Importance of Employee Training:

1. **Untrained Employees = Unhappy Employees** ~ Employees who feel inadequate, underachieving, or unsupported are unhappy. They aren't satisfied in their work, which will cause them to underperform, make mistakes, and not care about their work.

2. **Untrained Workers Have a Low Production Value** ~ The quality of their work is lower than it could (or should) be.

3. **Untrained Workers Are Inefficient** ~ More time and effort is spent when employees aren't fully or properly trained to perform their tasks or to fulfill their responsibilities. It takes them longer to do the work.

4. **Lost Time/Money Due to Mistakes** ~ when untrained worker makes a mistake, the time and materials used are lost.

5. **An Increase in Miscellaneous Expenses** ~ These are more difficult to track or attribute to untrained workers, but they are there. That means it takes more time to fix the mistake, more materials, and more time re-checking the work. If it were done correctly the first time, these costs wouldn't be there.

Opportunity for Employee Training:

**MASMS Custodial/Grounds/Maintenance Appreciation Days**
Every June MASMS holds events to show appreciation for the custodial, grounds and maintenance staff from our schools. The day is filled with education, a trade show, networking, prizes, lunch and fun.

You and your staff are invited to participate. This is a great way to provide training and thank your Custodial, Maintenance & Grounds Staff! Just $25 a person! Registration Includes Lunch.

**Metro Area**  Wednesday June 13th & Thursday June 14th
White Bear Lake H.S. South Campus, 3551 McKnight Road, White Bear Lake, MN
*The same program presented each day, allowing schools different staff members each day!*

**Northern/Northwest/West Central Areas**
Tuesday June 19th ~ Grand Rapids High School, 800 Conifer Dr, Grand Rapids, MN

**Southern Area**  Thursday June 21st
Mankato East High School, 2600 Hoffman Road, Mankato MN

This is a great day for maintenance, custodial and grounds staff. Give yourself and your staff a day for learning new things & networking with peers!

To register go to www.masms.org, select “2018 Custodial Days”, or fill out the forms you received in the mail!
Great Educational Opportunities Ahead!

Hang in there everyone; winter will be out of here within months! Seriously, summer has to be just around the corner and we have a ton of great summer education just waiting for you! We have our annual Custodial-Maintenance & Grounds APPRECIATION DAYS coming up in June. This is a chance for your staff to get away from the day to day grind and meet others from districts around the state.

In addition to meeting others, 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, a comedian, 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! See page one of this newsletter for dates and locations.

Next week, on May 8th, we will have our State Meeting at CHS Field! In addition to two educational opportunities, we will also be offering tours of the field…sign-up today!

Coming this fall everyone will again have a chance to open their Tool-Box by attending our 39th annual State Conference to be held in St. Cloud on October 4th & 5th. This is no doubt one of the best educational conferences in the country with over 40 educational sessions to choose from one of the largest trade shows you will attend.

Another way to expand your skill set would be to take advantage of our Mentor Program. In this program, you will be paired with a seasoned school leader who has been in the trade for many years. A fantastic program to help new school leaders get their arms around the vast skillset required. At any level you might choose to participate, I can say first hand; you will get more out of it than you might expect.

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 possible!

Hope to see you at our State Meeting on May 8th. Enjoy Your Summer…when it gets here!

Kevin

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WELCOME EDUCATIONAL MEMBERS
Cameron Peterson,
Hastings Public Schools

WELCOME NEW BUSINESS MEMBERS
Corey Mogren, Mogren Aeration
Mitch Aker, Professional
Wireless Communications
Sean Sugden, EAPC
Russell Point, Russell Security Resource Inc.

MASMS State Meeting May 8, 2018
St. Paul Saints Securian Club at the CHS Field
Still Time to Sign Up!

- **Keynote Speaker** ~ Mike Veeck is a renowned speaker and owner of several successful minor-league baseball clubs and the business consulting firm, Fun Is Good.
- **CHS Field Tours** will be offered at 7:30am, 10:15am, 11:15am and 1:00pm. When you sign up, be sure to select a time slot if you would like to be part of a tour!
- **Two Educational Sessions and Networking**

**Agenda**
7:30 AM  Tour for 25
8:30 AM  Registration
9:00 AM  Keynote Speaker Mike Veeck
10:15 AM  EPS Investment in Solar Panels
11:15 AM  Hotwater Boiler Operations & Safety Checks
12:15 PM  Lunch

**How to Sign Up!** Go to [www.masms.org](http://www.masms.org); Select "Member Login". Enter username (first initial and last name); Enter password "masms" (unless you changed it). Select "Meeting Registration" (left hand side); Select the State Meeting. Enter your name & school/organization, and tour time selection if you want to do a tour. Select the send button.

**Parking Info** Options are Union Depot (214 4th Street E, St. Paul MN) at $10.00 per day and the Lowertown Ramp (316 Jackson St., St. Paul MN) at $9.00 per day.

