



Michigan School
Business Officials

SCHEDULE OF EVENTS

2023 - 24

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2023-24 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.

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

Conferences and Workshops

Date	Event	Location
July 1, 2023	Property Tax Overview (On Demand until June 30, 2024)	Webinar - On Demand
August 1, 2023	Hands-On Property Tax Workshop	MSBO, Lansing
August 16, 2023 - June 26, 2024	Business Manager Academy (Virtual)	Online
August 16, 2023 - June 19, 2024	Business Manager Academy (In-Person)	Mecosta-Osceola ISD, Big Rapids
August 17, 2023 - June 13, 2024	Business Manager Academy (Hybrid)	Genesee Career Institute (Flint) and Virtual
August 22-24, 2023	Back-To-School Workshop	Webinar - Live
August 28, 2023	Back-To-School Workshop (On Demand until December 31, 2023)	Webinar - On Demand
September 7, 2023	MDE/MSBO Workshop (On Demand until September 24, 2023)	Webinar - Live and On Demand
September 12-13, 2023	Introduction to School Business	Kellogg Center, East Lansing
October 1-3, 2023	25th Annual Facilities/Operations Director Conference	Crystal Mountain Resort, Thompsonville, MI
October 2, 2023	Introduction to School Business (On Demand until June 30, 2024)	Webinar - On Demand
October 4-5, 2023	ISD Group Solutions*	Treetops Resort, Gaylord
October 5-6, 2023	School Finance Services Committee Up North Workshop	Treetops Resort, Gaylord
October 26-27, 2023	Group Solutions - Current Issues*	Delamar, Traverse City
December 12, 2023	Group Solutions for Payroll	MSBO, Lansing
January 16-17, 2024	Financial Strategies Conference (On Demand until February 4)	Webinar - Live and On Demand
February 22, 2024	Group Solutions - Current Issues*	Somerset Inn, Troy
February 28, 2024	Group Solutions for Human Resources	MSBO, Lansing
February 29, 2024	Group Solutions for Facilities	MSBO, Lansing
March 12, 2024	Registry of Educational Personnel (REP): Get Your Questions Answered	Webinar - Live
April 23-25, 2024	85th Annual MSBO Conference and Exhibit Show	Amway Grand Plaza & DeVos Place, Grand Rapids
June 4, 2024	Financial Statement Preparation*	Kellogg Center, East Lansing
June 5, 2024	Business Manager/CPA Workshop	Kellogg Center, East Lansing



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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, 2023	Introduction to School Business	Kellogg Center, East Lansing
October 2, 2023	Introduction to School Business (On Demand until June 30, 2024)	Webinar - On Demand
<i>October 4-5, 2023</i>	<i>ISD Group Solutions</i>	<i>Treetops Resort, Gaylord</i>
October 24, 2023	Effective Communications	Lansing Community College - West Campus
October 24, 2023	Team Leadership	Lansing Community College - West Campus
<i>October 26-27, 2023</i>	<i>Group Solutions</i>	<i>Delamar, Traverse City</i>
November 1, 2023	Purchasing Overview	Webinar - Live
December 7, 2023	Payroll and Related Personnel Issues	Webinar - Live
December 13, 2023	Principles of Education	Webinar - Live
January 10, 2024	Certification Wrap-up/Ethics	Webinar - Live
January 23, 2024	Technology for the Business Manager	Webinar - Live
February 8, 2024	Collective Bargaining Agreements, Contracts	Webinar - Live
February 15, 2024	Cash Management	Webinar - Live
<i>February 22, 2024</i>	<i>Group Solutions</i>	<i>Somerset Inn, Troy</i>
March 12, 2024	Registry of Educational Personnel (REP): Get Your Questions Answered (Elective)	Webinar - Live
March 14, 2024	Labor Relations/Employment Law	Lansing Community College - West Campus
May 14, 2024	Certification Wrap-up/Ethics	Webinar - Live
<i>June 4, 2024</i>	<i>Financial Statement Preparation</i>	<i>Kellogg Center, East Lansing</i>



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Certification Classes

Business Office Specialist (BOS) Required Classes

Date	Event	Location
September 12-13, 2023	Introduction to School Business	Kellogg Center, East Lansing
October 2, 2023	Introduction to School Business (On Demand until June 30, 2024)	Webinar - On Demand
October 24, 2023	Team Leadership	Lansing Community College - West Campus
December 13, 2023	Principles of Education	Webinar - Live
January 10, 2024	Certification Wrap-up/Ethics	Webinar - Live
February 8, 2024	Collective Bargaining Agreements, Contracts	Webinar - Live
February 15, 2024	Cash Management	Webinar - Live
March 12, 2024	Registry of Educational Personnel (REP): Get Your Questions Answered (Elective)	Webinar - Live
May 14, 2024	Certification Wrap-up/Ethics	Webinar - Live



