

**Date:** April 6, 2011  
**To:** School Administrators  
**From:** Ken Kerns, Supervisor, Technology, Health and Skilled Technical Sciences  
**Subject:** Missouri School Plant Manager's Association Workshop – Pre-enrollment Form.

The school facilities director/support staff workshops have been scheduled as follows:

<p style="text-align: center;"><b><u>TROY, MO</u></b>            June 06 &amp; 07, 2011            WM. R. Cappel Elementary School            121 Hampel Road</p>	<p style="text-align: center;"><b><u>BLUE SPRINGS, MO</u></b>            June 09 &amp; 10, 2011            Sunny Vale Middle School            3930 South R.D. Mize Road</p>
<p style="text-align: center;"><b><u>BRANSON, MO</u></b>            June 16 &amp; 17, 2011            Branson Jr. High School            263 Buccaneer Road</p>	<p style="text-align: center;"><b><u>SIKESTON, MO</u></b>            June 23 &amp; 24, 2011            Sikeston R-6 School District            1002 Virginia</p>
<p style="text-align: center;"><b><u>JOPLIN, MO</u></b>            June 27 &amp; 28, 2011            Missouri Southern State University            3950 East Newman Road</p>	

The Missouri Department of Elementary and Secondary Education, in cooperation with the Missouri School Plant Managers Association have scheduled five school facilities workshops for 2011. Each workshop will be in session a total of two days, eight hours per day.

In order to have adequate staff and instructional materials available, it is necessary that we know as near as possible the exact number of people from your district who will be attending a workshop. It is essential that the pre-enrollment form show the course in which your staff will be enrolled. Because of the funding requirements, we must have at least (10) persons enrolled in a class before it can be offered, i.e., Housekeeping, Maintenance and Repair, Heating-Ventilation-Air Conditioning, and Supervision of Support Services (*supervisory-level people only*).

The attached form should be completed and returned as soon as possible to the appropriate workshop coordinator.

Attachment