone as adults and approached them as such. This can go along ways with people. Another thing I have tried to be is approachable and willing to be open to suggestions and change. This is another one of those difficult things to do, but the rewards are immeasurable.

I am fortunate to have a crew that is self-sufficient and trustworthy. It wasn't always that way. I have tried to be an example to treat every one of them as I wanted to be treated and now I have the strongest crew I have ever had the pleasure to work with. Everyone treats everyone with respect and is willing to help out each other regardless of the task. I can count on any of them at any time for anything, be it work or personal. This translates into an enjoyable and healthy workplace, which in turn creates a healthy life at home.

Just remember, you as a leader, can set the tone in the workplace. If there is a bad situation, don't be afraid to fix it! Trust the people around you and treat them with respect and as adults. Be willing to ask the question, "what is going on." Sometimes you find someone just needs an ear to hear. Listen to suggestions and ask for their input. Give them some ownership. You would be surprised how far that goes. I have been.

One question I keep asking myself is, "If I left, would things continue the same." If not, then I am not doing my job. Something to keep in mind.

Thank you for giving me your ear.



Vendor Corner



*Mike Remington, Inspec
MASMS Vendor Rep*

Why is Upskilling Important for You and Your Team?

Remember when the pandemic hit, and we all needed to start figuring out how to use "new" things like Zoom and Teams and all the other challenges related to working remotely? We were all forced into "Upskilling" ourselves – Upskilling is defined as someone undertaking learning to add additional abilities to their skill set. As technology and the workplace continually evolve, in order to stay effective and current you need to also continually try to learn new skills that are (or will be) required of you to succeed. Make sure you schedule time for yourself to add new skills or improve existing skills. These don't have to all be technology-related; think about ways you can improve your communication skills, develop your leadership skills, or build on your problem-solving abilities to upskill yourself personally!



We all know how hard it is to find qualified staff, recent surveys have shown nearly 60 percent of U.S. employers have job openings that stay vacant for 4 months or longer. Upskilling in the workplace involves promoting continuous learning and training opportunities for your employees. Successful and effective upskilling not only results in a better trained and more capable staff, but it can also enhance employee satisfaction and performance. The most valuable employees a company can have are those that can do more than one thing well, they seem to be able to handle nearly any assignment or challenge and have the skills to pull it off.

Throughout 2024 try to look for opportunities to upskill yourself and also your team! Take the time to continually improve yourself and your staff by adding skills so that you and your team are better prepared for future challenges. MASMS offers many great training and educational opportunities for its members throughout the year, make sure to take advantage of them!



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Welcome New Educational Members

Ben Evans, Badger ISD

Jeff Liestman, Mound Westonka ISD

Matthew Kasowicz,
Parnassus Preparatory School



Welcome New Business Members

John Marshall, Concrete Treatments, Inc.

Sam Csizmadia, Kibble Equipment

Scott Peitz, Musco Sports Lighting

Frank Peyraud, Columbia Window
Film & Graphics LLC

Michael Magolan,
Mean Green Mowers– Generac

Brandon Punt
HOH Water Technology

Dustin Guinn
Dustys Drain Cleaning dba
North Anoka Plumbing

Tayler Guinn
Dustys Drain Cleaning dba
North Anoka Plumbing

Brandon Hagen
Spartan Surfaces



MASMS FACEBOOK PAGE

MASMS has a Facebook page that will be updated with upcoming events.

Please feel free to share good things about MASMS on this page!

To follow and like the page just click here:

www.facebook.com/MASMSmn



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Maintain a Safe Facility Outside of Normal Operating Hours

When are our buildings NOT being used? As more games are added to MSHSL schedules, more sporting associations are created and pickleball leagues are being formed, our facilities are used 7 days a week at this point. What are you doing to ensure those using your buildings are provided the same safe usage and management as the students and staff are provided during the school day?

