



Elevate Your Skills by

# Leaps & Bounds



2008-09  
Calendar of Events

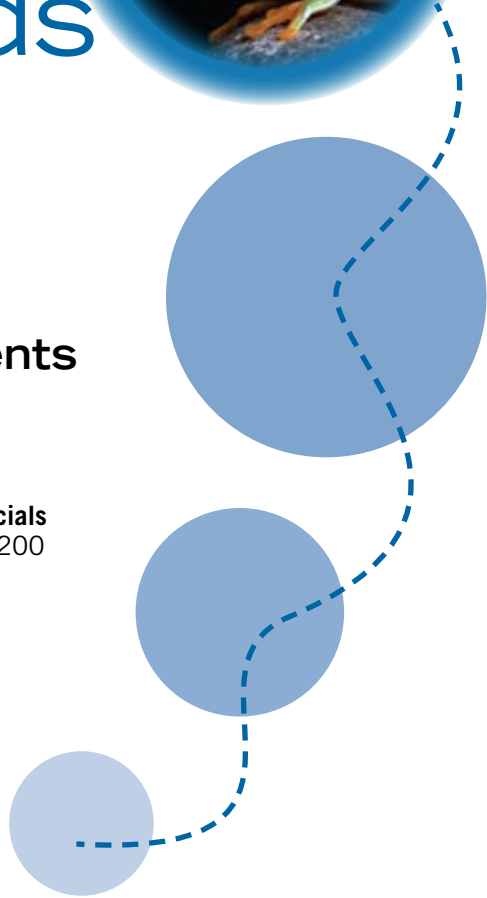
**Michigan School Business Officials**

1001 Centennial Way, Suite 200  
Lansing, MI 48917

Phone: 517.327.5920

Fax: 517.327.0768

*[www.msbo.org](http://www.msbo.org)*



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May 8, 2008

**AHERA Inspectors & Management Planners Training**

MSBO, Lansing; 8:00 AM-5:00 PM

This one-day course is designed as an annual refresher course for persons who are accredited inspectors and management planners through an Environmental Protection Agency (EPA) approved training program. The EPA requires reaccreditation of inspectors and management planners who perform work under the Asbestos Hazard Emergency Response Act (AHERA). To maintain your status as an accredited inspector you must attend the annual half day (4 hours) reaccreditation training, plus an additional half day of training for the management planner reaccreditation.

June 3, 2008

**Business Manager/CPA Workshop**

Kellogg Center, East Lansing

7:30 AM-8:40 AM Early Bird Session; 9:00 AM-4:00 PM Main Session

These sessions provide timely information for practicing CPAs and business managers in preparing for successful year-end and financial statement preparation. Important topics generally include reporting issues and concerns from the state's audit reviews, accounting and auditing related updates, key compliance and finance-related issues, data submission issues, Bulletin 1022 Chart of Accounts and State Aid computation, Michigan School Auditing Manual, and GASB updates.

The Early Bird Session consists of information targeted for practicing CPAs. This additional session rounds out a full 8 hours of CPE for practicing CPAs.

*Lodging at Kellogg Center; Details under "Lodging Information." Rate expires 5/3/08.*

June 4, 2008

**Financial Statement Preparation Workshop**

Kellogg Center, East Lansing; 8:45 AM-4:00 PM

Statement of Auditing Standards #112 now requires school districts to be able to prepare their own financial statements. If a district cannot prepare their own, they will now have a control deficiency. This workshop is designed by CPAs to give schools the information they need to satisfy this requirement. Your professional reputation and higher auditing fees may be "on the line." Annual attendance will help you meet this requirement.

*Lodging at Kellogg Center; Details under "Lodging Information." Rate expires 5/4/08.*

July 11, 2008

**AHERA Contractor/Supervisor Training**

MSBO, Lansing; 8:00 AM-5:00 PM

This course is an annual refresher for persons who have taken an Environmental Protection Agency (EPA) approved contractor/supervisor course. The course provides the required instructional update for those accredited contractors/supervisors who wish to maintain their accreditations. The course will include lectures, demonstrations, handouts, and discussion periods. Attendees will be required to provide a copy of their original training certificate to receive a reaccreditation certificate.

