

Date: May 28, 2014
To: School Administrators
From: Ken Kerns, Supervisor, Technology, Health and Skilled Technical Sciences
Subject: Missouri School Plant Manager Association Workshop

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

<p><u>Ioplin, Mo</u> June 02 & 03, 2014 Mr. Mike Fox Missouri Southern State University MSSU 3950 East Newman Road fox-m@mssu.edu</p>	<p><u>Jefferson City, Mo</u> June 05 & 06, 2014 Bob Weber or Gary Dunn Louis & Clark Middle School 325 Lewis & Clark Dr. bob.weber@jcschools.us</p>
<p><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><u>Hillsboro, Mo</u> June 16 & 17, 2014 Mr. Ray Bess Hillsboro R-3 School District 20 Hawk Drive bess_ray@mail.hillsboro.k12.mo.us</p>
<p><u>Poplar Bluff, Mo</u> June 19 & 20, 2014 Mr. Alan Ursery Poplar Bluff High School 1300 Victory Lane aursery@pb.k12.mo.us</p>	

The Missouri Department of Elementary and Secondary Education, in cooperation with the Missouri School Plant Managers Association, has scheduled five School Facilities workshops for 2014. Each workshop is two days in length, meeting eight hours each day.

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, Grounds Keeping 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 coordinator.