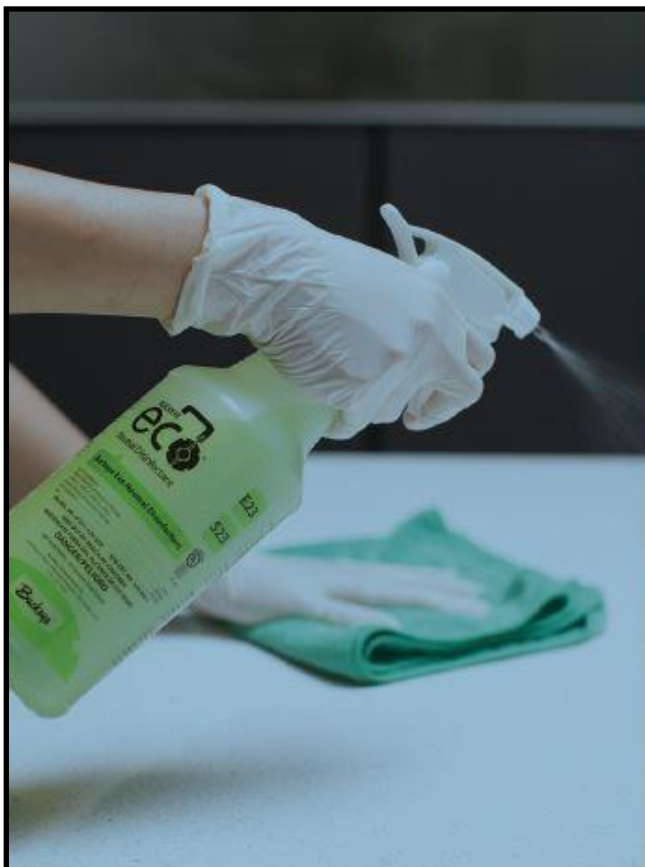
When hiring and training after hours site supervisors it is important that they have been trained similarly to your full-time custodial staff to operate your buildings. I see in larger metro school districts very organized plans which can be used as a template to train site supervisors. But in smaller districts, many of our experienced custodial staff have simply learned over time from their predecessors. How do we ensure that our site supervisors know and understand this same information? For that matter, what are you doing to ensure your full-time staff know how to address a fire alarm, tornado warning or armed intruder?

In order to ensure "non-events" continue to not happen, it is important to take time to create a checklist of operational procedures to train your site supervisors. It is important that the information you provide is "digestible" and manageable for staff who are not present in the building they are supervising on a day to day basis. Any instructions with more than one page front and back are difficult to navigate in an emergency.

Here is a list of items to consider including on a Site Supervisor Event Checklist:

- Emergency contact phone numbers including Head Custodian
- School name and address
- Primary access door numbers to share with emergency personnel
- Location of AEDs
- Safe clean up of Blood/Vomit procedures and location of disinfecting chemical
- Locations of storm shelters

Continued on Page 6



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Health & Safety | Maintain a Safe Facility Outside of Normal Operating Hours *(Continued from Page 5)*

- Fire Alarm/Fire procedures
- Active Shooter procedures
- Safe site preparation details - prevention of slips and falls is recommended
- Ensure all IAQ measures are operating properly
- Greet the manager of the outside group when they arrive
- Provide a radio for communication - cell phone service is lost during severe weather events
- Check in with manager of the group and their activity every 30 minutes
- Location of tool to shut off water to urinals/stools and sinks.
- Clean up and lock up procedures for the end of the event

All of this on a one pager!? The reality is, as our buildings are used more and more outside of school hours, our districts need to insist that users of the buildings include the real cost of providing a safe and seamless experience for our weekend users as we do for our students and staff. The days of just opening our doors for the community just simply don't exist anymore.

For support in creating an accepted and supported facility use policy I encourage you to talk with your business manager and school district insurance company. I also encourage you to join us February 15th at 9 a.m. to hear what districts around the state are doing to provide safe usage of their buildings during our February Health and Safety Tool Box Zoom

Wishing everyone a continued mild winter. (From the time I started this article all but 3 fish houses have been removed from the lake!)

Marc Bachman
MASMS Health and Safety Committee Chair



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YOUR SPORTS TURF SPECIALISTS

At the MASMS conference MASMS gives out many \$500 and \$1000 grants to schools, to be used for the Building and Ground Department.



