



**Michigan School Business Officials**

# *2021-22*

## *Schedule of Events*

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# 2021-22 Schedule of Events

Visit [www.msbo.org](http://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 10, 2021	<a href="#">Back-to-School Workshop</a>	Webinar – Live
September 1, 2021	<a href="#">Financial Statement Preparation Workshop*</a>	Kellogg Hotel and Conference Center, East Lansing
September 9, 2021	<a href="#">MDE/MSBO Workshop</a>	Webinar – Live
October 3-5, 2021	<a href="#">23rd Annual Facilities/Operations Director Conference</a>	Crystal Mountain Resort, Thompsonville, MI
October 6, 2021	<a href="#">Group Solutions — Current Issues*</a>	Kellogg Hotel and Conference Center, East Lansing
October 21-22, 2021	<a href="#">ISD Committee and School Finance Services Committee — Northern Michigan Workshop — Tentative</a>	TBD
November 30, 2021	<a href="#">Financial Statement Preparation Workshop*</a>	Kellogg Hotel and Conference Center, East Lansing
January 18-19, 2022	<a href="#">Financial Strategies Conference</a>	TBD
February 1, 2022	<a href="#">Group Solutions — Current Issues*</a>	Courtyard by Marriott Lansing Downtown
March 22, 2022	<a href="#">Registry of Educational Personnel (REP): Get Your Questions Answered</a>	Webinar – Live
March 23, 2022	<a href="#">Property Tax Overview</a>	MSBO, Lansing or Webinar – Live
April 26-28, 2022	<a href="#">MSBO Annual Conference &amp; Exhibit Show</a>	Amway Grand Plaza Hotel and DeVos Place
June 8, 2022	<a href="#">Financial Statement Preparation Workshop*</a>	Kellogg Hotel and Conference Center, East Lansing
June 9, 2022	<a href="#">Business Manager/CPA Workshop</a>	Kellogg Hotel and Conference Center, East Lansing

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



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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
September 1, 2021	<a href="#">Financial Statement Preparation Workshop</a> <i>Renewal only</i>	Kellogg Hotel and Conference Center, East Lansing
September 21-22, 2021	<a href="#">Introduction to School Business</a>	Kellogg Hotel and Conference Center, East Lansing
October 6, 2021	<a href="#">Group Solutions — Current Issues</a> <i>Renewal only</i>	Kellogg Hotel and Conference Center, East Lansing
October 27, 2021	<a href="#">Effective Communications</a>	Webinar – Live
November 30, 2021	<a href="#">Financial Statement Preparation Workshop</a> <i>Renewal only</i>	Kellogg Hotel and Conference Center, East Lansing
December 2, 2021	<a href="#">Payroll and Related Personnel Issues</a>	Webinar – Live
December 7, 2021	<a href="#">Purchasing Overview</a>	Webinar – Live
December 9, 2021	<a href="#">Principles of Education</a>	Webinar – Live
January 11, 2022	<a href="#">Technology for the Business Manager</a>	Webinar – Live
February 1, 2022	<a href="#">Group Solutions — Current Issues</a> <i>Renewal only</i>	Courtyard by Marriott Lansing Downtown
February 17, 2022	<a href="#">Collective Bargaining Agreement, Contracts</a>	Webinar – Live
March 8, 2022	<a href="#">Team Leadership (Morning)</a>	Webinar – Live
March 8, 2022	<a href="#">Team Leadership (Afternoon)</a>	Webinar – Live
March 16, 2022	<a href="#">Labor Relations/Employment Law</a>	The Graduate, East Lansing
April 20, 2022	<a href="#">Certification Wrap-up/Ethics</a>	Webinar – Live
June 8, 2022	<a href="#">Financial Statement Preparation Workshop</a> <i>Renewal only</i>	Kellogg Hotel and Conference Center, East Lansing

### Business Office Specialist (BOS) Required Classes

Date	Event	Location
September 21-22, 2021	<a href="#">Introduction to School Business</a>	Kellogg Hotel and Conference Center, East Lansing
December 9, 2021	<a href="#">Principles of Education</a>	Webinar – Live
February 17, 2022	<a href="#">Collective Bargaining Agreement, Contracts</a>	Webinar – Live
March 8, 2022	<a href="#">Team Leadership (Morning)</a>	Webinar – Live
March 8, 2022	<a href="#">Team Leadership (Afternoon)</a>	Webinar – Live
April 20, 2022	<a href="#">Certification Wrap-up/Ethics</a>	Webinar – Live



