

WASBO Facilities Manager Certification Program Application

Name _____
 Title _____
 School Dist./Company _____
 Address _____
 City/State/Zip _____
 Phone _____ Fax _____
 Email _____

Certification Program Fees: A fee of \$50 is charged to participate in the WASBO Facilities Manager Certification Program. This fee partially offsets the cost of administering the certification program.

To participate in the Facilities Manager Certification Program you must be a WASBO member in good standing.

I am a WASBO member in good standing.

 (Signature)

I am not a current WASBO member and would like to join WASBO. Please consider this my membership application. The membership year is July 1-June 30. I agree to pay \$135 for annual membership dues plus a \$15 initiation fee.

 (Signature)

Please indicate type of membership:

Active Member (Employed by school district)
 Service Affiliate Member (Provide goods and/or services to Wisconsin School Districts.)

Return Application with payment to:

WASBO Foundation - Facilities Manager Certification Program
 4797 Hayes Rd., Suite 101, Madison, WI 53704
 Phone (608) 249-8588 Fax (608) 249-3163

Payment

Check # _____ enclosed. (Payable to WASBO Foundation)
 Please bill my school district or company using purchase order _____
 Please bill my credit card _____ MC _____ VISA
 Card # _____ Exp. Date _____
 Name on Card _____
 Billing Address _____
 Signature _____

Program Background

The WASBO Facilities Committee began evaluating the merits of a certification program for facilities/building and ground leadership positions in 2002. It began at the 2002 WASBO Spring Conference with a presentation from the Michigan ASBO on the program that they have implemented. The Facilities Committee met over the next year to develop a conceptual outline of a program that was presented at the 2003 WASBO Spring Conference in Green Bay. During that presentation, the Facilities Committee asked each attendee to fill out an interest survey. The results of the survey were an overwhelmingly positive response to develop a WASBO Certification Program. The survey also had the respondents prioritize various curriculum ideas. Since that time, the Facilities Committee has created a Facilities Manager Certification Subcommittee that has worked on the development of the program and the curriculum from the four highest ranked topics identified in the survey.

Beginning with the WASBO Facilities Conference in February of 2004, sessions developed around the Facilities Manager Certification Program will be the primary focus of all future facilities related programs at WASBO conferences. The Spring Conference will continue this programming, enhanced with non-certification offerings to provide attendees with some variety and choices. After the certification sessions are over at the upcoming February Facilities Management Conference, the Facilities Manager Certification Subcommittee members will be holding a session for all interested attendees to obtain feedback on the sessions and the program. The feedback will be used as the Subcommittee finalizes the program and develops further sessions.

WASBO Facilities Manager Certification Subcommittee

- Patrick Acker – Pewaukee Public Schools
- Thomas Beck – Neenah Joint School District (Co-Chair)
- Joseph Bellomo – Parkview School District
- Paul Buchholz – Beaver Dam Unified School District
- Linda Caldart-Olson – Wisconsin Dept. of Public Instruction
- Bill Eberhardt – Middleton-Cross Plains Area School District
- Patrick Finnemore – Kenosha Unified School District (Co-Chair)
- Douglas Fisk – Baraboo School District
- William Freeman – Environmental Management Consulting, Inc.
- Thomas Helgestad – Wisconsin Rapids School District
- Elizabeth Kane – Wisconsin Dept. of Public Instruction
- Charlie Kramer – Eau Claire Area School District
- Curtis Murray – La Crosse School District
- Lisa Pederson – Wisconsin Focus on Energy
- Jodi Traas – Principal Insurance Managers



WASBO FACILITIES MANAGER CERTIFICATION PROGRAM

**Developed by the
WASBO School Facilities Committee
in cooperation with**

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**Wisconsin Association of
School Business Officials Foundation
4797 Hayes Road, Suite 101
Madison, WI 53704
Phone (608) 249-8588 Fax (608) 249-3163
www.wasbo.com wasbo@wasbo.com**

Program Concept

Purpose of Program

To develop a knowledge base for Building and Grounds/Facilities leaders to provide safe and healthful educational facilities in the State of Wisconsin.

Certification

The certification program will be offered by WASBO. Staff members of the Department of Public Instruction serve on the Facilities Manager Certification Subcommittee and it is hoped that the DPI will give formal recognition to the certification. Certification is the desired end; however it is recognized that some individuals may only take certain courses in the curriculum without obtaining certification. Any level of participation will add to one's experience and knowledge base.

Application

A person must apply to WASBO to enter the program. The applicant must be a WASBO Active or Service Affiliate Member.

Certification Board

The governing body will be called the WASBO Facilities Manager Certification Board. The Board will be comprised of the co-chairs of the Facilities Committee, the chair of the Safety Committee, two at-large members of the Facilities Committee, a representative from the DPI, and the Executive Director of WASBO. The role of this 7-person board will be to monitor the program, solicit feedback from conference attendees to improve the program, and to manage the applicant and course hour tracking requirements.