**Hotel Info** We have a block of rooms reserved for the night of Monday May 7th at the Hyatt Place St. Paul Downtown. Address: 180 Kellogg Blvd E, St. Paul, MN. $119 per night. To make a reservation call 1-888-492-8847, block code is “G-MASM”. The hotel has valet parking services, $10.00 day rate, $22.00 overnight rate.

**Additional Questions?**
Just contact the MASMS Office!
Health & Safety Section

The MASMS Health & Safety Committee supplies information for this section each month. If you have a specific topic you would like to see covered, just let the MASMS office know.

"Reducing lead in Drinking Water: A Technical Guidance and Model Plan for Minnesota's Public Schools."

The MDH has released the new "Reducing lead in Drinking Water: A Technical Guidance and Model Plan for Minnesota's Public Schools." The document as well as a Toolkit of resources as well as Frequently Asked Questions are available at this link:

http://www.health.state.mn.us/divs/eh/water/schools/

Here is the MDH press release: http://www.health.state.mn.us/news/pressrel/2018/schoollead041618.html

Highlights of the New Lead in Water Statute for schools (Public and Charter):
By July 1, 2018 public school districts and charter schools must:

- Adopt the model plan developed by MDH and the Minnesota Department of Education (MDE) or develop and adopt an alternative plan. (see challenge alert below)
- Include a testing schedule for all buildings serving pre-kindergarten students and students in kindergarten through grade 12. Each drinking water tap or water source used in food preparation must be tested at minimum once every five years. Testing must begin by July 1, 2018, and complete testing of all buildings that serve students must be within five years.
- Make the test results available to the public to review and notify the parents of the availability of the information.

Challenge Alert
Statute 121A.335 Subd. 2. School plans.
By July 1, 2018, the board of each school district or charter school must adopt the commissioners’ model plan or develop and adopt an alternative plan to accurately and efficiently test for the presence of lead in water in school buildings serving prekindergarten students and students in kindergarten through grade 12.

Fun Things to do on a Day in May
- Eat What You Want Day—May 11th!
- Wear that great straw hat on May 15th, Straw Hat Day
- Find a Penny “Lucky Penny Day” May 23rd
- Do you know how to tap dance on May 25th, National Tap Dance Day.
- Memorial Day May 28th.
**MASMS July 2018 Boot Camp Sign up Early**

It will fill fast!

Wednesday July 25th and Thursday July 26th, 2018 — 8:00 AM to 4:00 PM
(Dinner 6:00 PM Wednesday evening) at the Holiday Inn, St. Cloud, MN.

**Cost:** MASMS will cover the cost of this training. This includes cost of class, hotel room Wednesday night (and Tuesday night if 1.5 hour drive), and all meals. (Meals include: Wednesday lunch and dinner; Thursday breakfast & lunch; break for both days.)

**Boot Camp Information:** The MASMS Boot Camp is specifically designed to provide training for facility professionals. The training will be of great value for newly employed facilities managers or seasoned veterans.

Custodial—Grounds—Maintenance Management—Security—Health & Safety—Transportation

**Contact the MASMS Office for More Information!**

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**CPS Class Scheduled for August 8-9, 2018**

**Minneapolis MN**

The CPS certification is part of the requirements for the MASMS Certification Program.

We have 15 openings available for this class. The AFE fee for this training and examination is $500. MASMS covers the cost of hotel. Study materials will be sent to you when you register. The first day of the class, and the morning of the 2nd day is a review of those materials. The afternoon of the 2nd day is the exam.

**This class is a review of the study materials, and is not meant to be complete instruction. You must spend the necessary time studying the materials prior to the class.**

**How to register:**
Email the MASMS office that you will be applying for this class (ruth@masms.org) and you will be emailed the application. Fill out the application and send it back with the $500 check (or credit card info) to the MASMS office before June 26, 2018 (at that date, it would give you about 5 weeks of study time).
Over 30 million PowerPoint presentations are done around the world every day. This month's installment will focus on tips for preparing and performing PowerPoint presentations.

Just like making maple syrup: boil it down! Go through your information and "boil it down" to the key points you are trying to get across to the audience and focus your information to support those most important topics. You don't want to overwhelm your audience with information, try to keep it simple and straightforward.

When preparing the PowerPoint slides try to do three important things: use a large and easy to read font size, limit the number of words on each slide, and limit the total number of slides. In other words: don't put too much text on one slide and don't use too many slides. Again, keep it simple and to the point!

Ideally, you can use your PowerPoint slides as your "notes" or "cues" on what you want to say. DON'T just read each word on your slides out loud to the audience, they all likely know how to read!

If it is appropriate, prepare and distribute handouts of your presentation to the audience. People like to get handouts, and they like to know where you are in your presentation and where it is going next, plus they can add their own notes if they'd like.

