



## 2012-13 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)

**May 10, 2012**

**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 2012**

**MSBO Leadership Institute**

**Application submission begins; sessions held throughout 2012-13. Face-to-face will be held at various sites throughout the state**

The MSBO Leadership Institute is designed to help members reach that next level in their professional and personal life through a rigorous and challenging curriculum that will help them grow as leaders and implement solutions. It includes face-to-face group sessions focusing on specific leadership themes, an online learning community and individual personal coaching sessions. The application process for the Leadership Institute will begin in June, with the first session to be held in the fall of 2012. Look for additional details and start thinking about whether you are interested in participating in this challenging, multiple session commitment to being a more effective leader for your district!

*This program can take the place of the Group Solutions requirement for CFO and BOM certifications, yet is designed for all members who have completed at least one certification program. Enrollment is limited and based on an application process and acceptance into the program.*

**June 5, 2012**

**Financial Statement Preparation Workshop**

**MSU Stadium/Spartan Club, 400 Spartan Way  
Park in Lot 79, East Lansing (Just south of the stadium)**

**8:45 AM-4:00 PM**

Statement of Auditing Standards #112 requires school districts to be able to prepare their own financial statements. If a district cannot prepare its own, it has 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 the Kellogg Center, East Lansing; details under "Lodging Information." Rate offer of \$89 expires May 4, 2012.*

## **June 6, 2012**

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

**MSU Breslin Center - Arena, East Lansing  
Park in Lot 63W (Just south of the Breslin Center)**

**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 the Kellogg Center, East Lansing; details under "Lodging Information." Rate offer of \$89 expires May 4, 2012.*

## **July 11, 2012**

### **MSBO Annual Golf Outing**

**Forest Akers West, 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.

## **July 17-18, 2012**

### **Certified Pool Operator's Course**

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

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.

## **September 11, 2012**

### **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 provides an excellent knowledge base of the AHERA law and a common sense approach to managing asbestos and the asbestos written plan.

## **September 19, 2012**

### **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 includes lectures, demonstrations, handouts, and discussion periods. Attendees must provide a copy of their original training certificate to receive a reaccreditation certificate.

## **September 20-21, 2012**

### **School Finance Services Committee–Northern Michigan Meeting**

**Otsego Club and Resort, Gaylord**

**1st day: 6:00 PM reception; 7:00 PM dinner; 2nd day: 8:00 AM-12:00 PM session**

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 legislative and state aid updates.

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 Otsego Club and Resort; details under "Lodging Information." Rate offer of \$75 expires September 3, 2012.*

## **September 26-27, 2012**

### **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.

**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 of 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).

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*Lodging at Kellogg Center; details under "Lodging Information." Rate offer of \$89 expires August 19, 2012.*

*\*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.*

## **October 7-9, 2012**

### **Annual Facilities/Operations Director 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 offer expires September 6, 2012.*

## **October 11-12, 2012**

### **Group Solutions-Current Issues\***

#### **Otsego Club and Resort, Gaylord**

**October 11: 1:30-5:15 PM; Reception and Dinner: 5:30-7:00 PM**

**October 12: 8:00-8:45 AM Breakfast; 8:45 AM-noon**

Experienced business managers will share their thoughts and experiences as they facilitate discussions on challenging topics facing today's current issues. Get 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 includes a reception, dinner, breakfast and materials.

*Meets one-half (6.5 hours) of your Group Solutions renewal requirement for members who hold CFO and/or BOM designation. This course is required twice in a five-year period to renew your certificate.*

*Lodging at Otsego Club; details under "Lodging Info." Rate offer of \$89 expires September 10, 2012.*

*\*Those who hold CFO and Business Office Manager certificates must complete this seminar.*

### **Future Group Solutions-Current Issues Dates:**

October 10-11, 2013 • Bellaire

October 2015 • Northeast Michigan

October 9-10, 2014 • Thompsonville

October 2016 • Northwest Michigan

*Also see additional Group Solutions dates on page 10.*

## **October 23, 2012**

### **MDE/MSBO Workshop**

**Kellogg Center, East Lansing; 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 Kellogg Center; details under "Lodging Information." Rate offer of \$91 expires September 22, 2012.*

## **October 30-31, 2012**

### **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. New employees are required to have this training prior to performing any work involving asbestos.

## **November 5, 2012**

### **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.

## **January 3, 2013**

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

## **January 4, 2013**

### **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 10, 2013**

### **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 provides an excellent knowledge base of the AHERA law and a common sense approach to managing asbestos and the asbestos written plan.

## **January 16-17, 2013**

### **Financial Strategies Conference**

**Kellogg Center, East Lansing**

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

Gather 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 offer of \$91 expires December 16, 2012.*

## **January 22-23, 2013**

### **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. New employees are required to have this training prior to performing any work involving asbestos.

## February 5, 2013

### Group Solutions-Current Issues\*

#### Marriott Detroit-Troy, Troy; 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 session includes breakfast, lunch and materials.

Meets one-half (6.5 hours) of your Group Solutions renewal requirement for members who hold CFO and/or BOM designation. This course is required twice in a five-year period to renew your certificate.

*Lodging at Marriott Detroit-Troy; details under "Lodging Information." Rate offer of \$109 expires January 14, 2013.*

*\*Those who hold CFO and Business Office Manager certificates must complete this seminar.*

#### Future Dates for Group Solutions-Current Issues:

February 11, 2014 • Mt. Pleasant

February 2016 • Southwest Michigan

February 2015 • Southeast Michigan

## February 13, 2013

### 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. 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 19, 2013

### 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

*Continued on page 11.*

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.