Lake of the Woods ISD won one of the \$1000 grants at the October Conference.

Note from Seth Putz, Building and Ground Director at Lake of the Woods ISD:

"How awesome it was to receive the \$1000 dollar grant from the convention.

I thought long and hard on how to use the money. The real need I found was for warm coats for my staff when they have to go outside. I decided to get each of them a heavy winter coat.

They were so appreciative of them.

I can't express how much MASMS has done for me and my school.

Thank you!"

If your school received a grant, and if you can, please share how it was used! We will highlight it in the next newsletter! Just email the info to office@masms.org

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

MASMS will be awarding a school district 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 3rd, 2024 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 the MASMS office by June 1, 2024.

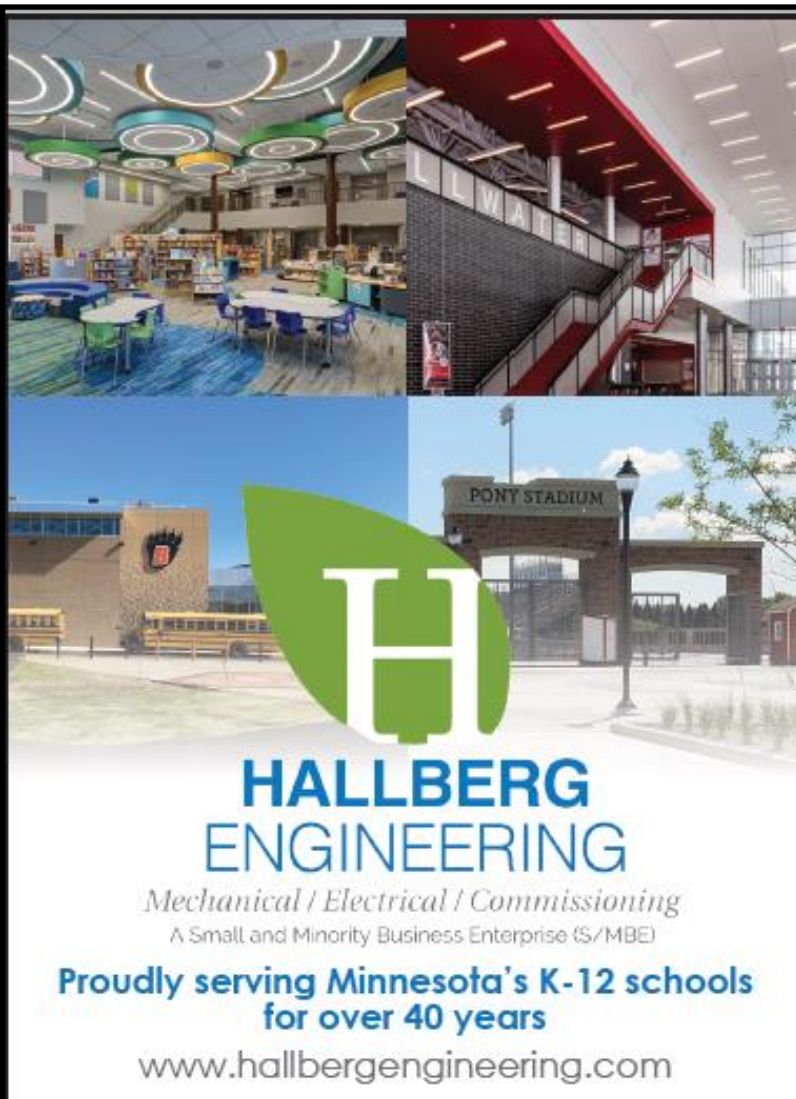
All applications are reviewed by the MASMS Executive Board and a winner will be chosen from the submissions.

