

MIEM



*MIEM will help you to cross  
the finish line.*



Michigan Institute for Educational Management  
Events Guide 2010-11



## *From the Executive Director*

MIEM's theme for the 2010-11 School year is, "MIEM will help you to cross the finish line." We know that change is inevitable. Michigan faces incredible economic challenges, which are having a huge impact on our schools. As educators we juggle day-to-day challenges and federal and state legislation changing how we operate. We continue to keep our main goal at the top of our list and that's teaching and learning. We are always racing to the top to provide the best educational experiences we can for Michigan's students. This year will be one that has us all racing to meet the needs of our students. We know that MIEM has been a good partner to the educational community for the past 29 years. We are committed to continuing to be a highly functioning 'pit crew' helping you develop and grow. Whatever pace you set, we pledge to support you.

The 2010-11 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

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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](mailto: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.

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### 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.



## *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.

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### *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 Services 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.



## 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.

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### Facilities Director Courses:

- Budgeting for Facilities (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.



## 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.

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### 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)
- 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)
- Performance Evaluations for Personnel (3 hours)
- Principles of Education (3 hours)\*
- Purchasing for Food Service Directors (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.

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### 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.

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### 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

**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.

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### *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)
- OR
- Veteran Pupil Accounting Auditing in Michigan Schools (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)
- 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.

*\*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 Michigan Pupil Accounting and Attendance Association, 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 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.

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### *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 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.

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### *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.

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### 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)
- 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*

*May 11, 2010*

MAPT Office, Lansing

### **Laws, Rules & Regulations**

Become familiar with and know the difference between attorney general opinions, court precedents, laws, recommendations, regulations and rules to make these decisions. Preparation to deliver written reports and verbal briefings which demonstrate your ability to describe problems, propose resolutions and support those resolutions with specific documentation will be addressed. **Register with MAPT at [www.mapt.org](http://www.mapt.org).**

*R= Transportation Director E = all others*

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*July 19, 2010*

Forest Hills Public Schools Fine Arts Center

### **Transportation Facility Operations (formerly Garage Operations)**

This class will cover the fundamentals of fleet maintenance for anyone responsible for or interested in shop operations. Topics will include budgeting and recording keeping, vehicle purchasing factors and vehicle maintenance, benchmarking, state police inspections, MIOSHA, and OSHA and underground storage tanks. **Register with MAPT at [www.mapt.org](http://www.mapt.org).**

*R= Transportation Director E = all others*



*August 4-5, 2010*

DoubleTree, Bay City

## **Group Solutions–ISD Current Issues**

Experienced ISD Business Managers will share their thoughts and experiences as they facilitate discussions on challenging topics facing ISDs. This session provides hands-on business office self-assessment, real-world problem solving, and networking especially geared toward ISDs. 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 to other ISD 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. **Register with MSBO at [www.msbo.org](http://www.msbo.org).**

*\*Those who hold CFO and Business Office Manager certificates must complete this seminar or the Group Solutions Seminar in order to renew their certification.*



*September 21-22, 2010*

Kellogg Center, East Lansing

## **Introduction to School Business**

**1st day: 9:00 am-5:45 pm; 2nd day: 7:00 am-4:15 pm**

**Cost: \$250 MSBO member/\$310 nonmember**

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, cafeteria, facilities and transportation offices).

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

**Register with MSBO at [www.msbo.org](http://www.msbo.org).**



*October 3-5, 2010*

## **Annual Facilities/Operations Director Conference & Expo**

**Crystal Mountain Resort, Thompsonville**

Required classes available to you:

- Budgeting for Facilities
- Computerized Facility Management
- Custodial Operations
- Environmental Health & Safety
- Maintenance Operations
- Utilities Energy and Efficiency

More than 30 sessions will be offered.

**Register with MIEM at [www.gomiem.org](http://www.gomiem.org) in August.**

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*October 7-8, 2010*

**Stafford's Perry Hotel, Petoskey**

### **Group Solutions—Current Issues**

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.

**Register with MSBO at [www.msbo.org](http://www.msbo.org).**

*\*Those who hold CFO and Business Office Manager certificates must complete this seminar or the Group Solutions Seminar in order to renew their certification.*



*October 19, 2010*

MAPT Office, Lansing

## **Liability and Tort Law**

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.