Before the presentation, make sure you are familiar with the equipment you will be using (computer, projector, microphone, etc.). Don't wait until you're supposed to start and then try to figure it out!

Try to have an exit plan: structure the last parts of your presentation so that you can wrap things up quickly if you are running over on time. You should usually make sure you leave some time at the end for questions or discussion too. If someone in the audience asks a question, repeat the question out loud so everyone knows what question you're answering.

Hopefully the above information will help you prepare and perform your future PowerPoint presentations and other types of presentations.
Legislative Update

Randy Morris, MASMS Lobbyist

A high priority for the 2018 Legislature is investing in School Safety options. The Omnibus K-12 Appropriations bill will be the focus for this debate. In the House, the bill is HF 4328 and in the Senate is SF 3928 (However, the Senate will be rolling all of its Omnibus bills into a single bill, SF 3656).

The February Budget Forecast showed a $329m budget surplus for the remainder of this two-year biennium (ending June 30, 2019). As you would expect, there are many pressing issues where funding is needed (tax relief, transportation, elder abuse, the opioid crisis, and so on). But Legislators seemed to embrace the urgent need to dedicate a significant portion of the surplus to school safety. The priorities among the three players - House, Senate, and Governor - are fairly close.

The Governor proposed additional spending:
- Increasing school funding by $18 per pupil - $15.9m in 2019
- Additional revenue for facility security improvements (no amount or year specified).

By contrast, the House would alter the long-term facilities maintenance revenue formula by allowing various school safety facility enhancements to be included in the 10-year plan. These include remodeling and new construction for school security enhancements, public announcement systems, emergency communications devices, and equipment and security modifications related to violence prevention and facility security. The House also altered the safe schools levy formula to allow a greater investment in school safety. The overall investment in the House bill was $20.2m related to facility enhancements. Also included in their proposal were physical security audit grants with a $2m appropriation.

In the Senate, safe schools revenue formulas will increase by almost $20m.

The Legislature is scheduled to adjourn by May 21st and these various proposals will be decided in Conference Committee. The one common thread is a commitment of $20m in new funding towards facility enhancements. The unknown is what formula they will use to make that commitment - i.e. will it be through the long-term facilities maintenance program, through the safe schools levy or by some other agreed-to method?

Following the conclusion of the Session, the #1 priority MASMS members is to continue conversations with your local legislators, bringing them into your school and describing your specific needs.

Newsletter Articles
MASMS is accepting articles for the MASMS Newsletters. Articles received before the 20th of each month will be considered for the following months publication. If we have too many articles, they will be held and used in an upcoming month.
Please email them to: ruth@masms.org
Top 9 Tips for Writing Better Documents: 
Letters ~ Memos ~ Faxes ~ Reports

Basic business documents have two goals:
1. To help people understand you.
2. To help people know what action you would like them to take.

For your reader to understand what you would like (and then do it), they must understand what you mean.

People who read your letters, e-mails, faxes, reports, and memos have no opportunity to interpret your body language or tone of voice, as they would in a conversation. So you should write at your best -- where your words, sentences, and paragraphs are more precise than your typical, everyday speech.

A structured and precise, well written document helps your reader understand your message. Many writers use complex language, and you do not need to. Simple statements are best.

To write effectively, say what you mean & ensure your readers understand what you are saying, keep these 9 rules in mind:

1. Write Concisely
Some editors estimate that a third of the words in a typical letter are wasted. At every stage of writing your document, look at it and decide what to remove -- there will always be something.

Remember that you want your reader to understand you and take action. Anything that does not do that is unnecessary. Avoid repeating anything, other than for specific emphasis. Remove needless words from every sentence, needless sentences from every paragraph, and needless paragraphs entirely.

Continued on Page 8
Top 10 Tips for Writing Better Documents: Letters ~ Memos ~ Faxes ~ Reports (Continued from Page 7)

2. Be Complete
You should write what must and should be said to achieve your goal. Your letter should tell your reader everything they need to know. Make sure that you include enough background information.

3. Use Nouns and Verbs
Adjectives and adverbs can enhance nouns and verbs. Example: Instead of "I definitely believe that the performance will be a very successful one," write "I know the performance will succeed." The second sentence is both stronger and shorter.

4. Write Actively
It’s best to use the active voice whenever you can. In active sentences, people do things and is brief. In passive sentences, things are done and is vague and evasive.

Example: Instead of "The report will be sent to you" write "I will send you the report". Instead of "The source of your problem has been determined" write “Our technical team has found what caused your problem".

5. Be Specific
Use words to paint pictures in your reader's mind. If you have numbers, use them. Don't discuss ideas without examples. Avoid abbreviations not everyone knows. Everybody understands words that apply to everyday life, so use everyday words.