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## Certification Classes

### Chief Financial Officer (CFO) Required Classes

Date	Event	Location
September 1, 2021	<a href="#">Financial Statement Preparation Workshop</a> <i>Renewal only</i>	Kellogg Hotel and Conference Center, East Lansing
September 21-22, 2021	<a href="#">Introduction to School Business</a>	Kellogg Hotel and Conference Center, East Lansing
October 27, 2021	<a href="#">Effective Communications</a>	Webinar – Live
October 6, 2021	<a href="#">Group Solutions — Current Issues</a> <i>Renewal only</i>	Kellogg Hotel and Conference Center, East Lansing
November 17, 2021	<a href="#">Bonding/Borrowing/Investing</a>	Webinar – Live
November 30, 2021	<a href="#">Financial Statement Preparation Workshop</a> <i>Renewal only</i>	Kellogg Hotel and Conference Center, East Lansing
December 2, 2021	<a href="#">Payroll and Related Personnel Issues</a>	Webinar – Live
December 7, 2021	<a href="#">Purchasing Overview</a>	Webinar – Live
December 9, 2021	<a href="#">Principles of Education</a>	Webinar – Live
December 14, 2021	<a href="#">Facilities for the Business Manager</a>	Webinar – Live
January 11, 2022	<a href="#">Technology for the Business Manager</a>	Webinar – Live
January 27, 2022	<a href="#">Insurance and Risk Management</a>	Webinar – Live
February 1, 2022	<a href="#">Group Solutions — Current Issues</a> <i>Renewal only</i>	Courtyard by Marriott Lansing Downtown
February 9, 2022	<a href="#">Food Service for the Business Manager</a>	Webinar – Live
February 17, 2022	<a href="#">Collective Bargaining Agreement, Contracts</a>	Webinar – Live
February 23, 2022	<a href="#">Cash Management</a>	Webinar – Live
March 2, 2022	<a href="#">Transportation for the Business Manager</a>	Webinar – Live
March 8, 2022	<a href="#">Team Leadership (Morning)</a>	Webinar – Live
March 8, 2022	<a href="#">Team Leadership (Afternoon)</a>	Webinar – Live
March 16, 2022	<a href="#">Labor Relations/Employment Law</a>	The Graduate, East Lansing
March 23, 2022	<a href="#">Property Tax Overview</a>	MSBO, Lansing or Webinar – Live
April 20, 2022	<a href="#">Certification Wrap-up/Ethics</a>	Webinar – Live
June 8, 2022	<a href="#">Financial Statement Preparation Workshop</a> <i>Renewal only</i>	Kellogg Hotel and Conference Center, East Lansing

### Chief Technology Officer (CTO) Required Classes

Date	Event	Location
October 27, 2021	<a href="#">Effective Communications</a>	Webinar – Live
November 3, 2021	<a href="#">Technology in Education</a>	MSBO, Lansing

CTO classes continued on next page.



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## Certification Classes

### Chief Technology Officer (CTO) Required Classes

Date	Event	Location
December 1, 2021	<a href="#">Time Management</a>	Webinar – Live
December 9, 2021	<a href="#">Principles of Education</a>	Webinar – Live
January 13, 2022	<a href="#">Enterprise Software Applications</a>	Webinar – Live
February 11, 2022	<a href="#">Technology in the Classroom</a>	MSBO, Lansing or Webinar – Live
March 8, 2022	<a href="#">Team Leadership (Morning)</a>	Webinar – Live
March 8, 2022	<a href="#">Team Leadership (Afternoon)</a>	Webinar – Live
April 20, 2022	<a href="#">Certification Wrap-up/Ethics</a>	Webinar – Live

### Child Nutrition Director (CND) Required Classes

For other required class offerings, visit the School Nutrition Association of Michigan website: [michigansna.org](http://michigansna.org).

