

Michigan Institute for Educational Management

2009-2010 Calendar of Events



MIEM is your connection through tough times.



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From the Executive Director

Our theme for the 2009-2010 school year is, "MIEM is your connection through tough times." One of our members wrote, "thank you for all you do to make sense of things in a non-sensible era." It is true that the environment we work in is always changing. We know that we are facing difficult times in our state and that the challenges you face as members of a school community are significant. MIEM is here to help you face those challenges by providing programming that is meaningful, which in turn will allow you to provide the tools that students need to achieve and learn.

The 2009-2010 MIEM Calendar of Events lists classes and workshops that offer you the opportunity to learn and grow. There may be changes to this calendar, which will be posted on our web site. As always, we will continue to communicate to you through our web site, the monthly MIEM Connection, and our timely e-blast messages.

The MIEM Team is comprised of people who have a reputation of getting the job done and doing it right! We will continue to do that and look forward to seeing you at our events and/or communicating with you electronically. Please provide feedback and/or ideas on how we can do an even better job of helping you. Please feel free to contact me and let me know what you're thinking. I look forward to hearing from you.

Sincerely,

Daniel G. Pappas



Associate Executive Director MASA

Executive Director MIEM

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MSBO Certification Program

M SBO 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
- Facilities Director
- Food Service 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 plans 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)
- Effective Communications (3 hours)*
- Information Systems (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.

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)
- Information Systems (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 chief financial officers in their first five years of employment. However, any person employed in school business operations who meet the stated requirement may receive chief financial officer certification. 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)
- Effective Communications (3 hours)*
- Facilities for the Business Manager (3 hours)
- Food Services for the Business Manager (3 hours)
- Information Systems (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.

Facilities Director (CFD)

Includes: Buildings and Grounds

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)
- Human Resource Leadership (3 hours)
- Introduction to Facilities Management (3 hours)
- Maintenance Operations (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.

Food Service Director (CFS)

Includes: Menu Planning and Nutrition of Students

Degree required: None

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.

Food Service Director Courses:

- Budgeting for Food Service (3 hours)
- Customer Relations (3 hours)
- Effective Communications (3 hours)*
- Food Service Computer Systems (3 hours)
- Food Service Design and Construction (3 hours)
- Food Service Program Accountability (3 hours)
- Health/Safety Issues (3 hours)
- Insurance and Risk Management (3 hours)
- Labor Relations/Employment Law (6 hours)
- Marketing Your Food Service (3 hours)
- Menu Planning and Nutrition Integrity (3 hours)
- New Food Service Director's Training (6 hours)
- Principles of Education (3 hours)*
- Purchasing for Food Service (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 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.

Human Resource Specialist (HRS)

Includes: Fringe 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)*
- Team Leadership (3 hours)
- TDP, IRS Sec. 125, 403 (b), 457, and Workers Compensation (6 hours)
- 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 (*offered by MAPT*)(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

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 in Michigan Schools (1 hour) (1 hour = 1 conference session offered by MPAAA)
 - Principles of Education (3 hours)*
 - Pupil Accounting Auditors' 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.
- 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 the Michigan Pupil Accounting and Attendance Association)
 - Overview of Pupil Accounting Specialist (2 hours) (1 hour = 1 conference session offered by MPAAA)
- *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.

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 Michigan Pupil Accounting and Attendance Association MPAAA)
 - Overview of Pupil Accounting Auditor (2 hours) (1 hour = 1 conference session offered by MPAAA)
 - Principles of Education (3 hours)*
 - Pupil Accounting Auditors' 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)
- Wrap-up/Ethics (2 hours)*
- Year-End Payroll & Tax Returns (941), W-2's, etc. (6 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

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.

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) (Effective Jan. 1, 2010)

Includes: Transporting Students

Degree required: None

Required class hours: 65

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.

Transportation Director Courses:

- Accident Investigation Procedures (3 hours)
- Basic Transportation Administrative 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)
- 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 Class Offerings

Educational Technology Leadership Conference

This conference combines the former Michigan Educational Technology Conference & Expo and the Educational Technology Coordinators Conferences. It is aimed at school technology directors, technicians, administrators, school board members and other educators at the local, state and regional levels. It will also highlight a wide variety of exhibitors of hardware, software and technology services.

