

New York State

SCHOOL FACILITIES

Where Students Come To Learn



MEMBERSHIP INFORMATION



www.nyssfa.com



www.nyssfmi.org

TABLE OF CONTENTS

It Takes a Professional	3
NYSSFA and SFMI	4

NEW YORK STATE SCHOOL FACILITIES ASSOCIATION (NYSSFA).....

The Value of Membership	6
School Facilities Association State Chapters	6
Director of Facilities Law	7
Scholarship Programs	12
Facilities Assessment Program.....	12

SCHOOL FACILITIES MANAGEMENT INSTITUTE (SFMI).....

The Institute	15
Professional Development Conference & Expo	15
School Facilities Managers' Academy	16
Scholarship Programs	18
Accreditation	20
College Programs	22



IT TAKES A PROFESSIONAL

New York State School Facilities Association (NYSSFA) and School Facilities Management Institute (SFMI) support the professionals in the facilities field responsible for ensuring clean, safe, healthy, efficient learning environments for our students, teachers, administrators and local communities. Today's school buildings and campuses are complicated and so is the job of maintaining them. School facilities professionals play a critical role in the state's education system.

THE JOB OF DIRECTOR OF SCHOOL FACILITIES

School facilities have a huge impact on our children's health, safety and ability to learn. That places a great deal of responsibility on the shoulders of the school facilities director. Much more than a groundskeeper or maintenance personnel, today's director is a leader, a manager and a critical part of the school district's administrative team. Being a School Facilities Director means being able to multi-task and address a wide spectrum of critical jobs and tasks, including:

- Plan and organize millions of dollars in school assets including buildings, grounds and equipment.
- Maintain safe, healthy and environmentally compliant classrooms according to local, state and federal regulations.
- Hire, train, motivate and coordinate staff.
- Formulate long and short range capital and maintenance improvement plans.
- Recommend new technology and control systems for buildings and staff use.
- Advise school administrators regarding furniture, lockers, instructional aids, heating and ventilation, building repairs and other physical needs of the school.

In addition, there are literally scores of regulations and issues that demand attention in areas such as:

- OSHA employee safety inspection
- Fire drill emergency evacuation procedures
- Boiler room safety and emission
- Integrated Pesticide Management
- Blood-borne pathogens
- Hazardous materials
- Radon
- Asbestos

NYSSFA AND SFMI

NYSSFA is our founding organization, established in 1954 as a non-profit 501c6. It is our governing body that includes our officers, 18 state directors, 18 chapter presidents and where the work of 12 committees gets done. NYSSFA is also our advocacy arm that lobbies each year for state law and policies that support our school facilities. It offers leadership training, member scholarships and the Fred Hack Memorial scholarship program to dependent children of active and affiliate members.

NYSSFA provides a legal assistance program, job bank, and directors of facilities law consultant services and maintains a collaborative working relationship with the NYS Education Department Office of Facilities Planning, NYS Civil Service, and other state agencies. The organization has developed coalitions and strategic partnerships with organizations such as the NYS Council of School Superintendents, NYS Association of School Business Officials, NYS School Boards Association, Rural Schools Association of NYS, School Administrators Association of NYS, National School Plant Management Association, and others. Most of the internal and external communications and social media platforms fall under NYSSFA as well as our member recognition programs – plus more.

SFMI is the educational arm of NYSSFA. It is a non-profit 501c3 educational organization that manages our certification and training programs. The certification programs include our Certified Directors of Facilities (CDF) program, Registered Director of Facilities (RDF) program, recertification program, and Affiliate Development Certification (ADC) and Advanced Affiliate Development Certification (AADC) programs.

SFMI establishes our professional development programs each year, including our webinar series. It develops and manages the School Facilities Managers' Academy, scholarship programs and the School Facilities Annual Conference and Expo. The organization maintains relationships with Mohawk Valley Community College (MVCC) and Empire State College (ESC) to ensure they are offering the best possible facilities management degree programs. It also partners with other organizations to provide training and professional development on key issues – plus more.