**Register with MAPT at [www.mapt.org](http://www.mapt.org).**

*R= Transportation Director E = all others*

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*October 19, 2010*

MELG Building, Lansing

## **Performance Evaluations for Personnel**

*Presenter: Julie Gillespie, Human Resources, Ottawa Area ISD*

**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. **Register with MSBO at [www.msbo.org](http://www.msbo.org).**

*R = Facilities Director, Food Service Director, Human Resource Specialist, Operations Director E = for all others*



*October 21, 2010*

MELG Building, Lansing

## **Overview of Human Resource Management**

*Presenter: Mary Weber, Kalamazoo Public Schools*

**8:45 am-4:00 pm**

**Cost: \$140 member/\$200 nonmember**

This session provides an overview of the hiring process, from recruiting, interviewing, and reference checks to staff orientation and record keeping. This session takes you through the steps of setting up personnel records, handling FOIA requests, address policies and procedures by exploring employee handbooks and understanding how worker's compensation records should be kept in the personnel file.

**Register with MIEM at [www.gomiem.org](http://www.gomiem.org).**

*R= Human Resource Specialist E = all others*

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*November 1, 2010*

MELG Building, Lansing

## **Introduction to Facilities Management/Introduction to Operations Management** (Changed from August 10, 2010)

### **Introduction to Facilities Management**

*Presenter: Matt Losch, Grand Ledge Public Schools and practitioners*

**8:45 am-noon**

**Cost: \$70 member and \$100 nonmember**

This session is a three hours of an overview of educational facilities operation with a focus on several key areas. This class discusses the role of the Facilities Manager in the educational community and the impact of facilities in general on the learning and work environment. An outline of the legal and regulatory responsibilities will also be discussed. After lunch the session will continue into Operations Management which includes the role of the Transportation Director in the educational community and the impact of these combined duties in general in the learning and work environment. Any legal and regulatory responsibilities with Transportation will also be discussed.

**Register with MIEM at [www.gomiem.org](http://www.gomiem.org).**

*R= Facilities Director E = all others*



OR

**Introduction to Operations Management (Changed from August 10, 2010)**

*Presenter: Matt Losch, Grand Ledge Public Schools and practitioners*

**8:45 am-4:00 pm**

**Cost: \$140 member and \$200 nonmember**

An overview of educational operations with a focus on several key areas. This class discusses the role of the Facilities Manager and the Transportation Director in the educational community and the impact of these combined duties in general in the learning and work environment. An outline of the legal and regulatory responsibilities will also be discussed. **Register with MIEM at [www.gomiem.org](http://www.gomiem.org).**

*R= Operations Director E= all others*

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*November 2, 2010*

**Webinar (online seminar)–Watch at Your Desk**

**Accounting Manual/Chart of Accounts**

**Cost: \$70 member/\$100 nonmember**

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

**8:45 am-noon**

What every school payroll/personnel 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. **Register with MIEM at [www.gomiem.org](http://www.gomiem.org).**

*R=School Payroll Specialist E=all others*



*November 4, 2010*

Webinar (online seminar)–Watch at Your Desk

## **Effective Communications**

*Presenters: Nancy Hawkins, MSBO and practitioner*

**8:45 am-noon**

**Cost: \$70 member and \$100 nonmember**

Learn tips and tools to 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. You'll learn techniques and strategies to: send clear messages, create credibility, use body language effectively, and listen for understanding.

**Register with MIEM at [www.gomiem.org](http://www.gomiem.org).**

*R=Chief Financial Officer, Business Office Manager, Human Resource Specialist, Pupil Accounting Auditor, Pupil Accounting Specialist, Facilities Director, Operations Director, Transportation Director and Food Service Director E = all others*

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*November 9, 2010*

MAPT Office, Lansing

## **Human Resource for Transportation**

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 Safe School Legislation PA 130 of 2005.

**Register with MAPT at [www.mapt.org](http://www.mapt.org).**

*R= Transportation Director E = all others*



*November 11, 2010*

MELG Building, Lansing

## **Technology for Operational Management**

*Presenter: TBD*

**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

*R=Operations Director E=all others*

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*December 2, 2010*

**Webinar (online seminar) – Watch at Your Desk**

## **Insurance and Risk Management**

*Presenter: TBD*

**8:45 am-noon**

**Cost: \$70 member/\$100 nonmember**

Review of the insurances necessary for school operations with a primary focus on: Worker's Compensation, cafeteria plans, property/casualty, health insurance, liability insurance, errors and omissions, and methods of risk management. A portion of the program would be devoted to understanding options for purchasing insurance: pools, cooperatives, private vendors, and self-insurance.