June 22-23, 2009 at Holt High School, Holt

Required classes available to you:

- Technology in Administration
- Effective Communications
- Technology Policies

In addition to the required classes, there will also be other sessions offered for elective and continuing certification credit.

Registration form will be mailed separately; contact Danielle at 517.327.2589 or check the MIEM Web page at www.gomiem.org.

Introduction to School Business

September 21-22, 2009 • Kellogg Center • East Lansing

Cost: \$240 MSBO member/\$300 nonmember

Registration form will be mailed separately; contact Marte Cadwell, MSBO, at 517.327.5920 or register online at: www.msbo.org.

This program provides an overview of school business, reviews various reports to Federal, State, and local agencies, reviews the Revised School Code, and provides an overview of fund accounting concepts.

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



**11th Annual Facilities/Operations Directors Conference & Expo
October 4-6, 2009 • Crystal Mountain Resort • Thompsonville**

Cost: Full Conference \$225 MIEM members \$265 nonmembers

Required classes available to you:

- Introduction to Facilities Management
- Introduction to Operations Management
- Budget
- Custodial Operations
- Maintenance Operations
- Emergency Preparedness

More than 30 sessions will be offered. Registration form will be mailed in July. Contact Danielle at 517.327.2589 or check the MIEM Web page at www.gomiem.org.

R=Facilities Director, Operations Director E=all others

**October 1-2, 2009
MELG Building, Lansing**

Revenue, Expenditures and Budgeting Part I & Part II

Overnight accommodations can be made at Country Inn & Suites at 517.827.7000. Identify yourself with MIEM for a special rate.

**October 1, 2009
8:45 am – 4:00 pm**

Cost: \$140 member/\$200 nonmember

Revenue, Expenditures and Budgeting Part I

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.

R=Chief Financial Officer E=all others



October 2, 2009

8:45 am – 4:00 pm

Cost: \$140 member/\$200 nonmember

Revenue, Expenditures and Budgeting Part II

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.

R=Chief Financial Officer E=all others

October 6, 2009

Ionia ISD

Accounting Manual/Chart of Accounts and Benefits & Retirement

October 6, 2009

8:30 am – 11:45 am

Cost: \$70 member/\$100 nonmember

Accounting Manual/Chart of Accounts

Presenters: Glenda Rader, Michigan Department of Education and Sue Klimek, Washtenaw ISD

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.

R=School Payroll Specialist E=all others



October 6, 2009

Ionia ISD

12:30 pm – 3:45 pm

Cost: \$70 member/\$100 nonmember

Benefits & Retirement

Presenters: Bonnie J. Carpenter, Executive Director, Michigan Association of Retired School Personnel (MARSP) and Gwindland Worthy, CFO, BOM, HRS, Benefits Specialist, Kalamazoo Public Schools

This session will help human resource specialists explain employee benefits, social security benefits and retirement to the employees of a school district. Also, help the administrator convey changes in the health care costs and work with bargaining teams on total cost of compensation. COBRA benefits, when it must be offered and how it works will be explained so human resource specialists can discuss with all employees of a school district.

R=Human Resource Specialist E=all others

October 28, 2009

MELG Building, Lansing

Bonding/Borrowing/Investing/Cash Management

Bonding/Borrowing/Investing

Presenter: Brenda Voultyras, Stifels Nicolaus & Company

8:45 am – noon

Cost: \$70 member/\$100 nonmember

Learn legal and practical issues relating to how school districts bond, borrow, and invest funds, including an overview of cash flow analysis, arbitrage, and general borrowing and investing options.

R=Chief Financial Officer Elective= all others



October 28, 2009
MELG Building, Lansing
12:45 pm – 4:00 pm

Cost: \$70 member/\$100 nonmember

Cash Management

Presenters: Don Sovey, Charlotte Public Schools, Kate McDonald, Chase and Michelle McHale, Plante & Moran, PLLC

This session will develop specifications for the selection of banking and other financial services, teach you how to apply concept of compensating balances, comprehend procedures and legal constraints for cash collection and disbursement, analyze monthly internal transfers and loans, prepare a cash flow analysis, including a fund balance report for the board of education, and identify and deal with fraud and abuse.