NEW YORK STATE
SCHOOL FACILITIES ASSOCIATION

Mission Statement: To be leaders in maintaining the highest standards of a safe, healthy learning environment. To support educational excellence through the prudent management of resources.

WWW.NYSSFA.COM

THE VALUE OF MEMBERSHIP

As the demands of the profession grow more challenging, budgets get tighter and energy conversation is a necessity. Now more than ever, it is important to be a member of the New York State School Facilities Association. NYSSFA offers a number of networking opportunities through local chapter meetings, webinars, annual School Facilities Advocacy Day and annual Conference & Expo. NYSSFA is a statewide network of school facilities managers eager to stay ahead of the curve, share their knowledge and tell their stories.

NYSSFA is committed to excellence, and has been since 1954. With headquarters in Albany, NY, NYSSFA maintains a vocal and visible presence among state lawmakers and policy makers. Similarly, we have built strong partnerships with key educational organizations in an effort to promote facilities managers and the importance of having strong facilities programs in our schools. Become a member today at www.nyssfa.com to take advantage of our useful resources and member benefits:

- Leadership training
- School facilities advocacy
- Legal assistance program
- Director of Facilities / Civil Service Consultation
- Chapter affiliation
- Coalition building
- Scholarship programs
- Comprehensive job bank
- Facilities assessment program
- E-newsletter / E-Communications / Wednesday Wake Up
- Online membership directory

NYSSFA STATE CHAPTERS

NYSSFA has more than 600 members representing 18 local Chapters across New York State. Chapters conduct regular meetings, special events and educational opportunities.

- Capital District
- Central
- Central Western
- Chautauqua
- Genesee Valley
- Mid-Hudson
- Mid-State
- Nassau
- Niagara Frontier
- North Country
- Northern Catskill
- Oswego County
- Rockland
- Southeastern
- Southern Finger Lakes
- Southern Tier
- Suffolk
- Wayne Finger Lakes

Regular involvement in monthly chapter meetings and events provides a forum for the exchange of timely information, building strong professional relationships, and opportunities for advancement in your field and professional organization. Many chapters have monthly guest speakers and hold annual custodial workshops. Whatever the specifics, chapter participants exchange information on pressing local issues and serve as a source of mutual support. Chapters also provide opportunities to learn about new vendor products and services and connect with the state Association.

“When I need the local angle on industry trends, I go right to my chapter. The things I learn there just aren’t available anywhere else.”

– Frederick Koelbel, Plant Facilities Administrator
and Director of Transportation, Port Jefferson UFSD

DIRECTOR OF FACILITIES LAW

Thanks to this new law, the New York Department of Civil Service has established qualifications for the school district Director of Facilities (I,II,III), including a statewide exam. Under the old law, if a qualified individual from any county in New York State was interested in a school district facilities position in a different county, he/she would have to take a test in the area that provided the job opportunity. A new statewide exam has replaced all regional exams and streamlined the certification process. This law has been put into place, because it is the mission of New York State to provide clean, safe, healthy and efficient learning environments for school children, educators, administrators and communities. The Director of Facilities will be an experienced, qualified professional with the knowledge to run a school facilities department. This law insures the position is filled by a qualified professional.

To download a copy of the law go to our website, www.nyssfa.com.

DIRECTOR OF FACILITIES I (DOF I)

A Director of Facilities I is responsible for performing semi-skilled building and grounds maintenance, repair and cleaning related tasks and activities, which may be performed indoors or outdoors under adverse working conditions. An incumbent in this position will typically not perform skilled journey-level techniques. The incumbent is not responsible for supervision, but may oversee work details, and lead and participate in the work to ensure it is performed in a safe, efficient and timely manner. The incumbent also performs manual labor and operates equipment related to the work. Does related work as required.

DOF I, Minimum Qualifications:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate Degree or higher-level degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology or a related field and two years of experience in general building construction, building maintenance or repair work in one or more of the specialty trades, such as plumbing, electrical work, heating, ventilating and air conditioning installation.
- (B) Graduation from high school or possession of a high school equivalency diploma and four years of experience in general building construction, building maintenance or repair work in one or more of the specialty trades listed in (A);
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).



