

TUESDAY 4/25

**NOTE: Keep this for your records!** Use this checklist to keep track of the sessions you attend to assist you when completing the emailed Conference SCECH/CPE survey for credit.

Name \_\_\_\_\_

District \_\_\_\_\_

**7:00–9:00 am**

Breakfast ..... *Center Concourse*

**7:00 am–7:00 pm**

Registration..... *Center Concourse*

**8:30 am–4:30 pm | Pre-Conferences**

**110** Facilities ..... *Governor’s Room/Van Andel Arena*

**120** Food & Nutrition Services ..... *Haldane/Van Andel Arena*

**130** Human Resources..... *Pantlind Ballroom*

**150** New Business Manager ..... *Emerald AB*

**160** Technology ..... *President Gerald R. Ford Ballroom/Van Andel Arena*

**170** Finance ..... *Ambassador Ballroom*

**180** Transportation ..... *The Rapid/Haldane*

*Leave from Pantlind Lobby at 8:15 am*

**8:30–11:45 am | Certification Classes**

**190** Days and Hours ..... *Pearl*

**191** Effective Communications ..... *Vandenberg AB*

**192** Instructional Program Evaluation ..... *Atrium*

**12:00–1:00 pm**

Lunch ..... *Ballrooms A-D, DeVos Place*

**1:15–4:30 pm | Certification Classes**

**193** Benefits/Retirement ..... *President Gerald R. Ford Ballroom*

**194** Principles of Education ..... *Vandenberg AB*

**195** Organizational Applications ..... *Pearl*

**1:15–4:30 pm | Half-Day Workshop**

**196** ORS Processor Workshop ..... *Atrium*

**4:45–5:45 pm**

Leadership Institute Social (Invitation Only) ..... *Grand View*

Michigan Schools Energy Cooperative (MISEC) Annual Meeting ..... *Ruby*

**5:00–6:00 pm**

Upper Peninsula School Business Officials (UPSBO) Meeting .. *Haldane*

**5:00–8:00 pm**

Past President Reception and Dinner (Invitation only) ..... *Rotunda*

WEDNESDAY 4/26

**7:00–9:00 am**

Breakfast ..... *Ballrooms A-D, DeVos Place*

**7:00 am–5:00 pm**

Registration..... *Center Concourse*

**8:00–9:00 am**

Opening General Session and Welcome: *Really Off the Record* with *Tim Skubick*..... *Ballrooms A-D, DeVos Place*

**9:20 am–12:20 pm | Certification Classes – Session A**

**A01** Food Service Program Accountability ..... *Emerald A*

**A02** Human Resources for the Business Manager ..... *Pantlind Ballroom*

**9:20–10:20 am | Session B**

**B03** Designing for Student Safety and Well-Being ..... *Atrium*

**B04** In Too Deep: The Dangers of Water Damage ..... *Emerald B*

**B05** How to Prepare for a Headache-Free Audit..... *Governor’s Room*

**B06** Health Insurance Program Strategies for Michigan K-12 Schools ..... *Berkey*

**B07** Special Education Finance for ISDs ..... *Grand Gallery Overlook GH, DeVos Place*

**B08** School Construction Disputes ..... *President Gerald R. Ford Ballroom*

**B09** MPSERS and Other Retirement Complexities ..... *Ambassador Ballroom East*

**B10** CTE Reporting and Spending ..... *Vandenberg B*

**B11** Positive Arbitrage is Back! Arbitrage Rebate Compliance and Strategies for Bonds in the Current Interest Rate ..... *Pearl*

**B12** Budgeting in Today’s Landscape of State and Federal Funding ..... *Ambassador Ballroom West*

**B13** You’re NOT Alone! Where and How to Find the Resources You Need ..... *Grand View A*

**B14** Cash Flow and Short-Term Borrowing Options ..... *Thornapple*

**B15** Processes and Places for New and Renovated Cafeteria Spaces ..... *Winchester*

**B16** MDE Potpourri ..... *Grand Gallery Overlook AB, DeVos Place*

**B17** Plan, Prepare and Take Action: How to Respond to a Crisis on Campus ..... *Kendall*

**B18** Title IX in K-12: Where Are We and Where Are We Going? ..... *Imperial Ballroom*

**B19** Collective Bargaining Basics..... *Vandenberg A*

WEDNESDAY 4/26 (CONTINUED)