**Register with MIEM at [www.gomiem.org](http://www.gomiem.org).**

*R=Chief Financial Officer E=all others*



*December 7, 2010*

Webinar (online seminar)–Watch at Your Desk

## **Payroll and Related Personnel Issues**

*Presenters: David Youngstrom, Yeo & Yeo, P.C. and practitioner*

**8:45 am-noon**

**Cost: \$70 member/\$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](http://www.gomiem.org).**

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

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*December 9, 2010*

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](http://www.gomiem.org).**

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



*January 6, 2011*

Webinar (online seminar) – Watch at Your Desk

## **Financial Analysis**

*Presenter: Scott Little, MSBO*

**8:45 am-noon**

**Cost: \$70 member/\$100 nonmember**

The focus of this class is primarily to provide facilities directors with ideas and terminology that can help them analyze and communicate issues in their operations from a cost perspective. We will cover life cycle costing concepts, but we'll also look at facilities benchmarks, energy management, marketing and reporting on the facilities department.

**Register with MIEM at [www.gomiem.org](http://www.gomiem.org).**

*R=Facilities Director E=all others*

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*January 11, 2011*

Webinar (online seminar) – Watch at Your Desk

## **Record Keeping Retention/Automation**

*Presenters: Lori Hartnell, Rochester Community Schools and Caryn Wojcik, Michigan Historical Center, Department of History, Arts and Libraries*

**8:45 am-noon**

**Cost: \$70 member/\$100 nonmember**

Participants will be provided an overview of 1) Requirements for payroll/personnel records, automated file maintenance, and related retention procedures. 2) Privacy issues related to payroll and the rules in accessing personnel records. 3) Different systems in place that track students including SRSD, MEIS, REP and special education and 4) The importance of each system and how these systems are used within the school district. Also covered is an overview on FOIA, COBRA, and criminal record checks.

**Register with MIEM at [www.gomiem.org](http://www.gomiem.org).**

*R=School Payroll Specialist E=all others*



*February 10, 2011*

MELG Building, Lansing

## **Technology in the Classroom**

*Presenter: Sherry McVay, Dewitt Public Schools*

**8:45 am-4:00 pm**

**Cost: \$140 member and \$200 nonmember**

This class will include: a review of the use of technology in the classroom; purchasing classroom software, including demonstrations and discussions of commonly used products; integration and standardization issues; and understanding curriculum, Michigan's Standards & Benchmarks and Curriculum Framework.

**Register with MIEM at [www.gomiem.org](http://www.gomiem.org).**

*R=School Technology Management E=all others*

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*February 17, 2011*

**Webinar (online seminar) – Watch at Your Desk**

## **Time Management**

*Presenter: John Thompson, Fraser Public Schools and Southeast Michigan Facility Management, LLC (SEMFM)*

**8:45 am-noon**

**Cost: \$70 member/\$100 nonmember**

Become a more effective manager by budgeting your time, identifying and assigning priorities, and establishing and achieving daily goals.

**Register with MIEM at [www.gomiem.org](http://www.gomiem.org).**

*R=Operations Director E=all others*



*March 8, 2011*

Lansing Community College West, Lansing

## **Team Leadership/Strategic Planning**

### **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](http://www.gomiem.org).**

*R=Chief Financial Officer, Facilities Director, Transportation Director, Food Service Director, School Technology Management, Business Office Manager, Human Resource Specialist and Business Office Specialist E=all others*

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*March 8, 2011*

Lansing Community College West, Lansing

### **Strategic Planning**

*Presenter: William Skilling, Oxford Community Schools*

**12:45-4:00 pm**

**Cost: \$70 member/\$100 nonmember**

This session will focus on team participation in the identification of short- and long-term goals in all aspects of school district activities. Drawing from current research and practices, you will explore opportunities for your school district. This class will also assist in the making of a strategic plan that will move the district toward the achievement of its mission and goals. The session will provide data sets required to facilitate the strategic planning process and assist in the implementation, monitoring, evaluation, reporting, and revision of a strategic plan.

**Register with MIEM at [www.gomiem.org](http://www.gomiem.org).**

*R=Chief Financial Officer, Operations Director E=all others*



*March 16, 2011*

Cobo Center, Detroit

## **Implementation and Planning**

8:30 am-4:30 pm

This class will be held in conjunction with the MACUL Conference.

**Register with MACUL at [www.macul.org](http://www.macul.org).**

*Cancelled*  
How to plan for technology, including forecasting future needs and implementing new systems. This session will provide a more detailed look at technology planning than offered in the other courses and will provide tips and methods for evaluation of new and existing technology. The emerging use of distance learning technologies and other professional development opportunities for staff will be addressed.

*R=School Technology Management E=all others*

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*March 16, 2011*

Cobo Center, Detroit

## **Security/Disaster Recovery**

8:30 am-noon

This class will be held in conjunction with the MACUL Conference.

