

Intro to School Business 2019 Registration Form

name: _____

msbo#: _____ PIC: _____

title _____

school/business: _____

address: _____

city/state/zip: _____

phone #: _____

email (required): _____

special dietary requests/needs: _____

Early Bird Pricing (Ends Tuesday, September 10):

\$340 members / \$510 nonmembers

Regular Pricing: \$380 members / \$570 nonmembers

purchase order #: _____

check made payable to MSBO

Visa MasterCard American Express

cardholder's name: _____

credit card#: _____

exp. date: _____ CSV: _____

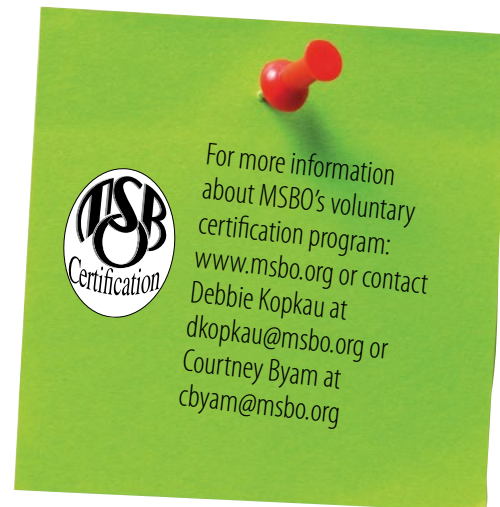
signature: _____

please sign as it appears on the credit card

- A \$25 service fee will be retained for cancellations.
- No refunds will be made for cancellations within two weeks of the workshop.
- Substitutions may be made at anytime.
- Payment must be received by the date of the workshop or a \$25 billing fee will be assessed.
- Mail your completed registration to MSBO, 1001 Centennial Way, Suite 200, Lansing, MI 48917 or fax to 517.327.0768.
- Reservations can be done online at www.kelloggcenter.com. Click Reservations at the top of the page. Check availability and book now! Enter arrival, departure, rooms, and number of adults. Use the Group Code: 1809MSBOFI
- 14.25 SCECHs can be earned pending approval.

Introduction to School Business Conference content includes:

- ➔ Overview of School Business
- ➔ Organizational and Site Issues
- ➔ School Law and the Revised School Code
- ➔ Reporting to Federal, State, and Local Agencies
- ➔ Fund Accounting
- ➔ Technology
- ➔ Human Resources
- ➔ Managing Your District Funds
- ➔ Retirement
- ➔ Insurance
- ➔ Purchasing



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Introduction to School Business Conference



September 24-25, 2019
Kellogg Center • East Lansing

The Introduction to School Business Conference takes many certification classes and rolls them into an information packed two-day event.

This program is designed as an introduction for new business officials and office staff who are in their first few years of employment. It's also a great refresher for "veterans" who want a basic review.

This conference is required for certification in the following tracks:

- Business Office Manager
- Business Office Specialist
- Chief Financial Officer
- Human Resource Specialist
- Purchasing Officer
- School Payroll Specialist



Agenda

September 24, 2019

8:00 – 8:45 am	Registration
8:45 – 9:00 am	Overview of School Business — Overview of the program — <i>David Martell, and Robert Dwan, MSBO</i>
9:00 – 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 — <i>Neil Cassabon, Warren Woods Public Schools and Jason Helsen, Muskegon Area ISD</i>
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 — <i>Bob Donaldson and Travis VanTighem, SET SEG</i>
12:15– 1:00 pm	Lunch
1:00 – 2:30 pm	School Law — The Revised School Code, elections, construction and borrowing; overview of other general school laws and resources available — <i>Mike Gresens and Chris Iamarino, Thrun Law Firm, P.C.</i>
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 — *Eric Formberg, Plante Moran, PLLC*

10:45 – 11:45 am

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)*

11:45 – 12:30 pm

Purchasing — Understand the requirements for purchasing in a school district — *Sandra Elka, Huron Valley Schools*

12:30 – 1:15 pm

Lunch

1:15 – 2:30 pm

Managing Your District Funds — What you need to know about cash flow and investments — *Brian Quinn, MILAF +/PFM Asset Management, LLC*

2:30 – 2:45 pm

Break

2:45 – 3:45 pm

Technology — Technology in the school district — *Fred Sharpsteen, Mecosta-Osceola ISD*

3:45 – 4:30 pm

How the Legislative Process Affects the Business Office — How Lansing affects you; the politics of getting your job done — *Chris Glass, Kent ISD*

4:45 – 5:00 pm

What's Ahead — *Robert Dwan, MSBO*

September 25, 2019

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). — *Sharon Raschke, Dexter Community Schools*

9:45 – 10:30 am

Human Resources — Learn the important human resource/ personnel functions of the business office — *Susan Tinney, Ingham ISD*

10:30 – 10:45 am

Break/Check Out