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

November 10, 2009
MELG Building, Lansing

Performance Evaluations for Personnel/Marketing Your Department – Preparing and conducting presentations

Performance Evaluations for Personnel

Presenter: Michael Goree, Growth Strategies Consulting

8:45 am – noon

Cost: \$70 member/\$100 nonmember

Learn how and when to evaluate employees, what documentation should be placed in the employee's file and what type of follow-up should be completed. This session will also discuss discipline, discharge and the probationary employee.

R=Human Resource Specialist and Operations Director E=all others



November 10, 2009
MELG Building, Lansing

Marketing Your Department – Preparing and conducting presentations

Presenter: Michael Goree, Growth Strategies Consulting

12:45 pm – 4:00 pm

Cost: \$70 member /\$100 nonmember

We've all sat through presentation nightmares. Learn innovative techniques to get your message heard and remembered. Learn to connect in 30 seconds or they will be gone in 60! From training staff to Board presentation, your message gets you out of the gate. Increase and accelerate your success!

R=Food Service Director E=all others

November 17, 2009
MELG Building, Lansing

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

8:45 am – 4:00 pm

Cost: \$140 member /\$200 nonmember

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

Presenter: Kim Lindsay, Lewis & Knopf, PC

Understand the 941's, W-2's, tax deposit requirements, business expense accounting, retirement incentives, and other 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.

R=School Payroll Specialist E=all others



December 1, 2009

MELG Building, Lansing

Managing Emergencies

8:45 am – 4:00 pm

Cost: \$140 member/\$200 nonmember

Managing Emergencies

Presenter: Tom Mynsberge, Consultant, Critical Incident Management

Identify, develop and implement emergency planning. From natural disasters to bus accidents you need to have plans in place. You will learn what to look for and what information to gather along with coordinating with emergency responders, school personnel, and the community.

R=Operations Director E=all others

December 9, 2009

Payroll and Related Personnel Issues/Purchasing

Webinar (online seminar) – Watch at Your Desk

Cost: \$80 member/\$110 nonmember

8:45 am – noon

Payroll and Related Personnel Issues

Presenters: Dan Romzek, Davison Community Schools and Mike Frawley, Yeo & Yeo, P.C.

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.

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



December 9, 2009

Webinar (online seminar) – Watch at Your Desk

Cost: \$80 member /\$110 nonmember

12:45 – 4:00 pm

Purchasing

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

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.”

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



February 2, 2010

MELG Building, Lansing

8:45 am – 4:00 pm

Cost: \$140 member/\$200 nonmember

Technology in Education

Presenter: Mark Deschaine, Albion Public Schools

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.

R=School Technology Management E=all others

February 4, 2010

MELG Building, Lansing

Transportation for the Business Manager/Food Service for the Business Manager

8:45 am – noon

Cost: \$70 member/\$100 nonmember

Transportation for the Business Manager

Presenters: Lori Richardson, Oakland Schools and Dianne Easterling, Michigan Department of Education

This class provides an understanding of the basic structure and function of a transportation department, equipment supply and purchase, and laws related to transportation.

R= Chief Financial Officer E=all others



February 4, 2010 (cont.)
MELG Building, Lansing
12:45 – 4:00 pm

Cost: \$70 member/\$100 nonmember

Food Service for the Business Manager

Presenter: Catherine Durocher, Haslett Public Schools

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

R= Chief Financial Officer E=all others

March 9, 2010
Lansing Community College West, Lansing

Team Leadership/The Motivation Cycle: Discovering What Motivates Us

8:45 am – noon

Cost: \$70 member/\$100 nonmember

Team Leadership

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

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.

