



Michigan School Business Officials

2018-19 Schedule of Events

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Questions? msbo@msbo.org

Last updated 5/17/18



2018-19 Schedule of Events

Visit www.msbo.org for event details or click on the event title below.

All MSBO conferences and workshops qualify for certification renewal credit.

Conferences and Workshops

Date	Event	Location
July 10, 2018	MSBO Golf Outing*	Forest Akers West, Lansing
July 17, 2018	"Hands-On" Property Tax Workshop	MSBO, Lansing
August 21, 2018	Back to School Workshop	Webinar (watch at your desk) or attend in person at MSBO, Lansing
September 13 – 14, 2018	School Finance Services Committee — Northern Michigan Workshop	Treetops Resort, Gaylord
Sept. 30 – Oct. 2, 2018	20th Annual Facilities/Operations Director Conference	Crystal Mountain Resort, Thompsonville
October 9, 2018	Group Solutions — Current Issues**	MSBO, Lansing
October 23, 2018	MDE/MSBO Workshop	Kellogg Center, East Lansing
January 15 – 16, 2019	Financial Strategies Conference	Kellogg Center, East Lansing
February 6, 2019	Group Solutions — Current Issues**	MSBO, Lansing
February 27, 2019	Property Tax Overview	MSBO, Lansing or Webinar (online seminar) — Watch at Your Desk
April 30 – May 2, 2019	MSBO Annual Conference & Exhibit Show	Amway Grand Plaza and DeVos Place, Grand Rapids
June 4, 2019	Financial Statement Preparation Workshop	Kellogg Center, East Lansing
June 5, 2019	Business Manager/CPA Workshop	Kellogg Center, East Lansing

*Note: this does not qualify for certification credit

** Future Group Solutions — Current Issues Dates:

October 10, 2019 • Lansing

February 4, 2020 • Lansing

October 8, 2020 • Lansing



2018-19 Schedule of Events

Visit www.msbo.org for event details or click on the event title below.

Environmental Workshops

Date	Event	Location
July 18 – 19, 2018	Certified Pool Operator’s Course	MSBO, Lansing
September 12, 2018	AHERA Designated Person Training	MSBO, Lansing
October 17 – 18, 2018	AHERA Operations & Maintenance Personnel Training	MSBO, Lansing
December 14, 2018	AHERA Inspectors & Management Planners Training	Oakland Schools, Waterford
January 8, 2019	AHERA Designated Person Training	MSBO, Lansing
April 9, 2019	AHERA Designated Person Training	MSBO, Lansing
April 11, 2019	AHERA Inspectors & Management Planners Training	MSBO, Lansing



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To find out more about MSBO's Voluntary Certification Program, go to www.msbo.org/msbo-certification-program
Classes that are not required in your track can be used as elective credit.

Certification Classes

Business Office Manager (BOM) Required Classes

Date	Event	Location
September 18 – 19, 2018	Introduction to School Business	Kellogg Center, East Lansing
November 14, 2018	Collective Bargaining Agreement, Contracts	Lansing Community College — West Campus
November 14, 2018	Cash Management	Lansing Community College — West Campus
December 4, 2018	Payroll and Related Personnel Issues	Webinar (online seminar) — Watch at Your Desk
December 6, 2018	Purchasing Overview	Webinar (online seminar) — Watch at Your Desk
January 24, 2019	Technology for Business Manager	Webinar (online seminar) — Watch at Your Desk
March 12, 2019	Effective Communications	MSBO, Lansing
March 12, 2019	Team Leadership	MSBO, Lansing
March 20, 2019	Labor Relations/Employment Law	Lansing Community College — West Campus

Business Office Specialist (BOS) Required Classes

Date	Event	Location
September 18 – 19, 2018	Introduction to School Business	Kellogg Center, East Lansing
November 14, 2018	Collective Bargaining Agreement, Contracts	Lansing Community College — West Campus
November 14, 2018	Cash Management	Lansing Community College — West Campus
March 12, 2019	Team Leadership	MSBO, Lansing

Certified Purchasing Officer (CPO) Required Classes

Date	Event	Location
September 18 – 19, 2018	Introduction to School Business	Kellogg Center, East Lansing
December 6, 2018	Purchasing Overview	Webinar (online seminar) — Watch at Your Desk
January 31, 2019	Principles of Contract Writing	Webinar (online seminar) — Watch at Your Desk
March 12, 2019	Effective Communications	MSBO, Lansing
March 12, 2019	Team Leadership	MSBO, Lansing

Chief Financial Officer (CFO) Required Classes

Date	Event	Location
September 18 – 19, 2018	Introduction to School Business	Kellogg Center, East Lansing
November 1, 2018	Strategic Planning	MSBO, Lansing
November 1, 2018	Bonding/Borrowing/Investing	MSBO, Lansing

CFO classes continued on next page.