**B20** Understanding MPSERS Audits ..... *Grand Gallery Overlook CD, DeVos Place*

**B21** Overview of Pupil Accounting ..... *Nelson*

**B22** Fundamentals of Purchasing Policies and Procedures ..... *Grand Gallery Overlook EF, DeVos Place*

**B23** Sustaining Your 1:1 Computing Roundtable..... *Heritage Hill*

**B24** The Business of Breaches: How Cybercrime Hacks Away at Your Bottom Line..... *Ottawa*

**B25** The Future of Pupil Transportation ..... *Haldane*

**10:40–11:40 am | Session C**

**C03** Bring Custodial Services Back In-House? ..... *Grand Gallery Overlook CD, DeVos Place*

**C04** Electric Vehicle Charging Stations in the District..... *Atrium*

**C05** GASB Update: Statement 96 and Beyond ... *Ambassador Ballroom East*

**C06** Creating an Ethical Environment ..... *Vandenberg B*

**C07** Taxable or Non-Taxable? ..... *President Gerald R. Ford Ballroom*

**C08** How to Accurately Prepare Your SEFA ..... *Grand Gallery Overlook EF, DeVos Place*

**C09** Sinking Funds: Initial Planning, the Election Process, and Lawful Expenditures ..... *Pearl*

**C10** Allowable Expenses..... *Ambassador Ballroom West*

**C11** School Aid Budget Status ... *Grand Gallery Overlook GH, DeVos Place*

**C12** Risky Business: How Your Business Office Can Manage Workers’ Compensation Claims..... *Heritage Hill*

**C13** Insurance Basics for New Business Managers..... *Grand View A*

**C14** Food Service Basics ..... *Nelson*

**C15** Food Service Excess Fund Balances ..... *Kendall*

**C16** Address Confidentiality Program ..... *Berkey*

**C17** Effectively Handling FOIA Requests ..... *Ottawa*

**C18** Employee Rights: Leaves, Accommodations and Curbing Abuse ..... *Grand Gallery Overlook AB, DeVos Place*

**C19** Your Contributions Matter: The Advantages of Tax-Advantaged Plans ..... *Winchester*

**C20** Payroll Processing and Legal Compliance ..... *Governor’s Room*

**C21** Pupil Accounting Fundamentals ..... *Emerald B*

**C22** Implementing and Growing a Purchasing Card Program ..... *Thornapple*

WEDNESDAY 4/26 (CONTINUED)

**C23** Is Your Data Safe? ..... *Haldane*

**C24** Budgets for IT: A New Perspective ..... *Vandenberg A*

**C25** Building Organizational Resiliency in Transportation ..... *Imperial Ballroom*

**12:00–1:30 pm**

Lunch, Awards, and Business Meeting..... *Ballrooms A-D, DeVos Place*

**1:30–2:15 pm | Keynote**

*Making a Difference – For Yourself and Others* - Tim Gard ..... *Ballrooms A-D, DeVos Place*

**2:15–5:00 pm**

Exhibit Show ..... *Exhibit Halls B-C, DeVos Place*

Time in \_\_\_\_\_ Time out \_\_\_\_\_

**4:30–5:00 pm**

2023-24 Committee Chair and Regional President Orientation (Invitation Only) ..... *Emerald B*

**5:00–6:00 pm**

Wayne County SBO Meeting..... *Atrium*

**5:15–6:00 pm**

Northern Michigan SBO Meeting..... *Emerald A*

**5:15–7:00 pm**

MSBO Welcome Reception and Retirement Celebration ..... *Ambassador Ballroom*

MORE INFORMATION

Visit the mobile site at:

[www.msbo.org/23AC](http://www.msbo.org/23AC)

Password: conference

**Amway Grand Plaza Hotel complimentary Wi-Fi:**

Network Name: 2023MSBO-Amway

Password: 2023MSBO

**DeVos Place complimentary Wi-Fi:**

Network Name: 2023MSBO-DeVos

Password: 2023MSBO



**THURSDAY 4/27**

**7:00 am**

31st Annual SET SEG Fun Run/Walk  
.....*Pantlind Lobby near Ruth's Chris Steak House*

