

Administrative Memo

Date: May 27, 2015
To: School Administrators
From: Ken Kerns, Supervisor, Skilled Technical Sciences
Subject: CCR-15-012 – Missouri School Plant Manager’s Association Workshop

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

<p><u>Jefferson City, MO</u> May 28 & 29, 2015 Bob Weber or Gary Dunn Louis & Clark Middle School 325 Lewis and Clark Drive bob.weber@jcschools.us</p>	<p><u>St Joseph, MO</u> June 02 & 03, 2015 Mr. Chris Silcott or Mickey Gill Hillyard Technical Center 3434 Faraon mickey.gill@sjsd.k12.mo.us</p>
<p><u>Branson, MO</u> June 22 & 23, 2015 Ms. Becky Moses Branson R-IV School District 263 Buccaneer Drive moses@branson.k12.mo.us</p>	<p><u>Neosho, MO</u> July 20 & 21, 2015 Mr. Mike Fox Crowder College 601 Laclede Avenue mikefox@crowder.edu</p>
<p><u>Hillsboro, MO</u> August 6 & 7, 2015 Mr. Ray Bess Hillsboro R-3 School District 20 Hawk Drive bess_ray@mail.hillsboro.kj12.mo.us</p>	

The Missouri School Plant Managers Association has scheduled five school facilities workshops for 2015. 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 Pre-Enrollment form should be completed and returned as soon as possible to the appropriate workshop coordinator. For Pre-enrollment Form see www.mspma.com.