



MICHIGAN SCHOOL BUSINESS OFFICIALS 84TH ANNUAL CONFERENCE

April 25-27, 2023

Amway Grand Plaza Hotel &
DeVos Place, Grand Rapids

Monday, 4/24/2023

5:00 – 7:00 pm Registration

Tuesday, 4/25/2023

7:00 am – 9:00 am Breakfast

7:00 am – 7:00 pm Registration

8:30 am – 4:30 pm Pre-Conferences
110 — Facilities Pre-Conference
120 — Food & Nutrition Services Pre-Conference
130 — Human Resources Pre-Conference
150 — New Business Manager Pre-Conference
160 — Technology Pre-Conference
170 — Finance Pre-Conference
180 — Transportation Pre-Conference

8:30 – 11:45 am Certification Classes
190 — Days and Hours
191 — Effective Communications
192 — Instructional Program Evaluation

12:00 – 1:00 pm Lunch

1:15 – 4:30 pm Certification Classes
193 — Benefits/Retirement
194 — Principles of Education
195 — Organizational Applications

1:15 – 4:30 pm Half-Day Workshop
196 — ORS Processor Workshop

4:45 – 5:45 pm Michigan Schools Energy Cooperative (MISEC) Annual Meeting

4:45 – 5:45 pm Leadership Institute Social (Invitation Only)

5:00 – 6:00 pm Upper Peninsula School Business Officials Meeting

5:00 – 8:00 pm Past Presidents Reception and Dinner (Invitation Only)

Wednesday, 4/26/2023

7:00 am – 9:00 am Breakfast

7:00 – 5:00 pm Registration

8:00 – 9:00 am Opening General Session and Welcome

9:20 am – 12:20 pm Clinic Sessions A, Certification Classes

A01 — Food Service Program Accountability

A02 — Human Resources for the Business Manager

9:20 – 10:20 am Clinic Sessions B

B03 — Designing for Student Safety and Well-Being

B04 — In Too Deep: The Dangers of Water Damage

B05 — How to Prepare for a Headache Free Audit

B06 — Health Insurance Program Strategies for Michigan K-12 Schools

B07 — Special Education Finance for ISDs

B08 — School Construction Disputes

B09 — MPSERS and Other Retirement Complexities

B10 — CTE Reporting and Spending

B11 — Campaign Finance Act Fundamentals

B12 — Budgeting in Today's Landscape of State and Federal Funding

B13 — You're NOT Alone! Where and How to Find the Resources You Need

B14 — Cash Flow and Short-Term Borrowing Options

B15 — Processes and Places for New and Renovated Cafeteria Spaces

B16 — MDE Potpourri

B17 — Plan, Prepare and Take Action: How to Respond to a Crisis on Campus

B18 — Title IX in K-12: Where Are We and Where Are We Going?

B19 — Collective Bargaining Basics

B20 — Understanding MPSERS Audits

B21 — Overview of Pupil Accounting

B22 — Fundamentals of Purchasing Policies and Procedures

B23 — Sustaining Your 1:1 Computing Roundtable

B24 — The Business of Breaches: How Cybercrime Hacks Away at Your Bottom Line

B25 — The Future of Pupil Transportation

Wednesday, 4/26/2023

- 10:40 – 11:40 am Clinic Sessions C
- C03 — Bring Custodial Services Back In-House?
 - C04 — Electric Vehicle Charging Stations in the District
 - C05 — GASB Update: Statement 96 and Beyond
 - C06 — Creating an Ethical Environment
 - C07 — Taxable or Non-Taxable?
 - C08 — How to Accurately Prepare Your SEFA
 - C09 — Sinking Funds: Initial Planning, the Election Process, and Lawful Expenditures
 - C10 — Allowable Expenses
 - C11 — School Aid Budget Status
 - C12 — Risky Business: How Your Business Office Can Manage Workers' Compensation Claims
 - C13 — Insurance Basics for New Business Managers
 - C14 — Food Service Basics
 - C15 — Food Service Excess Fund Balances
 - C16 — Address Confidentiality Program
 - C17 — Effectively Handling FOIA Requests
 - C18 — Employee Rights: Leaves, Accommodations and Curbing Abuse
 - C19 — Your Contributions Matter: The Advantages of Tax-Advantaged Plans
 - C20 — Payroll Processing and Legal Compliance
 - C21 — Pupil Accounting Fundamentals
 - C22 — Implementing and Growing a Purchasing Card Program
 - C23 — Is Your Data Safe?
 - C24 — Budgets for IT: A New Perspective
 - C25 — Building Organizational Resiliency in Transportation
- 12:00 – 1:30 pm Lunch, Awards, and Business Meeting
- 1:30 – 2:15 pm Keynote Presentation: Tim Gard
- 2:15 – 5:00 pm Exhibit Show
- 4:30 – 5:00 pm 2023-24 Committee Chair/Regional President Orientation (Invitation Only)
- 5:00 – 6:00 pm Wayne County SBO Meeting
- 5:15 – 6:00 pm Northern Michigan SBO Meeting
- 5:15 – 7:00 pm MSBO Welcome Reception