DIRECTOR OF FACILITIES II (DOF II)

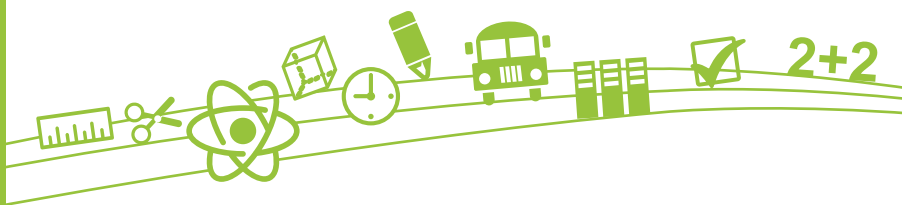
Distinguishing Features of the Class:

A Director of Facilities II is responsible for planning, organizing and directing the custodial and maintenance activities of a district's school facilities department. Although certain activities are performed in the office, the incumbent of this position will, on occasion, be required to perform maintenance, repair and cleaning-related tasks and activities, which may be performed indoors or outdoors under adverse working conditions. This position differs from Director of Facilities I in that the incumbent has supervisory responsibilities over custodial, maintenance staff, and where applicable, employees of the transportation department. This position differs from Director of Facilities III in that this position is not administrative in nature. The work is performed under general supervision of a school district administrator, which may include the Superintendent, with leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of subordinate staff and does related work as required.



DOF II, Minimum Qualifications:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher-level degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology or a related field and one year of experience in general building construction, building maintenance or repair work in one or more of the specialty trades, such as plumbing, electrical work, heating, ventilating and air conditioning installation—which must have been in a supervisory capacity.
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate Degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology or a related field and three years of experience as outlined in (A), one of which must have been in a supervisory capacity.
- (C) Graduation from high school or possession of a high school equivalency diploma and five years of experience as outlined in (A), one of which must have been in a supervisory capacity.
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).



DIRECTOR OF FACILITIES III (DOF III)

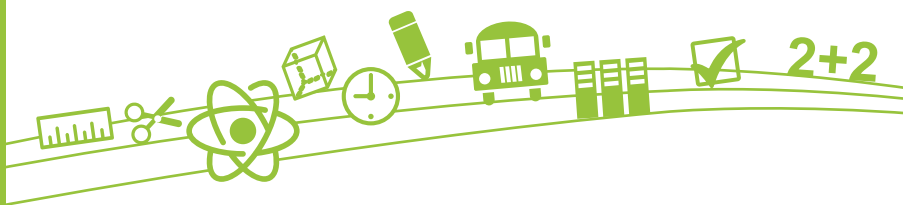
Distinguishing Features of the Class:

A Director of Facilities III is responsible for the administration of a District's school facilities department. The majority of activities are performed in the office, but the incumbent will spend time at various work sites ensuring work is being performed and completed in an efficient manner. The incumbent will rarely be required to perform maintenance or repair related tasks and activities, but needs to be able to perform such tasks if the need occurs. This position differs from Director of Facilities II in that the incumbent has primarily administrative responsibilities, while the Director of Facilities II has supervisory responsibilities over custodial, maintenance staff and where applicable, employees of the transportation department. The work is performed under the general supervision of the School Superintendent with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of subordinate staff and does related work as required.



DOF III, Minimum Qualifications:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher-level degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology or a related field and two years of experience in general building construction, building maintenance or repair work in one or more of the specialty trades, such as plumbing, electrical work, heating, ventilating and air conditioning installation, one year of which must have been in a supervisory capacity.
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate Degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology or a related field and four years of experience as outlined in (A), one of which must have been in a supervisory capacity.
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).



SCHOLARSHIP PROGRAMS

CHAPTERS PROVIDING SCHOLARSHIPS FOR OUR SCHOOL DISTRICTS' STUDENTS

NYSSFA's local chapters across the state provide numerous scholarships representing tens of thousands of dollars to support the post-secondary educations of students in member districts.

FRED HACK MEMORIAL SCHOLARSHIP

The Fred Hack Memorial Scholarship honors the memory of one of the founders of the Association, who served as the first and longtime Executive Director.

