



**Introduction to School Business Conference  
September 17-18, 2024  
MSU Kellogg Center, East Lansing**

**September 17, 2024**

- 8:00 – 9:00 am **Registration**
- 9:00 – 9:15 am **Overview of School Business** – Overview of the program – *Jason Helsen, MSBO*
- 9:15 – 10:45 am **Organizational and Site Office Issues** – Explore the year from a business office perspective and see how the expectations drive your office procedures with written processes, efficiency, and overall financial management– *Neil Cassabon, Warren Woods Public Schools and Sonia Hodge, Lowell Area Schools*
- 10:45 – 11:00 am *Break*
- 11:00 – 12:15 pm **Insurance** – What you need to know to be in compliance with property casualty, workers' compensation and health insurances – *Deana Coolidge, Emily Klaver, Kyle Koch, Steve Privasky, and Isaac Updike, SET SEG*
- 12:15– 1:00 pm *Lunch*
- 1:00 – 2:30 pm **School Law** – A focus on the Revised School Code, elections, construction and borrowing; overview of other general school laws and resources available –*Michael Gresens and Christopher Iamarino, Thrun Law Firm, P.C.*
- 2:30 – 2:45 pm *Break*
- 2:45 – 4:45 pm **Accounting Manual/Fund Accounting\*** – Know the numbers and the account structure and overview of fund accounting, accounts receivables, accounts payables and financial reporting issues – *Kevin Taratuta, Birmingham Public Schools*
- 4:45 – 5:00 pm **What's Ahead** – *Jason Helsen, MSBO*

**September 18, 2024**

- 7:00 – 8:00 am *Hot Full Breakfast*
- 8:00 – 9:45 am **Reporting State, Federal, and Local Agencies** – Review of the “what’s” and “how’s” of federal grants, including reporting; bonding and borrowing; property taxes; State Aid; payroll taxes; grant reporting; and local relationships. Overview and updates of the Financial Information Database (FID). – *Christie Bueche, Dexter Community Schools*
- 9:45 – 10:30 am **Human Resources** – Learn the important human resource/personnel functions of the business office – *Suzy Corbin, Ingham ISD*
- 10:30 – 10:45 am *Break/Check Out*
- 10:45 – 12:00 pm **Managing Your District Funds** – What you need to know about cash flow and investments – *Michael Barry, MILAF +/PFM Asset Management, LLC*
- 12:00 – 12:45 pm *Lunch*
- 12:45 – 1:45 pm **Retirement** – What you need to know and how to be prepared to deal with issues – *Josey McCloud and Bobby Hoppes, Office of Retirement Services (ORS)*
- 1:45 – 2:30 pm **Purchasing** – Understand the requirements for purchasing in a school district – *Danielle Kahler, Lansing School District*
- 2:30 – 2:45 pm *Break*
- 2:45 – 3:45 pm **Technology** – An overview of technology in the school district will be discussed – *Kevin Hustek, Warren Woods Public Schools*
- 3:45 – 4:30 pm **How the Legislative Process Affects the Business Office** – How Lansing affects you; the politics of getting your job done – *Bob Kefgen, MASSP*

\*CPEs – Accounting & Auditing 2.4 and 14.4 Other  
SCECHs – .25 -14 SCECHs/Hours