



2011-12 Certification Class Schedule



MSBO Certification Program

MMSBO Certification is a voluntary program, established in 1998 by the Michigan School Business Officials (MSBO). It provides focused training to school business officials in order to:

- 1) Offer practical information that will help school business officials succeed and excel in their employment; and,
- 2) Establish a basis for advancing professionalism of school business officials and assuring school districts that current or prospective business officials have a base of knowledge about laws, regulations, and procedures for functioning in a Michigan public school.

Who may become certified?

Any current MSBO member may become certified. MSBO has designed 12 different certification tracks, each specific to the specialty.

- Business Office Manager
- Business Office Specialist
- Chief Financial Officer
- Child Nutrition Director
- Facilities Director
- Human Resource Specialist
- Operations Director
- Pupil Accounting Auditor
- Pupil Accounting Specialist
- School Payroll Specialist
- School Technology Management
- Transportation Director

Why should I become certified?

Obtaining certification demonstrates a dedication to your profession and offers a base of useful information taught by seasoned practitioners. School districts that hire business officials believe certification matters.

The MSBO Certification Program has been endorsed by the Michigan Association of School Administrators and Michigan Association of School Boards.

Do I qualify?

Requirements vary for each of the 12 certification tracks. Each program will be offered by MSBO, through the Michigan Institute for Educational Management (MIEM), or in partnership with other organizations.

Applicants for certification may apply to use college classes or seminars to meet subject area requirements. Credit for non-MSBO sponsored programs will be allowed at the discretion of MSBO on a case-by-case basis. Contact MSBO for additional information at msbo@msbo.org.

How do I Apply?

When you wish to begin the certification process fill out and return the “Letter of Commitment” to MSBO. You must complete the certification program within three years of taking your first class, unless you obtain a waiver.

Are there continuing education requirements?

Continuing education requirements must be approved, job-related education and the following must be completed within a five-calendar-year period:

- 180 hours for CFO–18 SB-CEUs or six (6) semester credit hours; or
- 90 hours for all other tracks – nine (9) SB-CEUs or three (3) semester credit hours.
- For holders of Chief Financial Officer and Business Office Manager Certificates you must attend 13 hours of Group Solutions Seminars during your five-calendar-year renewal period.

There is a \$60 fee for initial certification and \$30 fee every five (5) years for continuing certification. All records are maintained by MSBO.

MSBO Certification Track Requirements

Certification courses are offered through MSBO and the Michigan Institute for Educational Management (MIEM). In some circumstances courses from other sources may be counted toward MSBO certification. Please be aware that some courses and/or requirements may change. MSBO and the committees that created this program are continuing to evaluate and make minor modifications as deemed appropriate.

This certification program and its courses have been created and reviewed by the Professional Development Committee of MSBO in conjunction with the Facilities Management, Food Service, Transportation, and Technology Committees. An applicant for certification must be a member of MSBO.

MSBO certification courses provide a great deal of information in a short time. Most courses are “bulleted” information rather than in-depth training. They are intended to cover major points about their respective topics, offer an opportunity for questions and discussion, and provide resource information for future use.

Although anyone may benefit from certification courses, the full program is generally intended for people in their first 1-5 years of employment. However, any person employed in school business operations who meets the stated requirements may receive certification. There is no requirement for holding a particular position in a school district.

For those who already have more experience, MSBO will evaluate their background to determine how much additional training is required prior to granting certification.

Business Office Manager (BOM)

Includes: Purchasing, Personnel, and Payroll

Business office managers are people employed in directing one or more of the functional areas in a school business office - payroll, purchasing, personnel, and technology are primary examples. A business office manager typically reports to the chief financial officer of a school district or a superintendent who serves in that capacity.

Degree required: BA/BS or equivalent

Required class hours: 52

Accounting hours: 8 semester hours

Grandparent provision: Yes

Continuing education requirement: 90 hours over five years, 77 hours and 13 hours of Group Solutions Seminars

Continuing education hours required can be met via: college classes, workshops, conferences and professional development at the school district level.

Business Office Manager Courses:

- Cash Management (3 hours)
- Collective Bargaining Agreement, Contracts (3 hours)
- Effective Communications (3 hours)*
- Introduction to School Business (14 hours)
- Labor Relations/Employment Law (6 hours)
- Payroll and Related Personnel Issues (3 hours)
- Principles of Education (3 hours)*
- Purchasing (3 hours)
- Team Leadership (3 hours)
- Technology for the Business Manager (3 hours)
- Wrap-up/Ethics (2 hours)*
- Elective (6 hours): Any course taken that is not required in this track, but is required in another.

**Offered each year at the MSBO Annual Conference.*

Total class time is 52 hours. These hours must be completed in three-calendar-year period. Continuing education hours are 77 hours plus 13 hours of Group Solutions Seminars. Continuing education hours must be completed within a five-calendar-year period. Group Solutions is offered through MSBO, www.msbo.org.

Business Office Specialist (BOS)

Includes: Data and Personnel

Business office specialists are people employed in one or more of the functional areas in a school business office—payroll, purchasing, personnel, and technology are primary examples. A business office specialist typically reports to the chief financial officer or business office manager of a school district.

