



2019



FACILITIES CONFERENCE

FULL SCHEDULE

Sunday, January 27, 2019

12:45 – 1:00 pm	Transportation from Hotel to School
1:00 – 2:00 pm	Registration and Welcome
2:00 – 3:00 pm	Get Ahead of the Headlines! How Your Procedures Keep You Prepared <p>In this interactive session we will discuss the current outbreak landscape; what is real, what is imagined, and how it affects your community. We will cover the methodology - beyond standard operating procedures - to employ in order to stay ahead of an issue, and new technologies to help you do so. We will also share ideas and best practices to employ when communicating your procedures to your community, keeping them informed and confident that you are prepared for what comes next.</p>
3:00 – 3:15 pm	Break
3:15 – 4:15 pm	Financial Implications of Security in Independent Schools <p>In this session participants will get a deeper look into the concepts of security, risk management, and risk assessment for independent schools and how their school's financials could be affected. This will include reviewing cost effective ways to improve security as it relates to culture, policies and procedures, training, and systems integration, along with discussing the important roles headmasters, administrators, facilities, and operations directors play in the security of their school.</p>



- 4:15 – 5:30 pm **Campus Tour**
- 5:30 – 7:30 pm Reception and Dinner
- 7:30 – 7:45 pm Transportation from School to Hotel

Monday, January 28, 2019

- 6:30 am Breakfast Available at Hotel
- 7:45 – 8:00 am Transportation from Hotel to School
- 8:15 – 8:30 am Welcome
- 8:30 – 9:30 am **Mapping Critical Facility Information**

When the fire alarm goes off; when there is an inch of water on the floor; when the room smells like gas... knowing the basics of how such systems operate and where the shut-offs are located can have enormous impact on the reduction of accidents, injuries, and property damage. In this session, we will share insights into creating intelligent and easy-to-read infographics, and explore an innovative tool that uses GIS technology matched with secure database features to make critical building information accessible and easy to understand and navigate in an emergency, yet is comprehensive of all major facility components.
- 9:30 – 9:45 am Break
- 9:45 – 10:45 am **Dealing with Difficult Situations & Negotiations - 7 Steps to Success**

Independent school facilities and operations directors and managers are often stuck with communicating difficult decisions, whether it be with parents, faculty, staff or other stakeholders. In this session you will review conflict resolution skills and techniques as we look at several scenarios that happen during the school year and how to communicate the difficult effectively. Also, how well you negotiate vendor pricing, new contracts, and other major agreements can be the difference in meeting your budget and your school's financial goals. You will learn the best principals to negotiate great agreements that help you meet your goals and leave all parties involved satisfied. We will review different scenarios where you can use these skills to benefit you and your school.



10:45 – 11:15 am

Nuts and Bolts

11:15 – 11:30 am

Break

11:30 am – 12:30 pm

Strategic Facilities Management: Measuring and Communicating the State of Your Facilities

Facilities are an independent school's single biggest asset, but many business officers have a difficult time quantifying and qualifying the state of their facilities. This makes planning and budgeting for long-term facilities maintenance and refreshment difficult at best. To help bridge that gap, we will look at key metrics the facilities department can use to measure their short and long-term operations, then show how these measures can be shared with your business office and other administrative functions to demonstrate the current state of your facilities and how it compares to other schools. Finally, we will lay out a framework for capital improvement planning and how to have these conversations with your business office.

12:30 – 1:15 pm

Lunch

1:15 – 2:15 pm

Get the Work Done - Best Solutions for Staffing Needs

In this session we will discuss both hiring internal staff and finding the best outsourced vendors for your needs. We will discuss how to determine true staffing needs and form good job descriptions, then share best practices for recruiting, hiring, and retaining qualified staff. Also included will be thoughts about coaching and staff professional development, along with methods for improving success when hiring outsourced vendors.

2:15 – 2:30 pm

Break

2:30 – 3:45 pm

Operational Risk Management - Regulatory and Code Compliance Best Practices

As a facilities director, do you know that ice is defined as a food? Are you aware that water filters must be changed every 6 months? How about fire doors requiring an annual inspection? These all have code and regulatory compliance that need to be met or you risk receiving a citation. Every industry has rules and regulations that are required and it's very difficult to keep up with them all. However, it is possible to stay informed. During this session, we will highlight some familiar and unfamiliar regulatory compliance, code compliance, and best practice items all facilities directors and staff should be aware of and manage on a regular basis to stay in compliance.

3:45 pm

Closing Remarks / Adjourn