**7:00–9:00 am**

Breakfast .....*Ambassador Ballroom*

**7:00 am–3:30 pm**

Registration.....*Center Concourse*

**8:20–11:20 am | Certification Classes – Session D**

**D01** Computerized Facility Management  
.....*President Gerald R. Ford Ballroom*

**D02** Security and Disaster Recovery .....*Atrium*

**8:20–9:20 am | Session E**

**E03** Construction Projects: Clarifying Widespread Misunderstandings  
.....*Haldane*

**E04** Time for Geothermal? .....*Riverview*

**E05** Debt Leveraging Strategies .....*Grand View C*

**E06** ESSER Funding Progress Report  
.....*Grand Gallery Overlook AB, DeVos Place*

**E07** Frequently Found Audit Issues (MDE vs. Auditor Perspective)  
.....*Grand Gallery Overlook CD, DeVos Place*

**E08** Trends in Talent Retention, Engagement, and Attraction, and How They Impact a District's Bottom Line .....*Imperial Ballroom*

**E09** Special Education for Business Managers .....*Vandenberg B*

**E10** Grant Processing A-Z .....*Vandenberg A*

**E11** Bond Proceed Investment Basics .....*Nelson*

**E12** Legislative Update .....*Pearl*

**E13** Understand the Implications of School District Audit and Financial Statements .....*Kendall*

**E14** Food Service Oversight for Business Managers.....*Berkey*

**E15** Meal Charging: Bad Debt Policies are Back .....*Thornapple*

**E16** Tidy and Functional Excel Files .....*Governor's Room*

**E17** School Ballot Proposals and Elections: Legal Requirements, Timing, Strategy and More .....*Winchester*

**E18** Everything You Need to Know About Employment Contracts  
.....*Grand Gallery Overlook GH, DeVos Place*

**E19** Insurance Benefits: Current Trends .....*Emerald A*



**THURSDAY 4/27 (CONTINUED)**

**E20** ORS for Beginners .....*Grand Gallery Overlook EF, DeVos Place*

**E21** Top 10 Reasons Why Your District Could Lose FTE/Foundation Allowance Revenue.....*Heritage Hill*

**E22** How to Process and Evaluate Bids.....*Emerald B*

**E23** Legal, Equity, and Ethical Issues in Technology .....*Grand View A*

**E24** Data Privacy and Security: A Practical Approach.....*Grand View B*

**E25** Transportation Legal Update .....*Ottawa*

**9:40–10:40 am | Session F**

**F03** Let's Talk Facilities .....*Vandenberg A*

**F04** Construction: Dealing with Shortages .....*Thornapple*

**F05** Bond Issuance Roundtable: Issuer Perspective .....*Riverview*

**F06** The Fundamentals of Contracts and Competitive Bidding  
.....*Vandenberg B*

**F07** What to Expect in the Next 18 Months: Property and Casualty  
.....*Winchester*

**F08** Getting to Know the L-4029 and Other Matters Related to Setting Millage and Renewing Millage  
.....*Grand Gallery Overlook AB, DeVos Place*