MASMS suggests that you try and involve the students if you can. Some project ideas include landscaping (trees and/or shrubs), start/revitalize a nature center area, install a low maintenance garden, recycling and/or waste reduction, sponsoring a field trip (s) related to facility and/or grounds –building project

If you are interested in this opportunity please complete the following steps:

1. Identify the project—Provide MASMS with an overview of the project.
2. Provide MASMS with a timeline for the project.
3. Email this information to office@masms.org before June 1, 2024

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



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SCHOLARSHIPS

MASMS 2024 Scholarship Opportunity

This opportunity is open to all Educational and Business MASMS Members Children

The MASMS Scholarship Committee is accepting essays from sons and daughters of all dues-paying and life members (**educational and business members**) of MASMS who are high school seniors graduating in 2024 or are currently a post-secondary student attending a post secondary school in the United States.

The MASMS Tom Robinson Memorial Scholarship program is in memory of a long time employee with the Hopkins School District in the field of maintenance. He was instrumental in writing software for the State Department of Energy and served on multiple MASMS committees for many years.

HOW TO APPLY

All applications and essays will be submitted electronically using the link below. You will receive an email confirmation once you submit your application. When you click on the link, complete the application form and submit your essay by **April 1, 2024**. (You may also go to www.masms.org and select "2024 Student Scholarship")

Essay specifications:

- Maximum of two pages, type written, double spaced narrative.
- Financial need is not a consideration.
- This essay should NOT have your name on it, or any reference within its context that would identify the applicant or his/her MASMS parent. (We do not want the judges to know who the applicant is.)

Essay should contain:

- Personal data to include school, community activities in which you have participated during high school and/or post secondary (e.g. student government, music, sports, church work, volunteer work, etc.)
- Discussion of awards and honors you have received.
- Description of your work experience (without any reference to a business which may be owned by your parent). Include how long you have worked at each job and the number of hours worked per week.
- Discussion of your grade point average. While the committee will not base scholarship awards on the highest grade point average, they do feel that some discussion on this topic is appropriate.
- Your educational goals and aspirations.

All information will be reviewed by the MASMS scholarship Selection Committee. **Awards will be announced by letter in early May 2024.** Checks will be issued after proof of enrollment has been received.

SCHOLARSHIP AWARDS

The number of scholarships awarded will be based on available funds. Awards will range from \$250 to \$1500 per person. Each person may receive a lifetime limit of \$2000.

Applicants will need to have a google account to submit this form. Link: <https://forms.gle/fiAhHPdMCxjmhXsJA>

Please note: You must be a registered member of MASMS. Children of all business and educational members are eligible; grandchildren are NOT eligible.

If you have any questions, please email Scott Clemente at scott@servpro10278.com or the MASMS Office at office@masms.org



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Call for Proposals

MASMS 2024 Fall
Conference
October 3rd & 4th, 2024

MASMS is inviting proposals for educational breakout sessions for the 2024 MASMS Conference. We need to schedule over 35 educational sessions.

Education is a very important part of our conference each year. Assistance in delivering high quality educational sessions is truly appreciated.

- Specific topics that we are looking for are listed on page 10.
- We are open to topics that are not on the list.
- Presentations should be 50 minutes in length (including answer/question).
- Presentations must be product/vendor neutral. Endorsement of products/vendors must be avoided.

Continued on Page 10



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Call for Presentation Proposals *(Continued from Page 9)*

If you are selected you could be scheduled for either of the two days. If you cannot present on one of the specified dates, please indicate that. You will be notified by May 15th, 2024 if you are selected to present.

Conference dates:

Thursday October 3rd, 2024 & Friday October 4th, 2024

Location: St. Cloud MN Holiday Inn & Suites, St. Cloud MN

Submittals are due by March 15, 2024. Include this information and email to office@masms.org:

- Provide 100-word descriptor of the course.
- Provide a short professional bio of the presenter.

