Great Way to Start Out 2020

Attend the Winter State Meeting | Tuesday January 14, 2020
Radisson, 2200 Freeway Blvd, Minneapolis, Minnesota

This Meeting is for All Members from All Chapters

8:30 Registration
9:00 Pick one of the following sessions:
   2. Building & Grounds Best Practices
10:00 Break
10:15 Pick one of the following sessions:
   1. IAQ ~ There are a variety of IAQ requirements for Minnesota schools.
   2. School Construction Projects: What to do when things go wrong (and how to protect against problems).
11:15 Lunch & Business Meeting
Noon Keynote: Beyond Grit, Cindra Kamphoff
   Overcome the Odds | Live with Purpose | Reach Your Ultimate Best

MASMS Boot Camp | Offered in July 2020

Dates & time: Wednesday July 22nd and Thursday July 23rd, 2020, 8:00 AM to 4:00 PM, dinner at 6:00 PM on Wednesday evening
Location: Holiday Inn, St. Cloud, MN
Cost: MASMS will cover the cost of this training, including hotel & meals.
Boot Camp Information: The MASMS Boot Camp is specifically designed to provide training for facility professionals.
The following topics will be covered:
   Custodial | Grounds | Maintenance Management | Security | Health & Safety | Transportation Standards | Best Practices | Training | Equipment | Management Tools | Inspections | Budgets | Staff Management & Development
Instructors: This course is taught by seasoned experienced facility staff from public schools. Mike Boland (ISD #622), Scott Hogen (Mankato Schools), Chis Pint (ISD#196) and Laura Masley (Elk River Schools), who have over 75 years of combined experience!

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Contact the MASMS Office to Register | ruth @ masms.org | 320-685-4585
Please indicate if you need a hotel reservation, and if so for one or two nights.

Happy New Year! Make the Most of Each and Every One of the 527,040 Minutes of 2020!
**Education…**

**Key to All of Our Futures!**

Hopefully you all had a great holiday season, and that everyone is surviving our early winter! Old Man Winter must have stubbed his toe…or something else must have got him all wound up!

I would like, once again, encourage everyone to take advantage of the awesome educational opportunities MASMS offers. Our jobs are evolving so rapidly that without ongoing education, I am not sure how anyone would be able to keep pace! There is not a better time to brush up on your skillset than right now.

Over the next several years, we will have a lot of Directors, Supervisors & Coordinators retiring…including the old-guy writing this column! Do you have the skills, training & certifications needed to step into one of these wonderful jobs? MASMS is here to help pave the way!

Here is a list of just a few of your educational opportunities!

January 14, 2020 ~ MASMS Winter State Meeting (Held in Minneapolis)
January 15, 2020 ~ West Chapter Meeting
January 16, 2020 ~ Northern Chapter Meeting
February 11, 2020 ~ Metro Chapter Meeting
February 19, 2020 ~ Southern Chapter Meeting

Chapter meetings are held every 4-6 weeks, please see our MASMS website for a complete listing: [https://www.masms.org/page/2524](https://www.masms.org/page/2524)

In addition to chapter meetings, every June, we put on Custodial, Maintenance & Grounds APPRECIATION DAYS in each chapter’s area. This is a chance for you & your staff to get away from the day to day grind and meet your counterparts from districts around the state. In addition to meeting & networking, there are tons of hour-long educational sessions on everything from boilers, grounds care, fire safety, custodial equipment care, HVAC & OSHA to name just a few. The day includes coffee & rolls, lunch, many chances to win some really nice prizes, and of course educational opportunities galore as mentioned above. Everyone feels better when they can make repairs or do things without having to ask for help, so please encourage your staff to attend. Those who have in past years love it! Schedule time away from the daily grind now so that you don’t miss this annual educational gem!

Lastly, improve your skill and qualifications even further by enrolling in our MASMS Facility Management Certification Program! For more information regarding this prestigious certification, please click here: [https://www.masms.org/sites/masms.portal.rschooltoday.com/files//certification_flyer_2012_two.pdf](https://www.masms.org/sites/masms.portal.rschooltoday.com/files//certification_flyer_2012_two.pdf)

In closing, MASMS is always looking for more and better ways to meet the needs of its members. Please let any board member know what we might consider adding, or improving so that we can continue to fill the “MASMS Toolbox” to help you become the best leader, or Future Leader possible!