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July 15-16, 2008

**Certified Pool Operator's Course**

MSBO, Lansing; 8:00 AM-4:30 PM

Everything you need to know about pool operation, maintenance, and management. The curriculum is prepared by the National Swimming Pool Foundation and prepares participants for the certification exam.

July 16, 2008

**MSBO Annual Golf Outing**

Timber Ridge Golf Course, East Lansing; 8:00 AM-5:00 PM

Enjoy 18 holes with your colleagues for this day of fun and networking. Included is 18 holes of golf, lunch, dinner, and many prizes. This event is for members and sponsors only. For sponsorship information, contact Deneen Hansen at 517.327.2585.

August 5-6, 2008

**Group Solutions-Operational Issues\***

Treetops Resort, Gaylord

1st day-8:00 AM-7:00 PM; 2nd day-7:00 AM-3:00 PM

MSBO provides hands-on business office self-assessment, discussion, real-world problem solving, and networking. Several business managers who have used the "business office site visit process" will address challenges and share their thoughts and experiences as they facilitate discussion.

Get straight talk, advice, and professional support to assist you in understanding the forces that make your position one of the most challenging professional areas of public education. You will meet other professionals who face the same issues as you and you will share practical solutions.

This session includes materials, two breakfasts, two lunches and dinner.

*Lodging at Treetops Resort; details under "Lodging Info." Rate expires 07/4/08.*

*\*Those who hold CFO and Business Office Manager certificates must complete this seminar to renew their certification. This is the last time to take as a two-day program.*

September 15, 2008

**AHERA Designated Person Training**

MASB, Lansing; 8:00 AM-5:00 PM

Many school districts and other employers do not have a designated person or have not provided training for the current designated person in asbestos handling. It is a requirement of the EPA that a designated person receive "adequate" training to manage the asbestos program. This one-day workshop will provide an excellent knowledge base of the AHERA law and a common sense approach to managing asbestos and the asbestos written plan.

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September 17-18, 2008

**Group Solutions—ISD Current Issues\***

Boyne Mountain Resort, Boyne Falls

1st day: 1:00 PM-7:00 PM; 2nd day: 8:00 AM-11:30 AM

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 includes materials, one breakfast and one dinner.

This session (6.5 hours) meets one-half of your Group Solutions renewal requirement for members who hold CFO and/or BOM designation.

*Lodging at Boyne Mountain Resort; details under “Lodging Information.” Rate expires 8/17/08.*

*\*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 18-19, 2008

**School Finance Services Committee Northern Michigan Meeting**

Boyne Mountain Resort, Boyne Falls

1st day: 6:00 PM reception; 7:00 PM dinner

2nd day: 8:00 AM-12:00 PM

The school year kicks off with MSBO’s annual meeting in Northern Michigan. Get useful information on the latest “hot topics” facing public education, including a legislative and state aid update.

This relaxing meeting is always informative. You will have a chance to network with colleagues and regenerate before digging back into the piles of work you have waiting for you!

*Lodging at Boyne Mountain Resort; details under “Lodging Information.” Rate expires 8/17/08.*

September 23-24, 2008

**Introduction to School Business\***

Kellogg Center, East Lansing

1st day: 9:00 AM-5:45 PM; 2nd day: 7:00 AM-4:15 PM

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.

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**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).

*Lodging at Kellogg Center; details under "Lodging Information." Rate expires 08/23/08.*

*\*This conference is required for certification in the following tracks: Business Office Manager, Business Office Specialist, Chief Financial Officer, Human Resource Specialist, and School Payroll Specialist.*

## September 25, 2008

### **AHERA Contractor/Supervisor Training**

MASB, Lansing; 8:00 AM-5:00 PM

This course is an annual refresher for persons who have taken an Environmental Protection Agency (EPA) approved contractor/supervisor course. The course provides the required instructional update for those accredited contractors/supervisors who wish to maintain their accreditations. The course will include lectures, demonstrations, handouts, and discussion periods. Attendees will be required to provide a copy of their original training certificate to receive a reaccreditation certificate.

## September 28-30, 2008

### **Annual Facilities Conference & Expo**

Crystal Mountain Resort, Thompsonville

Registration materials available at [www.gomiem.org](http://www.gomiem.org) in August.