Specific topics the education committee is looking for:

- ♦ LTFM—deeper dive. Details on Fin Code allowables and non-allowables, combing LTFM with bond or capital project dollars; borrowing against future LTFM and debit service pros and cons.
- ♦ Health & Safety 101—Pay-as-you-go H & S parameters vs. other LTFM funds; allowables and non-allowables; using your ESCU's.
- ♦ Custodial performance expectations.
- ♦ Pavement/hard surfaces striping and signage, what is required for compliance; setting up to do it in house.
- ♦ Registered Un-Licensed Electricians—what skills and tools are needed; what work is allowed; reporting and licensing requirements; managing your district's program.
- ♦ Labor union issues.
- ♦ Geothermal systems.
- ♦ Advancements in cleaning.
- ♦ Mediation.
- ♦ Active listening.
- ♦ Info on glycol.
- ♦ Gym equipment—required inspections and maintenance for compliance; reporting and record keeping; in house repairs and effective maintenance.
- ♦ School finance—explanations from per-pupil units (PPU) to bonds to lease levy to taxation; funding streams and parameters on how they can be used (e.g. ComEd, Child Nutrition, SPED, Capital, Transportation, etc.)
- ♦ EV charging & electrification.
- ♦ Taking control of your data.
- ♦ Trends in CTE training, facilities & needs.
- ♦ Crisis planning.
- ♦ 2025 Minnesota performance requirements.
- ♦ Irrigation basics for your facilities
- ♦ Outside/Grounds Maintenance—irrigation repair, general mechanical and repairs.
- ♦ Leadership and management.
- ♦ Custodial and grounds emerging products.
- ♦ Staff motivation/staffing calculations.
- ♦ Proper cleaning procedures.

Educational Committee Chair:

Maureen Mullen | mmullen@plsas.org

Educational Committee Members:

Mat Miller | mathew.miller@olmstedcounty.gov

Jeff Arthurs | ArthursJ@District279.org

Margaret Bishop | mbishop@nexusolutions.com

Tracy Closson | TClosson@northfieldschools.org

Todd Lieser | todd.lieser@isd623.org


Chris Neil | chrisn@uhlco.com

Paul Hadden | phadden@plsas.org

Please contact the MASMS office with questions.
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36 MASMS Members Participated in MASMS Boot Camp on January 17th & 18th, 2024 Two great days with a great group! Our largest boot camp ever!



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MARK YOUR CALENDAR | MASMS Special Training at ALL April 2024 Chapter Meetings

It Takes 4 to Tango... People Are Not Difficult, They are Just Different Presenter: Candy Whirley

In **It Takes 4 To Tango!** Candy will take you through her 4 C's of Leadership which are the importance of **Confidence, Communication, Creativity** and **Change** in the workplace, the second meaning... you will go on a brilliant exploration of personality styles that will make you think, laugh, even dance...and recognize your true self and others.

This is NOT the Myers Briggs Personality Indicator or the DISC test or True Colors. This is an open and honest way for all the personalities to hear from one another about how to communicate better with each other, how to motivate each other and which personality type drives them the craziest and why...WITHOUT A TEST!

People leave understanding how to treat people like THEY want to be treated and recognize that people are not difficult, they are just different.

This program is being offered:

Tuesday, April 9, 2024 | Metro | Bloomington Mall of America, Parkview Meeting Room, 5204 Center Court, Bloomington, MN 55425

Wednesday, April 10, 2024 | South | Mankato South Central Service Coop, 2075 Lookout Dr, North Mankato, MN 56003

Tuesday, April 16, 2024 | West | Fergus Falls Lake Country Service Coop, 1001 E. Mount Faith Ave., Fergus Falls, Minnesota

Wednesday, April 17, 2024 | NW | Bemidji Hampton Inn, 1019 Paul Bunyan Drive, Bemidji, MN

Thursday, April 18, 2024 | North | Baxter Arrowood Lodge, 6967 Lake Forest Road, Baxter MN

Agenda at each location: 9:00 AM Registration and Coffee followed at 9:30 with the program by Candy Whirley
11:30 AM Discussion, networking & business meeting followed by lunch.

We ENCOURAGE you to bring your Staff & Superintendent to this event.
(They do not need to be MASMS members.)

To Register: Go to the MASMS website: www.masms.org;
Select "Member Login" (Top of the window) & Enter your username & password.
Select "Meeting Registration" Select the meeting to attend.
Enter your name and school/organization. Select the send button.

