



THE NASSAU COUNTY CHAPTER OF THE NEW YORK STATE SCHOOL FACILITIES ASSOCIATION PRESENTS
THE 57TH ANNUAL FACILITIES STAFF CUSTODIAL WORKSHOP

IN MEMORY OF JOHN A. MARTIN

Friday June 28, 2019 7:00 a.m. – 3:00 p.m.

Woodland Middle School
690 Wenwood Drive
East Meadow, NY 11554

Dear Facilities Director,

This year, the 57th Annual Custodial Workshop, will consist of one exciting day of training and an exhibitor showcase to be held on Friday June 28, 2019 at the Woodland Middle School in East Meadow UFSD. The school is located at 690 Wenwood Drive, East Meadow, NY 11554.

This year we will be offering ten great courses for Facilities Department employees. Returning again for this year will be the *Understanding Air Conditioning* course, the *Level II Cleaning* course and the *Supervisor's Training* course with the very successful computer skills component. Due to great feedback from attendees, we are bringing these courses back that will focus on teaching Facilities Employees the "ins and outs" of better computer use techniques, in-depth cleaning practices and an understanding of various forms of air conditioning and their components. Included in the computer course will be writing techniques, preparing reports, proper use of e-mail and utilizing the internet to assist you in your job. These topics are in addition to custodial management, progressive discipline, and handling problem employees.

Breakfast as well as Lunch will also be served and are included in the registration fee. Once again, the conference fee will remain the same at \$75.00 per attendee.

For Directors Only; during the morning session, the Department of Health will be hosting a free workshop on understanding the requirements of Underground Storage Tanks. In the afternoon, SAANYS and AXA Financial will be giving informative presentations on the benefits of SAANYS and what they can do for you and planned savings and your investment portfolio. Following the SAANYS and AXA Financial presentations, please join us for an early preview of the vendor showcase. Spend some time with the vendors and learn about their new products before we open it up to the conference attendees.

We hope all Directors of Facilities will be able to spend the day at the workshop and show support for the staff and vendors that support us every day. If you cannot spend the day with us, please make every effort to attend the Vendor Showcase at 2:15 p.m. located in the Woodland Middle School Gymnasium. The vendors donate a great deal of time and effort to assist us in this day and we are hoping to see all Directors of Facilities in attendance.

Please review the attached registration form. Submit your staff members' names on the attached sheet and forward a purchase order in the amount \$75.00 per attendee. Following the end of the Vendors' Showcase, there will be raffle prizes, t-shirts, and hats presented in the Gymnasium. Please submit the forms by June 7, 2019, so we may properly plan the food services.

Thank you,

James Saitta
NYS Director of Facilities III
Lynbrook UFSD

Please Fax or E-mail Completed Registration Forms to: James Saitta – Lynbrook UFSD

Fax # 516-887-3728

E-mail: jsaitta@lynbrookschoools.org