



Date	Class	Time	Cost	Amount
MSBO Certification Classes				
9/18/07	Overview of Human Resource Management	8:45 am - 4:00 pm	\$130 member/\$160 nonmember	
10/10/07	Revenue, Expenditures and Budgeting Part I	8:45 am - 4:00 pm	\$130 member/\$160 nonmember	
10/11/07	Revenue, Expenditures and Budgeting Part II	8:45 am - 4:00 pm	\$130 member/\$160 nonmember	
10/30/07	TDP, IRS Sec. 125, 403 (b), 457, and Workers Compensation	8:45 am - 4:00 pm	\$130 member/\$160 nonmember	
11/13/07	Bonding/Borrowing/Investing	8:45 am - noon	\$65 member/\$80 nonmember	
11/13/07	Insurance and Risk Management	12:45 - 4:00 pm	\$65 member/\$80 nonmember	
11/20/07	Technology in Education	8:45 am - 4:00 pm	\$130 member/\$160 nonmember	
11/28/07	Financial Analysis	8:45 am - noon	\$65 member/\$80 nonmember	
11/28/07	Systems - HVAC, Electrical, and Technology	12:45 - 4:00 pm	\$65 member/\$80 nonmember	
12/6/07	Payroll and Related Personnel Issues	8:45 am - noon	Register under Webinars	
12/6/07	Purchasing	12:45 - 4:00 pm	Register under Webinars	
12/11/07	Year-end Payroll Reporting: Payroll & Tax Returns	8:45 am - 4:00 pm	\$130 member/\$160 nonmember	
1/9/08	Labor Relations/Employment Law	8:45 am - 4:00 pm	\$130 member/\$160 nonmember	
1/22/08	Cash Management	8:45 am - noon	\$65 member/\$80 nonmember	
1/22/08	Technology for the Business Manager	12:45 - 4:00 pm	\$65 member/\$80 nonmember	
2/5/08	Transportation for the Business Manager	8:45 am - noon	\$65 member/\$80 nonmember	
2/5/08	Food Service for the Business Manager	12:45 - 4:00 pm	\$65 member/\$80 nonmember	
2/13/08	Technology for Human Resource Management	8:45 am - noon	\$65 member/\$80 nonmember	
2/13/08	Benefits/Retirement	12:45 - 4:00 pm	\$65 member/\$80 nonmember	
3/11/08	Accident Investigation and Public/Media Relations	8:45 am - noon	\$65 member/\$80 nonmember	
3/11/08	Are You Using Your Transportation Department to the Fullest?	12:45 - 4:00 pm	\$65 member/\$80 nonmember	
3/13/08	Team Leadership	8:45 am - noon	\$65 member/\$80 nonmember	
3/13/08	Dealing with Difficult but Talented People	12:45 - 4:00 pm	\$65 member/\$80 nonmember	
3/18/08	Budgeting for Food Service	8:45 am - noon	\$65 member/\$80 nonmember	
3/18/08	Menu Planning and Nutrition Integrity	12:45 - 4:00 pm	\$65 member/\$80 nonmember	
SAPC Classes				
10/1-27/07	Marketing Your School		\$75 member/\$90 nonmember	
2/3 - 3/1/08	Be Direct with Respect		\$75 member/\$90 nonmember	
4/1-29/08	The Leader in You		\$75 member/\$90 nonmember	
				Total

Registration Information—please print

Name: _____
 Nickname: _____
 Title/Position: _____
 District/Firm: _____
 Address: _____
 City/State/Zip: _____
 Phone # _____ Fax # _____
 E-mail (required) _____
 Special Services Requested: _____

Payment Information:

Purchase order #: _____
 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 48917-9279

Fax with purchase order or credit card number to: 517.327.0771

Questions: 517.327.2589

Register online at: www.gomiem.org

Weather Policy:

In event of bad weather, please check

www.gomiem.org for delays and program updates.

NEW 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.

NEW 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.



Registration

Register online at: www.gomiem.org

Date	Class	Time	Cost	Amount
Aspiring Superintendents				
1/15/08	Aspiring Superintendents	8:00 am - 3:30 pm	\$130 member/\$160 nonmember	
Special Topic Workshops				
8/24/07	Getting the Most Out of Your School District Team!!! A Workshop in Creativity, Problem-Solving and Decision-Making	8:45 am - 4:00 pm	\$130 member/\$160 nonmember	
changed to 1/10/08	Culture of Quality Data Symposium - Building Your Quality Data Team	8:45 am - 4:00 pm	\$130 member/\$160 nonmember or 3 or more from same district \$90 member/\$120 nonmember	
9/13/07	Practical Insights on Podcasting: Content and Technology to Improve Instruction and Communication	8:45 am - 4:00 pm	\$130 member/\$160 nonmember	
9/17/07	The Nuts and Bolts of Consolidation and Collaboration	8:45 am - 4:00 pm	\$130 member/\$160 nonmember	
10/4/07	Using Data to Ask the Right Questions	8:45 am - 4:00 pm	\$130 member/\$160 nonmember	
10/12/07	Enhance Your Writing Skills by Publishing Your Professional Article	8:45 am - 4:00 pm	\$130 member/\$160 nonmember	
10/17/07	Leadership Chats	8:45 am - noon	\$65 member/\$80 nonmember	
10/17/07	Doing it Right in Working with the Media	12:45 - 4:00 pm	\$65 member/\$80 nonmember	
Webinars				
9/20/07	High School Graduation Requirements for the Parent	7:00 - 8:00 pm	\$20 member/\$40 nonmember \$10 member/\$40 nonmember second person; same computer	
12/6/07	Payroll and Related Personnel Issues	8:45 am - noon	\$75 member/\$90 nonmember for \$50 member/\$75 nonmember for second person; same computer	
12/6/07	Purchasing	12:45 - 4:00 pm	\$75 member/\$90 nonmember for \$50 member/\$75 nonmember for second person; same computer	
1/24/08	So You Are the Superintendent Secretary	1:15 - 4:30 pm	\$75 member/\$90 nonmember for \$50 member/\$75 nonmember for second person; same computer	
2/7/08	Michigan Merit Curriculum - Are You Following the New High School Graduation Requirements?	1:15 - 4:30 pm	\$75 member/\$90 nonmember for \$50 member/\$75 nonmember for second person; same computer	
3/4/08	Bargaining Webinar	1:15 - 4:30 pm	\$75 member/\$90 nonmember for \$50 member/\$75 nonmember for second person; same computer	
3/20/08	NCLB Interventions - What is Your District Doing?	1:15 - 3:00 pm	\$45 member/\$60 nonmember \$50 member/\$75 nonmember for second person; same computer	
Total				

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 Nickname: _____
 Title/Position: _____
 District/Firm: _____
 Address: _____
 City/State/Zip: _____
 Phone # _____ Fax # _____
 E-mail (required) _____
 Special Services Requested: _____

Payment Information:

Purchase order #: _____
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 Charge my: Visa Master Card
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