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Certification Classes

Chief Financial Officer (CFO) Required Classes *(Continued)*

Date	Event	Location
November 14, 2018	Collective Bargaining Agreement, Contracts	Lansing Community College — West Campus
November 14, 2018	Cash Management	Lansing Community College — West Campus
December 4, 2018	Payroll and Related Personnel Issues	Webinar (online seminar) — Watch at Your Desk
December 6, 2018	Purchasing Overview	Webinar (online seminar) — Watch at Your Desk
January 24, 2019	Technology for Business Manager	Webinar (online seminar) — Watch at Your Desk
February 27, 2019	Property Tax Overview	MSBO, Lansing or Webinar (online seminar) — Watch at Your Desk
March 5-6, 2019	Preparing Your Financial Picture	MSBO, Lansing
March 12, 2019	Effective Communications	MSBO, Lansing
March 12, 2019	Team Leadership	MSBO, Lansing
March 20, 2019	Labor Relations/Employment Law	Lansing Community College — West Campus

Chief Technology Officer (CTO) Required Classes

Date	Event	Location
October 11, 2018	Performance Evaluations for Personnel	MSBO, Lansing
November 2, 2018	Vision, Strategic Planning and Implementation	MSBO, Lansing
November 27, 2018	Technology in Education	MSBO, Lansing
January 22, 2019	Security/Disaster Recovery	Webinar (online seminar) — Watch at Your Desk
March 12, 2019	Effective Communications	MSBO, Lansing
March 12, 2019	Team Leadership	MSBO, Lansing

Child Nutrition Director (CND) Required Classes

For other required class offerings, visit the School Nutrition Association of Michigan website: michigansna.org.

Date	Event	Location
September 27, 2018	Food Service Program Accountability	MSBO, Lansing
March 12, 2019	Effective Communications	MSBO, Lansing
March 12, 2019	Team Leadership	MSBO, Lansing
March 20, 2019	Labor Relations/Employment Law	Lansing Community College — West Campus



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Certification Classes

Facilities Director (CFD) Required Classes

Date	Event	Location
Sept. 30 – Oct. 2, 2018	20th Annual Facilities/Operations Director Conference	Crystal Mountain Resort, Thompsonville
October 11, 2018	Performance Evaluations for Personnel	MSBO, Lansing
November 28, 2018	Emergency Preparedness Management	MSBO, Lansing
December 6, 2018	Purchasing Overview	Webinar (online seminar) — Watch at Your Desk
February 12, 2019	Introduction to Facilities Management	MSBO, Lansing
March 12, 2019	Effective Communications	MSBO, Lansing
March 12, 2019	Team Leadership	MSBO, Lansing

Human Resources Specialist (HRS) Required Classes

Date	Event	Location
September 18 – 19, 2018	Introduction to School Business	Kellogg Center, East Lansing
October 11, 2018	Use of Technology for Human Resource Management	MSBO, Lansing
October 11, 2018	Performance Evaluations for Personnel	MSBO, Lansing
October 30, 2018	Overview for Human Resource Management	MSBO, Lansing
November 7, 2018	TDP, IRS Sec. 125, 403(b), 457, Workers Compensation	MSBO, Lansing
November 14, 2018	Collective Bargaining Agreement, Contracts	Lansing Community College — West Campus
March 12, 2019	Effective Communications	MSBO, Lansing
March 12, 2019	Team Leadership	MSBO, Lansing
March 20, 2019	Labor Relations/Employment Law	Lansing Community College — West Campus

Operations Director (COD) Required Classes

For other required class offerings, visit the Michigan Association for Pupil Transportation website: mapt.org.

Date	Event	Location
Sept. 30 – Oct. 2, 2018	20th Annual Facilities/Operations Director Conference	Crystal Mountain Resort, Thompsonville
October 11, 2018	Performance Evaluations for Personnel	MSBO, Lansing
November 1, 2018	Strategic Planning	MSBO, Lansing
November 28, 2018	Managing Emergencies	MSBO, Lansing
February 12, 2019	Introduction to Operations Management	MSBO, Lansing
March 12, 2019	Effective Communications	MSBO, Lansing

COD classes continued on next page.