Thursday, 4/27/2023

- 7:00 am 31st Annual SET SEG Fun Run/Walk
- 7:00 – 9:00 am Breakfast
- 7:00 am – 3:30 pm Registration
- 8:20 – 11:20 am Clinic Sessions D, Certification Classes
D01 — Computerized Facility Management
D02 — Security and Disaster Recovery
- 8:20 – 9:20 am Clinic Sessions E
E03 — Construction Projects: Clarifying Widespread Misunderstandings
E04 — Time for Geothermal?
E05 — Debt Leveraging Strategies
E06 — ESSER Funding Progress Report
E07 — Frequently Found Audit Issues (MDE vs. Auditor Perspective)
E08 — Trends in Talent Retention, Engagement, and Attraction, and How They Impact a
 District's Bottom Line
E09 — Special Education for Business Managers
E10 — Grant Processing A-Z
E11 — Bond Proceed Investment Basics
E12 — Legislative Update
E13 — Understand the Implications of School District Audit and Financial Statements
E14 — Food Service Oversight for Business Managers
E15 — Meal Charging: Bad Debt Policies are Back
E16 — Tidy and Functional Excel Files
E17 — School Ballot Proposals and Elections: Legal Requirements, Timing, Strategy
 and More
E18 — Everything You Need to Know About Employment Contracts
E19 — Insurance Benefits: Current Trends
E20 — ORS for Beginners
E21 — Top 10 Reasons Why Your District Could Lose FTE/Foundation Allowance
 Revenue
E22 — How to Process and Evaluate Bids
E23 — Legal, Equity, and Ethical Issues in Technology
E24 — Data Privacy and Security: A Practical Approach
E25 — Transportation Legal Update

Thursday, 4/27/2023

9:40 – 10:40 am Clinic Sessions F

- F03 — Let's Talk Facilities
- F04 — Construction: Dealing with Shortages
- F05 — Bond Issuance Roundtable: Issuer Perspective
- F06 — The Fundamentals of Contracts and Competitive Bidding
- F07 — What to Expect in the Next 18 Months: Property and Casualty
- F08 — Getting to Know the L-4029 and Other Matters Related to Setting Millage and Renewing Millage
- F09 — The Importance of Internal Controls
- F10 — Booster Clubs and Support Groups: Limiting Potential Liability
- F11 — The Data Analytics Advantage: Utilizing Data to Support Decisions
- F12 — Benefits of Insurance Pools and Consortiums
- F13 — IT for the New Business Manager
- F14 — Accounting Manual and Financial Reporting for New Business Managers
- F15 — Financial Compliance in School Nutrition Programs
- F16 — Legal Update
- F17 — Succession Planning
- F18 — Grievance Management: Effective Strategies for Collective Bargaining Agreement Disputes
- F19 — Collective Bargaining: Innovations and Advanced Strategies
- F20 — "Open-Mic" for Payroll Processors
- F21 — Proper Pupil Accounting for Special Education Students
- F22 — Writing a Proper RFP and the Rules that Follow
- F23 — IT for New Technology Directors: The Role of the Modern Day Technology Director
- F24 — The ABCs of Cybersecurity
- F25 — Transportation Safety

11:00 am – 1:00 pm Exhibit Show and Lunch (Served in exhibit hall)

12:30 – 2:30 pm Clinic Session G, Certification Class

- G01 — Wrap-Up/Ethics

1:15 – 2:30 pm Clinic Session G

- G02 — Google Workspace for Professionals

Thursday, 4/27/2023

1:15 – 1:45 pm Clinic Sessions H

H03 — Good Acoustics Matter

H04 — Minimizing Workplace Accidents

H05 — Analyzing the Options Available in a Rising Construction Cost and Interest Rate Environment

H06 — Cyber Security for the Business Manager

H07 — Bond Strategies for a Turbulent Market

H08 — Purchase Card Reconciliation

H09 — COVID Relief Funds Monitoring

H10 — Solar is Coming and the Future is BRITE

H11 — The ABCs of Purchasing Services Contracts

H12 — Basic Treasury Filing Requirements

H13 — Online Payment Solutions

H14 — Food Service Fiscal Hot Topics

H15 — Reviewing Board Policies: Practical Do's and Don'ts

H16 — Your Guide to Compliance Training

H17 — Legal Challenges of a Paperless World

H18 — Remote Work Revelations Post COVID

H19 — ORS: Independent Contractor/Third Party Employee Audit and Updates

H20 — Teacher Certifications Impact on FTE/Foundation Allowance

H21 — E-Rate: Using Funds to Support Technology

H22 — Transportation Analytics

2:00 - 2:30 pm Clinic Sessions i

i03 — Have You Asked for Your Rebate?

i04 — Theater and Auditorium Operations

i05 — Continuing Disclosure: Is Your District in Compliance?

i06 — Fraud Prevention

i07 — Specialized Investment Strategies for Schools

i08 — Staff Transition and New Staff Mentoring

i09 — Cash Management Best Practices

i10 — Understanding School Nutrition Policy at the Federal and State Level

i11 — Unemployment Claims 101

i12 — Solutions to Help with Recruitment and Retention

i13 — Session Cancelled

i14 — Increase Controls and Guardrails While Maximizing Your Dollars With Online Purchasing

i15 — IT Hot Topics for K-12

i16 — Specialized Pupil Accounting

i17 — Competitive Bidding 101

i18 — Funding Opportunities for IT Security

i19 — Address Confidentiality Program and Impact on Pupil Transportation

2:45 – 4:00 pm Closing General Session, Business Meeting, and Prizes