Degree required: Associate or equivalent

Required class hours: 34

Grandparent provision: Yes

Continuing education requirement: 90 hours over five years

Continuing education hours required can be met via: college classes, workshops, conferences and professional development at the school district level.

Business Office Specialist Courses:

- Cash Management (3 hours)
- Collective Bargaining Agreement, Contracts (3 hours)
- Introduction to School Business (14 hours)
- Principles of Education (3 hours)*
- Team Leadership (3 hours)
- Wrap-up/Ethics (2 hours)*
- Elective (6 hours): Any course taken that is not required in this track, but is required in another.

**Offered each year at the MSBO Annual Conference.*

Total class time is 34 hours. These hours must be completed in a three-calendar-year period. Continuing education hours are 90 hours within a five-calendar-year period.

Chief Financial Officer (CFO)

Includes: Business Office, Transportation, Personnel, Food Service, Facilities, and Technology

This program is intended for any person employed in school business who meets the stated prerequisites. There is no requirement for holding a particular position in a school district.

Degree required: BA/BS

Required class hours: 85

Accounting hours required: 18 semester hours

Grandparent provision: No

Continuing education requirement: 180 hours over five years. 167 hours and the 13 hours of Group Solutions Seminars.

Continuing education hours required can be met via: college classes, workshops, conferences and professional development at the school district level.

Chief Financial Officer Courses:

- Bonding/Borrowing/Investing (3 hours)
- Cash Management (3 hours)
- Collective Bargaining Agreement, Contracts (3 hours)
- Effective Communications (3 hours)*
- Facilities for the Business Manager (3 hours)
- Food Service for the Business Manager (3 hours)
- Instructional Program Evaluation (3 hours)
- Insurance and Risk Management (3 hours)
- Introduction to School Business (14 hours)
- Labor Relations/Employment Law (6 hours)
- Payroll and Related Personnel Issues (3 hours)
- Principles of Education (3 hours)*
- Purchasing (3 hours)
- Revenue, Expenditures and Budgeting Part I and Part II (6 hours each)
- Strategic Planning (3 hours)
- Team Leadership (3 hours)
- Technology for the Business Manager (3 hours)
- Transportation for the Business Manager (3 hours)
- Wrap-up/Ethics (2 hours)*
- Elective (6 hours): Any course taken that is not required in this track, but is required in another.

**Offered each year at the MSBO Annual Conference.*

Total class time is 85 hours. These hours must be completed within a three-calendar-year period. Continuing education hours are 167 hours plus 13 hours of Group Solutions Seminars. Continuing education hours must be completed within a five-calendar-year period. Group Solutions is offered by MSBO, www.msbo.org.

Child Nutrition Director (CND)

Includes: Menu Planning and Nutrition of Students

Degree required: None

Required class hours: Up to 63

Grandparent provision: Yes

Continuing education requirement: 90 hours over five years

Continuing education hours required can be met via: college classes, workshops, conferences and professional development at the school district level.

Many classes offered by School Nutrition Association of Michigan (SNAM), www.michigansna.org.

Child Nutrition Director Courses:

The following courses must be completed:

- Financial Management (*14 hours*)
- Food Service Program Accountability (*3 hours*)
- Labor Relations/Employment Law (*6 hours*)
- Nutrition I (*10 hours*)
- Wrap-up/Ethics (*2 hours*)
- Elective (*3 hours*): Any course taken that is not required in this track, but is required in another

Select one of the Communications courses from the following list:

- Effective Communications (*3 hours*)
- Team Leadership (*3 hours*)
- Verbal Communication Skills (*3 hours*)

Select one of the Food Safety courses from the following list:

- Sanitation and Food Safety (*10 hours*)
- ServSafe® (*12 hours*)

Select one of the Meal Basics courses from the following list:

- School Food Service Basics (*10 hours*)
- School Meal Program Requirements (*10 hours*)

Total class time is up to 63 hours. These hours must be completed in a three-calendar-year period. Continuing education hours are 90 hours within a five-calendar-year period.

Facilities Director (CFD)

Includes: Buildings, Grounds, and Maintenance

Degree required: None

Required class hours: 56

Grandparent provision: Yes

Continuing education requirement: 90 hours over five years

Continuing education hours required can be met via: college classes, workshops, conferences and professional development at the school district level.

Facilities Director Courses:

- Budget (3 hours)
- Computerized Facility Management (3 hours)
- Custodial Operations (3 hours)
- Effective Communications (3 hours)*
- Emergency Preparedness Management (3 hours)
- Environmental Health and Safety (3 hours)
- Facility Planning, Design and Construction (3 hours)
- Financial Analysis (3 hours)
- Introduction to Facilities Management (3 hours)
- Maintenance Operations (3 hours)
- Performance Evaluations for Personnel (3 hours)
- Principles of Education (3 hours)*
- Purchasing (3 hours)
- Systems – HVAC, Electrical, and Technology (3 hours)
- Team Leadership (3 hours)
- Utilities and Energy Efficiency (3 hours)
- Wrap-up/Ethics (2 hours)*
- Elective (6 hours): Any course taken that is not required in this track, but is required in another.

**Offered every year at the MSBO Annual Conference.*

Total class time is 56 hours. These hours must be completed in a three-calendar-year period. Continuing education hours are 90 hours within a five-calendar-year period.

