### Have you been checking out the MASMS Website?

<table>
<thead>
<tr>
<th>Job Description Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Looking for a job description? MASMS has a library of job descriptions. These are all job descriptions from MASMS member districts! This library is being updated on a daily basis, and will keep growing. If you have any job descriptions you would like to share with other members, please just send them to the MASMS office. Go to <a href="http://www.masms.org">www.masms.org</a> and click on “Resources” on the left hand side of the window, then select Job Descriptions.</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Training Offered</th>
</tr>
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<tbody>
<tr>
<td>MASMS has a list of training offered by our Business Members. Go to <a href="http://www.masms.org">www.masms.org</a> and select “Training Offered by Business Members” from the left hand side of the window.</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>MASMS News</th>
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<tbody>
<tr>
<td>Event information is always listed on the MASMS website!</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Looking for a vendor?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check out the MASMS Business Member Yellow Pages. Go to <a href="http://www.masms.org">www.masms.org</a> and select “Yellow Pages” from the left hand side of the window.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Opportunities</th>
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<tbody>
<tr>
<td>Go to <a href="http://www.masms.org">www.masms.org</a> and select Classified Ads/Job Postings</td>
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</tbody>
</table>

### 2014 MASMS “Not Day On the Hill” Recap

Tom Melcher, Minnesota School Finance Director presented a summary of the MDE School Facilities Financing Working Group report and recommendations.

Joe Arthurs & Heather Nosan (Kevin Hildebrandt was unable to attend), MASMS representatives on the Work Group discussed their perspectives on what this report means for metro / outstate districts, small /large districts, other considerations.

Laura Larsen, Chair MASMS Legislative Committee; Heather Nosan, MASMS Work Group Rep; Joe Arthurs, MASMS Work Group Rep; Kevin Johnson, MASMS State President; Tom Melcher, MN School Finance Director; Randy Morris, MASMS Lobbyist
WELCOME NEW MEMBERS

Business Members
Lance Barthel, Batteries Plus Bulbs
Scott Tetley, Restoration Professionals
Dale Sundstrom, Minnesota Dept of Education

Looking for information and answers from your fellow MASMS Members?
Just email the MASMS office with the question and it will be put out to Membership.

MASMS Committee Information
The Legislative Committee and Facility Standards Manual Committee are in need of chairs. If you are interested, please contact the MASMS office!

New Northern Chapter Officers
The MASMS Northern Chapter welcomed Doug Slininger (Ada-Borup Schools) as the Northern Chapter President, and Karl Flier (Pine River-Backus Schools) as the Northern Chapter Vice President, at their meeting on February 20th.
Shortcut keys in Word
To activate a command using a shortcut key, simply hold down the Ctrl key and press the letter for the command. Here are some of the more frequently used Word shortcut keys:

<table>
<thead>
<tr>
<th>Command</th>
<th>Shortcut Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Ctrl + N</td>
</tr>
<tr>
<td>Open</td>
<td>Ctrl + O</td>
</tr>
<tr>
<td>Save</td>
<td>Ctrl + S</td>
</tr>
<tr>
<td>Print</td>
<td>Ctrl + P</td>
</tr>
<tr>
<td>Copy</td>
<td>Ctrl + C</td>
</tr>
<tr>
<td>Paste</td>
<td>Ctrl + V</td>
</tr>
<tr>
<td>Find</td>
<td>Ctrl + F</td>
</tr>
</tbody>
</table>

- New Ctrl + N Creates a new blank document
- Open Ctrl + O Opens a saved document
- Save Ctrl + S Saves the current document
- Print Ctrl + P Prints the current page
- Copy Ctrl + C Copies the selected text to the clipboard
- Paste Ctrl + V Pastes the cut or copied selection
- Find Ctrl + F Finds text within the current document

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What is a “Thermal Break” in a Window System and Why are They So Important?

Submitted by: Inspex

Many commercial windows frames today are made from aluminum, and as you know aluminum and many other metals are good conductors of heat (or cold). A “thermal break” or “thermal barrier” is a component in the window system that is made of a material that has low thermal conductivity to prevent heat or cold from transmitting freely through the aluminum framing resulting in energy loss and/or condensation issues. These thermal breaks are usually made of polyurethane or polyamide material that can be more than one thousand times less conductive than aluminum.

One common problem associated with a lack of a properly designed or installed thermal break is significant condensation occurring on the inside of the window frames during colder weather when the moisture in the warmer and more humid indoor air condenses onto the cold aluminum window frame or sill.

If you are having condensation or have other concerns with your windows, you can have the existing windows evaluated and/or have new windows designed that will solve these problems.

Metrodome Turf

The turf used at the Metrodome is available. The smallest sections are 25’ x 15’.

If you are interested or have any questions, contact:

TONY FRATTALONE
Frattalone Companies
Phone: 651-283-6608

Email: tonyf@frattalonecompanies.com
Have You Heard of Pickleball?

Submitted by Inspec

Many schools, parks and other organizations with tennis courts are adding striping to their courts for a sport known as pickleball. Pickleball is a racquet sport that combines elements of tennis, badminton, and table tennis and is played on a court that is 20 feet wide and 44 feet long. Although pickleball looks very similar to tennis, there are two key differences that make the game more accessible and easier to play for a wider range of players including children and seniors.

One of the main differences is the speed of the ball: the speed of the ball in pickleball is typically one-third the speed of the ball in tennis. This is related to the ball itself, which is similar to a plastic waffle ball and instead of a stringed tennis racquet a hard paddle is used. The second main difference is the smaller size of the court, which is about one-third the size of a tennis court. The smaller court area, combined with the slower ball speed, makes pickleball much easier to play than tennis.

Many facility managers are adding pickleball striping on their existing tennis courts to encourage children to play and learn racquet sports. In addition, pickleball is gaining popularity with seniors too.

CUSTODIAL/MAINTENANCE/GROUNDS DAYS!
Mark Your Calendar!
A great way to say thank you to your custodial/maintenance/ground staff.

Metro Chapter
Wednesday 6/18/14 or Thursday 6/19/14
Oakland Jr High, Lake Elmo MN

Southern Chapter
Thursday June 26, 2014
Mankato East H.S., Mankato MN

Northern Chapter
To be announced.
The MASMS Memo Board

MASMS EXECUTIVE BOARD

President—Kevin Johnson, Red Wing Schools
President Elect—Reed McFarlane
Lake of the Woods Schools
Vice President—Rodger Schaefbauer, Wayzata Schools
Past President—Mark Eisenbacher
Cambridge-Isanti Schools
Secretary—Vince Elke, Eden Prairie Schools
Treasurer—Kevin Hildebrandt, Faribault Schools
Vendor Director: Dave Holm, ScanAir

CHAPTER DIRECTORS:

Northern—Joe Arthurs, Hibbing Schools
Southern—Dave Hagen, Triton Schools
Metro—Don Hanson, So Washington County Schools

MASMS CALENDAR

Tuesday, March 11, 2014
Metro Chapter Meeting

Wednesday, March 20, 2014
Northern Chapter Meeting

Tuesday, April 8, 2014
Metro Chapter Meeting

Wednesday, April 17, 2014
Southern Chapter Meeting

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