MASMS and Minnesota’s Legislative Community

MASMS has made a lot of progress in the area of educational building and grounds with our legislative community over the past ten years. Last year Sam Walseth joined MASMS as our lobbyist. Sam is very active at the Capitol on our behalf. Over the next year, MASMS will be making a solid effort for our members to become a voice of knowledge to Sam and our legislators. They need to hear from you on what the legislative community needs to do to continue to help improve educational building and grounds.

Your legislators received the following platform from MASMS for 2020:

**MASMS 2020 Legislative Platform**

The Minnesota Educational Facilities Management Professionals Association (also known as MASMS) is a group of over 700 individuals in the area of facilities, grounds, health and safety operations for Minnesota K-12 and higher education. We are committed to promoting excellence in the operation and care of educational facilities. To meet our mission, MASMS has taken positions on the following legislative considerations:

**Long Term Facility Maintenance – Deferred Maintenance:**
MASMS supports lifting the funding cap on LTFM revenue. MASMS also supports indexing LTFM revenue to a percentage of the average funding level that the districts with Alternative Facilities authority have. MASMS supports the current allowable uses for LTFM revenue and opposes efforts to expand these allowable uses, which will diminish the revenue available to address deferred maintenance needs.

**Facility Improvements:**
In order to address facility needs that don’t align with the allowable uses of LTFM, MASMS supports additional funding mechanisms to help schools address issues such as: vaping detection systems, security cameras and safe entrances, energy efficiency, facility additions and improvements. To assist schools with addressing these needs MASMS supports:
- Increasing Safe Schools revenue to schools and cooperative educational entities
- Maintaining the Ag2School building bond property tax credit
- Increasing Debt Service Equalization
- The creation of a Facilities Improvement levy in accordance with recommendation #4 from the MDE 2014 School Facility Task Force report.

**Radon Testing:**
MASMS supports the legislative proposal contained in the 2019 House E-12 bill requiring schools to test for radon according to industry standards. Costs associated with radon testing can be covered through Health & Safety revenue already available to schools. Radon testing should not be a voluntary measure by school districts.

**Unclaimed Pharmaceuticals:**
MASMS supports the legislative proposal contained in the 2019 House E-12 omnibus bill related to unclaimed drugs or medications. This legislation makes it clear that school personnel are not allowed to transport unclaimed drugs or medications and that law enforcement is required to assist in these matters.

*The MASMS 2020 Legislative Platform was approved by the MASMS Executive Board on 1/14/20.*
Health & Safety  The MASMS Health & Safety Committee supplies information for this section. If you have a specific topic you would like to see covered, let the MASMS office know.

2020 State of safety

According to the results of S+H's 2019 Training Survey, common challenges to worker safety training include:

- Keeping workers engaged and focused
- Lack of support from leadership
- Time and budget constraints
- Training a multigenerational and multilingual workforce

THE LEGALIZATION OF MARIJUANA in multiple U.S. states creates challenges for worker safety:
An NSC survey of 500 employers shows that 81% are concerned about the drug having a negative impact on the workplace.
Greetings… As I write this article it is currently the last week of January and we have mild weather outside. Last year at this time we had 4 days of school that were cancelled due to extremely low temperatures and snowstorms. I don’t know about you……but I am thankful for this current mild weather.

This past year we brought on our new legislative lobbyist Sam Walseth, who is eager to expand his new role with us. Part of that role is for us to determine what we want him to do. The Executive Board and Sam created the 2020 Legislative Platform. In this document you will find areas of improvement for the LTFM funding that MASMS supports.

In the past we have sponsored the Day on The Hill in February, with only a handful of our school members attending. We are looking to modify this day and bring it back next February. We are seeking input from the membership as to what ideas you might have to make this day a better experience. Sam brings a lot of knowledge and connections to the table for us and we need to decide how to expand the agenda for that day so that we can engage more members. Feel free to email the MASMS office with your ideas on how to add some new ideas and energy to this event. Sam is eager to expand this event for us!

This summer’s Custodial Days schedule is as follows:

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Metro</td>
<td>Wed June 17 and Thurs 18th</td>
</tr>
<tr>
<td>North/NW/West</td>
<td>Tues June 23</td>
</tr>
<tr>
<td>Southern</td>
<td>Thurs June 25</td>
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<tr>
<td>Hastings Public Schools</td>
<td></td>
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<tr>
<td>Hill City Public Schools</td>
<td></td>
</tr>
<tr>
<td>Mankato Area Schools</td>
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Remember to sign up early for your chapter’s event and bring your staff. They really enjoy a break from summer cleaning and the entertainment the past few years has been a big hit with them.

