



School Administrative Professional Certification Series (SAPC)

Presented by: the Michigan Institute for Educational Management in collaboration with Ionia County and Montcalm Area ISDs,

- **At:** Ionia County ISD, 2191 Harwood Road, Ionia MI, 48846
- **Time:** 8:30-11:45 am & 12:30-3:45 pm
Registration begins at 8:00 am
Lunch is provided for all-day participants
- **Cost:** \$70 MIEM members*/\$100 nonmembers (per class)

**Your district must have paid the 2009-10 MIEM membership dues to receive the member rate. Please go to www.gomiem.org to see if your district is a member.*

Target Audience:

- Building Secretaries
- Central Office Administrative Assistants
- Support Staff professionals for:
special education
transportation
facilities
food service
purchasing
other school support services

Visit the MIEM Web site for more information on SAPC certification and the benefits for you and your district. Register online: www.gomiem.org

10/6/09 • 8:30-11:45 am

Accounting Manual and Chart of Accounts–E*

Presenters: Sue Klimek, CFO, Controller, Washtenaw ISD and Glenda Rader, Assistant Director, State Aid/School Finance, MDE

Learn what every school payroll/personnel employee should know about State Bulletin 1022 Accounting Manual and its relationship to their position in the school district. Learn how to account for payroll division of state and federal programs and compensated absences and averages. Find out how to monitor the budget.

10/6/09 • 12:30-3:45 pm

Benefits & Retirement–E*

Presenters: Bonnie J. Carpenter, Executive Director, Michigan Association of Retired School Personnel (MARSP) and Violet Parmeter, BOM, Accountant II, Kent ISD

Learn how to explain employee benefits, social security benefits and retirement. Also understand when to offer COBRA and how it works.

11/10/09 • 8:30-11:45 am

Time Management and Productivity–R*

Presenter: Rob Pocock, Marketing, Communications, Priority Health

This session will help participants effectively handle the numerous tasks they must perform in a well-run office. Participants will learn: principles of time management: how to deal with multiple projects and deadlines; setting priorities; how to work with multiple bosses; using multiple calendars; how technology can help you manage your time; what you can do to create a more productive work environment; the importance of attitude; when – and how – to ask for help; how to reduce stress levels in the workplace; and the importance of creating and utilizing a network of peers.

11/10/09 • 12:30-3:45 pm

Building and Maintaining Relationships–R*

Presenter: Teresa Pruden, Executive Administrator, Saginaw ISD

In this session, participants will learn strategies and skills for building healthy relationships with peers, supervisors, parents, and community, including: getting organized; tools for handling differences in communication styles; how to give and receive feedback; characteristics of the various generations at work and the implications for the workplace; and how to constructively address controversial issues and how to be an effective gatekeeper.

1/12/10 • 8:30-11:45 am

Business of Schools: What They Do & How They Do It–R*

Presenter: Robert Dwan, Associate Executive Director, Michigan School Business Officials

In this session, participants will learn: how schools are financed; basic definitions; legislative process; the legal framework for schools; school board and administrative functions; business office functions; business and finance; transportation, food services, and facilities; basic budget processes and the political environment.

1/12/10 • 12:30-3:45 pm

Business Communications–R*

Presenters: Gail Braverman, Consultant and Dan Pappas, Executive Director, MIEM and Associate Executive Director, MASA

Learn practical techniques for effective job-related communications, including: grammar and business writing techniques you will apply to your own communication samples; e-mail, memo, and letter applications; e-mail etiquette; how to get your point across clearly and concisely; editing and proofreading tips. Verbal Communication: As the front-line interface with customers; how to deal with the unhappy customer; developing desk references that guide you through particular situations; and the importance of body language in face-to-face communication.

*SAPC: R = Required; E = Elective

3/2/10 • 8:30-11:45 am

School Law for the Secretary - Central Office—R*

Presenter: Raymond Davis, Attorney, Thrun Law Firm, PC

Increase your understanding of school law issues that affect your responsibilities on a daily basis. This session begins with a general overview. You will learn about the legal requirements of school districts in regard to the Open Meetings Act, FOIA, the filing, writing and releasing of school board minutes, and other elections documents and tips for developing an agenda and review sample policies that deal with these issues.

3/2/10 • 12:30-3:45 pm

Practical & Legal Aspects of Working with the Board and Superintendent—E*

Presenters: Raymond Davis, Attorney, Thrun Law Firm, PC & Teresa Pruden, Executive Administrator, Saginaw ISD

Participants will learn the specific legal and practical aspects of school board meetings as well as board member relations. Other topics covered will be board policy, the Freedom of Information Act, FERPA and records management. Whether you are new to the superintendent's office or have several years of experience, this session should be very helpful.

Date	Class	Time	Cost	Amount
10/6/09	Accounting Manual and Chart of Accounts	8:30-11:45 am	\$70 members/\$100 nonmembers	
10/6/09	Benefits & Retirement	12:30-3:45 pm	\$70 members/\$100 nonmembers	
11/10/09	Time Management and Productivity	8:30-11:45 am	\$70 members/\$100 nonmembers	
11/10/09	Building and Maintaining Relationships	12:30-3:45 pm	\$70 members/\$100 nonmembers	
1/12/10	Business of Schools: What They Do & How They Do It	8:30-11:45 am	\$70 members/\$100 nonmembers	
1/12/10	Business Communications	12:30-3:45 pm	\$70 members/\$100 nonmembers	
3/2/10	School Law for the Secretary—Central Office	8:30-11:45 am	\$70 members/\$100 nonmembers	
3/2/10	Practical & Legal Aspects of Working with the Board and Superintendent	12:30-3:45 pm	\$70 members/\$100 nonmembers	
Please print the info below.				Total:

Registration Info – Register online at: www.gomiem.org

Full name: _____

Name for badge: _____

Title/Position: _____

District/Firm: _____

Address: _____

City/State/Zip: _____

Phone # _____ Fax # _____

E-mail (required) _____

Vegetarian meals

Payment Information:

Check enclosed payable to MIEM for \$ _____

Charge my: Visa Master Card

Cardholder's Name: _____

Card#: _____ Exp. Date: _____

Signature: _____

Please sign as it appears on your credit card.

Mail your completed registration form with a check to:
MIEM, 1001 Centennial Way, Ste. 300
Lansing, Michigan 48917

Fax with purchase order or credit card number to:
517.327.0771

Questions: 517.327.2589 or e-mail Danielle:
danielle@gomiem.org

.3 SB-CEUs available per class pending approval.

Weather Policy: In event of bad weather, please check www.gomiem.org for delays and program updates.

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 that includes the \$25 late fee. **NOTE:** Purchase orders are not payment.

Cancellation Policy:

A \$25 service fee will be retained for cancellations. Cancellations will not be accepted on or after the program date and no refunds will be issued within two weeks of the event. Substitutions may be allowed until the start time of the program without penalty.