R=all tracks except – Elective: School Payroll Specialist



March 9, 2010 (cont.)
Lansing Community College West, Lansing
12:45 – 4:00 pm

Cost: \$70 member /\$100 nonmember

The Motivation Cycle: Discovering What Motivates Us

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

Why is it that when a department is running along smoothly a single event can seem to zap the energy out of the entire staff? In this session we will take a look at what Motivates us and may De-Motivate us in regard to those single events that seem to suck the life out of each step we take. We will discover five areas, that when in rhythm, produce a flow of confidence. But, we will also discover why these same five areas, when out of rhythm, can produce erratic and confusing energy. Attendees will go home with specific strategies on how to use five components of motivation to further direct and focus their own energy and that of their employees and co-workers.

E=all tracks

March 10, 2010

Administrative Software Applications (3 hours)

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

Software for school business operations. Specific areas covered include software for: financial operations, human resource and general business, transportation, food services and facility management.

R=School Technology Management E=all others



March 10, 2010

Grant/Fund Writing (3 hours)

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

General background–Tips and recommendations on grant writing, general advice on grant sources with specific attention to “most used” technology related grants including: Michigan Department of Education grants, Michigan Association for Computer Users in Learning (MACUL); Universal Service Fund (USF) and MEGS (Michigan Electronic Grant System).

E=all tracks

March 23, 2010

Lansing Community College West, Lansing

Cost: \$140 member/\$200 nonmember

8:45 am – 4:00 pm

Labor Relations/Employment Law (6 hours)

Presenter: Thrun Law Firm, P.C.

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.

R=Chief Financial Officer, Transportation Director, Food Service Director, Human Resources Specialist, Business Office Manager, Operations Director E=all others



April 27, 2010

Amway Grand Plaza Hotel, Grand Rapids in conjunction with MSBO Annual Conference

Overnight accommodations – Amway Grand Plaza Hotel

Times to be determined

Registration will begin in February 2010 at www.msbo.org

Effective Communications (3 hours)

This certification class will help you express yourself more effectively, have more influence with your colleagues and appear more confident in front of others. This is a highly practical and interactive course. In this workshop, you'll have the opportunity to learn key techniques to enhance your communication skills. You'll learn techniques and strategies to: send clear messages, create credibility, use body language effectively, and listen for understanding. This class allows you to build on your existing skills as you experiment and learn through practical experience.

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

Principles of Education (3 hours)

Provide an understanding of: the educational process, culture of schools, major learning theories, teaching methodologies, school improvement, design of in-service programs, and the structure and function of the principalship.

R=all tracks

Wrap-up/Ethics (2 hours)

This concluding session reviews the major program content areas, provides references and resource materials, and a chance for the participants to reflect back and look forward on their roles. (Must be within two classes of completing certification to attend this class)

R=all tracks

School Administrative Professional Certification (SAPC)

Who is the SAPC Program for?

The School Administrative Professional Certification Program (SAPC) is for central office and school building secretaries, and individuals employed in administrative support positions in Michigan schools. Although anyone may benefit from certification, the full program is designed for those in their first five years of employment. MIEM will evaluate the professional development and work backgrounds of those who have substantial experience to determine how much additional training is required prior to granting “Grandparenting” credit for certification.

What can the SAPC Program do for me?

By participating in the program you will:

- Expand your knowledge base, skills and confidence as an administrative professional.
- Receive on-going training and support from experienced instructors and MIEM staff.
- Become part of a statewide network of administrative professionals who are interested in advancing their profession.

What classes do I need to take in order to become certified?

Participants must complete 13 classes within three years of beginning the program, unless a waiver is obtained. Ten of those classes are part of the required core curriculum:

- Building and Maintaining Relationships
- Business Communications
- Business of Schools: What They Do and How They Do It
- Crisis Management/Safety Issues
- Customer Service
- Data and Recordkeeping
- The Leader in You (online class)
- Marketing Your School (online class)
- School Law for the Secretary (Central Office or Building Level)
- Time Management and Productivity

Three classes should be elective classes. Any of the programs that MIEM offers can be counted as electives. MIEM will provide an annual schedule for certification classes. Every class will be offered at least once in a three-year period. Many classes are offered every year or every other year based on need.

How do I know if I qualify for the Grandparenting provision?

If you have 6 or more years of prior professional development and work experience in Michigan schools, you may be eligible for grandparenting. To apply, fill out the Grandparenting Application. As part of grandparenting, you are required to complete at least two classes of MIEM SAPC required classes.