*Lodging at Crystal Mountain Resort; details under "Lodging Information." Rate expires 8/28/08.*

## October 21, 2008

### **MDE/MSBO Workshop**

Eagle Eye Golf Course & Conference Center, Bath; 9:00 AM-4:00 PM

At this workshop you get the latest from the Michigan Department of Education on state aid, 1022, and other hot topics. Take advantage of this opportunity to meet face-to-face with the people at MDE you work with all year.

*Lodging at Hampton Inn; details under "Lodging Information." Rate expires 9/20/08.*

## November 6-7, 2008

### **AHERA Operations & Maintenance Personnel Training**

MSBO, Lansing; Each day 8:00 AM-5:00 PM

Your district is required to provide a total of 16 hours of asbestos training to any employee who will conduct activities that will disturb asbestos containing building materials (ACBM). Employees who perform work on heating systems, electrical systems, plumbing, and in other areas where ACBM is present should receive this training. Any new employees are required to have this training prior to performing any work involving asbestos.

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November 10, 2008

**AHERA Inspectors & Management Planners Training**

MSBO, Lansing; 8:00 AM-5:00 PM

This one-day course is designed as an annual refresher course for persons who are accredited inspectors and management planners through an Environmental Protection Agency (EPA) approved training program. The EPA requires reaccreditation of inspectors and management planners who perform work under the Asbestos Hazard Emergency Response Act (AHERA). To maintain your status as an accredited inspector you must attend the annual half day (4 hours) reaccreditation training, plus an additional half day of training for the management planner reaccreditation.

November 17-21, 2008

**Building Inspectors & Management Planners Training**

MSBO, Lansing; Each day 8:00 AM-5:00 PM

This training provides the information needed to monitor and maintain the district's asbestos program. That person will also be an accredited inspector and management planner upon completion of the program and passing the course test with a minimum score of 70 percent. If your current designated person has not had proper AHERA training, she/he should attend this program.

Building Inspection and Management Planning are EPA approved courses. Federal law requires the use of accredited personnel to inspect for asbestos-containing building material (ACBM) in school buildings and to develop management plans for schools with ACBM. The building inspection and management planning course fulfills the training requirements for accreditation as building inspectors and management planners, respectively. Certificates are awarded to all those completing the course and passing the course competency examination.

**Building Inspection**—This is a three-day comprehensive course designed to train persons to inspect buildings for asbestos-containing material, assess the condition of ACBM, and prepare reports of the findings.

**Management Planning**—This is a two-day course preparing persons to assess building inspection reports, evaluate ACBM risks, select control strategies, and develop programs and policies to be followed by the facility owner. Note: EPA requires management planners to complete both an approved building inspection course and management planning.

- Registration fee: \$600 for 5 days, \$360 for 3 days, or \$240 for 2 days
- Building Inspection begins on Monday morning and ends on Wednesday afternoon
- Management Planning is held on Thursday and Friday. If possible, bring a copy of your school's asbestos management plan to work with on Thursday and Friday.

January 8, 2009

**AHERA Contractor/Supervisor Training**

Oakland Schools, Waterford; 8:00 AM-5:00 PM

This course is an annual refresher for persons who have taken an Environmental Protection Agency (EPA) approved contractor/supervisor course. The course provides the required

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instructional update for those accredited contractors/supervisors who wish to maintain their accreditations. The course will include lectures, demonstrations, handouts, and discussion periods. Attendees will be required to provide a copy of their original training certificate to receive a reaccreditation certificate.

January 9, 2009

**AHERA Inspectors & Management Planners Training**

Oakland Schools, Waterford; 8:00 AM-5:00 PM

This one-day course is designed as an annual refresher course for persons who are accredited inspectors and management planners through an Environmental Protection Agency (EPA) approved training program. The EPA requires reaccreditation of inspectors and management planners who perform work under the Asbestos Hazard Emergency Response Act (AHERA). To maintain your status as an accredited inspector you must attend the annual half day (4 hours) reaccreditation training, plus an additional half day of training for the management planner reaccreditation.