The chapters are looking for presenters for these dates. We depend on our members to provide this training. Think of a topic that you would be interested in presenting on and put together an outline or PowerPoint for a session. Sessions are 50 minutes long with 5 minutes for questions. The attendees at these events are eager to learn. This is a great opportunity to give back to MASMS. I hope to see some new sessions at this year’s events.

Lastly, thanks to all of you who attended our State Meeting in January. I hope you enjoyed networking with your colleagues, our keynote speaker and the educational sessions. Your input on the session reviews helps us plan for future meetings.

*Smile, its free therapy.*  Don Hanson
Are heating and fuel costs eating up your Schools budget?
We at Ryan Company specialize in providing the latest boiler and heating system technologies that help bring down energy costs (up to 50%) and save you money!

Contact us today!
Phone #: 952-915-6475
Email: matt@ryancompanyinc.com

- New system installations
- Retrofits for existing systems & equipment
- Steam to hot water conversion
- Centerpoint and Xcel rebates available
- 100’s of boilers installed over the years in schools by Ryan

www.ryancompanyinc.com

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!

Educational Members
Rod Peterson, Wayzata Schools
Steve Snyder, Aitkin Schools
Dave Carlson, Hopkins Schools
Melissa Gallagher, Hopkins Schools
Mike Stewart, Eastern Carver County Schools
Henry Swaray, Eastern Carver County Schools
Mike Bortness, Eastern Carver County Schools
Dave Dutton, Eastern Carver County Schools
Roman Llaven, Eastern Carver County Schools
Brian Phillips, Eastern Carver County Schools
Mike Gustafson, Eastern Carver County Schools
Nick Salseg, Eastern Carver County Schools
Rich Carlson, Eastern Carver County Schools

Business Members
Mitch Harrison, JunkMasters
Dan Thorson, CFS Interiors & Flooring
Tanya Wheeler, Supreme Coatings & Supply
Sandy Serery, Miracle Method
Tim Matthewson, dormakaba
Jason Dombeck, Viking Electric
Travis Schultz, American Leak Detection
Jeff May, Designer Specialty Products
Tom Holm, BME Lab & Science
Michelle Hilger, BME Lab & Science
Matthew Cole, FIELDTURF

Now you can quickly find information on MASMS Monthly Meetings!
Location | Topics | Agendas
Go to www.masms.org and select the QUICKLINK labeled Monthly MASMS Chapter Meetings.

The “Tool Box” for Educational Facility Management Professionals
What is in an acronym?
When MASMS was incorporated the legal name was: "Minnesota Association of School Maintenance Supervisors"

In 2012 the Executive Board adopted a more professional name for our group. At that time the newly adopted name became: "Minnesota Educational Facility Management Professionals"

HOWEVER everyone knew the group as MASMS, so the acronym remained the same! This is why our official name does not match the acronym!

Now you know!

Statutes Relating to Contracting and Bidding
A school district entering into an agreement for the sale or purchase of supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property must abide by the statutes relating to contracting and bidding.

Here is the link to the statues:
https://www.revisor.mn.gov/statutes/cite/471.345

Please note: Some school districts have specific purchasing requirements or procedures that could differ from the statute.
Email Tips

Studies have shown that nearly 270 billion emails are sent daily around the world, they are obviously a commonly used form of communication and are here to stay. Here are some tips to consider related to emails:

First, think about whether an email is the best form of communication for what you are trying to accomplish. Emails are quick and easy, but there are still other options such as a phone call or a face to face visit with someone. Realize that emails are notorious for not effectively expressing emotion and often emails that are meant to be ‘neutral’ or even positive can many times come across as negative or antagonistic and they aren’t always the best option for some situations.

Don’t use “reply all” unless you really need to! For example, I am on some committees that have over 40 people included on emails. When someone sends one email telling everyone else when the next meeting is and to let them know if you will be attending you should consider only replying to the sender of the email and not use “reply all”. Think about it, if all 40 people all use “reply all” to respond to the first email telling everyone when the next meeting is that generates 1600 emails!

Be careful “forwarding” other people’s email that you receive! I have seen situations where someone forwards an email chain to someone “new” to the chain without realizing the email chain they just forwarded contained confidential information or, even worse, something negative about the person you just forwarded the email to!

