



Michigan School Business Officials

Introduction to School Business Conference September 15 – 30, 2020

TOPIC/PRESENTER

Accounting Manual/Fund Accounting

Description: Know the numbers and the account structure and overview of fund accounting, accounts receivables, accounts payables, and financial reporting issues.

Learning Outcomes: 1. Review the 1022 manual. 2. Understand the different accounting methods. 3. Learn the financial reporting of a school district.

Presenter: Eric Formberg, Plante Moran
2.25 hours

How the Legislative Process Affects the Business Office

Description: How Lansing affects you – understanding the legislative process.

Learning Outcomes: 1. Understand the legislative process. 2. Learn what you can do to help. 3. Discuss ways in which this can help you.

Presenter: Chris Glass, Kent ISD
.75 hours

Human Resources

Description: Learn the important human resource/personnel functions of the business office.

Learning Outcomes: 1. Understand how the human resource department functions. 2. Learn the importance of their role in the business office. 3. Explain how they keep the employees informed of changes.

Presenter: Susan Tinney, Ingham ISD
.75 hours

Insurance

Description: Property casualty, workers' compensation, and health insurances – what you need to know.

Learning Outcomes: 1. Understand what insurances you need for a school district. 2. Learn what you should be paying in insurances. 3. Learn the different health care coverages.

Presenters: Bob Donaldson and Travis VanTighem, SET SEG
1.25 hours

Managing Transportation/Food Service/Facilities

Description: Understand the operations side of school district management and how it may affect the business office through payroll/human resources/budget.

Learning Outcomes: 1. Understand the operations in a school district. 2. Discuss ways to help with cost containment. 3. Review resources and benchmarks to help plan for these events in your budget.

Presenter: Scott Little, MSBO
1 hour

Managing Your District Funds

Description: What you need to know about cash flow and investments.

Learning Outcomes: 1. Understand what a cash flow is. 2. Learn about what investments are available. 3. Explain what banks offer.

Presenter: Brian Quinn, MILAF +/PFM Asset Management, LLC and Nancy Rasinske, Grand Ledge Public Schools
1 hour

Organizational and Site Office Issues

Description: Understand the school business office. Explore the year from a business office perspective and learn what drives office procedures. Learn how to be efficient and understand the best practices that lead to effective financial management.

Learning Outcomes: 1. Understand what a typical business office routine looks like. 2. Discuss the need for office procedures and written processes. 3. Learn key elements to run an efficient business office.

Presenters: Neil Cassabon, Warren Woods Public Schools and Jason Helsen, Muskegon Area ISD
1.5 hours

Overview of School Business

Description: Overview of the Introduction to School Business Virtual Conference.

Learning Outcomes: 1. Review the purpose of the event. 2. Introduce the MSBO Certification Program. 3. Introduce the MSBO Staff and how they can help.

Presenters: David Martell and Robert Dwan, MSBO
.25 hours

Purchasing Basics

Description: Understand purchasing requirements for school districts.

Learning Outcomes: 1. Understand purchasing in a school district. 2. Discuss the purchasing threshold. 3. Discuss how to go out for bid.

Presenter: Sandra Elka, Waterford School District
.75 hours

Reporting State, Federal, and Local Agencies

Description: Understand the importance of accurate reporting. Review 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).

Learning Outcomes: 1. Review the different grants and how they are accounted for. 2. Learn how property taxes can affect cash. 3. Understand the FID and why schools use it.

Presenter: Sharon Raschke, Dexter Community Schools
1.25 hours

Retirement

Description: What you need to know about retirement benefits and how to address issues that may arise.

Learning Outcomes: 1. Understand how the Office of Retirement can help. 2. Learn the reporting that is required. 3. Explain the different benefits that can be offered to employees.

Presenters: Bobby Hoppes and Josefina McCloud, Michigan Office of Retirement Services (ORS)
1 hour

School Law

Description: An overview of school laws - focusing on the Revised School Code.

Learning Outcomes: 1. Understand all the school laws that govern schools. 2. Discuss construction requirements which includes bonding and borrowing. 3. Review the resources that are available for schools.

Presenters: Mike Gresens and Chris Iamarino, Thrun Law Firm, P.C.
1.5 hours

Technology

Description: Understand the role of technology in school districts.

Learning Outcomes: 1. Explain the technology that should be used in a district. 2. Discuss best practices on security. 3. Learn about technology plans and who should be involved.

Presenters: Fred Sharpsteen, Mecosta-Osceola ISD and Richard Webb, Fremont Public Schools
1.5 hours

Total Hours Available = 14.75