Human Resource Specialist (HRS)

Includes: Benefits, Training, Employee Evaluations, Personnel Records, and State Reporting.

Human resource specialists perform one or more of the functional areas in a school business office. A human resource specialist typically reports to the superintendent or his/her designee.

Degree required: Associate or equivalent

Required class hours: 61

Grandparenting provision: Yes

Continuing education requirement: 90 hours over five years

Continuing education hours required can be met via: college classes, workshops, conferences and professional development at the school district level.

Human Resource Specialist Courses:

- Benefits/Retirement (*3 hours*)
- Collective Bargaining Agreement, Contracts (*3 hours*)
- Effective Communications (*3 hours*)*
- Introduction to School Business (*14 hours*)
- Labor Relations/Employment Law (*6 hours*)
- Overview of Human Resource Management (*6 hours*)
- Performance Evaluations for Personnel (*3 hours*)
- Principles of Education (*3 hours*)*
- TDP, IRS Sec. 125, 403 (b), 457, and Workers Compensation (*6 hours*)
- Team Leadership (*3 hours*)
- Use of Technology for Human Resource Management (*3 hours*)
- Wrap-up/Ethics (*2 hours*)*
- Elective (*6 hours*): Any course taken that is not required in this track, but is required in another.

**Offered every year at MSBO Annual Conference.*

Total class time is 61 hours. These hours must be completed in a three-calendar-year period. Continuing education hours are 90 hours within a five-calendar-year period.

Operations Director (COD)

Includes: Transportation and Facilities Operations

Degree required: None

Required class hours: 80

Grandparent provision: Yes

Continuing education requirement:
90 hours over five years

Continuing education hours required can be met via: college classes, workshops, conference participation, and specialized workshops.

Operations Director Courses:

- Basic Transportation Issues (18 hours)
- Budget (3 hours)
- Custodial Operations (3 hours)
- Effective Communications (3 hours)*
- Facility Planning, Design and Construction (3 hours)
- Introduction to Operations Management (6 hours)
- Labor Relations/Employment Law (6 hours)
- Maintenance Operations (3 hours)
- Managing Emergencies (6 hours)
- Performance Evaluations for Personnel (3 hours)
- Principles of Education (3 hours)*
- Strategic Planning (3 hours)
- Team Leadership (3 hours)
- Technology for Operational Management (6 hours)
- Time Management (3 hours)
- Wrap-up/Ethics (2 hours)*
- Elective (6 hours): Any course taken that is not required in this track, but is required in another.

**Offered every year at MSBO Annual Conference.*

Total class time is 80 hours. Continuing Education hours are 90 hours within a five-calendar-year period.

Pupil Accounting Auditor (PAA)

Includes: Those responsible for auditing the data records of Michigan public school districts and public school academies

Degree required: Associate or equivalent

Required class hours: 50

Required accounting hours: None

Many classes offered by Michigan Pupil Accounting and Attendance Association (MPAAA), www.mpaaa.org.

Grandparent provision: Yes

Continuing education requirement: 90 hours over five years

Continuing education hours required can be met via: college classes, workshops, conference participation, and specialized workshops.

Pupil Accounting Auditor Courses:

- CEPI Informational Sessions (3 hours) (1 hour = 1 conference session offered by MPAAA)
- Data Quality Symposium (6 hours)
- Days and Hours (3 hours) (1 hour = 1 conference session offered by MPAAA)
- Effective Communications (3 hours)*
- Introduction to Pupil Accounting Auditing (1 hour) (1 hour = 1 conference session offered by MPAAA)
OR
- Veteran Pupil Accounting Auditing (5 hours or 4 hours if 1 hour was acquired from the Intro to Pupil Accounting Auditing) (1 hour = 1 conference session offered by MPAAA)
- Overview of Pupil Accounting Specialist (2 hours) (1 hour = 1 conference session offered by MPAAA)
- Principles of Education (3 hours)*
- Pupil Accounting Best Practices (4 hours) (1 hour = 1 conference session offered by MPAAA)
- Pupil Accounting Legal Issues (2 hours) (1 hour = 1 conference session offered by MPAAA)
- Pupil Accounting Legislative Updates (5 hours) (1 hour = 1 conference session offered by MPAAA)
- State Agency Panel Discussion (3 hours) (1 hour = 1 conference session offered by MPAAA)
- Team Leadership (3 hours)
- Wrap-up/Ethics (2 hours)*
- Elective (6 hours): Any course taken outside of this certification track.

*Offered every year at MSBO Annual Conference.

Total class time is 50 hours. Continuing Education hours are 90 hours within a five-calendar-year period.

Pupil Accounting Specialist (PAS)

Includes: Those responsible for maintaining pupil accounting records and required submissions in compliance with the School Aid Act

Degree required: None

Required class hours: 50

Required accounting hours: None

Grandparent provision: Yes

Continuing education requirement: 90 hours over five years

Continuing education hours required can be met via: college classes, workshops, conference participation, and specialized workshops.

Many classes offered by Michigan Pupil Accounting and Attendance Association (MPAAA), www.mpaaa.org.

