



# 55<sup>th</sup> Annual School Facilities Personnel Training Conference

**June 28 & 29, 2011**  
**Tuesday & Wednesday**

**Calkins Road Middle School**  
**Pittsford, NY 14534**



*Special Guest Speaker*  
*Julie Traulsen*  
*BWI Health*  
*Promotions*

**Sponsored by:**



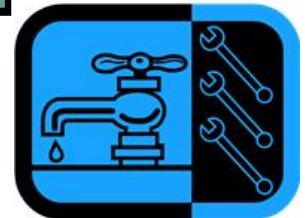
Genesee Valley  
School Boards Institute  
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[www.gvsbi.org](http://www.gvsbi.org)



**WAYNE - FINGER LAKES**  
Board of Cooperative Educational Services

131 Drumlin Court  
Eisenhower Building  
Newark, NY 14513-1863

Phone: 315-332-7282  
Fax: 315-332-7425  
[lwhipple@wflboces.org](mailto:lwhipple@wflboces.org)



WELCOME to the 55th Annual Training Conference designed specifically for personnel in the roles of groundskeeper, maintenance mechanic, cleaner, building custodian, head custodian, laborer, buildings and grounds administration and anyone else with an interest in improving their skills or learning new ones.



### **HIGHLIGHTS!**

- **Local Training Site**— Join us in Pittsford, NY.
- **Format** — Training will take place over the course of 2 days and includes lots of classroom instruction, networking opportunities, vendor visits and a morale-boosting / team-building skills competition.
- **Job Title Tracks** —We have designated the topics by job title. With a number of new topics, veteran and new employees alike can benefit.
- **Topic Schedules**—We show all the topics on the date and at the times they are being offered.
- **Low REGISTRATION FEES**\* — Attend for both days and pay \$154 OR LESS. The registration fee includes breakfast, lunch, and materials. If a district sends participants in blocks of 5, they will get the **Special Block Pricing**. See page 8 for the details.
- **Trade Show**— Area vendors who provide services and supplies have been invited to show their latest products and to discuss your school's needs on Wednesday, June 29. Please be sure visit them as your schedule allows.

As you review the contents of this brochure, please keep in mind that all this is available RIGHT HERE IN OUR REGION. Most schools are located 1 hour or less away, which saves on travel expenses.

***We hope you will consider joining your colleagues at this regional two-day training conference.***

***REMEMBER—  
Your school district  
may receive state  
BOCES aid on the  
registration fee.***

***\* If your district is a GVSBI Member District, an additional discount applies.***

# CONFERENCE SCHEDULE

## DAY 1 Tuesday

7:30 8:30 Registration & Continental Breakfast  
8:30 8:45 Welcome  
8:45 9:30 Session 1  
9:30 9:35 Passing Break  
9:35 10:20 Session 2  
10:20 10:30 Passing Break  
10:30 11:15 Session 3  
11:15 11:20 Passing Break  
11:20 12:25 Session 4  
12:25 1:15 Lunch  
1:15 2:00 Session 5  
2:00 2:05 Passing Break  
2:05 2:50 Session 6



## DAY 2 Wednesday

8:00 8:30 Registration & Breakfast & Trade Show Exhibits  
8:30 9:30 Keynote  
9:30 10:00 Trade Show Exhibits  
10:00 10:45 Session 1  
10:45 10:50 Passing Break  
10:50 11:35 Session 2  
11:35 12:45 Lunch & Trade Show Exhibits  
12:45 1:30 Session 3  
1:30 1:45 Vendor Acknowledgement  
1:45 3:00 Skills Competition  
3:00 Door Prizes and Closing



**It's Back!!**  
**Day 2 Skills Competition**

Be sure to visit our website for the latest information and to check that we've received your registration.

[www.gvsbi.org](http://www.gvsbi.org)



# FACILITIES PERSONNEL TEAMWORK & SKILLS COMPETITION June 29(Wednesday)

## Have Fun! Show Off! Get Involved!

**Seeking . . .** District Teams willing to display their skills at this year's GVSBI Facilities Personnel Conference at the Pittsford CSD Calkins Road Middle School.

Teams will go head-to-head in 4 events to determine which district has the ultimate facilities cleaning team. Put your skills **and** ability to work with others to the test.

