



Michigan School Business Officials

2021-22

Schedule of Events

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Last updated 1/6/22

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

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



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

Business Office Specialist (BOS) Required Classes

Date	Event	Location
September 21-22, 2021	Introduction to School Business	Kellogg Hotel and Conference Center, East Lansing or On Demand
December 9, 2021	Principles of Education	Webinar – Live
February 17, 2022	Collective Bargaining Agreement, Contracts	Webinar – Live
February 23, 2022	Cash Management	Webinar – Live
March 8, 2022	Team Leadership (Morning)	Webinar – Live



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Certification Classes

Business Office Specialist (BOS) Required Classes

Date	Event	Location
March 8, 2022	Team Leadership (Afternoon)	Webinar – Live
April 20, 2022	Certification Wrap-up/Ethics	Webinar – Live

Chief Financial Officer (CFO) Required Classes

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



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Certification Classes

Chief Technology Officer (CTO) Required Classes

Date	Event	Location
October 27, 2021	Effective Communications	Webinar – Live
November 3, 2021	Technology in Education	MSBO, Lansing
December 1, 2021	Time Management	Webinar – Live
December 9, 2021	Principles of Education	Webinar – Live
January 13, 2022	Enterprise Software Applications	Webinar – Live
February 11-April 8, 2022	Technology in the Classroom	Webinar – Live UPDATED
March 8, 2022	Team Leadership (Morning)	Webinar – Live
March 8, 2022	Team Leadership (Afternoon)	Webinar – Live
April 20, 2022	Certification Wrap-up/Ethics	Webinar – Live

Child Nutrition Director (CND) Required Classes

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

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

Facilities Director (CFD) Required Classes

Date	Event	Location
October 27, 2021	Effective Communications	Webinar – Live
December 7, 2021	Purchasing Overview	Webinar – Live
December 9, 2021	Principles of Education	Webinar – Live
December 16, 2021	Utilities and Energy Efficiency	Webinar – Live
February 3, 2022	Facility Planning, Design and Construction	Webinar – Live
February 24, 2022	Financial Analysis	Webinar – Live
March 8, 2022	Team Leadership (Morning)	Webinar – Live
March 8, 2022	Team Leadership (Afternoon)	Webinar – Live



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Certification Classes

Facilities Director (CFD) Required Classes

Date	Event	Location
March 15, 2022	Introduction to Facilities Management	MSBO, Lansing
April 20, 2022	Certification Wrap-up/Ethics	Webinar – Live

Human Resources Specialist (HRS) Required Classes

Date	Event	Location
September 21-22, 2021	Introduction to School Business	Kellogg Hotel and Conference Center, East Lansing or On Demand
October 27, 2021	Effective Communications	Webinar – Live
December 9, 2021	Principles of Education	Webinar – Live
February 17, 2022	Collective Bargaining Agreement, Contracts	Webinar – Live
March 8, 2022	Team Leadership (Morning)	Webinar – Live
March 8, 2022	Team Leadership (Afternoon)	Webinar – Live
March 16, 2022	Labor Relations/Employment Law	The Graduate, East Lansing
April 20, 2022	Certification Wrap-up/Ethics	Webinar – Live

Operations Director (COD) Required Classes

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

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



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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 22, 2021	Days and Hours	Webinar - Live
October 27, 2021	Effective Communications	Webinar – Live
December 9, 2021	Principles of Education	Webinar – Live
March 8, 2022	Team Leadership (Morning)	Webinar – Live
March 8, 2022	Team Leadership (Afternoon)	Webinar – Live
April 20, 2022	Certification Wrap-up/Ethics	Webinar – Live

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 22, 2021	Days and Hours	Webinar - Live
October 27, 2021	Effective Communications	Webinar – Live
December 9, 2021	Principles of Education	Webinar – Live
March 8, 2022	Team Leadership (Morning)	Webinar – Live
March 8, 2022	Team Leadership (Afternoon)	Webinar – Live
April 20, 2022	Certification Wrap-up/Ethics	Webinar – Live

Purchasing Officer (CPO) Required Classes

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



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Certification Classes

School Payroll Specialist (SPS) Required Classes

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

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
October 27, 2021	Effective Communications	Webinar – Live
November 4, 2021	Data Mining	Webinar – Live
December 9, 2021	Principles of Education	Webinar – Live
March 8, 2022	Team Leadership (Morning)	Webinar – Live
March 8, 2022	Team Leadership (Afternoon)	Webinar – Live
April 20, 2022	Certification Wrap-up/Ethics	Webinar – Live

Transportation Director (CTD) Required Classes

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

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



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Environmental Workshops

Date	Event	Location
September 15, 2021	AHERA Designated Person Training <i>CANCELLED</i>	MSBO, Lansing
October 12-13, 2021	AHERA Operations and Maintenance Personnel	MSBO, Lansing
January 12, 2022	AHERA Designated Person Training	MSBO, Lansing
March 29, 2022	AHERA Designated Person Training	MSBO, Lansing
March 31, 2022	AHERA Inspectors & Management Planners Training	MSBO, Lansing



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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.