January 14, 2009

**AHERA Designated Person Training**

MSBO, Lansing; 8:00 AM-5:00 PM

Many school districts and other employers do not have a designated person or have not provided training for the current designated person in asbestos handling. It is a requirement of the EPA that a designated person receive “adequate” training to manage the asbestos program. This one-day workshop will provide an excellent knowledge base of the AHERA law and a common sense approach to managing asbestos and the asbestos written plan.

January 15-16, 2009

**AHERA Operations & Maintenance Personnel Training**

MSBO, Lansing; Each day 8:00 AM-5:00 PM

Your district is required to provide a total of 16 hours of asbestos training to any employee who will conduct activities that will disturb asbestos containing building materials (ACBM). Employees who perform work on heating systems, electrical systems, plumbing, and in other areas where ACBM is present should receive this training. Any new employees are required to have this training prior to performing any work involving asbestos.

January 21-22, 2009

**Financial Strategies Conference**

Kellogg Center, East Lansing

1st day: 9:00 AM-4:00 PM; 2nd day: 9:00 AM-4:00 PM

This session provides useful information just in time for negotiations and your budget process – tools that will help maximize your effectiveness as your district’s school business leader. Get the latest information on economy, budget, state aid, legislation and other hot topics. This session includes materials, two breakfasts and two lunches.

*Lodging at Kellogg Center; details under “Lodging Info.” Rate expires 12/20/08.*

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February 10-11, 2009

**Group Solutions-Current Issues**

Yarrow Golf and Conference Center, Augusta (SE Michigan)

1st day: Welcoming Reception 6:00 – 7:00 pm (optional)

2nd day: 8:00 AM – 4:30 PM

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 program will begin the night before with an optional Welcoming Reception. It will be a time to get geared up for the day to come.

This session will include the reception, breakfast, lunch and materials.

This session (6.5 hours) meets one-half of your Group Solutions renewal requirement for members who hold CFO and/or BOM designation.

*Lodging at Yarrow Golf & Conference Center; details under "Lodging Information." Rate of \$99 expires 1/10/09.*

February 19, 2009

**AHERA Project Designer Training**

MSBO, Lansing; 8:00 AM-5:00 PM

This is an annual refresher course for certification and licensing of asbestos abatement project designers. The program will update project designers on any changes made in the past year that would affect project design, i.e., new laws, new equipment, new methods, etc. Objectives include: personal protective items to be included in specifications; design of containment areas and safety systems; estimating of cost for a project and development of a budget; and how to properly prepare specifications for an abatement project.

February 25, 2009

**Property Tax Advanced**

Lansing Community College West Campus, Lansing; 8:45 AM-4:00 PM

This workshop builds on Property Tax Basics by reviewing and going into further detail on some topics, such as Headlee computations, levies, and the tax settlement process. You will gain an understanding of how Boards of Review and Michigan Tax Tribunal adjustments affect the tax levy. Presenters will review in detail the alphabet of Tax Increment Financing Authorities, specific local taxes and how they affect your district's property tax levies, and state aid. Find out how to reconcile your property tax receipts to make sure your district is receiving all the taxes and funding it is due, and to ensure you are not surprised with an unexpected state aid billback.

*Lodging at Country Inn & Suites; details under "Lodging Information." Rate expires 1/25/09.*

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February 26, 2009

**AHERA Inspectors & Management Planners Training**

MSBO, Lansing; 8:00 AM-5:00 PM

This one-day course is designed as an annual refresher course for persons who are accredited inspectors and management planners through an Environmental Protection Agency (EPA) approved training program. The EPA requires reaccreditation of inspectors and management planners who perform work under the Asbestos Hazard Emergency Response Act (AHERA). To maintain your status as an accredited inspector you must attend the annual half day (4 hours) reaccreditation training, plus an additional half day of training for the management planner reaccreditation.

March 5, 2009

**AHERA Contractor/Supervisor Training**

MSBO, Lansing; 8:00 AM-5:00 PM

This course is an annual refresher for persons who have taken an Environmental Protection Agency (EPA) approved contractor/supervisor course. The course provides the required instructional update for those accredited contractors/supervisors who wish to maintain their accreditations. The course will include lectures, demonstrations, handouts, and discussion periods. Attendees will be required to provide a copy of their original training certificate to receive a reaccreditation certificate.