With today’s legitimate concerns about viruses and scams related to emails, it is even more important to think about what you put in the “subject” line of an email. It should be concise but also accurately describe what the subject of your email is, and never leave the subject line blank.

We all obviously want to be clearly understood and also want to make a good impression. Hopefully these tips will help you achieve those goals!
MASMS Scholarship Applications are Now Being Accepted

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 2020 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. If you have any questions, please email Scott Clemente at: scott@servpro10278.com.

You will receive an email confirmation once you submit your application.

Complete the application form and submit your essay by April 15, 2020. Go to www.masms.org and select “2020 Student Scholarship” to submit your information or click on this link: https://forms.gle/SfPD3D2yMp9Sgm6Z7

Applicants will need to have a google account to submit this form.

All information will be reviewed by the MASMS scholarship Selection Committee. Awards will be announced by letter in early May 2020. 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.

Please note: You must be a registered member of MASMS; grandchildren are NOT eligible.

Karen Lee Virnig
Milliken & Company
Sr. Territory Manager
C 612-940-8731
Karen.Virnig@Milliken.com
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!

**Contact the MASMS Office to Register** | ruth@masms.org 320-685-4585
Please indicate if you need a hotel reservation, and number of nights.

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MASMS Custodial Days!

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

Watch for registration materials in March!
Top 10 Keyboard Shortcuts to Save Time in Excel

1. Arrow Keys
You’ve probably already figured out that the arrow keys will get you around your spreadsheet cell by cell. But what if you want to move faster? **CTRL+ARROWS** will let you leap to the edges of your current data set. If you’re in no-man’s-land, it will find you the edge of the next filled cell. **CTRL+SHIFT+ARROWS** will extend your current selection to the edges, and beyond if you tap again. If you need finer control, you can always use **SHIFT+ARROWS** to adjust your selection cell by cell.

2. Row and Column Select
For a quick select of an entire row or column, you can use these **SPACEBAR** modifiers. **CTRL+SPACEBAR** will select the column of your active cell. **SHIFT+SPACEBAR** will select the row of your active cell.

3. Tabbing Between Worksheets
What if you need to get between worksheets? **CTRL+PGUP** takes you to the next worksheet on the right. **CTRL+PGDN** takes you to the next worksheet on the left.

4. Set and Clear Borders
**CTRL+SHIFT+&** will add a complete (thin) border around your selected cells. **CTRL+SHIFT+_ (underscore)** will remove all the border formatting from your selected cells.

5. Quick-Format Cells
Instead of hunting through the master list of number formats, use these keys to activate the most popular ones. **CTRL+SHIFT+$** will set the Currency format. Example: $1,234.56 / ($1,234.56) **CTRL+SHIFT+!** will set the Number format. Example: 1,234.56 / -1,234.56 **CTRL+SHIFT+%** will set the Percentage format. Example: 123456% / -123456% **CTRL+SHIFT+~** will clear the format, giving you a clean, unformatted cell. Example: 1234.56 / -1234.56

Continued on Page 10
Top 10 Keyboard Shortcuts to Save Time in Excel (Continued from Page 9)

6. Formula Edit Mode and Reference Lookup
Sometimes you need to check in on a formula to make sure it is doing what you intended. With a cell selected, the formula box will show you the contents, but it won’t give you that helpful color context you get when you first enter the formula.

F2 will display the formula in the cell, and it will also helpfully highlight and color-code all the references.

7. Lock and Unlock Cell References
You probably know that putting $ signs before your Column letter and Row number will lock the cell reference in a formula, but a pain to go in and manually set absolute (locked) references.

F4 will cycle through all the combinations of locked and unlocked references when you are editing a formula in a cell.

8. One More Time!
Sometimes, when you’re inserting rows or formatting a cell, you need to do it multiple times in a row. This will save you a bit of time...

F4 or CTRL+Y will repeat your last action.

9. Paste Special
Whether you need to transpose selection or paste only formatting, the Paste Special menu is your best friend. It’s also a pain to get to unless you know this key combo.

CTRL+ALT+V will bring up the Paste Special dialog box.

These shortcuts are a great way to save time and speed your way around Excel, but what if you’re trying to do something that’s not listed? Almost everything that Excel can do is possible through keyboard shortcuts. This is the secret to finding them.

ALT will bring up Key Tips, which will show you the keyboard shortcuts for the menu system.