Date	Event	Location
October 13, 2021	<a href="#">Food Service Program Accountability</a>	Webinar – Live
October 27, 2021	<a href="#">Effective Communications</a>	Webinar – Live
March 8, 2022	<a href="#">Team Leadership (Morning)</a>	Webinar – Live
March 8, 2022	<a href="#">Team Leadership (Afternoon)</a>	Webinar – Live
March 16, 2022	<a href="#">Labor Relations/Employment Law</a>	The Graduate, East Lansing
April 20, 2022	<a href="#">Certification Wrap-up/Ethics</a>	Webinar – Live

### Facilities Director (CFD) Required Classes

Date	Event	Location
October 27, 2021	<a href="#">Effective Communications</a>	Webinar – Live
December 7, 2021	<a href="#">Purchasing Overview</a>	Webinar – Live
December 9, 2021	<a href="#">Principles of Education</a>	Webinar – Live
December 16, 2021	<a href="#">Utilities and Energy Efficiency</a>	Webinar – Live
February 3, 2022	<a href="#">Facility Planning, Design and Construction</a>	Webinar – Live
February 24, 2022	<a href="#">Financial Analysis</a>	Webinar – Live
March 8, 2022	<a href="#">Team Leadership (Morning)</a>	Webinar – Live
March 8, 2022	<a href="#">Team Leadership (Afternoon)</a>	Webinar – Live
March 15, 2022	<a href="#">Introduction to Facilities Management</a>	MSBO, Lansing
April 20, 2022	<a href="#">Certification Wrap-up/Ethics</a>	Webinar – Live



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## Certification Classes

### Human Resources Specialist (HRS) Required Classes

Date	Event	Location
October 27, 2021	<a href="#">Effective Communications</a>	Webinar – Live
December 9, 2021	<a href="#">Principles of Education</a>	Webinar – Live
February 17, 2022	<a href="#">Collective Bargaining Agreement, Contracts</a>	Webinar – Live
March 8, 2022	<a href="#">Team Leadership (Morning)</a>	Webinar – Live
March 8, 2022	<a href="#">Team Leadership (Afternoon)</a>	Webinar – Live
March 16, 2022	<a href="#">Labor Relations/Employment Law</a>	The Graduate, East Lansing
April 20, 2022	<a href="#">Certification Wrap-up/Ethics</a>	Webinar – Live

### Operations Director (COD) Required Classes

For other required class offerings, visit the Michigan Association for Pupil Transportation website: [mapt.org](http://mapt.org).

Date	Event	Location
October 27, 2021	<a href="#">Effective Communications</a>	Webinar – Live
December 1, 2021	<a href="#">Time Management</a>	Webinar – Live
December 9, 2021	<a href="#">Principles of Education</a>	Webinar – Live
February 3, 2022	<a href="#">Facility Planning, Design and Construction</a>	Webinar – Live
March 8, 2022	<a href="#">Team Leadership (Morning)</a>	Webinar – Live
March 8, 2022	<a href="#">Team Leadership (Afternoon)</a>	Webinar – Live
March 15, 2022	<a href="#">Introduction to Operations Management</a>	MSBO, Lansing
March 16, 2022	<a href="#">Labor Relations/Employment Law</a>	The Graduate, East Lansing
April 20, 2022	<a href="#">Certification Wrap-up/Ethics</a>	Webinar – Live

### Pupil Accounting Auditor (PAA) Required Classes

For other required class offerings, visit the Michigan Pupil Accounting and Attendance Association website: [mpaaa.org](http://mpaaa.org).

Date	Event	Location
July 22, 2021	<a href="#">Days and Hours</a>	Webinar – Live
October 27, 2021	<a href="#">Effective Communications</a>	Webinar – Live
December 9, 2021	<a href="#">Principles of Education</a>	Webinar – Live
March 8, 2022	<a href="#">Team Leadership (Morning)</a>	Webinar – Live
March 8, 2022	<a href="#">Team Leadership (Afternoon)</a>	Webinar – Live
April 20, 2022	<a href="#">Certification Wrap-up/Ethics</a>	Webinar – Live



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## Certification Classes

### Pupil Accounting Specialist (PAS) Required Classes

For other required class offerings, visit the Michigan Pupil Accounting and Attendance Association website: [mpaaa.org](http://mpaaa.org).