How do I begin the program?

Fill out the Letter of Application to be enrolled in the SAPC program.

Are there any fees to be in the program?

There is a \$60 application fee due with the submission of the Letter of Application. A \$30 fee is due every five years for continuing certification. All records are maintained by MIEM.

Can classes from other organizations count towards SAPC certification?

In some circumstances, courses from other sources may be counted toward SAPC certification. These situations will be evaluated on a case-by-case basis. Paperwork may be submitted for review. Simply contact our office before attending.

Once I become certified, then what?

Once you are certified, you have 5 years to obtain 45 hours of continuing education. You can earn these hours by taking any of the classes MIEM offers. Conferences or seminars attended by other organizations can help you get hours for SAPC certification. One college semester hour is equal to 30 hours toward SAPC certification. If you are uncertain that something would count for the SAPC program, simply contact our office before attending. To have hours recorded, send an agenda or other outline of the event to the MIEM office for approval.

What do I do when I have completed all of the SAPC classes?

You will need to fill out the Final Application. Once you have completed this form, please send it along with any outstanding fees to the MIEM office.

What do I do when I have accumulated enough hours for my re-certification?

You will need to fill out the Renewal application. This is the final step in the renewal process and needs to be completed and submitted to us along with the \$30 application fee not more than 3 months prior to your deadline date.

Do you have other questions?

Contact Courtney Byam at 517.327.5937 or cbyam@msbo.org.

SAPC Class Offerings

October 6, 2009

Ionia County ISD

Accounting Manual and Chart of Accounts/Benefits & Retirement

8:30 – 11:45 am

Cost: \$70 member/\$100 nonmember

Accounting Manual and Chart of Accounts

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.

SAPC Elective

12:30 – 3:45 pm

Cost: \$70 member/\$100 nonmember

Benefits & Retirement

Presenters: Bonnie J. Carpenter, Executive Director, Michigan Association of Retired School Personnel (MARSP) and Gwindland Worthy, CFO, BOM, HRS, Benefits Specialist, Kalamazoo Public Schools

This session will help human resource specialists explain employee benefits, social security benefits and retirement to the employees of a school district. Also, help the administrator convey changes in the health care costs and work with bargaining teams on total cost of compensation. COBRA benefits, when it must be offered and how it works will be explained so human resource specialists can discuss with all employees of a school district.

SAPC Elective



November 5-6, 2009

Amway Grand Plaza Hotel, Grand Rapids

23rd Annual Support Staff Conference for Administrative Professionals

Required and Elective SAPC classes are held in conjunction with the Support Staff Conference for Administrative Professionals.

Required classes available to you:

- The Business of Schools: What They Do and How They Do It
- Crisis Management/Safety Issues
- Customer Service
- Data & Recordkeeping
- School Law for The Building Level Secretary
- School Law for The Central Office Secretary

SAPC required

This conference is designed for administrative professionals in Michigan school districts. It provides outstanding professional development for anyone employed as a central office administrative assistant, building level secretary, support office professionals in special education, transportation, facilities, food service, purchasing, and other school support services.

Register by October 5, 2009 for early discount pricing. Online registration and early discount pricing begins September 1, 2009.

One-day Conference Registration of \$140 (\$130 early discount pricing) for MIEM members; \$175 nonmember (Fee includes meal functions.)

Full Conference: \$195 (\$170 early discount pricing) for MIEM members. \$235 nonmember (Fee includes 2 lunches, 1 continental breakfast & materials.)



November 10, 2009

Ionia County ISD

Time Management and Productivity/Building and Maintaining Relationships

8:30 – 11:45 am

Cost: \$70 member/\$100 nonmember

Time Management and Productivity

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.

SAPC Required

12:30 – 3:45 pm

Cost: \$70 member/\$100 nonmember

Building and Maintaining Relationships

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.

SAPC Required



January 12, 2010

Ionia County ISD

Business of Schools: What They Do & How They Do It/ Business Communications

8:30 – 11:45 am

Cost: \$70 member/\$100 nonmember

Business of Schools: What They Do & How They Do It

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.