Please contact the MASMS office with questions and/or issues with registration. (office@masms.org OR 1-320-685-4585)

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- St. Patrick's Day Themed Break. Stock the break rooms with Shamrock Cookies green frosted donuts or muffins!
- Turn some classic Irish music on in the break areas.
- St. Patrick's Day Themed Lunch! Provide corn beef fixings for sandwiches, and have employees bring an Irish "potluck" dish to share. Irish stew anyone? Corn beef and cabbage anyone?
- St. Patrick's Day Themed Break with 4 Shamrock Cookies
- Dress up the break room—green table cloths with a few shamrocks laying around!
- Celebrate the "luck of the Irish" be leaving little treats around for your staff. Shamrock-shaped chocolates would be fun!



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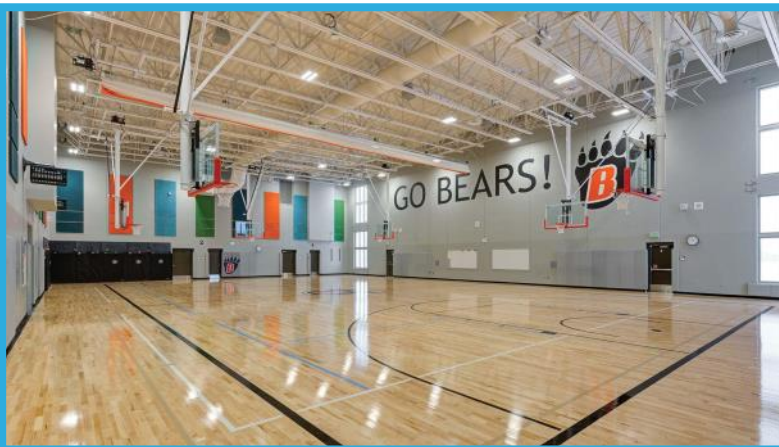
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We Need Your MASMS Photos & Videos!

MASMS is making a video about what we do and who we are! We are very excited, and plan to unveil the video at the conference in October.

If you are at MASMS meetings and events, please take pictures and videos and email them to the MASMS office. Or, check your phone, do you have some just sitting there already? Just email them to office@masms.org.

The more we have, the better the video will be.



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Chapter Summer Event

Each chapter may choose to hold a summer event. If the chapter decides to do so, the suggestion is to have a picnic type event.

Food and non-alcoholic beverages may be served.

Business members may bring beverages to share, of their choosing.

The MASMS office will help plan and book space for this event. MASMS provides the funds for this event.

If your chapter is looking at holding a summer event, please start to talk about it at your next meeting!

MESSAGE BOARD | MESSAGE BOARD | MESSAGE BOARD

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.

MASMS Training that will be offered this summer:

Info on these events will be out later,
however if you plan to attend you can get it on
your calendar!

Boot Camp July 17-18, 2024

CPS Class August 7-8, 2024

MARK YOUR CALANDER

MASMS will be hosting an Xcel Energy Tour
on Thursday May 2, 2024

This will be a full tour of the facility, heavy on the
operations side. It will include a tour,
question/answer session and lunch.
There will be no charge for MASMS Members.
Watch your email for details.

Open Chapter Positions:

- Vendor Rep Northwest Chapter
- President Northwest Chapter
- Secretary Northwest Chapter
- Director Northwest Chapter

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

Please consider becoming more active in
your Chapter!

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

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

| | |
|-------------------|---------------------------|
| February 13, 2024 | Metro Chapter Meeting |
| February 15, 2024 | Northern Chapter Meeting |
| February 28, 2024 | NW Chapter Meeting |
| February 22, 2024 | Southern Chapter Meeting |
| March 12, 2024 | Metro Chapter Meeting |
| March 20, 2024 | West Chapter Meeting |
| March 21, 2024 | North Chapter Meeting |
| March 28, 2024 | March Chapter Meeting |
| April 9, 2024 | Metro SPECIAL Meeting |
| April 10, 2024 | Southern SPECIAL Meeting |
| April 16, 2024 | West SPECIAL Meeting |
| April 17, 2024 | Northwest SPECIAL Meeting |
| April 18, 2024 | North SPECIAL Meeting |
| May 2 2024 | Xcel Energy Tour |

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