April 28-30, 2009

**MSBO Annual Conference**

Cobo Center/Marriott Detroit Renaissance Center, Detroit

Join us and re-discover Detroit at MSBO's 71st Annual Conference. On Tuesday, April 28, we'll have certification classes and Pre-Conferences, followed by the Conference on April 29 and 30. Our headquarters hotel is the Marriott and the Conference and Pre-Conferences will be at Cobo Center. The waterfront is beautiful, and there are lots of new restaurants and entertainment opportunities for your off times. We look forward to seeing you there!

May 7, 2009

**AHERA Inspectors & Management Planners Training**

MSBO, Lansing; 8:00 AM-5:00 PM

This one-day course is designed as an annual refresher course for persons who are accredited inspectors and management planners through an Environmental Protection Agency (EPA) approved training program. The EPA requires reaccreditation of inspectors and management planners who perform work under the Asbestos Hazard Emergency Response Act (AHERA). To maintain your status as an accredited inspector you must attend the annual half day (4 hours) reaccreditation training, plus an additional half day of training for the management planner reaccreditation.

June 2, 2009

### **Financial Statement Preparation Workshop**

Kellogg Center, East Lansing; 8:45 AM-4:00 PM

Statement of Auditing Standards #112 now requires school districts to be able to prepare their own financial statements. If a district cannot prepare their own, they will now have a control deficiency. This workshop is designed by CPAs to give schools the information they need to satisfy this requirement. Your professional reputation and higher auditing fees may be “on the line.” Annual attendance will help you meet this requirement.

June 3, 2009

### **Business Manager/CPA Workshop**

Kellogg Center, East Lansing

7:30 AM-8:40 AM Early Bird Session; 9:00 AM-4:00 PM Main Session

These sessions provide timely information for practicing CPAs and business managers in preparing for successful year-end and financial statement preparation. Important topics generally include reporting issues and concerns from the state’s audit reviews, accounting and auditing related updates, key compliance and finance-related issues, data submission issues, Bulletin 1022 Chart of Accounts and State Aid computation, Michigan School Auditing Manual, and GASB updates.

The Early Bird Session consists of information targeted for practicing CPAs. This additional session rounds out a full 8 hours of CPE for practicing CPAs.

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### **Lodging Information**

Identify yourself with MSBO for special rates. Special rates for MSBO events expire 30 days prior to the event, except where a specific date is noted.

**Boyne Mountain Resort**, Boyne Falls, 800.GOBOYNE or 231.549.6000

**Crystal Mountain**, Thompsonville, 800.968.7686

**Country Inn & Suites**, Lansing, 517.827.7000

*(Good for events at MSBO office or LCC West)*

**Hampton Inn**, East Lansing, 517.324-2072

**Kellogg Center**, East Lansing, 800.875.5090

*(Check [www.msbo.org](http://www.msbo.org) to view room layouts before making your reservation.)*

