

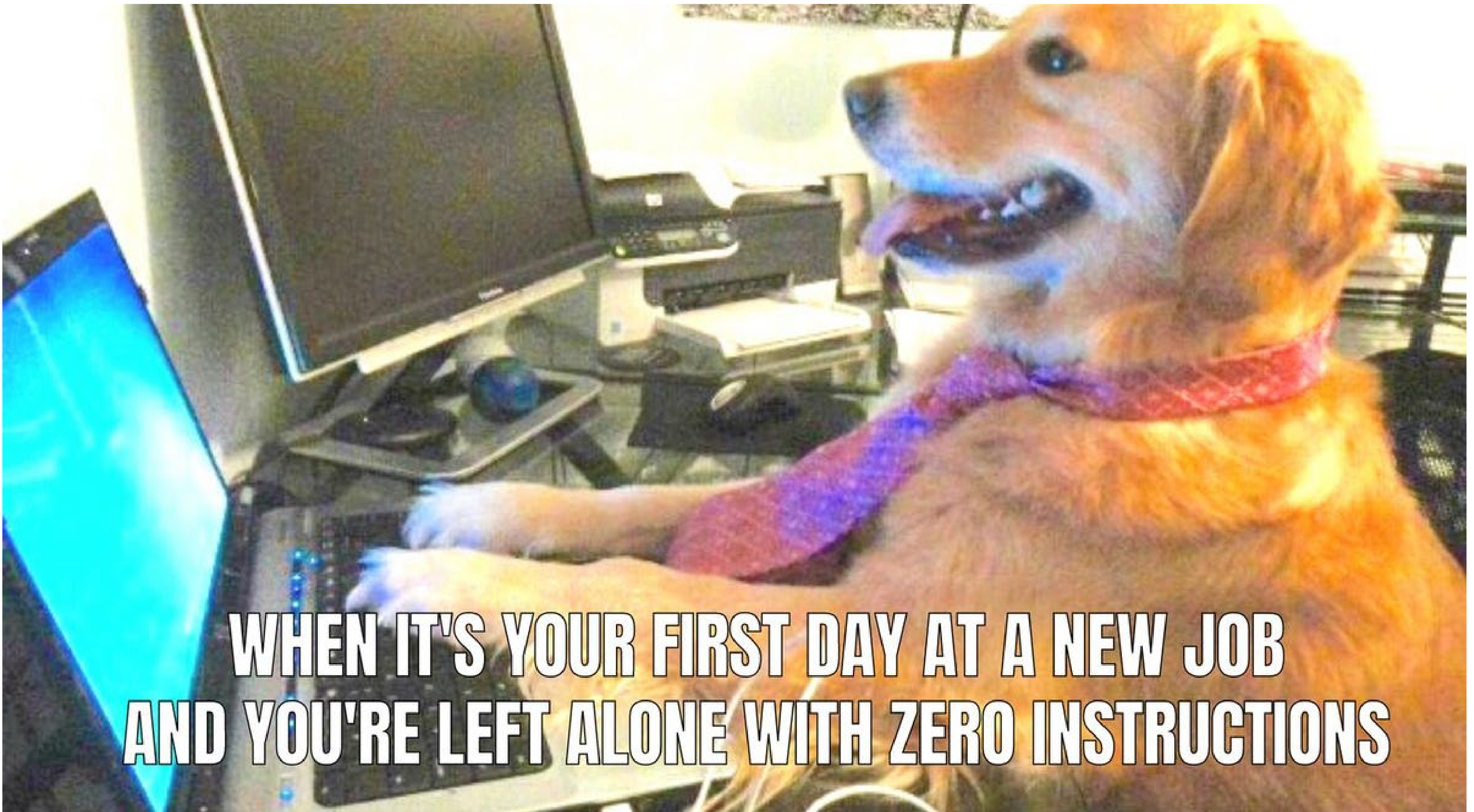


150g New Business Manager

Who, What, When

and How

Kendra Messing, Huron ISD Sonia Hodge, Lowell Area Schools



**WHEN IT'S YOUR FIRST DAY AT A NEW JOB
AND YOU'RE LEFT ALONE WITH ZERO INSTRUCTIONS**

The First 30 Days: Key Objectives



Expectations

Who should I get to know first and why?

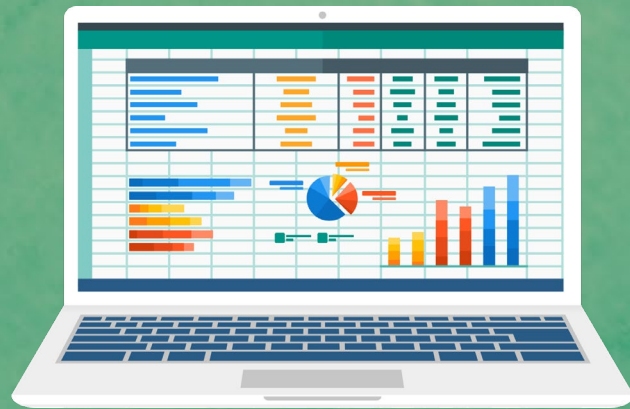
What does success look like?

What are my key responsibilities?

Access



Bank(s) & Investment
Accounts



Financial
Software



MSBO
Get on the Listservs!