6. Write Interesting Sentences
Vary the length of your sentences. Make some short and sharp. Draw others out by linking two or three together: use commas semicolons; and dashes -- if you like. Don't make all your sentences the same.

7. Use a Positive Tone
Examples: Instead of "We can't decide until tomorrow," write "We should decide tomorrow," or "We will decide tomorrow." Even many negative statements have single words that work better: "disagreeable" instead of "not nice," "late" instead of "not on time," "wrong" instead of "non-optimal," "rarely" instead of "not very often," etc.

8. Be Correct
Documents serve as records of what is said, often spending years in filing cabinets for later reference, so your facts must be correct. If you have relevant information, present it. If you are uncertain, say so. If you merely suspect something, make the suspicion clear to the reader. Check your letter over before you send it, to save the awkwardness of correcting a mistake after your reader sees it.

9. Be Clear
Good business writing is all about being clear. Every word should mean one thing, each sentence should say one thing, and together they should create a tool for achieving your goal. If your reader understands you, then does what you intend, then your writing succeeds.
The History of Memorial Day

Memorial Day, originally called Decoration Day, is a day of remembrance for those who have died in service of the United States of America. Over two dozen cities and towns claim to be the birthplace of Memorial Day. While Waterloo N.Y. was officially declared the birthplace of Memorial Day by President Lyndon Johnson in May 1966, it’s difficult to prove conclusively the origins of the day.

Regardless of the exact date or location of its origins, one thing is clear – Memorial Day was borne out of the Civil War and a desire to honor our dead. It was officially proclaimed on May 5, 1868 by General John Logan, national commander of the Grand Army of the Republic, in his General Order No. 11. “The 30th of May, 1868, is designated for the purpose of strewing with flowers, or otherwise decorating the graves of comrades who died in defense of their country during the late rebellion, and whose bodies now lie in almost every city, village and hamlet churchyard in the land,” he proclaimed. The date of Decoration Day, as he called it, was chosen because it wasn’t the anniversary of any particular battle.

On the first Decoration Day, General James Garfield made a speech at Arlington National Cemetery, and 5,000 participants decorated the graves of the 20,000 Union and Confederate soldiers buried there.

The first state to officially recognize the holiday was New York in 1873. By 1890 it was recognized by all of the northern states. The South refused to acknowledge the day, honoring their dead on separate days until after World War I (when the holiday changed from honoring just those who died fighting in the Civil War to honoring Americans who died fighting in any war).

It is now observed in almost every state on the last Monday in May with Congressional passage of the National Holiday Act of 1971 (P.L. 90 – 363). This helped ensure a three-day weekend for Federal holidays, though several southern states have an additional separate day for honoring the Confederate war dead: January 19th in Texas; April 26th in Alabama, Florida, Georgia, and Mississippi; May 10th in South Carolina; and June 3rd (Jefferson Davis’ birthday) in Louisiana and Tennessee.
It’s official: the first day of spring is here!

Finally. Although winter seems to want to hang on, and the weather doesn’t always feel like it, spring has arrived. We can all finally emerge from the hibernation that the north winter weather forces. It’s a time of new beginnings, and everyone around just seems to be happier (maybe it’s the anticipation of summer or maybe everyone’s seasonal affective disorder is finally wearing off). We can finally get motivated again to do the things that we kept putting off till “tomorrow”.

Now we’ve all heard the rhyme “April showers bring May flowers” reminding us that even unpleasant situations can have beautiful outcomes. So here’s to muddy boots, cloudy gray days, spring cleaning, and spring showers. And even as crappy as those may sound, we still think they’re a lot better than the bitter cold of winter. Welcome Spring!

8 Pillars of Trust

Clarity—People trust the clear and mistrust the ambiguous.

Compassion—People put faith in those who care beyond themselves.

Character—People notice who does what’s right over what’s easy

Competency—People have confidence in those who stay fresh, relevant, and capable.

Commitment—People believe in those who stand through adversity.

Connection—People want to follow and be around friends

Contribution—People immediately respond to results.

Consistency—People love to see the little things done consistently.
We are starting to schedule the dates for next year’s MASMS Chapter Meetings.

We are looking for YOUR input! What topics would you like to see presentations on? If you have ideas, please forward them to the MASMS office at ruth@masms.org.

WANT TO HIGHLIGHT A NEW SCHOOL BUILDING YOUR COMPANY DESIGNED OR BUILT or A NEW SCHOOL BUILDING IN YOUR DISTRICT?

We are looking for pictures for the front and back of the 2018 MASMS Directory. We need high quality pictures (outside and inside), a short description of the building along with all business members connected to the project (Architects, Construction Managers, Engineers, District Staff, etc.)

Please contact the MASMS Office at 1-320-685-4585 or ruth@masms.org with questions or to submit pictures and information. (The first 3 submitted will be selected for the cover of the directory).

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