SAPC Required

12:30 – 3:45 pm

Cost: \$70 member/\$100 nonmember

Business Communications

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 Required



February 2, 2010
Ionia County ISD

Crisis Management/Safety Issues/School Law for the Secretary - Building Level

8:30 – 11:45 am

Cost: \$70 member/\$100 nonmember

Crisis Management/Safety Issues

Presenter: Tom Mynesberge, Critical Incident Management

Participants will learn techniques and apply them through role play when identifying and addressing safety/security concerns of both students and staff, including: promoting and maintaining a positive school climate; how to respond in an emergency; collaborating with law enforcement, first-responders, and local agencies; non-violent intervention strategies/conflict resolution/mediation; dealing with aggressive students; and managing stress in a dangerous situation.

SAPC Required

12:30 – 3:45 pm

Cost: \$70 member/\$100 nonmember

School Law for the Secretary - Building Level

Presenter: Meg Hackett, 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 administering medicine to children; releasing students to non-custodial parents or third parties; student discipline; photo/videotape policies; military recruiters; tracking student grades, schedules, and absences and how to handle questions about school records and student files.

SAPC Required



March 2, 2010
Ionia County ISD

School Law for the Secretary – Central Office/Practical & Legal Aspects of Working with the Board and Superintendent

8:30 – 11:45 am

Cost: \$70 member/\$100 nonmember

School Law for the Secretary - Central Office

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.

SAPC Required

12:30 – 3:45 pm

Cost: \$70 member/\$100 nonmember

Practical & Legal Aspects of Working with the Board and Superintendent

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.

SAPC Elective



Online SAPC Classes

Expectations of the class: Online courses run for four weeks. You are required to report in at least once a week to complete assignments. You are also required to complete a final project before receiving credit for the class.

Marketing Your School – Online Class

October 1-30, 2009

Instructor: Nancy Hawkins, MIEM Marketing Director

Cost: \$75 member; \$90 nonmember

In this course, participants will learn the importance of being an ambassador for your school district on or off the job; the importance of keeping the community up-to-date with the school district's goals and challenges; techniques and factors that are considered by public relations specialists when marketing a school to their community; the various forms of communication that can be used to deliver information to the school community; and the appropriate and practical ways to use the different avenues of communication.

SAPC Required

Be Direct with Respect – Online Class

February 1-26, 2010

Instructor: Joyce Weiss, Employee Performance/Group Dynamics Specialist

Cost: \$75 member; \$90 nonmember

Express yourself in a concise and respectful manner to become stronger at being direct and truthful. Build mutually beneficial relationships with co-workers. Reclaim productive time by transforming energy-draining employee negativity into positive energy; problem solve real situations to improve your work environment.

SAPC Elective



Online SAPC Classes

The Leader in You – *Online Class*

April 1-30, 2010

Instructor: Dan Pappas, Executive Director, MIEM

Cost: \$75 Member; \$90 nonmember

For today's administrative professional, the pressures to take on increased responsibilities are greater than ever, and often require the use of leadership skills. In this workshop, you will learn about various leadership styles; the characteristics of your own leadership style; how to observe and understand individual differences in people; how to set the tone for a productive workplace; the importance of being a good role model; decision-making skills; how to look at your work and life goals and find a way to maintain balance; the importance of ethics; and how to be recognized as both a doer and a thinker.

SAPC required

Everything You Need to Know About Identity Theft Workshop

June 25, 2009

MELG Building, Lansing

8:45 am-4:00 pm

Cost: \$199 member/\$249 nonmember

As of February 2009, The Privacy Rights Clearinghouse has documented more than 250 million records that have been compromised from government agencies, schools, businesses and other organizations. One in four of these breaches have involved a school. Is your school's data protected? Do you have safeguards in place that protect your student's and employee's personal information? Most people think of theft of financial data, yet schools house a lot of non-financial data that also needs to be protected. MSBO, MASA and MASB have teamed up with IDentity Theft LOSS Prevention, LLC to help schools examine identity theft compliance requirements, and to facilitate the design of an Identity Theft Prevention Program. During this process workshop, you will work through establishing roles and responsibilities, defining the confidential and sensitive information that you must protect, taking inventory, assessing risks, designing policy, and an implementation strategy for your Identity Theft Prevention Program.