Best wishes, and I hope to see you at our State Educational Meeting on January 14th!

Kevin

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**Another reason to make time for yourself and your staff to attend MASMS educational events and meetings:**

74% of employees believe ongoing training would help them trust their employer more, and a high-trust work environment helps employees perform at their best!
Tips for Starting a Safety Committee

Know where to start.
The first place to start is have management commitment. Management needs to be able to dedicate resources to the committee. Resources may not include financial support; it could be the ability to ensure an employee is able to step away from their work to go to the meetings.

Another good place to start is to check state and local rules regarding safety committees. Minnesota Statute 182.676 requires all employers of more than 25 employees to establish a safety committee and every employer of 25 or less if:
- The employer has a lost workday case incidence rate in the top 10% of all rates for employers in the same industry.
- Worker’s compensation premium classification assigned to the greatest portion of the payroll for the employer has pure premium rate as reported by the Workers’ Compensation Rating Association in the top 25% of premium rates for all classes.

State your purpose.
When building the committee document bylaws, responsibilities, procedures, and goals. The bylaws can include specific activities that will happen monthly, quarterly, or annually, and the person(s) responsible.

Get organized.
Lay down the groundwork and the expectations for the members. Know how the minutes will be recaptured and distributed. If there is no written documentation, it never happened.
Determine the length a member will serve on the committee. A steady stream of new ideas is ideal for a safety committee.

Choose members wisely.
Have an equal representation of workers and management. There should be participation from different departments, shifts or trades.

Plan ahead.
Determine the purpose(s) of each meeting. Decide which members could share knowledge about the meeting subject or if an expert should be invited to speak on the matter. Following an agenda will keep the meeting flowing and ensure tasks are completed. Keep time for employees to discuss specifics.

Stress accountability.
Safety committees benefit from having different voices in an organization present on topics. This creates an engaged safety committee. And an engaged safety committee will improve working conditions, safe work practices and safety programs.
Employee Morale | Start out 2020 With Some Fun at Work

No one is going to address employee morale for you. Remember to communicate regularly and provide just enough challenge to encourage growth without stressing out your team. When employees feel encouraged to do their best work, they can do so with confidence.

Tell a joke or two, and even schedule some casual one-on-ones to get to know your staff on a more personal level. All of these moves let your employees know that you’re a human being, not just a boss — and that you see them as more than just employees.

Have some fun!

NEW EDUCATIONAL MEMBERS
Lowell Fabian
St. Charles Schools

NEW BUSINESS MEMBERS
Zack Lasken
Fire Protection Equipment Company

Joe Holman, Insight Restoration

Looking for a Mentor? Options Include:
• Meet once a month with your MASMS Mentor
• Phone contact only — Contact only when issues arise or when you need advice.
Contact the MASMS office at ruth@masms.org if you would like to find a mentor!

"And then I realized adventures are the best way to learn."
-Unknown

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The “Tool Box” for Educational Facility Management Professionals
Vaping Detectors
Allowable School District or Charter School Cost under Long-Term Facilities Maintenance Revenue?

Long-Term Facilities Maintenance (LTFM) revenue is not allowable for vaping detector or sensor device purchases. Vaping detectors are considered an alert system which may include multiple detection sensors to detect vapor, smoke, sounds (decibel level analysis), Tetrahydrocannabinol (THC) oils, and other related measurements. Sound detection monitors anomalies that could indicate fighting, bullying, or even shots fired. These systems utilize software technology for school climate improvement (MDE School Climate webpage) and school safety solutions. Some detectors have the capability of connecting to facility security cameras with computer program monitoring.

All these system characteristics relate to 1) Safe Schools revenue which is different than 2) Health and Safety Capital Projects revenue (Minn. Stat. § 123B.57). Each revenue authority is governed by separate Minnesota Statutes and each statute lists distinct, allowable expenditures for separate purposes. The Safe Schools Levy proceeds may be used to pay for costs such as crime prevention, drug abuse, student and staff safety and violence prevention measures taken by the school district (Minn. Stat. § 126C.44, section (a)(5)). A similar statutory reference in the Health and Safety Capital Projects statute is “fire and life safety”. This should not be confused with “student and staff safety”. Fire and life safety is a fire code requirement and does not apply to vape detectors. According to the Minnesota State Fire Marshal office, there is currently nothing in future fire code regulations that would require vape detector purchases since it is not related to “fire and life safety”.