Each year up to six children of Active or Affiliate members receive \$1,500 college scholarships. This competitive scholarship is available to students pursuing full-time studies leading to an associate's or bachelor's degree at any accredited post-secondary school.



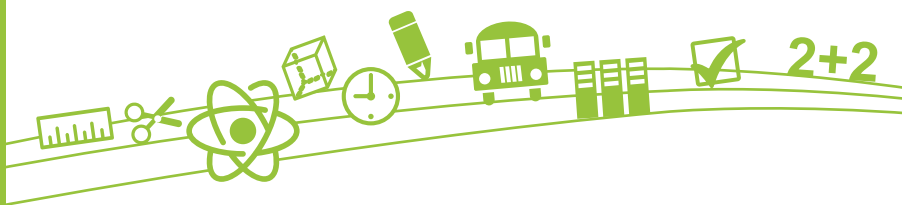
FACILITIES ASSESSMENT PROGRAM

During this time of school budget restraints, school administrators are looking for creative ways to save money while keeping the integrity and well-being of students and educators in mind. One way NYSSFA can help your school district is through our Facilities Assessment Program. The Facilities Assessment Program is a customizable and proactive approach to optimizing your school district's facilities management plan. A team of education and facilities professionals will focus on your immediate needs and travel to your district.

The facilities assessment team will tour the buildings and grounds and interview district stakeholders (administrators, teachers, students, support staff, community members, town officials, PTA/PTO members, etc.). The team also works closely with the district's facility management staff and develops a comprehensive set of recommendations for an improved, systematized, efficient and cost effective facilities management program. To read testimonials and find out how to schedule your Facilities Assessment, go to our website at www.nyssfa.com.

JOB BANK

As a resource for our members and school communities, NYSSFA offers a job bank on our website to share open positions in the facilities management field. This benefits our members by providing opportunities for job advancement and gives school districts a place to advertise open positions.



SCHOOL FACILITIES MANAGEMENT INSTITUTE, INC.

In February 2003, the School Facilities Management Institute, Inc. (SFMI) was created to provide education and programs on timely school facilities management issues. SFMI was created to aid school facility directors and their staff with their professional development. The areas of emphasis include health and safety, security, code compliance, environmental issues, energy efficiency, technical support, human resources, air quality, OSHA rules and regulations, and much more. That training consists of:

- An annual professional development conference and expo
- Timely webinars on the latest in school facility management
- An academy for new and existing facilities managers with specialized tracks
- Annual Critical Issues Summit held at the NYS Education Department
- Local chapter workshops
- School Facilities Management Certificate and Degree programs through Mohawk Valley Community College, www.MVCC.edu and Empire State College, www.ESC.edu – earned online.

Check out our website www.nyssfmi.org for more information on how SFMI can help you advance your career.

PROFESSIONAL DEVELOPMENT CONFERENCE AND EXPO

SFMI's annual conference and expo is designed to help school facility directors stay up to date with current events affecting job responsibilities. The conference agenda is an interactive schedule with renowned speakers recognized as experts in their fields and training sessions that focus on the latest technologies, policies and programs. Training topics differ every year and range from school security to installing energy efficient lights, from common human resource questions to code compliance and everything in between. The conference is a great networking opportunity to meet your colleagues and discuss common issues.

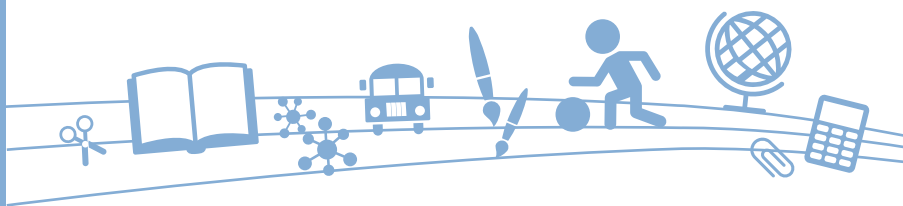
Along with the conference is the annual expo, the largest in New York state. This is an excellent opportunity to look over the industry's latest products and services. The conference and expo is a great way to meet your peers, learn about new technologies, get re-energized and spark new ideas for your job!