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Certification Classes

Operations Director (COD) Required Classes *(Continued)*

March 12, 2019	Team Leadership	MSBO, Lansing
March 20, 2019	Labor Relations/Employment Law	Lansing Community College — West Campus
March 27, 2019	Technology for Operational Management	MSBO, Lansing

Pupil Accounting Auditor (PAA) Required Classes

For other required class offerings, visit the Michigan Pupil Accounting and Attendance Association website: mpaaa.org.

Date	Event	Location
March 12, 2019	Effective Communications	MSBO, Lansing
March 12, 2019	Team Leadership	MSBO, Lansing

Pupil Accounting Specialist (PAS) Required Classes

For other required class offerings, visit the Michigan Pupil Accounting and Attendance Association website: mpaaa.org.

Date	Event	Location
March 12, 2019	Effective Communications	MSBO, Lansing
March 12, 2019	Team Leadership	MSBO, Lansing

School Payroll Specialist (SPS) Required Classes

Date	Event	Location
September 18 – 19, 2018	Introduction to School Business	Kellogg Center, East Lansing
November 7, 2018	TDP, IRS Sec. 125, 403(b), 457, Workers Compensation	MSBO, Lansing
November 14, 2018	Collective Bargaining Agreement, Contracts	Lansing Community College — West Campus
December 12, 2018	Accounting Manual and Chart of Accounts	Webinar (online seminar) — Watch at Your Desk
January 10, 2019	Record Keeping Retention, Automation	Webinar (online seminar) — Watch at Your Desk

Specialist in Educational Data (SED) Required Classes

For other required class offerings, visit the Michigan Pupil Accounting and Attendance Association website: mpaaa.org.

Date	Event	Location
October 16, 2018	Data Mining	MSBO, Lansing
October 16, 2018	Educational Data and Its Uses	MSBO, Lansing
March 12, 2019	Effective Communications	MSBO, Lansing
March 12, 2019	Team Leadership	MSBO, Lansing



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Certification Classes

Transportation Director (CTD) Required Classes

For other required class offerings, visit the Michigan Association for Pupil Transportation website: mapt.org.

Date	Event	Location
March 12, 2019	Effective Communications	MSBO, Lansing
March 12, 2019	Team Leadership	MSBO, Lansing
March 20, 2019	Labor Relations/Employment Law	Lansing Community College — West Campus

MSBO 2018-19 Events Registration Form

Register online at: www.msbo.org

MSBO Conferences and Workshops				
Class	Date	Early Bird Pricing* <i>*Up to two weeks prior to the event</i>	Regular Pricing	Amount
<input type="checkbox"/> MSBO Annual Golf Outing	7/10/18	N/A	\$45 members only	\$
<input type="checkbox"/> "Hands-On" Property Tax Workshop	7/17/18	\$160 members/\$240 nonmembers	\$180 members/\$270 nonmembers	\$
<input type="checkbox"/> Back to School Workshop <input type="radio"/> Webinar <input type="radio"/> On Site	8/21/18	\$160 members/\$240 nonmembers	\$180 members/\$270 nonmembers	\$
<input type="checkbox"/> School Finance Services Committee — Northern Michigan Workshop <input type="radio"/> Reception <input type="radio"/> Dinner <input type="radio"/> Breakfast/Meeting	9/13-14/18	N/A	No Charge for reception \$30 for Dinner No Charge for Breakfast/Meeting	\$
<input type="checkbox"/> Group Solutions — Current Issues	10/9/18	\$160 members/\$240 nonmembers	\$180 members/\$270 nonmembers	
<input type="checkbox"/> MDE/MSBO Workshop	10/23/18	\$160 members/\$240 nonmembers	\$180 members/\$270 nonmembers	\$
<input type="checkbox"/> Financial Strategies Conference	1/15-16/19	\$320 members/\$480 nonmembers	\$360 members/\$540 nonmembers	\$
<input type="checkbox"/> Group Solutions — Current Issues	2/6/19	\$160 members/\$240 nonmembers	\$180 members/\$270 nonmembers	\$
<input type="checkbox"/> Property Tax Overview <input type="radio"/> Webinar <input type="radio"/> On Site	2/27/19	\$160 members/\$240 nonmembers	\$180 members/\$270 nonmembers	\$
<input type="checkbox"/> Financial Statement Preparation Workshop	6/4/19	\$160 members/\$240 nonmembers	\$180 members/\$270 nonmembers	\$
<input type="checkbox"/> Business Manager/CPA Workshop	6/5/19	Early Bird Session: \$30 members/\$35 nonmembers; Main Session: \$160 members/\$240 nonmembers	Early Bird Session: \$35 members/\$50 nonmembers; Main Session: \$180 members/\$270 nonmembers	\$
MSBO Environmental Workshops				
<input type="checkbox"/> Certified Pool Operator's Course	7/18-19/18	N/A	\$350	\$
<input type="checkbox"/> AHERA Designated Person	9/12/18	N/A	\$150	\$
<input type="checkbox"/> AHERA Operations & Maintenance Personnel	10/17-18/18	N/A	\$295	\$
<input type="checkbox"/> AHERA Inspectors & Mgmt. Planners	12/14/18	N/A	Full Day: \$150/Half Day Refresher: \$75	\$
<input type="checkbox"/> AHERA Designated Person	1/8/19	N/A	\$150	\$
<input type="checkbox"/> AHERA Designated Person	4/9/19	N/A	\$150	\$
<input type="checkbox"/> AHERA Inspectors & Mgmt. Planners	4/11/19	N/A	Full Day: \$150/Half Day Refresher: \$75	\$
TOTAL				\$