**Register with MACUL at [www.macul.org](http://www.macul.org).**

This two part course will first provide an overview of security best practices at the network, server and workstation levels. The security practices covered can be applied to all flavors of network architectures including Windows, Novell and Linux. The second section will provide information on creating and implementing a disaster recovery plan for your district.

*R=School Technology Management E=all others*



*March 16, 2011*

Cobo Center, Detroit

## **Student Services Software Applications in Education**

1:00-4:30 pm

This class will be held in conjunction with the MACUL Conference.

**Register with MACUL at [www.macul.org](http://www.macul.org).**

This session will cover what student data points are collected and how they are used by both internal and external customers from a Technology Director's perspective. Some of the topics the program will encompass are the various data points required (e.g., attendance, pupil accounting, discipline, tardy, scheduling, immunization, and special education etc), and internal and external data submission and reporting requirements. The presentation will also review the attributes required of a comprehensive student management information system including both a centralized and decentralized approach. Quality data and data warehousing will also be discussed.

*R=School Technology Management E=all others*

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*March 24, 2011*

Lansing Community College West, Lansing

## **Labor Relations/Employment Law (6 hours)**

*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](http://www.gomiem.org).**

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

*April 26-28, 2011*

## **MSBO Annual Conference**

**Amway Grand Plaza Hotel, Grand Rapids**

Online Registration available in February 2011 at [www.msbo.org](http://www.msbo.org)

### **Cash Management**

*R= Chief Financial Officer, Business Office Manager and Business Office Specialist  
Elective=all other tracks.*

### **Collective Bargaining Agreements, Contracts**

*R= Chief Financial Officer, Business Office Manager, Business Office Specialist, Human Resource Specialist and School Payroll Specialist Elective=all other tracks.*

### **Effective Communications**

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

### **Principles of Education**

*R=all tracks*

### **Use of Technology in Human Resource Management**

*R=Human Resource Specialist E=all other tracks*

### **Wrap-up/Ethics**

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

*R=all tracks*



## *MPAAA Conferences*

These conferences allow credit for the Pupil Accounting Specialist and Pupil Accounting Auditor certification programs. **Register with MPAAA at [www.mpaaa.org](http://www.mpaaa.org).**

*May 17-19, 2010*

### **Spring Conference**

Grand Traverse Resort, Traverse City

*September 13-14, 2010*

### **LP Conference**

Radisson Hotel, Kalamazoo

*September 23-24, 2010*

### **UP Conference**

Island Resort, Harris





## *School Administrative Professional Certification (SAPC)*

### **Who is the SAPC Program for?**

The School Administrative Professional Certification Program (SAPC) is for central office, 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 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 as well as for the grandparenting application. 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](mailto:cbyam@msbo.org).



## *SAPC Class Offerings*

*October 1-29, 2010*

### **Marketing Your School—Online Class**

*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.

**Register with MIEM at [www.gomiem.org](http://www.gomiem.org).**

*SAPC Required*

**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.

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*November 18-19, 2010*

### **24th Annual Support Staff Conference for Administrative Professionals**

**Amway Grand Plaza Hotel, Grand Rapids**

**Cost: \$195 member; \$235 nonmember**

**Online registration available September 15 at [www.gomiem.org](http://www.gomiem.org)**

The following SAPC classes will be held at the above conference and are all required in the SAPC program. Cost included in the conference registration fee. Specific day and time at conference to be determined, however, this information will be available with online registration on September 1 at [www.gomiem.org](http://www.gomiem.org)

Building and Maintaining Relationships

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

Crisis Management/Safety Issues

School Law for the Building Level Secretary

School Law for the Secretary - Central Office

Time Management and Productivity

*February 1-28, 2011*

## **Be Direct with Respect—Online Class**

*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.

**Register with MIEM at [www.gomiem.org](http://www.gomiem.org).**

*SAPC Elective*

**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.

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*April 1-29, 2011*

## **The Leader in You—Online Class**

*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.

**Register with MIEM at [www.gomiem.org](http://www.gomiem.org).**

*SAPC required*

**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.





## English Language Learners SIOF Training

*July 19-22, 2010*

Oakland Schools

*August 9-12, 2010*

Ottawa ISD

*August 23-26, 2010*

Ingham ISD

**COST: \$350 and includes all meals, workshop materials and textbook.**

The Michigan Department of Education (MDE) will provide substantive, research-based professional development opportunities by organizing and supporting several regional SIOF (Sheltered Instruction Observation Protocol) workshops for teams of ESL and general education (content area/classroom) teachers from local school districts. Each workshop will accommodate approximately 40-50 persons. Sponsored by MDE and Great Lakes East Comprehensive Center, leaders from the Center for Applied Linguistics (Washington D.C.) will conduct the four-day workshops with the assistance of Michigan teacher-leaders who have completed SIOF train-the-trainer sessions earlier in the summer.