Pupil Accounting Specialist Courses:

- CEPI Informational Sessions (3 hours) (1 hour = 1 conference session offered by MPAAA)
 - Data Quality Symposium (6 hours)
 - Days and Hours (3 hours) (1 hour = 1 conference session offered by MPAAA)
 - Effective Communications (3 hours)*
 - Introduction to Pupil Accounting (1 hour) (1 hour = 1 conference session offered by MPAAA)
- OR
- Veteran Pupil Accounting Specialists (5 hours or 4 hours if 1 hour was acquired from the Intro to Pupil Accounting) (1 hour = 1 conference session offered by MPAAA)
 - Overview of Pupil Accounting Auditor (2 hours) (1 hour = 1 conference session offered by MPAAA)
 - Principles of Education (3 hours)*
 - Pupil Accounting Best Practices (4 hours) (1 hour = 1 conference session offered by MPAAA)
 - Pupil Accounting Legal Issues (2 hours) (1 hour = 1 conference session offered by MPAAA)
 - Pupil Accounting Legislative Updates (5 hours) (1 hour = 1 conference session offered by MPAAA)
 - State Agency Panel Discussion (3 hours) (1 hour = 1 conference session offered by MPAAA)
 - Team Leadership (3 hours)
 - Wrap-up/Ethics (2 hours)*
 - Elective (6 hours): Any course taken that is not required in this track, but is required in another.
- *Offered every year at MSBO Annual Conference.

Total class time is 50 hours. Continuing Education hours are 90 hours within a five-calendar-year period.

School Payroll Specialist (SPS)

Includes: Payroll, School Payroll Specialists are people employed primarily in payroll. A school payroll specialist typically reports to the chief financial officer or business office manager of a school district.

Degree required: Associate or equivalent

Required class hours: 43

Required accounting hours:
4 semester hours

Grandparent provision: Yes

Continuing education requirement: 90 hours over five years

Continuing education hours required can be met via: college classes, workshops, conferences and professional development at the school district level.

School Payroll Specialist Courses:

- Accounting Manual and Chart of Accounts (3 hours)
- Collective Bargaining Agreement, Contracts (3 hours)
- Introduction to School Business (14 hours)
- Principles of Education (3 hours)*
- Record Keeping, Retention, Automation (3 hours)
- TDP, IRS Sec. 125, 403 (b), 457, and Workers Compensation (6 hours)
- Year-End Payroll & Tax Returns (941), W-2's, etc. (6 hours)
- Wrap-up/Ethics (2 hours)*
- Elective (3 hours): Any course taken that is not required in this track, but is required in another.

**Offered each year at the MSBO Annual Conference.*

Total class time is 43 hours. These hours must be completed in a three-calendar-year period. Continuing education hours are 90 hours within a five-calendar-year period.

School Technology Management (STM)

Includes: Data Collection and Technology Personnel

Degree required: BA/BS or equivalent

Required class hours: 59

Grandparent provision: Yes

Continuing education requirement: 90 hours over five years

Continuing education hours required can be met via: college classes, workshops, conferences and professional development at the school district level.

Some Classes offered by The Michigan Association for Computer Users in Learning (MACUL), www.macul.org.

School Technology Management Courses:

- Administrative Software Applications (3 hours)
- Budgeting for Technology (3 hours)
- Effective Communications* (3 hours)
- Implementation & Planning (6 hours)
- Principles of Education* (3 hours)
- Security/Disaster Recovery (3 hours)
- Student Services Software Applications in Education (3 hours)
- Team Leadership (3 hours)
- Technology in Administration (6 hours)
- Technology in Education (6 hours)
- Technology Policies (3 hours)
- Technology in the Classroom (6 hours)
- Working With Contractors (3 hours)
- Wrap-up/Ethics (2 hours)*
- Elective (6 hours): Any course taken that is not required in this track, but is required in another.

**Offered every year at the MSBO Annual Conference.*

Total class time is 59 hours. These hours must be completed in a three-calendar-year period. Continuing education hours are 90 hours within a five-calendar-year period.

Transportation Director (CTD)

Includes: Transporting Students

Degree required: None

Required class hours: 66

Grandparent provision: Yes

Continuing education requirement: 90 hours over five years

Continuing education hours required can be met via: college classes, workshops, conferences and professional development at the school district level.

Many classes offered by Michigan Association for Pupil Transportation (MAPT), www.mapt.org.

Transportation Director Courses:

- Accident Investigation Procedures (*3 hours*)
- Basic Transportation Issues (*18 hours*)
- Effective Communications (*3 hours*)*
- Human Resource for Transportation (*formerly Human Resource Leadership*) (*6 hours*)
- Labor Relations/Employment Law (*6 hours*)
- Laws, Rules and Regulations (*4 hours*)
- Liability & Tort Law (*3 hours*)
- Managing Staff Training (*3 hours*)
- Principles of Education (*3 hours*)*
- Special Needs Transportation (*3 hours*)
- Transportation Facility Operations (*6 hours*)
- Writing Bus Specifications (*3 hours*)
- Wrap-up/Ethics (*2 hours*)*
- Elective (*3 hours*): Any course taken that is not required in this track, but is required in another.

**Offered every year at the MSBO Annual Conference.*

Total class time is 66 hours. These hours must be completed in a three-calendar-year period. Continuing education hours are 90 hours within a five-calendar-year period.

