



# School

## Administrative Professional Certification Series (SAPC)

Presented by: the Michigan Institute for Educational Management in cooperation with Oakland Schools

- **At:** Oakland Schools, 2111 Pontiac Lake Rd., Waterford, MI 48328
- **Time:** 9:00 am-12:15 pm & 1:00 – 4:15 pm  
Registration begins at 8:30 am  
Lunch is provided for all-day participants
- **Cost:** \$70 MIEM members\*/\$100 nonmembers (per class)

*\*Your district must have paid the 2008-09 MIEM membership dues to receive the member rate. Please go to [www.gomiem.org](http://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](http://www.gomiem.org)

**4/20/09 • 9:00 am-12:15 pm**

**The “Software” of Your Life Will Help to Improve Your Work Performance–SAPC elective**

**Room: Conference Room D**

A very practical, informative, and highly hands-on workshop. Learn to identify the characteristics of 12 possible archetypes (the motivations behind your life story) and how they relate to your world. Learn the archetype(s) that are behind both the strengths and shadows of your life. Achieve a better understanding of those you work for, with, and of those who work for you.

*Presenter: David J. Hulings, Motivational Performance Coach, Hulings and Associates, L.L.C.*

**4/20/09 • 1:00-4:15 pm**

**Conflict is Healthy, Anger is Not–SAPC elective**

**Room: Conference Room D**

What is the difference in healthy conflict arising from differing ideas, and destructive, hurtful feelings that undermine our effectiveness? And more importantly, what do we do about it? This session will help identify strategies for turning potentially toxic interactions into opportunities for growth and success. How we communicate, the body language we use, and the attitude we assume are all important aspects for consideration. These topics and more will be covered.

*Presenter: Chris Scharrer, New Paradigm Solutions, LLC*

**5/13/09 • 9:00 am-12:15 pm**

**Mapping Your Key Processes-Improving Your Results–SAPC elective**

**Room: Conference Room A**

Many shy away from this effective improvement strategy because it can become tedious and complicated. This workshop will provide basic tools and techniques for capturing and understanding a work process, easily spotting opportunities for improvement, and using a Plan-Do-Check-Act cycle for improved results. Learn why it is important (and easy) to capture a process so everyone can be consistent and know what's going on! Using humorous yet real case scenarios, this session will build skills that will transfer to any type of work situation.

*Presenter: Chris Scharrer, New Paradigm Solutions, LLC*

**5/13/09 • 1:00-4:15 pm**

**Identifying and Serving Homeless Students in Every District–SAPC elective**

**Room: Conference Room A**

There are homeless students in every district in Oakland and surrounding counties. Under the McKinney-Vento Act, each district is responsible for actively engaging in the identification of homeless children and youth and coordination of service delivery for these students to reduce the barriers posed by homelessness. This workshop defines the legal standards in determining “homeless” eligibility of students. Roles, responsibilities and strategies for identification are discussed, as are current service models. District responsibilities, record keeping, reporting and ISD coordination are all discussed. Participants will receive technical assistance regarding residency and transportation assurances, school supply distribution, tutorial assistance and extra curricular activities for homeless students.

*Presenters: Susan Benson, Program Director, Community Programs and Special Projects, Oakland Schools and Holly Holloway, Supervisor, Oakland Schools Homeless Student Education Program, Oakland Schools*

# Oakland Schools SAPC Certification Series Registration Form

Date	Class	Time	Cost	Amount	
<input type="checkbox"/>	4/20/09	The "Software" of Your Life Will Help to Improve Your Work	9:00 am-12:15 pm	\$70 members/\$100 nonmembers	
<input type="checkbox"/>	4/20/09	Conflict is Healthy, Anger is Not	1:00 pm-4:15 pm	\$70 members/\$100 nonmembers	
<input type="checkbox"/>	5/13/09	Mapping Your Key Processes-Improving Your Results	9:00 am-12:15 pm	\$70 members/\$100 nonmembers	
<input type="checkbox"/>	5/13/09	Identifying and Serving Homeless Students in Every District	1:00 pm-4:15 pm	\$70 members/\$100 nonmembers	
Please print the info below.				Total:	

Registration Info – Register online at: [www.gomiem.org](http://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:

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

**Fax with purchase order or credit card number to:** 517.327.0771

**Questions:** 517.327.2589 or e-mail Danielle:  
[danielle@gomiem.org](mailto:danielle@gomiem.org)

**.3 SB-CEUs** available per class pending approval.

**Weather Policy:** In event of bad weather, please check [www.gomiem.org](http://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 that includes 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.