Registration Information — Please Print

Name: _____
 MSBO ID _____ PIC: _____
 Title: _____
 School/Business: _____
 Address: _____
 City/State/Zip: _____
 Phone #: _____
 E-mail: _____
 Special Dietary Request/Needs: _____

Payment Information:

Check enclosed payable to MSBO for \$ _____
 Charge my: Visa MasterCard American Express
 Cardholder's Name: _____
 Card#: _____
 Exp. Date: _____ CSV: _____
 Signature: _____

Please sign as it appears on your credit card

Register online at: www.msbo.org, or Mail your completed registration form with a check: 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 when on site. 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. SCECHs: State Continuing Education Clock Hours may be granted to each participant pending approval. To receive the SCECHs, you must be on time and stay until the end of the program. No SCECHs are offered for Asbestos Workshops and Certified Pool Operator's Course.

MSBO 2018-19 Events Registration Form

Register online at: www.msbo.org

2018 MSBO Certification Classes					
Class	Date	Time	Early Bird Pricing* <i>*Up to two weeks prior to the event</i>	Regular Pricing	Amount
<input type="checkbox"/> Introduction to School Business	9/18-19/18	—	\$320 members/\$480 nonmembers	\$360 members/\$540 nonmembers	\$
<input type="checkbox"/> Food Service Program Accountability	9/27/18	8:30 – 11:45 am	\$80 members/\$120 nonmembers	\$90 members/\$135 nonmembers	\$
<input type="checkbox"/> Use of Technology for Human Resource Management	10/11/18	8:45 am – noon	\$80 members/\$120 nonmembers	\$90 members/\$135 nonmembers	\$
<input type="checkbox"/> Performance Evaluations for Personnel	10/11/18	12:45 – 4:00 pm	\$80 members/\$120 nonmembers	\$90 members/\$135 nonmembers	\$
<input type="checkbox"/> Data Mining	10/16/18	8:45 am – noon	\$80 members/\$120 nonmembers	\$90 members/\$135 nonmembers	\$
<input type="checkbox"/> Educational Data and Its Uses	10/16/18	12:45 – 4:00 pm	\$80 members/\$120 nonmembers	\$90 members/\$135 nonmembers	\$
<input type="checkbox"/> Overview for Human Resource Management	10/30/18	8:45 am – 4:00 pm	\$160 members/\$240 nonmembers	\$180 members/\$270 nonmembers	\$
<input type="checkbox"/> Strategic Planning	11/1/18	8:45 am – noon	\$80 members/\$120 nonmembers	\$90 members/\$135 nonmembers	\$
<input type="checkbox"/> Bonding/Borrowing/Investing	11/1/18	12:45 – 4:00 pm	\$80 members/\$120 nonmembers	\$90 members/\$135 nonmembers	\$
<input type="checkbox"/> Vision, Strategic Planning and Implementation	11/2/18	8:45 am – 4:00 pm	\$160 members/\$240 nonmembers	\$180 members/\$270 nonmembers	\$
<input type="checkbox"/> TDP, IRS Sec. 125, 403(b), 457, Workers Compensation	11/7/18	8:45 am – 4:00 pm	\$160 members/\$240 nonmembers	\$180 members/\$270 nonmembers	\$
<input type="checkbox"/> Collective Bargaining Agreement, Contracts	11/14/18	8:45 am – noon	\$80 members/\$120 nonmembers	\$90 members/\$135 nonmembers	\$
<input type="checkbox"/> Cash Management	11/14/18	12:45 – 4:00 pm	\$80 members/\$120 nonmembers	\$90 members/\$135 nonmembers	\$
<input type="checkbox"/> Technology in Education	11/27/18	8:45 am – 4:00 pm	\$160 members/\$240 nonmembers	\$180 members/\$270 nonmembers	\$
<input type="checkbox"/> Emergency Preparedness Management	11/28/18	8:45 am – noon	\$80 members/\$120 nonmembers	\$90 members/\$135 nonmembers	\$
<input type="checkbox"/> Managing Emergencies	11/28/18	8:45 am – 4:00 pm	\$160 members/\$240 nonmembers	\$180 members/\$270 nonmembers	\$
<input type="checkbox"/> Payroll and Related Personnel Issues (Webinar)	12/4/18	8:45 am – noon	\$80 members/\$120 nonmembers	\$90 members/\$135 nonmembers	\$
<input type="checkbox"/> Purchasing Overview (Webinar)	12/6/18	8:45 am – noon	\$80 members/\$120 nonmembers	\$90 members/\$135 nonmembers	\$
<input type="checkbox"/> Accounting Manual and Chart of Accounts (Webinar)	12/12/18	8:45 am – noon	\$80 members/\$120 nonmembers	\$90 members/\$135 nonmembers	\$
				TOTAL	\$