MSBO Certification Classes

Webcast available online upon registration Sanitation and Food Safety—#130a

Presenters: June Bailey, SNAM Instructor; Janet Gaffke, School Nutrition and Food Service Consultant; Marian Keenan, Nutrition Educator, Genesee ISD; Kevin Sarb, MDE Consultant.

Cost: SNAM Member \$35.00 and Non-member \$85.00

Understand Michigan Food Law 2007, foodborne illnesses, requirements for providing safe and sanitary equipment, pest prevention, and Hazard Analysis and Critical Control Points.

Register with SNAM at www.michigansna.org

R = Child Nutrition Director E = all others

September 12-13, 2011

MPAAA Conference

Radisson Inn, Kalamazoo

This conference allows credit for the Pupil Accounting Specialist and Pupil Accounting Auditor certification programs.

Register with MPAAA at www.mpaaa.org.

September 19-20, 2011

MPAAA Conference

Island Resort, Harris

This conference allows credit for the Pupil Accounting Specialist and Pupil Accounting Auditor certification programs.

Register with MPAAA at www.mpaaa.org.

September 21-22, 2011

Introduction to School Business*

Kellogg Center, East Lansing

1st day: 9:00 AM-5:45 PM; 2nd day: 7:00 AM-4:15 PM

This conference rolls many certification classes into one. It is designed for new business officials (within the first few years of employment), office staff, and those who want a basic information refresher. Program content includes:

Overview of School Business: Get an understanding of the major functions of school business officials, how to survive the personal and professional politics of your job, and learn how the Michigan Department of Education and the Michigan Legislature affect education. You also receive an overview of technology, human resources, and communication with staff and the public.

School Law and the Revised School Code: An overview of the major state and federal laws that govern school operations with a focus on the Revised School Code.

Fund Accounting: An overview of fund accounting concepts, financial reporting issues, & highlights the fiscal health attributes used by savvy business managers.

Organizational and Site Issues: How to enhance business office productivity; monitor & manage your operation; work with your site operation's personnel (principals, food & nutrition, facilities and transportation offices).

Lodging at Kellogg Center; details under "Lodging Information." Rate expires 08/21/11.

Register with MSBO at www.msbo.org.

R=Business Office Manager, Business Office Specialist, Chief Financial Officer, Human Resource Specialist, and School Payroll Specialist. E=all others

October 2-4, 2011

13th Annual Facilities/Operations Director Conference & Expo

Crystal Mountain Resort, Thompsonville

Required classes available to you:

- Budget

R=Facilities Director and Operations Director E=all others

- Custodial Operations

R=Facilities Director and Operations Director E=all others

- Facility Planning, Design and Construction

R=Facilities Director and Operations Director E=all others

- Introduction to Facilities Management

R=Facilities Director E=all others

- Performance Evaluations for Personnel

R=Facilities Director and Operations Director E=all others

- Purchasing

R=Facilities Director E=all others

More than 30 sessions will be offered.

Register with MIEM at www.gomiem.org.

October 4, 11, 18 & 25, 2011

Macomb ISD, Room 104

ServSafe®

2:30-5:30 pm

Cost: SNAM Member \$125.00 and Non-member \$175.00

ServSafe® is a food safety certification program sponsored by the National Restaurant Association Education Foundation. It meets local, state, and national certification requirements.

Register with SNAM at www.michigansna.org

R=Child Nutrition Director E = all others

October 6-7, 2011

Four Points by Sheraton, Saginaw

Group Solutions-Current Issues

October 6: 1:30-5:15 pm Reception and Dinner: 5:30-7:00 pm

October 7: 8:00-8:45 am Breakfast 8:45 am-noon

Experienced business managers will share their thoughts and experiences as they facilitate discussions on challenging topics facing today's current issues. This session provides hands-on business office self-assessment, discussion, real-world problem solving, and networking especially geared toward local district business managers.

Get straight talk, advice, and professional support to assist you in understanding the forces that make your position one of the most challenging in public education. Exposure with other professionals facing the same issues you are, and, together, helping to provide practical solutions.

This session (6.5 hours) meets one-half of your Group Solutions renewal requirement for members who hold CFO and/or BOM designation. This course is required twice in a five-year period to renew your certificate.

Register with MSBO at www.msbo.org.

Future Dates:

October 11-12, 2012 • Otsego Club, Gaylord

October 10-11, 2013 • Shanty Creek Resort, Bellaire

October 9-10, 2014 • Crystal Mountain, Thompsonville

October 2015 • Northeast Michigan

October 2016 • Northwest Michigan

*Those who hold CFO and Business Office Manager certificates must complete this seminar.

Register with MSBO at www.msbo.org.

October 12, 2011

MAPT Office, Lansing

Human Resource for Transportation

9:00 am-4:00 pm

This class is designed to provide supervisors with the knowledge of required driver qualification documentation to insure State and Federal compliance. Class time will cover required documentation in the following categories: The Pupil Transportation Act, Michigan Motor Vehicle Code, Federal Motor Carrier Regulations, The Michigan School Code, and SafeSchool Legislation PA 130 of 2005.

Register with MAPT at www.mapt.org.