**Treetops Resort**, Gaylord, 888.TREETOPS

**Yarrow Golf and Conference Center**, Augusta, 269.731.2090

# MSBO Events Registration Form

Select all the events you wish to attend

<input type="checkbox"/> AHERA Inspectors & Management Planners Training	5/8/08	\$125 flat fee	\$
<input type="checkbox"/> Business Manager/CPA Workshop	6/3/08	Early Bird: \$20 members/\$25 nonmembers Main Session: \$115 members/\$135 nonmembers	\$
<input type="checkbox"/> Financial Statement Preparation Workshop	6/4/08	\$115 members/\$135 nonmembers	\$
<input type="checkbox"/> AHERA Contractor/Supervisor Training	7/11/08	\$125 flat fee	\$
<input type="checkbox"/> Certified Pool Operator's Course	7/15-16/08	\$300 flat fee	\$
<input type="checkbox"/> MSBO Annual Golf Outing	7/16/08	\$40 members only	\$
<input type="checkbox"/> Group Solutions—Operational Issues	8/5-6/08	\$305 members/\$350 nonmembers	\$
<input type="checkbox"/> AHERA Designated Person Training	9/15/08	\$125 flat fee	\$
<input type="checkbox"/> Group Solutions—ISD Current Issues	9/17-18/08	\$150 members/\$175 nonmembers	\$
<input type="checkbox"/> School Finance Services Committee <input type="checkbox"/> Reception <input type="checkbox"/> Dinner <input type="checkbox"/> Breakfast/Meeting	9/18-19/08	No Charge \$25 for Dinner No Charge	\$
<input type="checkbox"/> Introduction to School Business	9/23-24/08	\$225 members/\$300 nonmembers	\$
<input type="checkbox"/> AHERA Contractor/Supervisor Training	9/25/08	\$125 flat fee	\$
<input type="checkbox"/> MDE/MSBO Workshop	10/21/08	\$85 members/\$110 nonmembers	\$
<input type="checkbox"/> AHERA Operations & Maintenance Personnel Training	11/6-7/08	\$240 flat fee	\$
<input type="checkbox"/> AHERA Inspectors & Management Planners Training	11/10/08	\$125 flat fee	\$
<input type="checkbox"/> AHERA Building Inspectors & Management Planners Training	11/17-21/08	<input type="checkbox"/> \$600 flat fee for both <input type="checkbox"/> \$360 Building Inspection only <input type="checkbox"/> \$240 Management Planning only	\$
<input type="checkbox"/> AHERA Contractor/Supervisor Training	1/8/09	\$125 flat fee	\$
<input type="checkbox"/> AHERA Inspectors & Management Planners Training	1/9/09	\$125 flat fee	\$
<input type="checkbox"/> AHERA Designated Person Training	1/14/09	\$125 flat fee	\$
<input type="checkbox"/> AHERA Operations & Maintenance Personnel Training	1/15-16/09	\$240 flat fee	\$
<input type="checkbox"/> Financial Strategies Conference	1/21-22/09	\$235 members/\$290 nonmembers	\$
<input type="checkbox"/> Group Solutions—Current Issues	2/10-11/09	\$150 members/\$175 nonmembers	\$
<input type="checkbox"/> AHERA Project Designer Training	2/19/09	\$125 flat fee	\$
<input type="checkbox"/> Property Tax Advanced	2/25/09	\$120 members/\$140 nonmembers	\$
<input type="checkbox"/> AHERA Inspectors & Management Planners Training	2/26/09	\$125 flat fee	\$
<input type="checkbox"/> AHERA Contractor/Supervisor Training	3/5/09	\$125 flat fee	\$
<input type="checkbox"/> AHERA Inspectors & Management Planners Training	5/7/09	\$125 flat fee	\$
<input type="checkbox"/> Financial Statement Preparation Workshop	6/2/09	\$120 members/\$140 nonmembers	\$
<input type="checkbox"/> Business Manager/CPA Workshop	6/3/09	Early Bird: \$20 members/\$25 nonmembers Main Session: \$120 members/\$140 nonmembers	\$

Total: \_\_\_\_\_

## Registration Information

Name: \_\_\_\_\_

MSBO ID: \_\_\_\_\_ Nickname: \_\_\_\_\_

E-mail: \_\_\_\_\_

Title/Position: \_\_\_\_\_

School/Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Special Services: \_\_\_\_\_

## Payment Information

PO Number \_\_\_\_\_

Check enclosed payable to MSBO

Charge my:  Visa  MasterCard

Cardholder's name: \_\_\_\_\_

Card#: \_\_\_\_\_

Exp. date: \_\_\_\_\_

Signature: \_\_\_\_\_

*(please sign as it appears on your credit card)*

Register online

[www.msbo.org](http://www.msbo.org)

**Mail your completed registration form with a check to:**

Michigan School Business Officials  
1001 Centennial Way  
Suite 200  
Lansing, Michigan 48917

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

517.327.0768

**Questions:**

517.327.5920

## Registration Information

- A \$25 service fee will be retained for cancellations. No refunds are given for cancellations within two weeks of the event.
- Substitutions may be made at any time.
- Payment must be received by the date of the event or a \$25 billing fee is assessed.
- Fees include breaks, meals, & materials.
- Pre-registration is strongly recommended. MSBO cannot guarantee registration at the door.
- SB-CEUs: State Board Continuing Education Units 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.