**F09** The Importance of Internal Controls  
.....*Grand Gallery Overlook CD, DeVos Place*

**F10** Booster Clubs and Support Groups: Limiting Potential Liability  
.....*Grand Gallery Overlook EF, DeVos Place*

**F11** The Data Analytics Advantage: Utilizing Data to Support Decisions  
.....*Ottawa*

**F12** Benefits of Insurance Pools and Consortiums.....*Grand View C*

**F13** IT for the New Business Manager .....*Grand View B*

**F14** Accounting Manual and Financial Reporting for New Business Managers.....*Governor's Room*

**F15** Financial Compliance in School Nutrition Programs.....*Emerald B*

**F16** Legal Update .....*Pearl*

**F17** Succession Planning.....*Imperial Ballroom*

**F18** Grievance Management: Effective Strategies for Collective Bargaining Agreement Disputes .....*Heritage Hill*

**F19** Collective Bargaining: Innovations and Advanced Strategies  
.....*Haldane*

**F20** "Open-Mic" for Payroll Processors  
.....*Grand Gallery Overlook GH, DeVos Place*



**THURSDAY 4/27 (CONTINUED)**

**F21** Proper Pupil Accounting for Special Education Students .....*Berkey*

**F22** Writing a Proper RFP and the Rules that Follow .....*Emerald A*

**F23** IT for New Technology Directors: The Role of the Modern Day Technology Director.....*Nelson*

**F24** The ABCs of Cybersecurity.....*Kendall*

**F25** Transportation Safety .....*Grand View A*

**11:00 am–1:00 pm**

Exhibit Show and Lunch .....*Exhibit Halls B-C, DeVos Place*

Time in \_\_\_\_\_ Time out \_\_\_\_\_

**12:30–2:30 pm | Session G – Certification Wrap-Up/Ethics**

**G01** Wrap-Up/Ethics.....*Imperial Ballroom*

**1:15–2:30 pm | Session G**

**G02** Google Workspace for Professionals .....*Pantlind Ballroom*

**1:15–1:45 pm | Session H**

**H03** Good Acoustics Matter .....*Riverview*

**H04** Minimizing Workplace Accidents .....*Ruby*

**H05** Analyzing the Options Available in a Rising Construction Cost and Interest Rate Environment .....*Grand View B*

**H06** Cyber Security for the Business Manager .....*Grand View A*

**H07** Bond Strategies for a Turbulent Market.....*Thornapple*

**H08** Purchase Card Reconciliation .....*Atrium*

**H09** COVID Relief Funds Monitoring ..*President Gerald R. Ford Ballroom*

**H10** Solar is Coming and the Future is BRITE .....*Nelson*

**H11** The ABCs of Purchasing Services Contracts .....*Pearl*

**H12** Basic Treasury Filing Requirements .....*Winchester*

**H13** Online Payment Solutions.....*Emerald B*

**H14** Food Service Fiscal Hot Topics .....*Kendall*

**H15** Reviewing Board Policies: Practical Do's and Don'ts .....*Ottawa*

**H16** Your Guide to Compliance Training .....*Heritage Hill*

**H17** Legal Challenges of a Paperless World .....*Vandenberg A*

**H18** Remote Work Revelations Post COVID .....*Haldane*

**H19** ORS: Independent Contractor/Third Party Employee Audit and Updates.....*Governor's Room*



**THURSDAY 4/27 (CONTINUED)**

**H20** Teacher Certifications Impact on FTE/Foundation Allowance  
.....*Vandenberg B*

**H21** E-Rate: Using Funds to Support Technology .....*Emerald A*

**H22** Transportation Analytics .....*Berkey*

**2:00–2:30 pm | Session i**

**i03** Have You Asked for Your Rebate? .....*Thornapple*

**i04** Theater and Auditorium Operations .....*Pearl*

**i05** Continuing Disclosure: Is Your District in Compliance?.....*Nelson*

**i06** Fraud Prevention .....*President Gerald R. Ford Ballroom*

**i07** Specialized Investment Strategies for Schools .....*Emerald B*

**i08** Staff Transition and New Staff Mentoring .....*Vandenberg A*

**i09** Cash Management Best Practices .....*Governor's Room*

**i10** Understanding School Nutrition Policy at the Federal and State Level  
.....*Emerald A*

**i11** Unemployment Claims 101.....*Vandenberg B*

**i12** Solutions to Help with Recruitment and Retention.....*Atrium*

**i13** Cancelled

**i14** Increase Controls and Guardrails While Maximizing Your Dollars With Online Purchasing.....*Ottawa*

**i15** IT Hot Topics for K-12 .....*Kendall*

**i16** Specialized Pupil Accounting.....*Berkey*

**i17** Competitive Bidding 101.....*Haldane*

**i18** Funding Opportunities for IT Security.....*Heritage Hill*

**i19** Address Confidentiality Program and Impact on Pupil Transportation .....*Grand View A*

**2:45–4:00 pm**

Closing General Session, Business Meeting and Prizes  
.....*Ambassador Ballroom*