That way, you’ll know that pressing ALT+H+F+F activates the Format Painter. And pressing ALT+N+C opens up the Column Chart window. The possibilities are endless!

Happy typing!

Fred King, long time MASMS Member and Supporter passed away on January 9th, 2020.

Fred W. King, age 69, of Dayton, MN passed away January 9th, 2020 after his brief battle with cancer. Preceded in death by his loving parents Fred and Nancy King. Survived by wife, Kris; sons, Fred "Chip" (Missy) and Eric (Megan Kampstra); grandchildren, Emily King, Liliana King, Isabella Kampstra; mother-in-law, Pearl Whitfield; brothers and sisters Alice, Sue, John, Barb, Mary, Jim. Fred loved and valued his time with family and colleagues. At Fred’s request there was a private family service and a public Celebration of Life on his 70th birthday may be held in early May.
Vaping presentation from the January 2020 State Meeting resource links:

Youth Against Nicotine - Youth against vaping video

MDH School E-cigarette Toolkit – Sample curriculums, lesson plans, sample school policies, free posters, waste disposal, factsheets, youth cessation, etc..

American Lung Association Factsheets – The links to the factsheet pdfs are at the bottom of the page.

INDEPT Alternative Suspension Program - Instead of solely focusing on punitive measures, INDEPT is an interactive program that teaches students about nicotine dependence, establishing healthy alternatives and how to kick the unhealthy addiction that got them in trouble in the first place.

The Vape Talk – A conversation guide that includes the dangers, lingo and warning signs for youth e-cigarette use.

Don’t Blow It Anti-Vamping Campaign. Vaping video and materials for teachers.

1/14/2020 Presentation link

*The Public Health Law Center has published a blog post on federal T21 and the FDA’s limited flavored e-cigarette guidance. This blog post provides helpful talking points and clarity on recent federal action.
CALL FOR PRESENTATIONS

MASMS 2020 FALL CONFERENCE

MASMS is soliciting presentations and session speakers for the 2020 MASMS Conference. Education is a very important part of our conference each year and our member’s assistance in delivering these sessions is truly appreciated. We depend on our members, both Educational and Business, to share their knowledge at our conference through these educational sessions.

Conference dates: Thursday October 1st, 2020 & Friday October 2nd, 2020
Location:  St. Cloud MN Holiday Inn & Suites, St. Cloud Minnesota

If you are selected you could be scheduled for either of the two days. We ask that presentations fit into one of the modules listed below.

Submittals are due by March 13, 2020.

Presentations should be product and vendor neutral, and that the endorsements of certain products or vendors be avoided.

Instructions:
- Review the modules below and your ideas for presentations
- Presentations should be 50 minutes in length (including answer/question)
- Prepare a 100-word descriptor of the course Please include all requested information as listed below.
- Provide a short professional bio of the presenter
- Email this to Ruth@masms.org

Hiring Procedures  How to interview and be interviewed; roundtable “practice sessions on interviewing.

Custodial Operations:  Custodial Staffing Levels; Effective Hiring Procedures; Custodial Supervision & Evaluation; Product Equipment & Selection

Building Systems:  Boiler Operator Review; HVAC Maintenance; Energy Benchmarking; Lighting Building Automation Systems

Environmental Health & Safety:  Health & Safety; Indoor Air Quality; Playground Safety; Health & Safety Funding Basics; ADA Education; Crisis Planning

Maintenance Operations:  Building Envelope Maintenance; Roof Maintenance; Preventive Maintenance; Grounds Maintenance; MN Building Codes

Financial Management:  Capital Plan Development; School Finance 101; Life Cycle Cost Analysis; Public Relations Skills; MN Buildings Codes

Leadership:  Public Relations; Labor Negotiations; Bargaining Basics; How to Build Consensus; Public Relations Skills; Staff Development

Committee Members are:
Jim Leuer - leuerj@rockford.k12.mn.us
Mat Miller - miller.mathew@CO.OLMSTED.MN.US
Maureen Mullen - mmullen@priorlake-savage.k12.mn.us
Jeff Arthurs - ArthursJ@District279.org
Margaret Bishop - mbishop@nexusolutions.com
Tracy Closson - Tclosson@northfieldschools.org
Todd Lieser - todd.lieser@isd623.org
Cole Nelson, conelson1@rochester.k12.mn.us

We depend on our members, both Educational and Business, to share their knowledge at our conference through these educational sessions.

Employment Opportunities:  Check it out at
The “Tool Box” for Educational Facility Management Professionals