For Fiscal Year (FY) 2020, there are two safe schools revenue options:
1) Safe Schools Levy and 2) Safe School Supplemental Aid:
**Safe Schools Levy** (ongoing, levy authority FY 2020 and beyond) — Minnesota Statute, section 126C.44. Only school districts, not charter schools, have levy authority under this category. Currently, the maximum allowable levied amount is equal to $36 multiplied by the district’s adjusted pupil units (APU) for the school year. Levy proceeds must be reserved and used for funding authorized purposes. Many schools currently budget the majority of these levied dollars each year for allowable School Resource Officer (SRO) expenditures.

**FY 2020 Safe School Supplemental Aid** (new in FY 2020, aid authority FY 2020 only) — Schools have been allocated a one-time safe schools supplemental $30 million as outlined in the Superintendent’s Mail dated 10-03-19. Both school districts and charter schools must reserve these dollars and use for only purposes authorized in Minnesota Statutes, section 126C.44. Please reference the mailing for other safe schools supplemental aid requirements. You may find the one-time allocated safe schools supplemental aid per school on the MDE website under the Fiscal Year 2020 Safe Schools Supplemental Aid. This information is posted on the Funding Projections and Trends webpage which displays MDE information to include spreadsheets based on the current legislative sessions and forecasts.

For questions about other allowable LTFM project expenditures, please contact Sarah C. Miller at Sarah.C.Miller@state.mn.us or 651-582-8370.
Only One New Year’s Resolution This Year

Like most of us, over the years I have had many typical New Year’s resolutions such as eating better, losing weight, exercise more, etc. This year I have decided to only have one resolution but it’s an important one and I hope to do better with sticking with this resolution longer than I usually do with others in the past. To put it very simply: I am resolving to appreciate my life more.

It is way too easy to take things for granted, too easy to get upset at the smallest and most inconsequential of things many days. It’s too easy to lose sight of just how fortunate most of us are, what wonderful families and friends we have, being in good health, and life’s many other blessings.

I lost my 87 year old father in 2019, and right now a close friend and colleague of mine is battling for his life after being diagnosed only four months ago with cancer. Situations like these are “wake-up calls” and serve as a reminder that “we ain’t getting any younger” and at times like those we realize so many of the things that sometimes bother us really aren’t important at all and at the same time we take so many truly important things in our lives for granted. One of my business partners told me something years ago that I try to remember: “Don’t sweat the small stuff……and it’s ALL small stuff”.

If you haven’t come up with a New Year’s resolution yet, or maybe already failed at the one you did make, consider adopting this one – it seems easier and more doable than going on a diet!

Here’s wishing you and your family a Happy New Year and much happiness and success in 2020!
Make this the year that you send most of your team to MASMS Custodial Days!

Mark your calendar for the MASMS Custodial/Grounds/ Maintenance days:

Metro Area: June 17 or 18, 2020
Hastings, Minnesota

North/NW/West Area: June 23, 2020
Hill City, Minnesota

Southern Area: June 25, 2020
Mankato, Minnesota

Generations of Communication
The faces of tomorrow’s leaders is changing. 19-35 years of age are now the single largest generation in America. The way they communicate and process information is different than any other generation.

Important Points
• In 2020 1/3 of all adults will be millennials.
• Most will not measure success in terms of money, but by their ability to accomplish goals and make a difference.
• They will hail from a wide age and cultural range.
• Virtually they will have all grown up in an online and connected world, which means attention spans are shrinking and they tune out messages they do not connect with.
• They have grown up in a mobile world, where almost everything is available on-demand.
• They use three to five screens per day (on average) - smartphone, tablet, TV, desktop and laptop.

Connecting
As a result of growing up in a wireless world, their average attention span is eight seconds! Providing clear, concise and engaging messages as part of communication will be vital. Providing professional training and development programs and hands-on opportunities will be required.

The purpose of life, after all, is to live it, to taste experience to the utmost, to reach out eagerly and without fear for newer and richer experience!

—Eleanor Roosevelt

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The “Tool Box” for Educational Facility Management Professionals
10 Tips and Tricks to Become a Master of Microsoft Word

When it comes to word processing, Microsoft Word is the gold standard. More than one billion computer users rely on the program every day. That’s nearly one in seven people on the entire planet.

Even though so many consumers use Microsoft Word, not everyone knows how to maximize the capabilities of the program. Word is packed with a multitude of features that can help make the creation of documents, reports, and text files easier.