SCHOOL FACILITIES MANAGERS' ACADEMY

New to the field? Want a refresher course on the latest in codes, budgeting, and health and safety? Then this program is for you!

By attending the School Facilities Managers' Academy, directors and staff learn about a broad range of topics:

- Preventive maintenance
- NYS PESH inspections
- HVAC
- SAVE
- Blueprints
- RESCUE
- Building cleaning
- Automatic external defibrillators
- Civil Service
- Personal protective equipment (PPE)
- Budgets
- Lockout/tag out
- Use of facilities
- Lead
- Grounds care
- Blood-borne pathogens
- Security
- Confined space
- Asbestos
- Fire safety
- Right to Know
- Americans With Disabilities Act
- Indoor Air Quality
- SFA



School Facilities Managers' Communication Academy:

Already completed the School Facilities Managers' Academy? Do you need some courses in all things communications? Then join us for this advanced academy track. Sessions include:

- Creating strong written communication
- Public speaking strategies
- Running an effective meeting
- Media relations
- Presentation skills

School Facilities Managers' Personnel Management Academy:

This track will make you better equipped to manage and motivate your staff and communicate with district stakeholders at all levels.

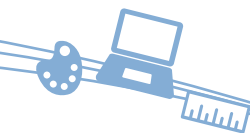
Sessions include:

- Employee performance
- Civil service and legal issues
- Managing upward
- Coaching and employee motivation

School Facilities Managers' Security and Emergency Management:

This track addresses emergency preparedness.

- Table-top exercises
- School-wide readiness training
- Facilities director's role during a lock-down crisis



SCHOLARSHIP PROGRAMS

SUPPORTING OUR MEMBERS WITH SCHOLARSHIP PROGRAMS

A key part of promoting the professional development of our members involves providing scholarship opportunities to participate in SFMI education and training programs during each year, as well as supporting student scholarships.

COMMISSIONER RICHARD P. MILLS SCHOLARSHIP

The Richard P. Mills Scholarship, started in 2009 by SFA and SFMI leaders to recognize former New York State Education Commissioner Mills' dedication and leadership, and particularly his support of SFA members and their important work, provides an annual professional development scholarship to an SFA member. Each year, one deserving member is provided attendance at our fall annual School Facilities Professional Development Conference, and a seat at the School Facilities Managers' Academy held in December at the NYS School Boards Association Conference Center in Latham, NY.

The Mills Scholarship is open to all SFA Active and Affiliate members with seven or fewer years of service and is awarded based on demonstrated extraordinary dedication to the school facilities profession and promise for future leadership. Nominations for the scholarship are made by Chapter Presidents or State Directors and are reviewed and awarded by the SFMI Board. The scholarship represents a value of more than \$1,400 to the member and their district.

FACILITIES MANAGERS' ACADEMY SCHOLARSHIPS

Through the generous support of sponsors, SFMI has been able to provide scholarships for attendance at the annual School Facilities Managers' Academy to a number of first-time program attendees and members with demonstrated need.



SCHOOL
FACILITIES
MANAGEMENT
INSTITUTE, INC.

SFMI Mission: To elevate school facility management through education, training and technical support at the highest level. To further develop the professionalism and character of each facility manager and to cultivate future facility managers by creating opportunities for those pursuing a career in the field.

www.nyssfmi.org

ACCREDITATION

CERTIFIED DIRECTOR OF FACILITIES (CDF)

Becoming a CDF shows that you are fully qualified for your position and dedicated to excellence. CDFs inspire their staff and show they are committed to their position. By becoming a CDF, you are enhancing your professional growth and recognition, developing networking opportunities with other CDFs across the state and advancing your career. Earning the CDF designation requires the accumulation of qualifying points. The point system represents a broad base of knowledge and experiences of the candidates. Completion of the Personal Data Portfolio (PDP), written and oral exams, seminars and training courses, and volunteer leadership in the organization are some examples of accomplishments that qualify for the point accumulation system. A total of 600 points is required. To learn more about becoming a CDF, visit our website at www.nyssfmi.org.

