



Michigan School Business Officials

2020-21

Schedule of Events

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2020-21 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
August 11, 2020	Back-to-School Workshop	Virtual
September 18, 2020	School Finance Services Committee — Northern Michigan Workshop	Virtual
September 27-29, 2020	22nd Annual Facilities/Operations Director Conference	TBD
October 9, 2020	*Group Solutions — Current Issues	Virtual
October 20, 2020	MDE/MSBO Workshop	Virtual
January 19-20, 2021	Financial Strategies Conference	Virtual
March 15-31, 2021	Property Tax Overview	Virtual
March 17, 2021	Registry of Educational Personnel (REP): Get Your Questions Answered	Webinar
April 20-22, 2021	MSBO Annual Conference & Exhibit Show	TCF Center, Detroit

* Required for renewal of Business Office Manager and Chief Financial Officer certification.



2020-21 Schedule of Events

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

To find out more about MSBO's Voluntary Certification Program, go to www.msbo.org/professional-development/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
July 28, 2020	Effective Communications	Webinar
August 13, 2020	Principles of Education	Webinar
August 26, 2020	Certification Wrap-Up/Ethics	Webinar
September 15-30, 2020	Introduction to School Business	Virtual
November 11, 2020	Effective Communications	Webinar
December 3, 2020	Purchasing Overview	Webinar
December 10, 2020	Payroll and Related Personnel Issues	Webinar
February 23, 2021	Collective Bargaining Agreement, Contracts	Webinar
February 25, 2021	Team Leadership (Morning)	Webinar
February 25, 2021	Team Leadership (Afternoon)	Webinar
March 18-24, 2021	Labor Relations/Employment Law	Virtual

Business Office Specialist (BOS) Required Classes

Date	Event	Location
August 13, 2020	Principles of Education	Webinar
August 26, 2020	Certification Wrap-Up/Ethics	Webinar
September 15-30, 2020	Introduction to School Business	Virtual
February 23, 2021	Collective Bargaining Agreement, Contracts	Webinar
February 25, 2021	Team Leadership (Morning)	Webinar
February 25, 2021	Team Leadership (Afternoon)	Webinar

Chief Financial Officer (CFO) Required Classes

Date	Event	Location
July 28, 2020	Effective Communications	Webinar
August 13, 2020	Principles of Education	Webinar
August 26, 2020	Certification Wrap-Up/Ethics	Webinar
September 15-30, 2020	Introduction to School Business	Virtual
October 8, 2020	Instructional Program Evaluation	Webinar

CFO classes continued on next page.



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Certification Classes

Chief Financial Officer (CFO) Required Classes

Date	Event	Location
November 11, 2020	Effective Communications	Webinar
December 2, 2020	Strategic Planning	Webinar
December 3, 2020	Purchasing Overview	Webinar
December 10, 2020	Payroll and Related Personnel Issues	Webinar
February 23, 2021	Collective Bargaining Agreement, Contracts	Webinar
February 25, 2021	Team Leadership (Morning)	Webinar
February 25, 2021	Team Leadership (Afternoon)	Webinar
March 1-12, 2021	Preparing Your Financial Picture	Virtual
March 15-31, 2021	Property Tax Overview	Virtual
March 18-24, 2021	Labor Relations/Employment Law	Virtual

Chief Technology Officer (CTO) Required Classes

Date	Event	Location
July 28, 2020	Effective Communications	Webinar
August 13, 2020	Principles of Education	Webinar
August 25, 2020	Time Management	Webinar
August 26, 2020	Certification Wrap-Up/Ethics	Webinar
October 6, 2020	Performance Evaluations for Personnel	Webinar
November 11, 2020	Effective Communications	Webinar
December 15, 2020	Technology Policies	Webinar
January 14, 2021	Organizational Technology Audits	Webinar
January 21, 2021	Organizational Applications	Webinar
February 25, 2021	Team Leadership (Morning)	Webinar
February 25, 2021	Team Leadership (Afternoon)	Webinar



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Certification Classes

Child Nutrition Director (CND) Required Classes

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

Date	Event	Location
July 28, 2020	Effective Communications	Webinar
August 26, 2020	Certification Wrap-Up/Ethics	Webinar
November 11, 2020	Effective Communications	Webinar
February 25, 2021	Team Leadership (Morning)	Webinar
February 25, 2021	Team Leadership (Afternoon)	Webinar
March 18-24, 2021	Labor Relations/Employment Law	Virtual

Facilities Director (CFD) Required Classes

Date	Event	Location
July 28, 2020	Effective Communications	Webinar
August 13, 2020	Principles of Education	Webinar
August 26, 2020	Certification Wrap-Up/Ethics	Webinar
October 6, 2020	Performance Evaluations for Personnel	Webinar
October 7, 2020	Emergency Preparedness Management	Webinar
November 11, 2020	Effective Communications	Webinar
December 2, 2020	Strategic Planning	Webinar
December 3, 2020	Purchasing Overview	Webinar
February 9, 2021	Computerized Facility Management	Webinar
February 18, 2021	Environmental Health & Safety	Webinar
February 25, 2021	Team Leadership (Morning)	Webinar
February 25, 2021	Team Leadership (Afternoon)	Webinar