Registration Information — Please Print

Name: _____
 MSBO ID _____ PIC: _____
 Title: _____
 School/Business: _____
 Address: _____
 City/State/Zip: _____
 Phone #: _____
 E-mail: _____
 Special Dietary Request/Needs: _____

Payment Information:

Check enclosed payable to MSBO for \$ _____
 Charge my: Visa MasterCard American Express
 Cardholder's Name: _____
 Card#: _____
 Exp. Date: _____ CSV: _____
 Signature: _____

Please sign as it appears on your credit card

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MSBO 2018-19 Events Registration Form

Register online at: www.msbo.org

2019 MSBO Certification Classes					
Class	Date	Time	Early Bird Pricing* <i>*Up to two weeks prior to the event</i>	Regular Pricing	Amount
<input type="checkbox"/> Record Keeping Retention, Automation (Webinar)	1/10/19	8:45 am – noon	\$80 members/\$120 nonmembers	\$90 members/\$135 nonmembers	\$
<input type="checkbox"/> Security/Disaster Recovery (Webinar)	1/22/19	8:45 am – noon	\$80 members/\$120 nonmembers	\$90 members/\$135 nonmembers	\$
<input type="checkbox"/> Technology for Business Manager	1/24/19	8:45 am – noon	\$80 members/\$120 nonmembers	\$90 members/\$135 nonmembers	\$
<input type="checkbox"/> Principles of Contract Writing	1/31/19	8:45 am – noon	\$80 members/\$120 nonmembers	\$90 members/\$135 nonmembers	\$
<input type="checkbox"/> Introduction to Facilities Management	2/12/19	8:45 am – noon	\$80 members/\$120 nonmembers	\$90 members/\$135 nonmembers	\$
<input type="checkbox"/> Introduction to Operations Management	2/12/19	8:45 am – 4:00 pm	\$160 members/\$240 nonmembers	\$180 members/\$270 nonmembers	\$
<input type="checkbox"/> Property Tax Overview <input type="radio"/> Webinar <input type="radio"/> On Site	2/27/19	8:45 am – 4:00 pm	\$180 members/\$270 nonmembers	\$180 members/\$270 nonmembers	\$
<input type="checkbox"/> Preparing Your Financial Picture	3/5-6/19	8:45 am – 4:00 pm each day	\$320 members/\$480 nonmembers	\$360 members/\$540 nonmembers	\$
<input type="checkbox"/> Effective Communications	3/12/19	8:45 am – noon	\$80 members/\$120 nonmembers	\$90 members/\$135 nonmembers	\$
<input type="checkbox"/> Team Leadership	3/12/19	12:45 – 4:00 pm	\$80 members/\$120 nonmembers	\$90 members/\$135 nonmembers	\$
<input type="checkbox"/> Labor Relations/Employment Law	3/20/19	8:45 am – 4:00 pm	\$160 members/\$240 nonmembers	\$180 members/\$270 nonmembers	\$
<input type="checkbox"/> Technology for Operational Management	3/27/19	8:45 am – 4:00 pm	\$160 members/\$240 nonmembers	\$180 members/\$270 nonmembers	\$
				TOTAL	\$

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 MSBO ID _____ PIC: _____
 Title: _____
 School/Business: _____
 Address: _____
 City/State/Zip: _____
 Phone #: _____
 E-mail: _____
 Special Dietary Request/Needs: _____

Payment Information:

Check enclosed payable to MSBO for \$ _____
 Charge my: Visa MasterCard American Express
 Cardholder's Name: _____
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