Various Michigan Department of Education (MDE) Conferences

Office of Educational Assessment & Accountability (OEAA) Conferences

August 25, 2009

Northern Michigan University, Marquette

September 21, 2009

DeVos Place, Grand Rapids

September 28, 2009

Rock Financial Showplace, Novi

Overnight Accommodations:

Marquette - Country Inn & Suites: 906-225-1300 - \$94 by 7/15/09

Grand Rapids - Amway Grand Hotel: 616-776-6400 - \$80 by 8/21/09

Novi - Hotel Baronette: 248-349-7800 - \$97 by 9/13/09

Visit www.gomiem.org for registration information.

School Improvement Framework (SIF) Conferences

December 1-2, 2009

Lansing Center, Lansing

Featuring keynote speaker Michael Fullan, Professor Emeritus of the Ontario Institute for Studies in Education, University of Toronto

March 15-16, 2010

Lansing Center, Lansing

Visit www.gomiem.org for registration information.

Various Michigan Department of Education Conferences

Michigan Teaching for Learning Conference

August 18-20, 2009

Lansing Center, Lansing

Visit www.gomiem.org for registration information.

Michigan Department of Education Homeless Conference

September 14-15, 2009

Kellogg Center, East Lansing

Visit www.gomiem.org for registration information.

Michigan Pupil Accounting and Attendance Association Conferences

MPAAA Spring Conference

May 17-19, 2010

Grand Traverse Resort, Traverse City

Visit www.mpaaa.org for registration information.

Get the latest and greatest requirements and information regarding pupil accounting, attendance and state reporting & attend sessions eligible for MSBO's PAA and PAS certification tracks.

SUPES Academy

1st Day: 11:00 am – 8:00 pm

2nd Day: 8:00 am – 5:00 pm

Cost: \$800 for the entire series

Presenters: Michigan Leadership Institute

The SUPES Academy is a comprehensive leadership development experience to prepare individuals who will be the next “class” of superintendent candidates. There will be an unprecedented number of superintendents retiring over the next decade. At the same time, fewer people with the necessary capacity-building experiences are aspiring to move into these critical leadership roles. In addition, the superintendency has become increasingly complex. It is critical that the new superintendents receive the best possible preparation and support available to help ensure success in their new assignments. An application process is required and can be found at www.gomiem.org for more information. This is a four-part series and you must attend all four classes.

SUPES Academy – Part I

August 13-14, 2009
Sheraton Hotel, Lansing

SUPES Academy – Part II

September 17-18, 2009
Holiday Inn, Alpena

SUPES Academy – Part III

October 8-9, 2009
Four Points by Sheraton, Saginaw

SUPES Academy – Part IV

November 12-13, 2009
Crowne Plaza, Grand Rapids

Information

Overnight Accommodations

For overnight accommodations at the Kellogg Center, East Lansing, call 800.875.5090. Identify yourself with MIEM 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.

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.

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.

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.



