

BUSINESS MANAGER ACADEMY



2017–18 Application

Applications deadline extended to July 31.

Applicant Criteria

- ✦ Minimum of a Bachelor's degree or higher with a preferred emphasis in accounting and finance.
- ✦ Member in good standing with MSBO.
- ✦ Ability to commit to attend 11 “in-person” sessions and participate in a curriculum based on self-study, group work and mentoring.
- ✦ Submit Application with Letter of Commitment form.
- ✦ Submit 2 letters of recommendation focused on leadership attributes of applicant.
- ✦ 11 partial day training sessions between August and June. Dates tailored to the region in cooperation with the host site and local regional business manager group.
- ✦ Self-study requirements prior to meeting sessions.
- ✦ Interactive in-person sessions with general discussion, group work, and presentation.
- ✦ “One-on-One” mentoring opportunities for participants.
- ✦ Personalized feedback on additional opportunities for development.
- ✦ This fulfills the Group Solutions requirement for CFO & BOM certification renewal.

Program Fees

\$950 fee includes all course materials, refreshment breaks and meals. You will be responsible for overnight accommodations (if needed) and travel expenses.

Accepted applicants will receive an email with instructions for registration and payment. SCECHs and college credit will be awarded pending approval.

Participant Information

I am applying for:

Eastern Upper Peninsula ISD Kent ISD

Name: _____

Title/Position: _____

District: _____

Address: _____

City/State/Zip: _____

Phone #: _____

Fax #: _____

E-mail: _____



Short Answer Questions

(You may attach additional pages.)

1. Please provide a biographical statement that includes:

- Professional credentials (including degrees)
- Current job duties
- Professional experience related to school finance (Attach professional resume if available)

2. List three professional goals you have related to school finance. What are your expectations of the Business Manager Academy in helping you achieve these goals?



Short Answer Questions

(You may attach additional pages.)

3. What school finance related issues would you like to gain greater knowledge or understanding of?

4. As a participant of the Business Manager Academy, great emphasis is placed on participation and preparedness. Please explain how you will prepare and commit to the program if you are selected to participate.

Email, fax or mail application by July 31, 2017

MSBO
ATTN: Debbie Kopkau
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Lansing, MI 48917

E-mail: dkopkau@msbo.org

Questions? Contact: Robert Dwan; 517.327.2581; rdwan@msbo.org
Debbie Kopkau; 517.327.2587; dkopkau@msbo.org



2017–18 Commitment Form

BUSINESS MANAGER ACADEMY

As a participant of the MSBO Business Manager Academy, you will be engaged in intense discussion and a rigorous curriculum designed to instill greater knowledge and skills in topics related to school finance. This program is focused on top level finance position responsibilities and the application of work concepts. Our expectation is that you will participate in self-study, group discussions, small group projects, and actively accept professional advice and feedback from peers and mentors. Our goal is to provide a convenient, creative and active learning environment that complements your professional needs and prepares you for success in a “C-suite” position.

To get the full benefit of the experience, we need each participant to be fully engaged throughout the program. Please read this overview of what is expected in the MSBO Business Manager Academy and sign this commitment to being an active participant.

I understand it is a one-year commitment and I will:

- Attend 11 regionally based MSBO Business Manager Academy sessions
Dates are attached for Eastern Upper Peninsula ISD and Kent ISD.
- Prepare in advance of sessions through “Self-Study” assignments.
- Actively participate in group discussion and small group projects.
- Participate in one-on-one mentoring as needed.
- Provide/Accept professional advice and feedback to/from peers and mentors.

Applicant Signature _____ Date _____

Superintendent Endorsement

Your signature provides your support and ensures your employee’s release time for full participation in the MSBO Business Manager Academy. The ability to fully participate in the program activities which include 11 “in-person” training sessions, self-study, group work and mentoring is essential to the success of the participant.

Superintendent _____ Date _____

2017–18 MSBO Business Manager Academy Schedule At Eastern Upper Peninsula ISD

August 29, 2017	10:00 am – 3:00 pm	Conf Room A
September 27	10:00 am – 3:00 pm	Conf Room A
October 25	10:00 am – 3:00 pm	Conf Room B
November 29	10:00 am – 3:00 pm	Conf Room B
December 20	10:00 am – 3:00 pm	Conf Room A
January 31, 2018	10:00 am – 3:00 pm	Conf Room A
February 28	10:00 am – 3:00 pm	Conf Room B
March 22	10:00 am – 3:00 pm	Conf Room B
April 25	10:00 am – 3:00 pm	Conf Room A
May 23	10:00 am – 3:00 pm	Conf Room A
June 27	10:00 am – 3:00 pm	Conf Room A

2017–18 MSBO Business Manager Academy Schedule At Kent ISD — ESC

August 22, 2017	8:00 am – 4:00 pm	Rogue
September 12	8:00 am – 4:00 pm	Rogue
October 17	8:00 am – 4:00 pm	Board
November 21	8:00 am – 4:00 pm	Rogue
December 19	8:00 am – 4:00 pm	Thornapple
January 9, 2018	8:00 am – 4:00 pm	Rogue
February 20	8:00 am – 4:00 pm	Board
March 20	8:00 am – 4:00 pm	Rogue
April 10	8:00 am – 4:00 pm	Rogue
May 15	8:00 am – 4:00 pm	Rogue
June 19	8:00 am – 4:00 pm	Rogue