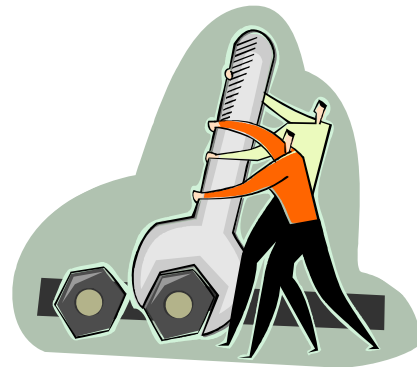
This competition will take place from 1:45 p.m. to 3:00 p.m. in the gymnasium with a live audience — your peers from other districts & co-workers — to cheer you on!

A description of the events, their rules and the registration form are on the next page.

If you have any questions, please contact Lorry Whipple, Conference Coordinator  
Phone: 315-332-7282 (9 am to 5:00 pm)  
lwhipple@wflboces.org (24/7)

**SHARE WITH YOUR CO-WORKERS**

**GENESEE VALLEY  
SCHOOL BOARDS  
INSTITUTE**  
*For Staff Development*



### TEAM

- Four individuals will compete as a team. An advisor is optional.
- Only individuals attending the conference are eligible to participate.
- A district can enter more than one team.
- If individuals from different districts want to create a team on their own, they can.



- **OR** add your name to a waiting list. When there are 4 names, there is a team.
- Maximum of 10 teams total allowed - first come-first serve.

### PRIZES

- The individual winner in designated events will receive a certificate.
- The winning team in each event will receive a certificate.
- If there is a tie for the win in an event, the two teams/individuals will go head-to-head.
- The overall top 3 finishing teams for all events will receive a gift card:
  - 1<sup>st</sup> place - \$60
  - 2<sup>nd</sup> place - \$40
  - 3<sup>rd</sup> place - \$20



# FACILITIES PERSONNEL TEAMWORK & SKILLS COMPETITION

## EVENTS – JUNE 29

### Garbage Can Slalom

Each member of the team is required to weave a garbage can between cones set in a straight line.



#### Rules:

- A five-second penalty will be assessed for bumping/knocking over a cone (per cone)
- Can must cross the line on both ends of course
- Individual times will be combined and the fastest team time wins

### Sweeps Oval



Up to five teams on the course. Each member of the team will push a 1/2 full water bottle. #1 from point A to point B on the track, where #2 will push it from point B to Point C, #3 takes it from Point C to Point D and #4 pushes from

Point D back to Point A. We may include various obstacles on portions of the track (tunnel, jump, through cones, etc.). There is no individual winner for this event.

#### Rules:

- No use of feet allowed (5 second penalty)

### Vacuum Cleaner Relay

Each team member will take their upright vacuum cleaner through the following: unwrap the cord, straighten the cord out to a specific point, re-wrap the cord, change the bag/empty the canister (take it out, dump in garbage can and put it back in)



#### Rules:

- Vacuum cleaner cannot be moved outside its designated spot
- End of cord must touch the cone
- The ball has to come out of the canister
- Individual times will be combined and the fastest team time wins

### Personal Protection Gear Relay

Team member #1 puts on coveralls and taps #2, who puts on shoe/boot covers and taps #3, who puts on hat and goggles and taps #4, who puts on gloves. There is no individual winner for this event.



#### Rules:

- No assistance from other team members
- Boot covers must be completely on both feet



## REGISTRATION FORM

SCHOOL DISTRICT \_\_\_\_\_

This form should be returned by **JUNE 23**

MEMBERS' NAMES (please print) Please indicated the Team Leader with an asterisk (\*).

1) \_\_\_\_\_ 3) \_\_\_\_\_

2) \_\_\_\_\_ 4) \_\_\_\_\_

Leader's phone # \_\_\_\_\_ Leader's email \_\_\_\_\_

mail to: Lorry Whipple, Conference Coordinator  
GVSBI / W-FL BOCES  
131 Drumlin Ct. Eisenhower Bldg.  
Newark, NY 14513-1863

Advisor (optional) \_\_\_\_\_

or fax to  
**315-332-7425**

Prior to competing, each team member will be required to sign a medical waiver, a hold harmless statement and consent to be in the video, which will be available on the website.