Special Education Reporting

- Maintenance of Effort (MOE)
- Excess Costs

CHAMPS

- Facility Settlement Report

SIGMA VSS

View State & Federal Payments



Michigan Department of Education (MDE)



MEIS

Michigan Education Information System

MiLogin

MiLogin



GEMS/MARS

Grant applications & reporting

MiND

Michigan Nutrition Database – food service claims (CNP & USDA)



CENTER FOR EDUCATIONAL PERFORMANCE AND INFORMATION



MICHIGAN OFFICE OF RETIREMENT SERVICES

SIGMA Procurement – RFPs and bids over state threshold

- FID (Financial Information Database)
- REP (Registry of Educational Personnel)

Deadlines



- Board Meetings
- Budget Cycle
- Payroll
- Benefits
- Grants (NexSys, GEMS/MARS, ISD, etc.)
- Yearly Tasks: Audit, FID, FER, L4029, Transparency, Excess Cost, Maintenance of Effort, SE 4094/4096

PRIORITIES

IMPORTANT!

- Get organized
- Use a calendar
- Set reminders
- Soft deadlines VS hard deadline
- Understand consequences of not meeting a deadline



Build Relationships

Supervisor(s)

Your Team

Board of Education

Local SBO & ISD

Executive Team/
Superintendent

MSBO

Auditor

MDE



YEAR 1



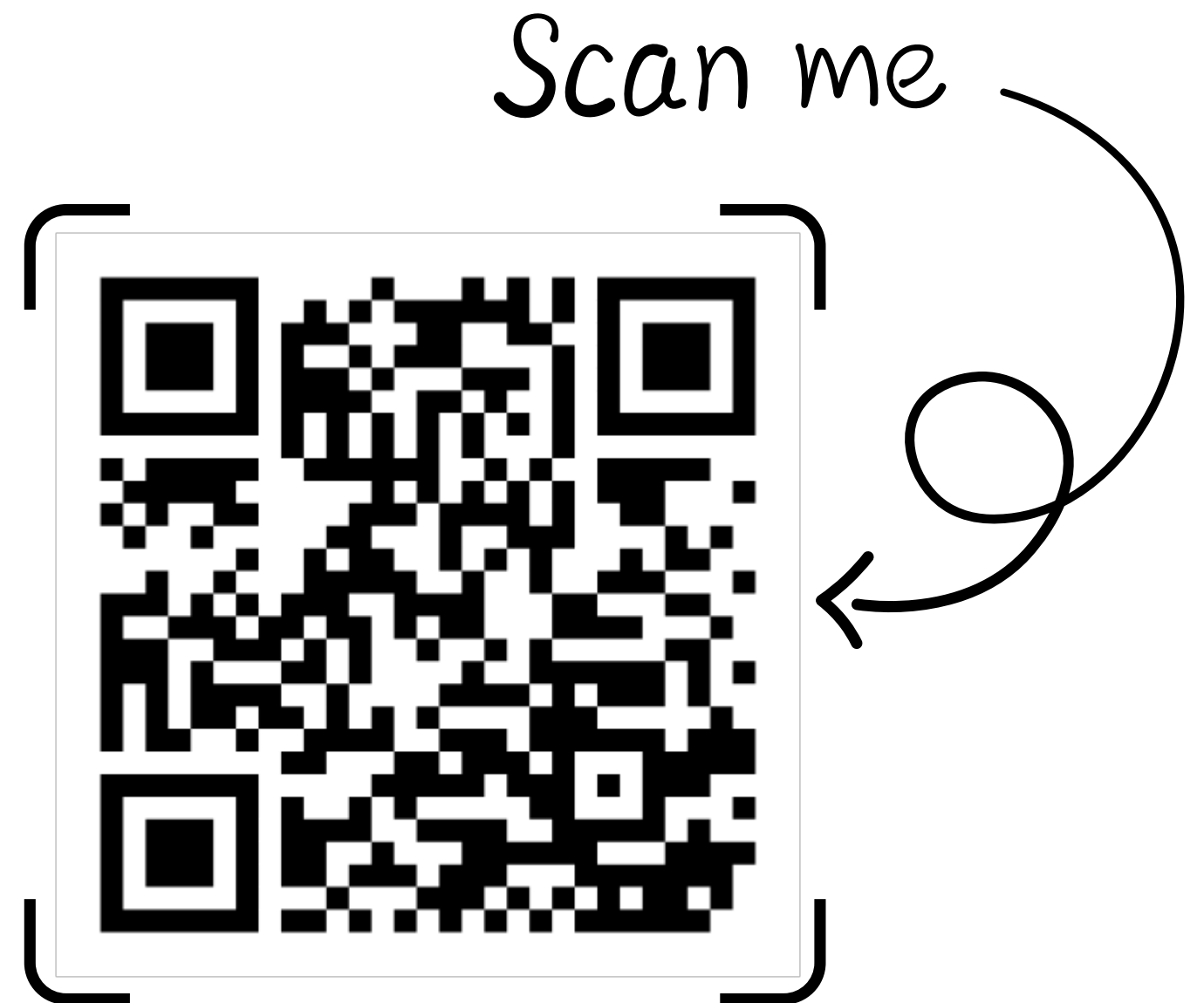
YEAR 3



YEAR 5-7

Resources

<https://tinycloud.com/MSBOnebusinessmanager>





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