Human Resources Specialist (HRS) Required Classes

Date	Event	Location
July 22, 2020	Benefits/Retirement	Webinar
July 28, 2020	Effective Communications	Webinar
August 13, 2020	Principles of Education	Webinar
August 26, 2020	Certification Wrap-Up/Ethics	Webinar
September 15-30, 2020	Introduction to School Business	Virtual



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Certification Classes

Human Resources Specialist (HRS) Required Classes

Date	Event	Location
October 6, 2020	Performance Evaluations for Personnel	Webinar
October 21-28, 2020	Overview of Human Resource Management	Webinar
November 10-17, 2020	TDP, IRS Sec. 125, 403(b), 457, and Workers Compensation	Virtual
November 11, 2020	Effective Communications	Webinar
February 23, 2021	Collective Bargaining Agreement, Contracts	Webinar
February 25, 2021	Team Leadership (Morning)	Webinar
February 25, 2021	Team Leadership (Afternoon)	Webinar
March 18-24, 2021	Labor Relations/Employment Law	Virtual

Operations Director (COD) Required Classes

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

Date	Event	Location
July 28, 2020	Effective Communications	Webinar
August 13, 2020	Principles of Education	Webinar
August 25, 2020	Time Management	Webinar
August 26, 2020	Certification Wrap-Up/Ethics	Webinar
October 6, 2020	Performance Evaluations for Personnel	Webinar
October 8-13, 2020	Managing Emergencies	Virtual
November 11, 2020	Effective Communications	Webinar
December 2, 2020	Strategic Planning	Webinar
February 25, 2021	Team Leadership (Morning)	Webinar
February 25, 2021	Team Leadership (Afternoon)	Webinar
March 18-24, 2021	Labor Relations/Employment Law	Virtual



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Certification Classes

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
July 28, 2020	Effective Communications	Webinar
August 13, 2020	Principles of Education	Webinar
August 26, 2020	Certification Wrap-Up/Ethics	Webinar
November 11, 2020	Effective Communications	Webinar
November 12, 2020	Data Quality I	Webinar
February 25, 2021	Team Leadership (Morning)	Webinar
February 25, 2021	Team Leadership (Afternoon)	Webinar

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
July 28, 2020	Effective Communications	Webinar
August 13, 2020	Principles of Education	Webinar
August 26, 2020	Certification Wrap-Up/Ethics	Webinar
November 11, 2020	Effective Communications	Webinar
November 12, 2020	Data Quality I	Webinar
December 8, 2020	Data Quality II	Webinar
February 25, 2021	Team Leadership (Morning)	Webinar
February 25, 2021	Team Leadership (Afternoon)	Webinar

Purchasing Officer (CPO) Required Classes

Date	Event	Location
July 28, 2020	Effective Communications	Webinar
August 13, 2020	Principles of Education	Webinar
August 26, 2020	Certification Wrap-Up/Ethics	Webinar
September 15-30, 2020	Introduction to School Business	Virtual
November 11, 2020	Effective Communications	Webinar
December 3, 2020	Purchasing Overview	Webinar



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Certification Classes

Purchasing Officer (CPO) Required Classes

Date	Event	Location
February 25, 2021	Team Leadership (Morning)	Webinar
February 25, 2021	Team Leadership (Afternoon)	Webinar

School Payroll Specialist (SPS) Required Classes

Date	Event	Location
August 13, 2020	Principles of Education	Webinar
August 26, 2020	Certification Wrap-Up/Ethics	Webinar
September 15-30, 2020	Introduction to School Business	Virtual
November 10-17, 2020	TDP, IRS Sec. 125, 403(b), 457, and Workers Compensation	Virtual
January 26, 2021	Record Keeping, Retention, Automation	Webinar
February 23, 2021	Collective Bargaining Agreement, Contracts	Webinar

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
July 28, 2020	Effective Communications	Webinar
August 13, 2020	Principles of Education	Webinar
August 26, 2020	Certification Wrap-Up/Ethics	Webinar
November 11, 2020	Effective Communications	Webinar
November 12, 2020	Data Quality I	Webinar
December 8, 2020	Data Quality II	Webinar
December 15, 2020	Technology Policies	Webinar
January 21, 2021	Organizational Applications	Webinar
February 25, 2021	Team Leadership (Morning)	Webinar
February 25, 2021	Team Leadership (Afternoon)	Webinar



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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
July 28, 2020	Effective Communications	Webinar
August 13, 2020	Principles of Education	Webinar
August 26, 2020	Certification Wrap-Up/Ethics	Webinar
November 11, 2020	Effective Communications	Webinar
March 18-24, 2021	Labor Relations/Employment Law	Virtual



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Environmental Workshops

Date	Event	Location
October 14, 2020	AHERA Designated Person Training	Webinar
January 13, 2021	AHERA Designated Person Training	Webinar
March 30, 2021	AHERA Designated Person Training	Webinar
April 1, 2021	AHERA Inspectors & Management Planners Training	Webinar



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On Demand

Event	Location
MSBO Certification On Demand	If you are enrolled in an MSBO certification program, these webinars on demand are required or elective classes. You do not need to be enrolled in a certification track or be a member to take advantage of these on-demand programs.
Webinars On Demand	Don't miss out on MSBO's online learning opportunities that give you access to great professional development. If you are in the renewal stages of your certification, you can use these webinars toward your professional development.