**JUNE 29**

**KEYNOTE  
PRESENTATION  
8=30-9=30**

# Humor & Health: Stress Management

**Julie Traulsen, BS, NSCA-CPT**

**BWI Health Promotions, Program Manager**

*Learn how to enhance your sense of humor! Humor is used as a catalyst in team building, optimism, interpersonal interactions and in preventing stress and “burnout”. BWI Health Promotions’ Humor & Health program highlights the role of humor and positive psychology in shaping our overall well-being – ultimately reducing the stress in our lives.*

Julie has been with BWI since 2006 as an Exercise Physiologist and Worksite Health Promotion Specialist. She earned a Bachelor of Science degree from the University at Buffalo in Exercise Science and is a certified personal trainer & health coach advisor. She teaches many exercise classes and Be Fit Kids programs for BWI's Worksite and School accounts. Additionally, Julie is a skilled team-building leader and brings much enthusiasm and knowledge to BWI's headquarters and team.

**BWI Provides Assessments, Biometric Screening, Health Risk Appraisals, Health Coaching, Education, Fitness & Team Building...**



*Our Goal*

To provide customized health promotion services that positively impact an organization's bottom line and produce measurable results.

**BWI HEALTH PROMOTIONS™**  
 *Healthy Workforce + Schools*  
 COMPREHENSIVE WELLNESS MANAGEMENT

Contact BWI TODAY!  
**716-992-2732**  
[www.bwihp.com](http://www.bwihp.com)

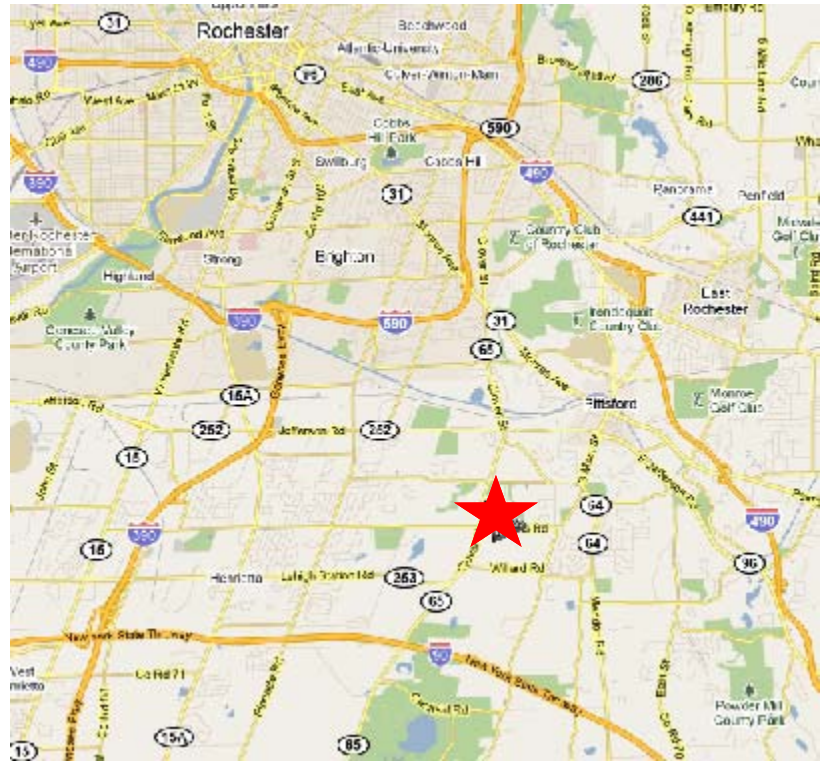
**Directions to:**  
**Calkins Road Middle School**  
**1899 Calkins Road**  
**Pittsford, NY 14534**

For driving directions from your start point, visit [www.mapquest.com](http://www.mapquest.com)

From the North: Take 590 to Exit 2 (Route 31 / Monroe Ave) heading East. Take a right onto Clover St. and a left onto Calkins Road.

From the Southeast: Take NY Thruway (I-90) to Exit 45 merge onto I-490W. Take Exit 27 (Route 96N towards Bushnell's Basin). Take Route 96N. Turn left onto Main St./Route 64. Turn right onto Mendon Center. Left onto Calkins Road.

From the Southwest: Take NY Thruway (I-90) to Exit 46 (I-390). Keep to the right after the toll booth and merge onto NY-253/Lehigh Station Road. Take a left onto Clover St. and a right onto Calkins Road.



**APPROXIMATE DRIVE TIMES:**

Avon	29 minutes
Batavia	45 minutes
Clarence	67 minutes
Geneva	50 minutes
Penn Yan	68 minutes
Naples	54 minutes
Lyndonville	73 minutes
Romulus	68 minutes
Red Creek	67 minutes
Victor	20 minutes



# REGISTRATION INFORMATION

**Registration Fee** (includes refreshments and materials for 2 days):

**\$154** per person from a non-member district

**Discounts:**

**\$17** per person from GVSBI member district\* (\$137)

See the new **Block Pricing** below for groups of 5 or more.