**Register with MIEM at [www.gomiem.org](http://www.gomiem.org).**

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*August 24-26, 2010*

## Michigan Department of Education Teaching for Learning Conference

Lansing Center, Lansing

Information available in June, please visit [www.gomiem.org](http://www.gomiem.org) then for more information.

*September 26-28, 2010*

**The Michigan Department of Education Homeless Conference**

Kellogg Center, East Lansing

Information available in July, please visit [www.gomiem.org](http://www.gomiem.org) for more information.

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*November 29-30, 2010*

**MDE School Improvement Conference**

Lansing Center, Lansing

*(More information to follow in August)*

Information available in September, please visit [www.gomiem.org](http://www.gomiem.org) for more information.



*August 12-13, 2010*

**SUPES Academy Part I**

Lexington Lansing Hotel, Lansing

*September 15-16, 2010*

**SUPES Academy Part II**

Alpena Holiday Inn, Alpena

*October 13-14, 2010*

**SUPES Academy Part III**

Crowne Plaza, Grand Rapids

*November 4-5, 2010*

**SUPES Academy Part IV**

Four Points by Sheraton, Saginaw 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](http://www.gomiem.org) for more information. This is a four-part series and you must attend all four classes.

**Register with MIEM at [www.gomiem.org](http://www.gomiem.org).**



### 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.

### 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 Danielle Dankenbring at [danielle@gomiem.org](mailto:danielle@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](http://www.gomiem.org) website for scheduling delays and program updates.



# 2010-11 Event Registration

Register online at: [www.gomiem.org](http://www.gomiem.org)

Date	Class	Time	Cost	Amount
<b>MSBO Certification Classes</b>				
10/21/10	Overview of Human Resource Management	8:45 am-4:00 pm	\$140 member/\$200 nonmember	\$
11/1/10	Introduction to Facilities Management	8:45 am-noon	\$70 member/\$100 nonmember	\$
11/1/10	Introduction to Operations Management	8:45 am-4:00 pm	\$140 member/\$200 nonmember	\$
11/2/10	Accounting Manual/Chart of Accounts-Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
11/4/10	Effective Communications-Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
11/11/10	Technology for Operational Management	8:45 am-4:00 pm	\$140 member/\$200 nonmember	\$
12/2/10	Insurance and Risk Management-Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
12/7/10	Payroll and Related Personnel Issues-Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
12/9/10	Purchasing-Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
1/6/11	Financial Analysis-Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
1/11/11	Record Keeping Retention/Automation-Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
2/10/11	Technology in the Classroom	8:45 am-4:00 pm	\$140 member/\$200 nonmember	\$
2/17/11	Time Management-Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
3/8/11	Team Leadership	8:45 am-noon	\$70 member/\$100 nonmember	\$
3/8/11	Strategic Planning	12:45-4:00 pm	\$70 member/\$100 nonmember	\$
3/24/11	Labor Relations/Employment Law	8:45 am-4:00 pm	\$140 member/\$200 nonmember	\$
<b>SAPC Certification Classes</b>				
10/1-29/10	Marketing Your School	online class	\$75 member/\$90 nonmember	\$
2/1-28/11	Be Direct with Respect	online class	\$75 member/\$90 nonmember	\$
4/1-29/11	The Leader in You	online class	\$75 member/\$90 nonmember	\$
<b>Other Workshops</b>				
7/19-22/10	English Language Learners SIOP Training-Oakland Schools		\$350	\$
8/9-12/10	English Language Learners SIOP Training-Ottawa ISD		\$350	\$
8/23-26/10	English Language Learners SIOP Training-Ingham ISD		\$350	\$
				<b>TOTAL</b>

## 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:

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 or [miem@gomiem.org](mailto:miem@gomiem.org)

Register online at: [www.gomiem.org](http://www.gomiem.org)

**Weather Policy:** In event of bad weather, please check [www.gomiem.org](http://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 which will include the \$25 late fee. You can bring payment with you on the day of the event to avoid the late fee. NOTE: Purchase orders are not payment. All no shows will be invoiced.

### Cancellation Policy:

A \$25 service fee will be retained for 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 [danielle@gomiem.org](mailto:danielle@gomiem.org).

### SB-CEUs:

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