



Michigan School Business Officials

SCHEDULE OF EVENTS 2022 - 23

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2022-23 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
July 12, 2022	Hands-On Property Tax	MSBO, Lansing
August 9-11, 2022	Back-To-School Workshop	Webinar - Live
August 16, 2022	MSBO Annual Golf Outing	In-Person at Brookshire Golf Course 205 W Church Street, Williamston, MI 48895
September 8, 2022	MDE/MSBO Workshop	Webinar - Live
September 9, 2022	MDE/MSBO Workshop (On Demand until September 23, 2022)	Webinar - On Demand
September 12-13	Introduction to School Business	Kellogg Center, East Lansing
October 2-4, 2022	24th Annual Facilities/Operations Director Conference	Crystal Mountain Resort, Thompsonville MI
October 3, 2022	Introduction to School Business (On Demand until June 30, 2023)	Webinar - On Demand
October 11, 2022	Group Solutions - Current Issues*	MSBO, Lansing
October 20-21, 2022	School Finance Services Committee Up North Workshop	Treetops Resort, Gaylord MI
January 17-18, 2023	Financial Strategies Conference	Webinar - Live
January 23, 2023	Financial Strategies (On Demand until February 23, 2023)	Webinar - On Demand
February 1, 2023	Group Solutions - Current Issues*	MSBO, Lansing
March 8, 2023	Property Tax Overview Workshop	MSBO, Lansing or Webinar - Live
March 16, 2023	Registry of Educational Personnel (REP): Get Your Questions Answered	Webinar - Live
June 7, 2023	Financial Statement Preparation Workshop*	Kellogg Center, East Lansing
June 8, 2023	Business Manager/CPA Workshop	Kellogg Center, East Lansing

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



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To find out more about MSBO's Voluntary Certification Program, go to <https://www.msbo.org/msbo-certification-program/>. Classes that are not required in your track can be used as elective credit.

Classes italicized and highlighted in red are for renewal only.

Certification Classes

Business Office Manager (BOM) Required Classes

Date	Event	Location
September 12-13, 2022	Introduction to School Business	Kellogg Center, East Lansing
October 3, 2022	Introduction to School Business (On Demand until June 30, 2023)	Webinar - On Demand
<i>October 11, 2022</i>	<i>Group Solutions - Current Issues</i>	<i>MSBO, Lansing</i>
October 25, 2022	Effective Communications	Lansing Community College - West Campus
October 25, 2022	Team Leadership	Lansing Community College - West Campus
December 1, 2022	Payroll and Related Personnel Issues	Webinar - Live
December 6, 2022	Purchasing Overview	Webinar - Live
December 14, 2022	Principles of Education	Webinar - Live
January 11, 2023	Certification Wrap-up/Ethics	Webinar - Live
<i>February 1, 2023</i>	<i>Group Solutions - Current Issues</i>	<i>MSBO, Lansing</i>
February 8, 2023	Collective Bargaining Agreements, Contracts	Webinar - Live
February 16, 2023	Cash Management	Webinar - Live
March 21, 2023	Labor Relations/Employment Law	Lansing Community College - West Campus
<i>June 7, 2023</i>	<i>Financial Statement Preparation Workshop</i>	<i>Kellogg Center, East Lansing</i>

Business Office Specialist (BOS) Required Classes

Date	Event	Location
September 12-13, 2022	Introduction to School Business	Kellogg Center, East Lansing
October 3, 2022	Introduction to School Business (On Demand until June 30, 2023)	Webinar - On Demand
October 25, 2022	Team Leadership	Lansing Community College - West Campus
December 14, 2022	Principles of Education	Webinar - Live
January 11, 2023	Certification Wrap-up/Ethics	Webinar - Live
February 8, 2023	Collective Bargaining Agreements, Contracts	Webinar - Live
February 16, 2023	Cash Management	Webinar - Live