| Date | Class | Time | Cost | Amount |
|-----------------------------------|--|-----------------|------------------------------|--------------|
| MSBO Certification Classes | | | | |
| 10/1/09 | Revenue, Expenditures and Budgeting Part I | 8:45 am-4:00 pm | \$140 member/\$200 nonmember | |
| 10/2/09 | Revenue, Expenditures and Budgeting Part II | 8:45 am-4:00 pm | \$140 member/\$200 nonmember | |
| 10/6/09 | Accounting Manual/Chart of Accounts | 8:30-11:45 am | \$70 member/\$100 nonmember | |
| 10/6/09 | Benefits & Retirement | 12:30-3:45 pm | \$70 member/\$100 nonmember | |
| 10/28/09 | Bonding/Borrowing/Investing | 8:45 am-noon | \$70 member/\$100 nonmember | |
| 10/28/09 | Cash Management | 12:45-4:00 pm | \$70 member/\$100 nonmember | |
| 11/10/09 | Performance Evaluations for Personnel | 8:45 am-noon | \$70 member/\$100 nonmember | |
| 11/10/09 | Marketing Your Department—Preparing and Conducting Presentations | 12:45-4:00 pm | \$70 member/\$100 nonmember | |
| 11/17/09 | Year-End Payroll: Payroll & Tax Returns (941), W-2s, etc. | 8:45 am-4:00 pm | \$140 member/\$200 nonmember | |
| 12/1/09 | Managing Emergencies | 8:45 am-4:00 pm | \$140 member/\$200 nonmember | |
| 12/9/09 | Payroll and Related Personnel Issues WEBINAR | 8:45 am-noon | \$80 member/\$110 nonmember | |
| 12/9/09 | Purchasing WEBINAR | 12:45-4:00 pm | \$80 member/\$110 nonmember | |
| 2/2/10 | Technology in Education | 8:45 am-4:00 pm | \$140 member/\$200 nonmember | |
| 2/4/10 | Transportation for the Business Manager | 8:45 am-noon | \$70 member/\$100 nonmember | |
| 2/4/10 | Food Service for the Business Manager | 12:45-4:00 pm | \$70 member/\$100 nonmember | |
| 3/9/10 | Team Leadership | 8:45 am-noon | \$70 member/\$100 nonmember | |
| 3/9/10 | The Motivation Cycle: Discovering what motivates us | 12:45-4:00 pm | \$70 member/\$100 nonmember | |
| 3/23/10 | Labor Relations/Employment Law | 8:45 am-4:00 pm | \$140 member/\$200 nonmember | |
| | | | | TOTAL |

Registration Information—please print

Name: _____

Name for Badge: _____

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 MasterCard

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

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. You can bring payment with you on the day of the event to avoid the late fee. All unpaid balances will be issued an invoice after the event which will include 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.

SB-CEUs:

SB-CEUs may be granted pending approval. You must be on time and stay until the end of the program.



| Date | Class | Time | Cost | Amount |
|-----------------------------------|--|-----------------|------------------------------|--------------|
| SAPC Certification Classes | | | | |
| 10/1-30/09 | Marketing Your School | online class | \$75 member/\$90 nonmember | |
| 10/6/09 | Accounting Manual and Chart of Accounts | 8:30-11:45 am | \$70 member/\$100 nonmember | |
| 10/6/09 | Benefits & Retirement | 12:30-3:45 pm | \$70 member/\$100 nonmember | |
| 11/10/09 | Time Management and Productivity | 8:30-11:45 am | \$70 member/\$100 nonmember | |
| 11/10/09 | Building and Maintaining Relationships | 12:30-3:45 pm | \$70 member/\$100 nonmember | |
| 1/12/10 | Business of Schools: What They Do and How They Do It | 8:30-11:45 am | \$70 member/\$100 nonmember | |
| 1/12/10 | Business Communications | 12:30-3:45 pm | \$70 member/\$100 nonmember | |
| 2/2/10 | Crisis Management/Safety Issues | 8:30-11:45 am | \$70 member/\$100 nonmember | |
| 2/2/10 | School Law for the Secretary—Building Level | 12:30-3:45 pm | \$70 member/\$100 nonmember | |
| 2/1-26/10 | Be Direct with Respect | online class | \$75 member/\$90 nonmember | |
| 3/2/10 | School Law for the Secretary—Central Office | 8:30-11:45 am | \$70 member/\$100 nonmember | |
| 3/2/10 | Practical & Legal Aspects of Working with the Board & Superintendent | 12:30-3:45 pm | \$70 member/\$100 nonmember | |
| 4/1-30/10 | The Leader in You | online class | \$75 member/\$90 nonmember | |
| Other Workshops | | | | |
| 5/26/09 | Reform and Restore: Implementing the ARRA Workshop | 8:30 am-4:30 pm | \$140 member/\$200 nonmember | |
| 6/25/09 | Everything You Need to Know About Identity Theft Workshop | 8:45 am-4:00 pm | \$199 member/\$249 nonmember | |
| | | | | TOTAL |

Registration Information—please print

Name: _____

Name for Badge: _____

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 MasterCard

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

Register online at: www.gomiem.org

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