R = Transportation Director E = all others

October 13, 2011

MELG Building, Lansing

Revenue, Expenditures and Budgeting Part I

8:45 am-4:00 pm

Cost: \$140 member/\$200 nonmember

General explanation of: school revenue and transfer sources, and the process and structure of accounting for budgets and expenditures. Subjects include: the School Aid Act, accounting manuals, property taxes, fund accounting, forecasting and projecting, and federal and state programs.

Register with MIEM at www.gomiem.org.

R=Chief Financial Officer E=all others

October 14, 2011

MELG Building, Lansing

Revenue, Expenditures and Budgeting Part II

8:45 am-4:00 pm

Cost: \$140 member/\$200 nonmember

Part II will be a continuation of Part I and will also provide an opportunity for participants to bring their district's budget to the workshop to ask specific questions and solicit suggestions.

Participants should be enrolled in both programs as they are always offered together.

Register with MIEM at www.gomiem.org.

R=Chief Financial Officer E=all others

October 26, 2011

MAPT Office, Lansing

Liability and Tort Law

9:00 am-noon

Terminology will be identified and defined. Laws most directly related to pupil transportation liability and tort issues will be reviewed. Application of those laws in a pupil transportation environment will be discussed. Michigan Court of Appeals decisions regarding specific pupil transportation liability situations will be presented and discussed. Supervisors will leave this session with information and strategies to minimize their districts, staff's and their own liability responsibility. (Must have taken Basic Transportation Administration Issues)

Register with MAPT at www.mapt.org.

R = Transportation Director E = all others

October 26, 2011

MELG Building, Lansing

TDP, IRS Sec. 125, 403 (b), 457 Plans and Workers Compensation

Presenter: Bruce Delbecq, Plante & Moran, PLLC

8:45 am-4:00 pm

Cost: \$140 member/\$200 nonmember

Understand the processing of workers' compensation claims and the legal and operational aspects of a deferred/defined contribution program and how it affects every payroll office in the state. Know the rules and regulations of 403(b) and cafeteria plans (Sec. 125).

Register with MIEM at www.gomiem.org.

R = School Payroll Specialist and Human Resource Specialist E = all others

November 1, 2011

MELG Building, Lansing

Maintenance Operations/Utilities and Energy Efficiency

Maintenance Operations

Presenters: Todd Bell, Kentwood Public Schools and Don Hebel, Wyoming Public Schools

8:45 am-noon

Cost: \$70 member/\$100 nonmember

An overview of maintenance operations, including: grounds, with a focus on preventative maintenance; scheduling and staffing; work order systems; and service contracts.

Register with MIEM at www.gomiem.org.

R=Facilities Director and Operations Director E=all others

Utilities and Energy Efficiency

12:45-4:00 pm

Cost: \$70 member/\$100 nonmember

Overview of the gas and electric utilities, including: services provided and deregulation; discussion of energy conservation options; and a method of financing.

Register with MIEM at www.gomiem.org.

R= Facilities Director E=all others

November 9, 2011

MELG Building, Lansing

Year-End Payroll: Payroll & Tax Returns (941), W-2s, etc.

Presenter: Kim Lindsay, CPA, Lewis & Knopf, PC

8:45 am-4:00 pm

Cost: \$140 member/\$200 nonmember

Understand the 941's, W-2's, tax deposit requirements, business expense accounting, retirement incentives, and other related paperwork related to payroll. Learn how to track sick time accurately. Be aware of the payroll function as it relates to automation, i.e. EFT, garnishments, and vendors. Know the difference between salary and hourly employees and how the payroll function may change.

Register with MIEM at www.gomiem.org.

R=School Payroll Specialist E=all others

November 10-11, 2011

Grand Traverse Resort, Acme

Nutrition I—#180

Presenter: TBD

Time: TBD

Cost: SNAM Member \$35.00 and Non-member \$85.00

Learn essential nutrition facts, understand the Dietary Guidelines for americans, and discover more about sodium, sugar, fat, cholesterol, and weight management.

Register with SNAM at www.michigansna.org

R = Child Nutrition Director E = all others

November 10, 2011, December 8, 2011 and January 12, 2012 (you must attend all three sessions to receive credit)

MAPT Office, Lansing

Basic Transportation Issues

9:00 am-4:00 pm each day

Three days of instruction designed to provide a new supervisor with the tools needed to perform their professional responsibilities. Key areas covered include successful management planning, scheduling, personnel records and issues, routes and routing, bus stop evaluations, benchmarking fleet operations, an overview of P.A. 187 along with all laws, rules, regulations and opinions.

Register with MAPT at www.mapt.org.

R = Transportation Director E = all others

November 30, 2011

Webinar (online seminar)–Watch at Your Desk

Technology for the Business Manager

Presenter: Jeff Trudell, Wyandotte Public Schools

8:45 am-noon

Cost: \$70 member/\$100 nonmember

This session focuses on developing long-range technology planning, while assigning appropriate specifications for technology purchasing. Other discussion topics include: technology infrastructure contracting for the school district, evaluating the cost benefits of producing information in relation to organizational value, and ensuring that appropriate security is maintained.

Register with MIEM at www.gomiem.org.

R=Chief Financial Officer and Business Office Manager E=all others

December 6, 2011

Webinar (online seminar)–Watch at Your Desk

Payroll and Related Personnel Issues

Presenters: Chris Frank, Saginaw ISD and Kristi Krafft-Bellsky, Yeo & Yeo, P.C.