Below are 10 of our favorite shortcuts, tips, tricks, and timesavers to supercharge your use of Microsoft Word.

1. **Copy, paste, and cut with keyboard shortcuts.** Ask anyone who knows these shortcuts — *Ctrl + C* to copy, *Ctrl + V* to paste, and *Ctrl + X* to cut — and they will testify to their critical timesaving nature. Master these three basic commands and you’ll find yourself zooming through documents.

2. **Quickly zoom in or out to save eye strain.** Some people like to work in a Word window zoomed in to 150%, while others like to eliminate the need to scroll left and right or up and down by zooming out to 75% to see a document in its entirety. Either way, use the *Window > Zoom* button to choose the setting that works best for you — or look for the “100%” tab with a slider at bottom right of the document to easily zoom in or out.

3. **Delete entire words at a time.** This is an easy one you may not know about: instead of slowly pecking at the keyboard to delete text, or holding down *Backspace* to eliminate words or entire sentences press *Ctrl + Backspace* with the cursor placed after a word you want to erase a word at a time.

4. **Use Smart Lookup to search the Internet.** Anytime you highlight a word or phrase and right-click it, you’ll see “Smart Lookup,” which serves as a quick shortcut to browse the web — without slowing down to open a separate browser window.

5. **Remove unwanted formatting.** Trying to turn a document from an external source into something that works for you? Strange formatting can slow you down, so instead of trying to fix one thing at a time, press *Ctrl + Space* or click the *Clear All Formatting* button (in newer versions, an eraser on an A on the Home tab) to remove formatting from highlighted text and start fresh with your own style.

6. **Tell the program exactly what you want to do.** Most newer versions of Word include a handy “Tell me what you want to do” field at the top of the toolbar. Insert a word or phrase pertaining to any instruction and the program can quickly identify the command you’re looking for.

7. **Use multiple clicks to select chunks of copy.** Rather than employing the tedious drag and highlight method, you can use your mouse to select chunks of copy: double-click over a word to highlight it or triple-click to highlight an entire sentence or section.

8. **Quickly insert links into a document.** Similar to the copy / paste / cut commands, learning the keyboard shortcut for adding web links to a document — *Ctrl + K* — will save lots of time.

9. **Select the default font you want, not the default font Word wants you to use.** The best part about Microsoft Word is you can choose the default font — this command differs by version, but the most reliable way is to click *Format > Font*, select the attributes you want, and then click *Default*.

10. **Find any word you want quickly and easily.** Instead of using your mouse to navigate to the *Find* command, click *Ctrl + F* to either open the window in older versions of Word, or move the cursor automatically to the *Search in Document* menu that always appears in the toolbar in newer versions.
UPCOMING MASMS EVENTS

1/14/20  State Meeting
1/15/20  West Chapter Meeting
1/16/20  Northern Chapter Meeting
2/11/20  Metro Chapter Meeting
2/19/20  Southern Chapter Meeting
2/20/20  Northern Chapter Meeting
2/26/20  Northwest Chapter Meeting
3/10/20  Metro Chapter Meeting
3/18/20  West Chapter Meeting
3/19/20  Northern Chapter Meeting
4/14/20  Metro Chapter Meeting
4/15/20  Southern Chapter Meeting
4/16/20  Northern Chapter Meeting
4/22/20  Northwest Chapter Meeting
5/6/20  West Chapter Meeting
5/12/20  State Meeting
6/17/20  MASMS Metro Custodial Days
6/18/20  MASMS Metro Custodial Days
6/23/20  MASMS No/NW/West Custodial Day
6/25/20  MASMS Southern Custodial Day
9/30/20  MASMS Fall Scholarship Golf Event
10/1/20  MASMS Fall Conference
10/2/20  MASMS Fall Conference
10/21/20  MASMS Southern Chapter Meeting
10/28/20  MASMS Northwest Chapter Meeting
11/10/20  MASMS Metro Chapter Meeting
11/18/20  MASMS West Chapter Meeting
11/19/20  MASMS Northern Chapter Meeting
12/8/20  MASMS Metro Chapter Meeting

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Employment Opportunities: Check it out at www.masms.org
New postings weekly.

Every person can transform the world from one of monotony and drabness to one of excitement and adventure.
-Irving Wallace

The “Tool Box” for Educational Facility Management Professionals