Required Numbers of Hours for Certification

To obtain certification, an applicant will need to complete 32 hours of the curriculum including all 29 hours of the required curriculum. There will be no "grandfathering" options available in place of attending the training sessions.

Frequency of Course Offerings

It is expected that either 6 or 7 hours will be offered each year at both the February WASBO Facilities Management Conference and the WASBO Spring Conference, and that up to 4 hours may be offered each year at the summer WASBO Custodial Conference, WASBO Fall Conference, and WASB-WASDA-WASBO Joint Convention. Therefore, a typical year will offer approximately 15 to 20 hours of courses, allowing someone to complete the certification in as little as two years.

Maintaining Certification

A Certified WASBO Facilities Manager will be required to attend 8 hours of training over each three-year period following initial certification to maintain their certification. Additional course offerings will be developed over the years, and existing courses will be updated and enhanced in order to provide new and interesting topics. In addition, the Facilities Manager Certification Subcommittee will evaluate and identify other training opportunities through sources other than WASBO that can be used towards re-certification hours.

Curriculum

Introduction to Facilities Management & Certification

This course will discuss the role and responsibilities of the educational facility manager, and provide an overview of the full certification program on how to provide safe, well maintained and operated facilities for the education of students.

Total Hours: 1 Required Hours: 1

Custodial Operations

This curriculum will cover all of the key areas of custodial operations including good hiring practices, recommended cleaning standards and methods, custodial staffing formulas and criteria, custodial supervision and evaluations, training, and equipment selection.

Total Hours: 4 Required Hours: 4

Systems – HVAC and Electrical

The curriculum consists of several sections dealing with utilities, HVAC, controls, and electrical systems. Specifically the sections will include understanding utility bills, energy management, the most common HVAC systems, understanding controls, seasonal maintenance of HVAC systems, and the basics of electricity.

Total Hours: 10 Required Hours: 6

Environmental Health and Safety

The curriculum, developed by the WASBO Safety Committee, consists of topics related to the rules and regulations all school district must follow for environmental, health and safety. This includes the 20 areas of safety, asthma and allergies, indoor air quality and mold, pesticide management and life safety.

Total Hours: 5 Required Hours: 5

Maintenance Operations

This course will be focused on developing and implementing a comprehensive maintenance program. Topics will include appropriate preventative maintenance programs, inspection programs for important building elements such as roofs, boilers, asphalt, concrete, and flooring. The sessions would be directed to either performing work in-house and/or through the use of contractors.

Total Hours: 4 Required Hours: 4

Facility Planning

The curriculum for this topic will focus on the development of a master plan for your district. It would cover major maintenance projects, long range school planning (new schools, additions and major renovations), financial analysis (life cycle costing), and will include examples of plans developed by other districts.

Total Hours: 3 Required Hours: 3

Budgeting

The curriculum for this topic will be focused on the budgeting process for school facilities departments. It will cover typical accounting codes, budgeting techniques, budget to actual tracking, how to read accounting reports, and other business related topics.

Total Hours: 2 Required Hours: 2

Union Management

The curriculum for this topic will focus on union related issues such as contract negotiations, discipline and discharge, harassment, interviewing, and performance evaluations.

Total Hours: 2 Required Hours: 2

Interaction with the Public, Staff and School Board/How to Promote Your Program

In this course we will review the elements of effective communication and personal contacts, identify key components to gaining trust and respect from other stakeholders in your role as an advocate for students, discuss and practice techniques for improving written and oral presentation and getting your message out and understood. In addition, you will identify your strengths and weaknesses in communicating with staff and the public, discuss ways to counteract misinformation and correct false rumors before they become widespread, and explore why skilled listening is a key element to communicating and handling complaints.

Total Hours: 2 Required Hours: 2

Electives

Computerized Facilities Management

The session will feature an introduction to computerized facilities management systems with an emphasis on school facilities. The presentation will introduce the participants to the various software packages available and discuss the benefits of a computerized program for maintenance management and other areas of operations.

Total Hours: 2 Required Hours: 0

Emergency Management/ Safe Schools/ Security

The curriculum for this session will center on maintaining safe schools for the users of our public facilities. It will include topics such as emergency response planning, evacuation planning, and security systems and processes.

Total Hours: 2 Required Hours: 0

Facilities Design and Construction

In this course we will discuss the various aspects involved in the design and construction of a major building projects (new facility, addition or major renovation). It will cover topics such as RFPs, contracts, district and community design committees, construction oversight and working with the architect and contractor. Examples of RFPs, contracts, project schedules and other related reference information will be provided.

Total Hours: 4 Required Hours: 0

Purchasing

The curriculum for this session will cover the purchasing process and will include topics such as RFP/RFQs, proper bidding procedures, appropriate contracts or terms based on scope of work, and other applications.

Total Hours: 1 Required Hours: 0

Team Leadership

This session will offer techniques, methods, and philosophies associated with effective leadership. It will be filled with examples of the good, bad and ugly and will discuss how leadership techniques and methods can allow a manager to influence change in a positive manner.

Total Hours: 2 Required Hours: 0