8:45 am-noon

Cost: \$70 member and \$100 nonmember

Know the laws and regulations related to the payroll function, including state and federal payroll laws and regulations, pertinent tax regulations, employee retirement plans, practical aspects of completing a payroll, and electronic check deposits.

Register with MIEM at www.gomiem.org.

R=Chief Financial Officer, Business Office Manager E=all others

December 8, 2011

Webinar (online seminar)–Watch at Your Desk

Purchasing

Presenters: Dana Abrahams, Clark Hill, PC and Katrina Brunette, Oakland Schools

8:45 am-noon

Cost: \$70 member/\$100 nonmember

Learn the basics of performing the purchasing function, including: related Michigan laws, the structure of a purchasing operation, electronic and cooperative purchasing, bidding, reviewing contracts, lease-purchase options, and “partnerships.”

Register with MIEM at www.gomiem.org.

R=Chief Financial Officer, Facilities Director, and Business Office Manager E=all others

January 10, 2012

Webinar (online seminar)–Watch at Your Desk

Facilities for the Business Manager

Presenters: Steve Lenar, Holly Area Schools and Scott Little, MSBO

8:45 am-noon

Cost: \$70 member and \$100 nonmember

Learn the basic structure and function of building and grounds and maintenance operations, laws relating to school construction, environmental laws and regulations, planning maintenance programs, and what to expect from your director of facilities.

Register with MIEM at www.gomiem.org.

R=Chief Financial Officer E=all others

January 10, 17, 24 & 31, 2011

Macomb ISD, Room 104

ServSafe®

2:30-5:30 pm

Cost: SNAM Member \$125.00 and Non-member \$175.00

ServSafe® is a food safety certification program sponsored by the National Restaurant Association Education Foundation. It meets local, state, and national certification requirements.

Register with SNAM at www.michigansna.org

R = Child Nutrition Director E = all others

January 25, 2012

Webinar (online seminar)–Watch at Your Desk

Accident Investigation Procedures

Presenter: Kim Hooper, Wayne RESA

8:45 am-noon

Cost: \$70 member/\$100 nonmember

At the accident scene, learn what to look for, what information to gather, rules and regulations of reporting accidents and how to analyze data.

Understand how to respond to media both from routine inquiries and when suddenly faced with a television crew.

Register with MIEM at www.gomiem.org.

R=Transportation Director E=all others

February 1, 2012

Webinar (online seminar)–Watch at Your Desk

Transportation for the Business Manager

Presenter: Lori Richardson, Oakland Schools

8:45 am-noon

Cost: \$70 member/\$100 nonmember

The basic structure and function of a transportation department, equipment supply and purchase, and laws related to transportation.

Register with MIEM at www.gomiem.org.

R=Chief Financial Officer E=all others

February 9, 2012

Holiday Inn West, Kalamazoo

Group Solutions–Current Issues

8:00 am–4:30 pm

Experienced business managers will share their thoughts and experiences as they facilitate discussions on challenging topics facing today's current issues. This session provides hands-on business office self-assessment, discussion, real-world problem solving, and networking especially geared toward local district business managers.

Get straight talk, advice, and professional support to assist you in understanding the forces that make your position one of the most challenging in public education. Exposure with other professionals facing the same issues you are, and, together, helping to provide practical solutions.

This session (6.5 hours) meets one-half of your Group Solutions renewal requirement for members who hold CFO and/or BOM designation. This course is required twice in a five-year period to renew your certificate.

Register with MSBO at www.msbo.org

Future Dates:

February 5, 2013 • Troy

February 2014 • Mt. Pleasant (change)

February 2015 • Southeast Michigan

February 2016 • Southwest Michigan

*Those who hold CFO and Business Office Manager certificates must complete this seminar.

February 15, 2012

MELG Building, Lansing

Technology in Education

8:45 am-4:00 pm

Cost: \$140 member/\$200 nonmember

This class is a basic overview of technology in schools. It is recommended as one of the first classes in the program. It covers the following topics: Makeup of the technology team, managing technology in the classroom, training, working with consultants and vendors, business office technology, cost of ownership and outsourcing your technology services.

Register with MIEM at www.gomiem.org.

R=School Technology Management E=all others

February 16, 2012

Webinar (online seminar)–Watch at Your Desk

Food Service for the Business Manager

Presenter: Catherine Durocher, Haslett Public Schools

8:45 am-noon

Cost: \$70 member/\$100 nonmember

The basic structure and function of a food services program, food safety issues, vending and contracting for food services, and cooperative ventures.

Register with MIEM at www.gomiem.org.

R=Chief Financial Officer E=all others

March 6, 2012

Lansing Community College West, Lansing

Team Leadership/Instructional Program Evaluation

Team Leadership

Presenter: David Hulings, Hulings & Associates, L.L.C.

8:45 am-noon

Cost: \$70 member/\$100 nonmember

Learn how to match your leadership style with the culture of your organization. Matching leadership style to the cultural landscape will allow you to increase your productivity, decrease communication problems and strengthen your conflict management skills.

Register with MIEM at www.gomiem.org.