Date	Event	Location
July 22, 2021	<a href="#">Days and Hours</a>	Webinar - Live
October 27, 2021	<a href="#">Effective Communications</a>	Webinar – Live
December 9, 2021	<a href="#">Principles of Education</a>	Webinar – Live
March 8, 2022	<a href="#">Team Leadership (Morning)</a>	Webinar – Live
March 8, 2022	<a href="#">Team Leadership (Afternoon)</a>	Webinar – Live
April 20, 2022	<a href="#">Certification Wrap-up/Ethics</a>	Webinar – Live

### Purchasing Officer (CPO) Required Classes

Date	Event	Location
September 21-22, 2021	<a href="#">Introduction to School Business</a>	Kellogg Hotel and Conference Center, East Lansing
October 27, 2021	<a href="#">Effective Communications</a>	Webinar – Live
December 7, 2021	<a href="#">Purchasing Overview</a>	Webinar – Live
December 9, 2021	<a href="#">Principles of Education</a>	Webinar – Live
January 20, 2022	<a href="#">Principles of Contract Writing</a>	Webinar – Live
March 8, 2022	<a href="#">Team Leadership (Morning)</a>	Webinar – Live
March 8, 2022	<a href="#">Team Leadership (Afternoon)</a>	Webinar – Live
March 10, 2022	<a href="#">How to Process and Evaluate Bids</a>	Webinar – Live
April 20, 2022	<a href="#">Certification Wrap-up/Ethics</a>	Webinar – Live

### School Payroll Specialist (SPS) Required Classes

Date	Event	Location
September 21-22, 2021	<a href="#">Introduction to School Business</a>	Kellogg Hotel and Conference Center, East Lansing
October 21 - November 4, 2021	<a href="#">Year-End Payroll &amp; Tax Returns (941), W-2s, etc.</a>	Webinar - Live and On Demand
December 9, 2021	<a href="#">Principles of Education</a>	Webinar – Live
January 25, 2022	<a href="#">Accounting Manual and Chart of Accounts</a>	Webinar – Live
February 17, 2022	<a href="#">Collective Bargaining Agreement, Contracts</a>	Webinar – Live
April 20, 2022	<a href="#">Certification Wrap-up/Ethics</a>	Webinar – Live





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## Certification Classes

### Specialist in Educational Data (SED) Required Classes

For other required class offerings, visit the Michigan Pupil Accounting and Attendance Association website: [mpaaa.org](http://mpaaa.org).

Date	Event	Location
October 27, 2021	<a href="#">Effective Communications</a>	Webinar – Live
November 4, 2021	<a href="#">Data Mining</a>	Webinar – Live
December 9, 2021	<a href="#">Principles of Education</a>	Webinar – Live
March 8, 2022	<a href="#">Team Leadership (Morning)</a>	Webinar – Live
March 8, 2022	<a href="#">Team Leadership (Afternoon)</a>	Webinar – Live
April 20, 2022	<a href="#">Certification Wrap-up/Ethics</a>	Webinar – Live

### Transportation Director (CTD) Required Classes

For other required class offerings, visit the Michigan Association for Pupil Transportation website: [mapt.org](http://mapt.org).

Date	Event	Location
October 27, 2021	<a href="#">Effective Communications</a>	Webinar – Live
December 9, 2021	<a href="#">Principles of Education</a>	Webinar – Live
February 15, 2022	<a href="#">Accident Investigation Procedures</a>	Webinar – Live
March 16, 2022	<a href="#">Labor Relations/Employment Law</a>	The Graduate, East Lansing
April 20, 2022	<a href="#">Certification Wrap-up/Ethics</a>	Webinar – Live



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## Environmental Workshops

Date	Event	Location
September 15, 2021	<a href="#">AHERA Designated Person Training</a>	MSBO, Lansing
October 12-13, 2021	<a href="#">AHERA Operations and Maintenance Personnel</a>	MSBO, Lansing
January 12, 2022	<a href="#">AHERA Designated Person Training</a>	MSBO, Lansing
March 29, 2022	<a href="#">AHERA Designated Person Training</a>	MSBO, Lansing
March 31, 2022	<a href="#">AHERA Inspectors &amp; Management Planners Training</a>	MSBO, Lansing



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## On Demand

Event	Location
<a href="#">MSBO Certification On Demand</a>	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.