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Certification Classes

Chief Financial Officer (CFO) Required Classes

Date	Event	Location
September 12-13, 2022	Introduction to School Business	Kellogg Center, East Lansing
October 3, 2022	Introduction to School Business (On Demand until June 30, 2023)	Webinar - On Demand
<i>October 11, 2022</i>	<i>Group Solutions - Current Issues</i>	<i>MSBO, Lansing</i>
October 13-14, 2022	Preparing Your Financial Picture	Eagle Eye Golf & Banquet Center 15500 Chandler Road, Bath, MI 48808
October 25, 2022	Effective Communications	Lansing Community College - West Campus
October 25, 2022	Team Leadership	Lansing Community College - West Campus
December 1, 2022	Payroll and Related Personnel Issues	Webinar - Live
December 6, 2022	Purchasing Overview	Webinar - Live
December 14, 2022	Principles of Education	Webinar - Live
January 11, 2023	Certification Wrap-up/Ethics	Webinar - Live
January 26, 2023	Strategic Planning	Webinar - Live
<i>February 1, 2023</i>	<i>Group Solutions - Current Issues</i>	<i>MSBO, Lansing</i>
February 8, 2023	Collective Bargaining Agreements, Contracts	Webinar - Live
February 16, 2023	Cash Management	Webinar - Live
March 8, 2023	Property Tax Overview Workshop	MSBO, Lansing or Webinar
March 21, 2023	Labor Relations/Employment Law	Lansing Community College - West Campus
<i>June 7, 2023</i>	<i>Financial Statement Preparation Workshop</i>	<i>Kellogg Center, East Lansing</i>

Chief Technology Officer (CTO) Required Classes

Date	Event	Location
October 25, 2022	Effective Communications	Lansing Community College - West Campus
October 25, 2022	Team Leadership	Lansing Community College - West Campus
November 17, 2022	Organizational Technology Audits	Webinar - Live
December 1, 2022	Organizational Technology Audits	Webinar - Live
December 14, 2022	Principles of Education	Webinar - Live
January 11, 2023	Certification Wrap-up/Ethics	Webinar - Live



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Certification Classes

January 12, 2023	Overview of School Finance for Technology	Webinar - Live
January 19, 2023	Vision, Strategic Planning, and Implementation	Webinar - Live
February 9, 2023	Vision, Strategic Planning, and Implementation	Webinar - Live
March 2, 2023	Vision, Strategic Planning, and Implementation	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 25, 2022	Effective Communications	Lansing Community College - West Campus
October 25, 2022	Team Leadership	Lansing Community College - West Campus
January 11, 2023	Certification Wrap-up/Ethics	Webinar - Live
March 21, 2023	Labor Relations/Employment Law	Lansing Community College - West Campus

Facilities Director (CFD) Required Classes

Date	Event	Location
October 2-4, 2022	Fall Facilities/Operations Director Conference	Crystal Mountain Resort Thompsonville, MI
October 25, 2022	Effective Communications	Lansing Community College - West Campus
October 25, 2022	Team Leadership	Lansing Community College - West Campus
November 2, 2022	Emergency Preparedness Management	MSBO, Lansing
December 6, 2022	Purchasing Overview	Webinar - Live
December 14, 2022	Principles of Education	Webinar - Live
January 11, 2023	Certification Wrap-up/Ethics	Webinar - Live

Human Resources Specialist (HRS) Required Classes

Date	Event	Location
September 12-13, 2022	Introduction to School Business	Kellogg Center, East Lansing
October 3, 2022	Introduction to School Business (On Demand until June 30, 2023)	Webinar - On Demand
October 20, 2022	Overview of Human Resource Management	MSBO
October 25, 2022	Effective Communications	Lansing Community College - West Campus
October 25, 2022	Team Leadership	Lansing Community College - West Campus



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Certification Classes

November 15, 2022	TDP, IRS, Sec. 125, 403(B), 457, and Workers Compensation	MSBO, Lansing
December 14, 2022	Principles of Education	Webinar - Live
January 11, 2023	Certification Wrap-up/Ethics	Webinar - Live
January 31, 2023	Use of Technology for Human Resource Management	Webinar - Live
February 8, 2023	Collective Bargaining Agreements, Contracts	Webinar - Live
March 21, 2023	Labor Relations/Employment Law	Lansing Community College - West Campus