REGISTERED DIRECTOR OF FACILITIES (RDF)

If you have not worked five years in the operation and maintenance of educational facilities but you meet all the other requirements, you can obtain your Registered Director of Facilities (RDF) certificate. Then, at your fifth anniversary of working as a director of school facilities, you will receive your CDF.

“The CDF program is a wonderful vehicle to increase the level of knowledge and skills utilized by all school facilities managers.”

– Peter Riggi, CDF, Director of Facilities, Schuylerville CSD

CDF RECERTIFICATION

Continual professional development is essential for today's directors of facilities to keep pace with a rapidly changing work environment. Certified Directors of Facilities (CDFs) have been recognized as distinguished members of their field for, among other things, their commitment to professional development.

The CDF Recertification Program is designed to acknowledge the CDF's continued commitment to the field of school facilities management. To retain the CDF credential, a Certified Director of Facilities must accumulate 75 points every five years for continuing education/professional development, leadership, SFMI conference participation, instruction or writing. Download the Recertification packet to document your progress at www.nyssfmi.org. The CDF renewal form must be submitted with payment.

AFFILIATE DEVELOPMENT PROGRAM (ADP) ADC

The Affiliate Development Certification (ADC) enables SFA Affiliate Members (those whose duties support the director of school facilities) to broaden their knowledge, sharpen their skills and achieve a key milestone that can move their career forward. Through ADP, you prove or gain competencies across the spectrum of facility issues — from personnel management and technical systems to facility management, safety and codes.

ADVANCED AFFILIATE DEVELOPMENT CERTIFICATION (AADC)

AADC is the next step on your road to success. After successfully completing your ADC, you can move on to earn your AADC. The AADC consists of 13 additional competencies, an Accreditation Committee Review, and an Accreditation Committee interview.

COLLEGE PROGRAMS

ONLINE BACHELOR'S DEGREE, ASSOCIATE'S DEGREE AND CERTIFICATE PROGRAMS

A college degree, especially in your chosen field, can enhance your credentials like few other honors. As a result of SFMI's partnership with Empire State College (ESC) and Mohawk Valley Community College (MVCC), you can earn your bachelor's degree, associate's degree or technical certificate in school facilities management — right from the comfort of your home or office.

BACHELOR'S DEGREE PROGRAMS



Empire State College of the State University of New York (SUNY) has partnered with SFA, SFMI and MVCC to provide a pathway to a bachelor's degree for graduates of the MVCC program in School Facilities and Management.



Students completing their A.A.S. in School Facilities Management from MVCC may transfer to Empire State College and complete a bachelor's degree in Business, Management and Economics with a concentration in Facilities Management.

Courses are available entirely online or through one of our 35 convenient locations within New York State. Online academic advising, academic services, and credit for prior learning gained from work or life experience are available.

CERTIFICATE AND ASSOCIATE'S DEGREE PROGRAM

Developed by SFMI and Mohawk Valley Community College (also a SUNY school) these online programs are designed to sharpen the skills of current directors and prepare future directors for careers in facilities management. Graduates will be prepared to manage and lead change in all aspects of the field: facility operations and maintenance, public health and safety, school budgeting and more. You can choose from two options: the School Facilities Management Certificate or the Associate's Degree in Facilities Management. Among the benefits:

- You complete MVCC courses online: no classroom to find, no set time to attend class. You'll contact your professors primarily by email.
- MVCC may accept credit for college courses you've already completed — and for life experience as well.
- The courses completed for both programs may be applied toward a SUNY bachelor's degree.

The School Facilities Management Certificate requires 30 credit hours of study — all of which you can apply to the associate's degree. To get started, you apply to MVCC, get accepted and (in some cases) take a standard placement test.



136 Everett Road | Albany, New York 12205
phone: 518.465.0563 | 800.359.7242
info@nyssfa.com | www.nyssfa.com



136 Everett Road | Albany, New York 12205
phone: 518.465.0563 | 800.359.7242
sfmi@nyssfa.com | www.nyssfmi.org