**PUBLIC SCHOOL DISTRICTS:**

- Your district will be billed. Do not send payment.
- Complete the registration form & have it signed by your supervisor.
- Send (US mail or fax) as indicated below.
- Have your business office initiate a cross-contract through your BOCES.

**OTHERS (individuals, Rochester City, non-public schools, etc.):**

- Pre-payment is REQUIRED.
- Make your check payable to Wayne-Finger Lakes BOCES.
- Send via US Mail.

*\*Check the website [www.gvsbi.org](http://www.gvsbi.org) for a list of member districts*

## BLOCK PRICING

New this year, GVSBI will be offering a substantial savings to districts that send multiple participants to this training event. When a district sends participants in multiples of 5, the cost per individual decreases and saves the district money. (Example: A non-member district sends 7 participants. The first 5 participants will be charged the block price of \$575 and participants 6 and 7 will be charged the individual price of \$154 each.) Keep this budget saving option in mind when registering your staff.

<u>NO. OF PARTICIPANTS</u>	<u>INDIVIDUAL PRICE</u>		<u>BLOCK PRICE</u>	<u>SAVINGS</u>
5	\$137 per/ \$685 total	GVSBI MEMBER	\$95 per/ \$475 total	<b>\$ 210</b>
	\$154 per/ \$770 total	NON MEMBER	\$115 per/ \$575 total	<b>\$ 195</b>
10	\$137 per/ \$1370 total	GVSBI MEMBER	\$95 per/ \$950 total	<b>\$ 420</b>
	\$154 per/ \$1540 total	NON MEMBER	\$115 per/ \$1150 total	<b>\$ 390</b>
15	\$137 per/ \$2055 total	GVSBI MEMBER	\$95 per/ \$1425 total	<b>\$ 630</b>
	\$154 per/ \$2310 total	NON MEMBER	\$115 per/ \$1725 total	<b>\$ 585</b>
20	\$137 per/ \$2740total	GVSBI MEMBER	\$95 per/ \$1900 total	<b>\$ 840</b>
	\$154 per/ \$3080 total	NON MEMBER	\$115 per/ \$2300 total	<b>\$ 780</b>

## REGISTRATION CONFIRMATION

Check our website to be sure we have received your registration form.

Visit: [www.GVSBI.org](http://www.GVSBI.org)

Click on Facilities Personnel.

Look for the "Registrations Received" box.

**We update the list every few days.**

## RETURN INSTRUCTIONS

### MAIL TO:

ATTN: Lorry Whipple, Conf. Coord.  
Genesee Valley School Boards Institute  
131 Drumlin Ct., Eisenhower Bldg.  
Newark, NY 14513-1863

**FAX TO: 315-332-7425 (or 7325)**

**Must be received by  
June 23, 2011**

## CANCELLATIONS

- To avoid being billed, a written cancellation request must be received by June 23 (fax or email).
- Requests received after June 23 but 24 hours before the conference, will be billed \$40 and may impact your ability to receive block pricing.
- No shows will be billed the full registration fee.
- School districts may substitute participants at any time at no charge. Please call (315-332-7282) with the name of the new attendee.



## TRADE SHOW JUNE 29

The Conference Planning Committee has invited local suppliers to attend our event. Vendor representatives will be available to showcase their latest products and to answer your questions. Be sure to stop by and browse their displays as your schedule allows.

## HEALTH & SAFETY ONLINE CERTIFICATION COURSES

- |                                 |                     |
|---------------------------------|---------------------|
| • Blood Borne Pathogens         | • Threat Assessment |
| • Fire Safety & Prevention      | • Right to Know     |
| • Asbestos Training             | • Chemical Exposure |
| • Hearing Protection Plan       | • Lock out/Tag Out  |
| • Personal Protective Equipment |                     |

Choose sessions **M2A11**, **M2B11** and/or **M2C11** and complete as many courses as time allows.

**BOCES AID...** is available to public school districts. Your school business official should contact the local BOCES and request a cross-contract with the Wayne-Finger Lakes BOCES.

