

Administrative Memo

Date: May 10, 2014
To: School Administrators
From: Ken Kerns, Supervisor Industrial and Health Sciences Education
Subject: Missouri School Plant Manager's Association Workshop – [Pre-enrollment Form](#).

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

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| <p style="text-align: center;"><u>Joplin, Mo</u> June 02 & 03, 2014 Mr. Mike Fox Missouri Southern State University MSSU 3950 East Newman Road fox-m@mssu.edu</p> | <p style="text-align: center;"><u>Jefferson City</u> June 05 & 06, 2014 Bob Weber or Gary Dunn Louis & Clark Middle School 325 Lewis & Clark Dr. bob.weber@jcschools.us</p> |
| <p style="text-align: center;"><u>St Joseph, Mo</u> June 09 & 10, 2014 Mr. Chris Silcott or Mickey Gill Hillyard Technical Center 3434 Faraon mickey.gill@sjsd.k12.mo.us</p> | <p style="text-align: center;"><u>Hillsboro, Mo</u> June 16 & 17, 2014 Mr. Ray Bess Hillsboro R-3 School District 20 Hawk Drive bess_ray@mail.hillsboro.kj12.mo.us</p> |
| <p style="text-align: center;"><u>POPLAR BLUFF, Mo</u> June 24-26, 2009 Mr. Alan Ursery Poplar Bluff High School 1300 Victory Lane aurser@pb.k12.mo.us</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 2014. 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, Grounds Keeping 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