Operations Director (COD) Required Classes

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

Date	Event	Location
October 2-4, 2022	Fall Facilities/Operations Director Conference	Crystal Mountain Resort Thompsonville, MI
October 25, 2022	Effective Communications	Lansing Community College - West Campus
October 25, 2022	Team Leadership	Lansing Community College - West Campus
November 2, 2022	Managing Emergencies	MSBO, Lansing
December 14, 2022	Principles of Education	Webinar - Live
January 11, 2023	Certification Wrap-up/Ethics	Webinar - Live
January 26, 2023	Strategic Planning	Webinar - Live
March 14, 2023	Technology for Operational Management	MSBO, Lansing
March 21, 2023	Labor Relations/Employment Law	Lansing Community College - West Campus

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
October 18, 2022	Data Quality I	Webinar - Live
October 25, 2022	Effective Communications	Lansing Community College - West Campus
October 25, 2022	Team Leadership	Lansing Community College - West Campus
December 14, 2022	Principles of Education	Webinar - Live
January 11, 2023	Certification Wrap-up/Ethics	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

Date	Event	Location
October 18, 2022	Data Quality I	Webinar - Live
October 25, 2022	Effective Communications	Lansing Community College - West Campus
October 25, 2022	Team Leadership	Lansing Community College - West Campus
November 4, 2022	Data Quality II	Webinar - Live
December 14, 2022	Principles of Education	Webinar - Live
January 11, 2023	Certification Wrap-up/Ethics	Webinar - Live

Purchasing Officer (CPO) Required Classes

Date	Event	Location
September 12-13, 2022	Introduction to School Business	Kellogg Center, East Lansing
September 29, 2022	Developing and Managing RFPs	MSBO, Lansing
October 3, 2022	Introduction to School Business (On Demand until June 30, 2023)	Webinar - On Demand
October 25, 2022	Effective Communications	Lansing Community College - West Campus
October 25, 2022	Team Leadership	Lansing Community College - West Campus
December 6, 2022	Purchasing Overview	Webinar - Live
December 14, 2022	Principles of Education	Webinar - Live
January 11, 2023	Certification Wrap-up/Ethics	Webinar - Live
March 10, 2023	Purchasing Advanced	MSBO, Lansing

School Payroll Specialist (SPS) Required Classes

Date	Event	Location
September 12-13, 2022	Introduction to School Business	Kellogg Center, East Lansing
October 3, 2022	Introduction to School Business (On Demand until June 30, 2023)	Webinar - On Demand
November 15, 2022	TDP, IRS, Sec. 125, 403(B), 457, and Workers Compensation	MSBO, Lansing
December 14, 2022	Principles of Education	Webinar - Live
January 11, 2023	Certification Wrap-up/Ethics	Webinar - Live
February 8, 2023	Collective Bargaining Agreements, Contracts	Webinar - Live



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Certification Classes

February 21, 2023	Record Keeping, Retention, Automation	Webinar - Live
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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 18, 2022	Data Quality I	Webinar - Live
October 25, 2022	Effective Communications	Lansing Community College - West Campus
October 25, 2022	Team Leadership	Lansing Community College - West Campus
November 4, 2022	Data Quality II	Webinar - Live
December 14, 2022	Principles of Education	Webinar - Live
January 11, 2023	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 25, 2022	Effective Communications	Lansing Community College - West Campus
December 14, 2022	Principles of Education	Webinar - Live
January 11, 2023	Certification Wrap-up/Ethics	Webinar - Live
March 21, 2023	Labor Relations/Employment Law	Lansing Community College - West Campus



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Environmental Workshops

Date	Event	Location
September 13, 2022	AHERA Designated Person Training	MSBO, Lansing
October 18-19, 2022	Operations and Maintenance Personnel - Asbestos Training	MSBO, Lansing
January 12, 2023	AHERA Designated Person Training	MSBO, Lansing
January 31, 2023	AHERA Inspectors and Management Planners Training Webinar	MSBO, Lansing
March 28, 2023	AHERA Designated Person 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.