*R=all tracks and Certified Transportation Director if enrolled after 1/1/10 – Elective:
School Payroll Specialist*

Instructional Program Evaluation

12:45-4:00 pm

Cost: \$70 member/\$100 nonmember

Understand the components of instructional programs within the school district; learn how to develop procedures for evaluating and reporting the cost effectiveness of program; analyze economics; use evaluation data toward changes to the instructional program; and allocate resources to improve the programs.

Register with MIEM at www.gomiem.org.

R = Chief Financial Officer E=all others

March 7, 2012

Devos Place, Grand Rapids

Working with Contractors

**This class will be in conjunction with the MACUL Conference.
Registration will be done by MACUL at www.macul.org.**

Learn the logistics of integrating technology into a learning environment and creating a school that is student centered and teacher friendly. An overview of the Michigan laws, bidding requirements, electrical and construction codes, plan review requirements, and practical implications of working with contractors on technology integration projects will also be discussed.

R=School Technology Management E=all others

March 7, 2012

Devos Place, Grand Rapids

Technology Policies

This class will be in conjunction with the MACUL Conference. Registration will be done by MACUL at www.macul.org.

An overview of the policies and procedures that should be in place, including: Acceptable Use Policies (AUP), network policies, e-mails, filtering of network, listserves, laptops, copyright, licensing, and software selection policies. The program will also cover asset management, Web publishing and the Children's Internet Protection Act (CIPA.)

R=School Technology Management E=all others

March 14, 2012

MELG Building, Lansing

Technology for Operational Management

8:45 am-4:00 pm

Cost: \$140 member/\$200 nonmember

Demonstration of different options for computerization of the facility management functions, including: work order systems, utility tracking, preventive maintenance, space usage, and inventory and transportation management functions, including: routing, preventive maintenance, and purchasing of buses.

Register with MIEM at www.gomiem.org.

R=Operations Director E=all others

March 22, 2012

Lansing Community College West, Lansing

Labor Relations/Employment Law

Presenter: Thrun Law Firm, P.C.

8:45 am-4:00 pm

Cost: \$140 member/\$200 nonmember

Understand the major state and federal employment laws that apply to public schools. Includes: collective bargaining, wage and hour, discrimination, COBRA, Family Medical Leave Act, and federal and state retirement issues.

Register with MIEM at www.gomiem.org.

R=Chief Financial Officer, Transportation Director, Child Nutrition Director, Operations Directors, Human Resources Specialist, Business Office Manager E=all others

April 24, May 1,8 & 15, 2012

Macomb ISD, Room 104

ServSafe®

2:30-5:30 pm

Cost: SNAM Member \$125.00 and Non-member \$175.00

ServSafe® is a food safety certification program sponsored by the National Restaurant Association Education Foundation. It meets local, state, and national certification requirements.

Register with SNAM at www.michigansna.org

R = Child Nutrition Director E = all others

May 1-3, 2012

MSBO Annual Conference

Cobo Center, Detroit

Online Registration available in February 2012 at www.msbo.org

Cash Management

R=Business Office Specialist, Business Office Manager, and Chief Financial Officer E = all others

Effective Communications

R=all tracks except Elective=School Payroll Specialist and Business Office Specialist

Principles of Education

R=all tracks

Technology in Administration

R=School Technology Management E = all others

Wrap-up/Ethics

(Must be within two classes of completing certification to attend this class)

R=all tracks

Other classes will be determined by January 2012.

May 7-9, 2012

MPAAA Conference

Grand Traverse Resort, Traverse City

This conference allows credit for the Pupil Accounting Specialist and Pupil Accounting Auditor certification programs.

Register with MPAAA at www.mpaaa.org.

Overnight Accommodations:

For overnight accommodations at the **Kellogg Center, East Lansing**, call 800.875.5090. Identify yourself with MSBO for a special rate.

For all programs being held at **Lansing Community College West Campus** and **MELG Building, Lansing**, overnight accommodations can be made at Country Inn & Suites at 517.827.7000. Identify yourself with MIEM for a special rate.

Four Points by Sheraton, Saginaw call 989.790.5050. Rate of \$90 expires 9/6/11. Identify yourself with MSBO for the special rate.

Holiday Inn West, Kalamazoo call 269.375.6000. Rate of \$95 expires 1/19/12. Identify yourself with MSBO for the special rate.

State Board Continuing Education Units:

SB-CEUs may be granted to each participant pending approval. To receive the SB-CEUs, you must be on time and stay until the end of the program. Registration fees include costs of filing SB-CEUs and recording. You must provide a valid e-mail that matches within the Secure Central Registry.

Payment Policy:

Payment must be made by the day of the event or a \$25 late fee is assessed. All unpaid balances will be issued an invoice after the event which will include the \$25 late fee. NOTE: Purchase orders are not payment. All no shows will be invoiced.

Cancellation Policy:

A \$25 service fee will be retained for all cancellations. No refunds will be issued for cancellations made two weeks prior to the event. Substitutions may be allowed until the start time of the program without penalty, by emailing MIEM at miem@gomiem.org.

Weather Policy:

Because we book our programs almost a year in advance, it is very difficult to cancel without costs involved. In event of bad weather, please check the www.gomiem.org website for scheduling delays and program updates.