## **February 27, 2013**

### **Property Tax - Advanced**

**Webinar (watch at your desk) or attend in person at MSBO, 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.

**This program has been approved as a "highly suggested" elective for Chief Financial Officer and Business Office Manager.**

## **April 23-25, 2013**

### **MSBO Annual Conference & Exhibit Show**

**Amway Grand Plaza Hotel and Devos Place, Grand Rapids**

Join us at MSBO's 75th Annual Conference. On Tuesday, April 23rd, we'll have certification classes and Pre-Conferences, followed by the Conference on April 24th-25th. Get the latest information on the economy, best practices in school districts, school aid, legal issues and products and services. We look forward to seeing you in Grand Rapids!

## **May 9, 2013**

### **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 4, 2013**

### **Financial Statement Preparation Workshop**

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

Statement of Auditing Standards #112 requires school districts to be able to prepare their own financial statements. If a district cannot prepare its own, it has 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 offer of \$89 expires May 4, 2013.*

## **June 5, 2013**

### **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**

This workshop provides 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 offer of \$89 expires May 4, 2013.*

## **Lodging Information:**

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

- Crystal Mountain, Thompsonville, 800.968.7686
- Country Inn & Suites, Lansing, 517.827.7000  
*(Good for events at MSBO office)*
- Kellogg Center, East Lansing, 800.875.5090  
*(Check [www.msbo.org](http://www.msbo.org) to view room layouts before making your reservation.)*
- Marriott Detroit-Troy, Troy, 248.680.9797
- Otsego Club and Resort, Gaylord, 989.732.5181

# MSBO 2012-13 Events Registration Form

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

Class	Date	Cost	Amount
<input type="checkbox"/> AHERA Inspectors & Management Planners Training	5/10/12	\$130	\$
<input type="checkbox"/> Financial Statement Preparation Workshop	6/5/12	\$130 members/\$170 nonmembers	\$
<input type="checkbox"/> Business Manager/CPA Workshop	6/6/12	Early Bird: \$20 members/\$25 nonmembers Main Session: \$130 members/\$170 nonmembers	\$
<input type="checkbox"/> MSBO Annual Golf Outing	7/11/12	\$40 members only	\$
<input type="checkbox"/> Certified Pool Operator's Course	7/17-18/12	\$325	\$
<input type="checkbox"/> AHERA Designated Person Training	9/11/12	\$135	\$
<input type="checkbox"/> AHERA Contractor/Supervisor Training	9/19/12	\$135	\$
<input type="checkbox"/> School Finance Services Committee <input type="radio"/> Reception <input type="radio"/> Dinner <input type="radio"/> Breakfast/Meeting	9/20-21/12	No Charge \$25 No Charge	\$
<input type="checkbox"/> Introduction to School Business	9/26-27/12	\$270 members/\$360 nonmembers	\$
<input type="checkbox"/> Group Solutions—Current Issues	10/11-12/12	\$165 members/\$200 nonmembers	\$
<input type="checkbox"/> MDE/MSBO Workshop	10/23/12	\$135 members/\$180 nonmembers	\$
<input type="checkbox"/> AHERA Operations & Maintenance Personnel Training	10/30-31/12	\$260	\$
<input type="checkbox"/> AHERA Inspectors & Management Planners Training	11/5/12	\$135	\$
<input type="checkbox"/> AHERA Contractor/Supervisor Training	1/3/13	\$135	\$
<input type="checkbox"/> AHERA Inspectors & Management Planners Training	1/4/13	\$135	\$
<input type="checkbox"/> AHERA Designated Person Training	1/10/13	\$135	\$
<input type="checkbox"/> Financial Strategies Conference	1/16-17/13	\$270/\$360	\$
<input type="checkbox"/> AHERA Operations & Maintenance Personnel Training	1/22-23/13	\$260	\$
<input type="checkbox"/> Group Solutions—Current Issues	2/5/13	\$165 members/\$200 nonmembers	\$
<input type="checkbox"/> AHERA Project Designer Training	2/13/13	\$135	\$
<input type="checkbox"/> AHERA Inspectors & Management Planners Training	2/19/13	\$135	\$
<input type="checkbox"/> Property Tax—Advanced	2/27/13	\$135 members/\$180 nonmembers	\$
<input type="checkbox"/> AHERA Inspectors & Management Planners Training	5/9/13	\$135	\$
<input type="checkbox"/> Financial Statement Preparation Workshop	6/4/13	\$135 members/180 nonmembers	\$
<input type="checkbox"/> Business Manager/CPA Workshop	6/5/13	Early Bird: \$25 members/\$30 nonmembers Main Session: \$135 members/\$180 nonmembers	\$
<b>TOTAL</b>			

## Registration Information—please print

Name: \_\_\_\_\_  
 MSBO ID \_\_\_\_\_ 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 MSBO for \$ \_\_\_\_\_  
 Charge my:    Visa    MasterCard    American Express  
 Cardholder's Name: \_\_\_\_\_  
 Card#: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
*Please sign as it appears on your credit card*

Register online at: [www.msbo.org](http://www.msbo.org), or

Mail your completed registration form with a check to:  
 MSBO, 1001 Centennial Way, Ste. 200, Lansing, Michigan 48917, or

Fax with purchase order or credit card number to:  
 517.327.0768

Questions: 517.327.5920

### Payment Policy:

Payment must be received by the date of the event or a \$25 billing fee is assessed. Pre-registration is strongly recommended. MSBO cannot guarantee registration at the door. Fees include breaks, meals, & materials.

### Cancellation Policy:

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.

### 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. No SB-CEUs are offered for Asbestos Workshops.