

FREE PROFESSIONAL TRAINING



The Department of Elementary and Secondary Education has teamed up with the Missouri School Plant Managers Association to provide all Missouri Educational Facilities the opportunity to receive training in the following areas: Supervision, Heating Ventilation and Air Conditioning, Housekeeping and Maintenance and Repair.

The purpose of the DESE/MSPMA workshops is to provide an opportunity for school support staff to participate in a two (2) day professional development program that focuses on their role in the school educational environment. These workshops are offered to all Missouri education facilities at no charge.

HVAC Workshop Training

Focus on basic controls/principals of energy conservation/building systems/energy conservation through building control systems/operation hours and human habits.

Basic Controls: An explanation on the capability and advantages of using controls for HVAC. Examples and differences will be discussed with students in local and remote control systems, basic refrigeration and the importance of regular maintenance will prepare users to recognize issues before they become problems.

Principles of energy conservation: Provide information that will help personnel improve the energy savings through good daily practices within the school properties as well as carrying the habits into their homes. This topic touches on led lighting, summer shutdowns and building inspections.

Building systems: The first step to understanding how a system works. This topic will identify the different types of units that can be found on any campus. An understanding of how the units operate helps users identify when the unit requires technical support.

Energy conservation through Building control systems: This topic will explain the benefits of new and pre-existing building systems capability for lighting and HVAC scheduling including hardware installed and planning.

Operation hours and human habits: Provides ideas for handling and improving situations that arise when energy management is new to a schoolhouse environment. Also how to foresee and plan for events that are both scheduled and nonscheduled.

Supervision

An effective supervisor training program is crucial because a bad supervisor or even a bad decision by an otherwise good supervisor has haunted countless employers, whether it comes in the form of lower employee productivity or employee lawsuits.

The following outlines the two- day Department of Elementary and Secondary Education / Missouri School Plant Managers Association (DESE/MSPMA) two- day summer workshops.

We will discuss:

Hiring, Training, Evaluations and Termination of employees

Dealing with difficult employees

Problem solving

Sexual Harassment

Open Forum

Conduct performance reviews

Discipline employees

Handle challenging employees

Conduct effective meetings

Motivate employees

Custodial/Housekeeping

A two day period of lecture and “hands-on” class participation covering the day to - day activities of a typical Custodian in an educational setting.

The program is designed for front line custodians and teaches basic and advanced skills in all areas of education building cleaning.

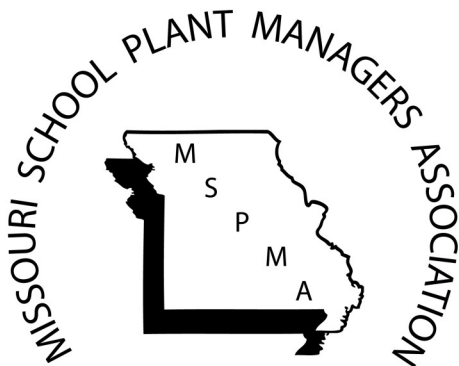
Teach best practices to your custodial staff and ensure your operation has minimal environmental impact.

Best Practices for Customer Service and professional interaction with customers, associates and visitors

Best Practices for Chemical Safety

Best Practices for Carpet Care, including chemicals, equipment and procedures

Current Standards and Best Practices for Restroom Care & Shower Room Care, including chemicals, equipment and procedures



Maintenance and Repair

Consists of a two (2) day period of lecture and “hands-on” class participation that cover various aspects of the maintenance technician’s discipline. Opportunities to learn and apply basic electrical skills, troubleshooting procedures and schematic diagram interpretation are just a few of the aspects of the maintenance and repair program that are provided to all who are enrolled. Safety and personal protective equipment (PPE) utilization is emphasized. Participants of the class are provided with all materials necessary to participate in the class at no charge. Opportunities to see and use some of the latest state of the art equipment and tools are also provided. This class allows the participants a “hands-on” training experience, as well as, a chance to expand their professional problem solving network by creating a means to share the challenges faced every day by the typical support staff member with others who have had similar challenges and expe-



DESE / MISSOURI SCHOOL PLANT MANAGER'S ASSOCIATION Summer Workshops



(1) Macon County School Dist. R-1 24 and 25 May 2018
 High School Cafeteria
 702 N Missouri
 Macon, Mo. 63552-2062
 Fax: 660-385-7179
 Ph: 660-385-5719
E-mail: mgingrich@macon.k12.mo.us

(2) Carthage School District 4 and 5 June 2018
 Intermediate Center
 2851 S. Chapel Rd.
 Carthage, Missouri 64863
 Dan Hill, Director of Facilities
 Ph: (417) 359-7015 Fax: (417) 359-7019
Email: danhill@carthagetigers.org

(3) Poplar Bluff High School 7 and 8 June 2018
 Alan Ursery
 Training location: 3209 Oak Grove Road
 Poplar Bluff, MO. 63901
 Ph: (573-772-0050 FX: (573) - 785-8818
Email: ALANURSERY@PB.K12.MO.US

(4) Branson School District 18 and 19 June 2018
 Dee Gordon
 Freshman Center, 935 Buchanan
 Branson, MO 65616-8142
 Phone: 417-336-1891 ext:9092
 Fax: 417-336-1894
Email: gordond@branson.k12.mo.us

(5) Saint Joseph School Dist. 13 and 14 June 2018
 Mickey Gill
 Hillyard Technical Center
 3434 Faraon
 Saint Joseph, Mo. ph: 816-671-4260
Email: mickey.gill@sjsd.k12.mo.us

Prior registration is required for each workshop to provide adequate staffing and materials. It is essential that the pre-enrollment form show the course in which your staff will be enrolled. Because of the funding requirements, a minimum of (10 persons must be enrolled in each class offered: Housekeeping, Maintenance and Repair, Heating-Ventilation-Air Conditioning, and Supervision of Support Services (supervisory-level people only).

The pre-enrollment form should be completed and returned as soon as possible to the appropriate workshop

The pre-enrollment form should be completed and returned as soon as possible to the appropriate host school as noted

(PLEASE TYPE)

NAME OF SCHOOL DISTRICT: _____

ADDRESS/CITY/STATE/ZIP: _____

CONTACT PERSON: _____

NAME: _____ (Each person registering can sign up for one class)

- _____ Housekeeping Maintenance HVAC Supervision
- _____ Housekeeping Maintenance HVAC Supervision
- _____ Housekeeping Maintenance HVAC Supervision
- _____ Housekeeping Maintenance HVAC Supervision