# CONCURRENT SESSION CODE & TITLE

Track = The personnel/job title most likely to have an interest in the topic. Maintenance/Mechanical (MNT); Professional (PRO-of interest to all); Custodial (CUST) ; Groundskeeping (GRD).

## DAY 1 8:30—8:45 WELCOME

TRACK	8:45 to 9:30	9:35 to 10:20	10:30 to 11:15	11:20 to 12:25	1:15 to 2:00	2:05 to 2:50
CUST	M1A1 MAINTENANCE OF CUSTODIAL EQUIPMENT		M1C1 MAINTENANCE OF CUSTODIAL EQUIPMENT		M1E1 MAINTENANCE OF CUSTODIAL EQUIPMENT	
CUST	M1A2 FIRE EXTINGUISHERS	M1B2 FIRE EXTINGUISHERS	NEW M1C2 HIGH PERFORMANCE FEATURES OF CALKINS ROAD MIDDLE SCHOOL & TOUR		NEW M1E2 POWER HAND TOOLS	
CUST		M1B8 HEALTHY, HIGH PERFORMANCE CLEANING	M1C8 HEALTHY, HIGH PERFORMANCE CLEANING	M1D8 HEALTHY, HIGH PERFORMANCE CLEANING	NEW M1E8 LEAD PAINT ABATEMENT AWARENESS	NEW M1F8 PESTICIDE RULES AWARENESS
MNT	M1A3 ELECTRICAL BASICS			M1D3 ELECTRICAL TROUBLESHOOTING		
MNT	NEW M1A4 THINK BEFORE YOU DRILL - BLOCK, DRYWALL, TILE, ETC— WHICH HANGERS & TOOLS TO USE		M1C4 PLAYGROUNDS & LIABILITES	M1D4 FLUSHOMETERS & DRAIN MAINTENANCE	M1E4 FIRE INSPECTION INFRACTIONS, POINTS & WALK ABOUT	M1F4 RETROFITTING FLUORESCENTS & CHANGING BALLASTS
PRO	M1A5 VERBAL MISCOMMUNICA-TIONS	M1B5 CLEANING FOR PERCEPTION FOR NEW EMPLOYEES	M1C5 VERBAL MISCOMMUNICA-TIONS	M1D5 CLEANING FOR PERCEPTION FOR NEW EMPLOYEES	M1E5 YOUR IMPACT ON COMMUNITY RELATIONS	M1F5 BUILDING SECURITY & PERSONAL SAFETY— AFTER HOURS
PRO	M1A6 BOMB SEARCH AWARENESS	M1B6 WORKING ERGONOMI-CALLY & BACK HEALTH	M1C6 SELF DEFENSE		M1E6 LADDER SAFETY	M1F6 NYS EMPLOYEES' RETIREMENT SYSTEM
PRO	M1A7 HOW GREEN CAN WE BE	M1B7 SNOW REMOVAL & SENSIBLE SALTING	M1C7 PROBLEM ANALYSIS FOR SUPERVISORS	M1D7 LOCK-OUT/TAG-OUT CONTROLLING ENERGY SOURCES	NEW M1E7 SNOW BLOWER SAFETY & MAINTENANCE	

## DAY 2 8:30 - 9:30 KEYNOTE: JULIE TRAUlsen

TRACK	10:00 to 10:45	10:50 to 11:35	12:45 to 1:30
CUST	M2A1 CARPET CARE	M2B1 CARPET CARE	M2C1 CARPET CARE
CUST	M2A2 GERMICIDAL DISINFECTANT CLEANING	M2B2 GERMICIDAL DISINFECTANT CLEANING	M2C2 GERMICIDAL DISINFECTANT CLEANING
CUST	M2A4 GREEN CHEMICALS	M2B4 WOOD FLOORS—GYM & NON-SPORTS FLOORS	M2C4 WOOD FLOORS—GYM & NON-SPORTS FLOORS
CUST	M2A5 RESILIENT FLOOR—START TO FINISH	M2B5 RESILIENT FLOOR—START TO FINISH	M2C5 RESILIENT FLOOR—START TO FINISH
CUST	M2A6 PAINTING HOW TO'S	M2B6 POLISHING TERRAZZO	M2C6 FITNESS CENTER CLEANING & RUBBER FLOOR CARE
GRD	NEW M2A7 ATHLETIC FIELD MAINTENANCE		M2C7 MOWERS, MOWERS EVERYWHERE
PRO	M2A8 MATting—STOPPING DIRT AT THE DOOR	NEW M2B8 MOPPING WITH 21ST CENTURY TECHNOLOGY	NEW M2C8 POOL FILTERS—THE DEFENDER SYSTEM
PRO	NEW M2A9 BED BUGS & OTHER TRANSFERABLE PESTS	M2B9 MAN VS MACHINE CLEANING SMARTER NOT HARDER	M2C9 MAN VS MACHINE CLEANING SMARTER NOT HARDER
PRO	NEW M2A10 MAXIMIZE ENERGY SAVINGS	M2B10 ENERGY USE CURTAILMENT	NEW M2C10 PREVENTATIVE MAINTENANCE SYSTEMS
PRO	NEW M2A11 HEALTH & SAFETY ONLINE CERTIFICATION COURSES	NEW M2B11 HEALTH & SAFETY ONLINE CERTIFICATION COURSES	M2C11 HEALTH & SAFETY ONLINE CERTIFICATION COURSES

