

Administrative Memo

DATE: May 24, 2016
TO: School Administrators
FROM: Blaine Henningsen, Assistant Commissioner, Office of College and Career Readiness
SUBJECT: CCR-16-009 – Missouri School Plant Manager’s Association Workshop

The Missouri Department of Elementary and Secondary Education and the Missouri School Plant Managers Association are working together in scheduling five workshops. In order to have adequate staff and instructional materials available, we need to know the number of attendees from your district. It is essential that the pre-enrollment form show the course in which your staff will be enrolled. Because of funding requirements, at least 10 people must be enrolled in a class before it can be offered.

- Housekeeping
- Maintenance and Repair
- Heating-Ventilation-Air Conditioning
- 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. [Here is a direct link to the form: http://goo.gl/Mt8erM](http://goo.gl/Mt8erM)

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

<p><u>St Joseph, Mo</u> June 6 & 7, 2016 Mr. Chris Silcott or Mr. Mickey Gill Hillyard Technical Center 3434 Faraon, St Joseph, Mo. 64506 Phone: 816-671-4482 Mickey.gill@sjsd.k12.mo.us</p>	<p><u>Jefferson City, Mo</u> June 9 & 10, 2016 Mr. Bob Weber or Mr. Gary Dunn Simonsen 9th Grade Center 501 East Miller, Jefferson City, Mo. 65101 Phone: 573-659-8122 Bob.weber@jcschools.us</p>
<p><u>Neosho, Mo</u> June 13 & 14, 2016 Mr. Mike Fox Crowder College 601 Laclede Avenue, Neosho, Mo. 64850 Phone: 417-850-8178 mikefox@crowder.edu</p>	<p><u>Branson, Mo</u> June 20 & 21, 2016 Ms. Becky Moses Branson R-IV School District 263 Buccaneer Drive, Branson, Mo. 65616 Phone: 417-336-1891 moses@branson.k12.mo.us</p>
<p><u>Fifth Location To Be Determined</u></p>	

For more information regarding the workshops, please contact Ken Kerns, 571-751-7864 or ken.kerns@dese.mo.gov