Course list on page 9

## 1:45 - 3:00 SKILLS COMPETITION & DOOR PRIZES



# REGISTRATION FORM

2011 School Facilities Personnel Training Conference @ Calkins Road Middle School



Participant's Name ▲ (please print to appear on your nametag & certificate)		▲ Position/Title
District & Building/Department ▲		▲ E-mail Address
District Street ▲▲		
District City/State/Zip ▲▲		
Daytime Phone Number ▲	▲ Emergency/Home Phone Number	

## CONCURRENT SESSION SELECTION

Circle a choice for each block of time. List the code (ex. M1A5) of your alternate choice in the **ALT** box.

Tuesday, June 28 — Day 1						Wednesday, June 29 — Day 2					
7:30—8:30 Registration & Breakfast						8:00—8:30 Registration & Breakfast					
8:45 9:30	9:35 10:20	10:30 11:15	11:20 12:25	1:15 2:00	2:05 2:50	8:30 9:30	10:00 10:45	10:50 11:35	12:45 1:30	1:45 3:00	
M1A1		M1C1		M1E1		KEYNOTE: JULIE TRAUlsen	M2A1	M2B1	M2C1	SKILLS COMPETITION DOOR PRIZES & CLOSING	
M1A2	M1B2	M1C2		M1E2			M2A2	M2B2	M2C2		
M1A3		M1D3									
M1A4		M1C4	M1D4	M1E4	M1F4		M2A4	M2B4	M2C4		
M1A5	M1B5	M1C5	M1D5	M1E5	M1F5		M2A5	M2B5	M2C5		
M1A6	M1B6	M1C6		M1E6	M1F6		M2A6	M2B6	M2C6		
M1A7	M1B7	M1C7	M1D7	M1E7			M2A7		M2C7		
							M2A8	M2B8	M2C8		
							M2A9	M2B9	M2C9		
							M2A10	M2B10	M2C10		
							M2A11	M2B11	M2C11		
ALT	ALT	ALT	ALT	ALT	ALT	ALT	ALT	ALT			

Signature of Authorizing Administrator \_\_\_\_\_  
*(must be signed to be processed)*

No **CANCELLATIONS** after 6/23. No-shows will be billed. Districts are encouraged to send a substitute.

**NOTE** medical meal considerations: \_\_\_\_\_

Verify your  
 registration has  
 been received  
 at our website  
[GVSBI.org](http://GVSBI.org)

**RETURN BY JUNE 23, 2011**  
**Fax # 315-332-7425      Attention: Lorry Whipple**



GENESEE VALLEY  
SCHOOL BOARDS INSTITUTE  
FOR STAFF DEVELOPMENT

www.GVSBI.org

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Eisenhower Building  
Newark, NY 14513-1863

Phone: 315-332-7282  
Fax: 315-332-7425  
lwhipple@wflboces.org

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## **2010—11 COMMITTEE MEMBERS**

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Doug Ackert, Brighton  
Jim Bentkowski, Oakfield-Alabama  
Jim Ryan, Genesee Valley BOCES  
Joe Flansburg, Honeoye Falls-Lima  
Joe Griffin, Rochester  
Ken Nelson, Rush-Henrietta  
Ken Williams, Rochester  
Kevin Cross, West Irondequoit  
Larry Brien, SUNY @ Brockport  
Scott Wilson, Brockport  
Stan Polmateer, Retired (Rush-Henrietta)

Paula Torres, Registrar/Webmaster  
Lorry Whipple, Conference Coordinator  
Jim McNeil, Executive Director