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Certification Classes

Chief Financial Officer (CFO) Required Classes

Date	Event	Location
July 1, 2023	Property Tax Overview (On Demand until June 30, 2024)	Webinar - On Demand
September 12-13, 2023	Introduction to School Business	Kellogg Center, East Lansing
October 2, 2023	Introduction to School Business (On Demand until June 30, 2024)	Webinar - On Demand
<i>October 4-5, 2023</i>	<i>ISD Group Solutions</i>	<i>Treetops Resort, Gaylord</i>
October 12, 2023	Bonding/Borrowing/Investing	Lansing Community College - Downtown Campus
October 17, 2023	Food Service for the Business Manager	Webinar - Live
October 24, 2023	Effective Communications	Lansing Community College - West Campus
October 24, 2023	Team Leadership	Lansing Community College - West Campus
<i>October 26-27, 2023</i>	<i>Group Solutions</i>	<i>Delamar, Traverse City</i>
November 1, 2023	Purchasing Overview	Webinar - Live
December 7, 2023	Payroll and Related Personnel Issues	Webinar - Live
December 13, 2023	Principles of Education	Webinar - Live
January 10, 2024	Certification Wrap-up/Ethics	Webinar - Live
January 16, 2024	Insurance and Risk Management	Webinar - Live
January 23, 2024	Technology for the Business Manager	Webinar - Live
January 31, 2024	Strategic Planning	Webinar - Live
February 6, 2024	Transportation for the Business Manager	Webinar - Live



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Certification Classes

Chief Financial Officer (CFO) Required Classes (CONTINUED)

Date	Event	Location
February 8, 2024	<u>Collective Bargaining Agreements, Contracts</u>	Webinar - Live
February 15, 2024	<u>Cash Management</u>	Webinar - Live
February 20, 2024	<u>Facilities for the Business Manager</u>	Webinar - Live
<i>February 22, 2024</i>	<i><u>Group Solutions</u></i>	<i>Somerset Inn, Troy</i>
March 14, 2024	<u>Labor Relations/Employment Law</u>	Lansing Community College - West Campus
May 14, 2024	<u>Certification Wrap-up/Ethics</u>	Webinar - Live
<i>June 4, 2024</i>	<i><u>Financial Statement Preparation</u></i>	<i>Kellogg Center, East Lansing</i>



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Certification Classes

Chief Technology Officer (CTO) Required Classes

Date	Event	Location
September 26, 2023	Enterprise Software Applications	Webinar - Live
October 10, 2023	Technology in Education	MSBO, Lansing
October 12, 2023	Performance Evaluations for Personnel	Lansing Community College - Downtown Campus
October 24, 2023	Effective Communications	Lansing Community College - West Campus
October 24, 2023	Team Leadership	Lansing Community College - West Campus
November 2, 2023	Time Management	Webinar - Live
December 5, 2023	Technology Policies	Webinar - Live
December 13, 2023	Principles of Education	Webinar - Live
January 10, 2024	Certification Wrap-up/Ethics	Webinar - Live
January 11, 2024	Technology in the Classroom* (Session 1/3)	Webinar - Live
February 14, 2024	Technology in the Classroom* (Session 2/3)	Webinar - Live
March 5, 2024	Technology in the Classroom* (Session 3/3)	Webinar - Live
March 12, 2024	Registry of Educational Personnel (REP): Get Your Questions Answered (Elective)	Webinar - Live
May 14, 2024	Certification Wrap-up/Ethics	Webinar - Live

* This class is split into three sessions. You must attend all three sessions for credit.



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Certification Classes

Facilities Director (CFD) Required Classes

Date	Event	Location
October 1-3, 2023	<u>25th Annual Facilities/Operations Director Conference</u>	Crystal Mountain Resort, Thompsonville, MI
October 12, 2023	<u>Performance Evaluations for Personnel</u>	Lansing Community College - Downtown Campus
October 19, 2023	<u>Financial Analysis</u>	Webinar - Live
October 24, 2023	<u>Effective Communications</u>	Lansing Community College - West Campus
October 24, 2023	<u>Team Leadership</u>	Lansing Community College - West Campus
November 1, 2023	<u>Purchasing Overview</u>	Webinar - Live
December 13, 2023	<u>Principles of Education</u>	Webinar - Live
January 10, 2024	<u>Certification Wrap-up/Ethics</u>	Webinar - Live
January 18, 2024	<u>Environmental Health & Safety</u>	Webinar - Live
February 13, 2024	<u>Systems – HVAC, Electrical and Technology</u>	Webinar - Live
March 19, 2024	<u>Introduction to Facilities Management</u>	MSBO, Lansing
May 14, 2024	<u>Certification Wrap-up/Ethics</u>	Webinar - Live



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Certification Classes

Human Resource Specialist (HRS) Required Classes

Date	Event	Location
September 12-13, 2023	Introduction to School Business	Kellogg Center, East Lansing
October 2, 2023	Introduction to School Business (On Demand until June 30, 2024)	Webinar - On Demand
October 12, 2023	Performance Evaluations for Personnel	Lansing Community College - Downtown Campus
October 24, 2023	Effective Communications	Lansing Community College - West Campus
October 24, 2023	Team Leadership	Lansing Community College - West Campus
December 13, 2023	Principles of Education	Webinar - Live
January 10, 2024	Certification Wrap-up/Ethics	Webinar - Live
February 8, 2024	Collective Bargaining Agreements, Contracts	Webinar - Live
March 12, 2024	Registry of Educational Personnel (REP): Get Your Questions Answered (Elective)	Webinar - Live
March 14, 2024	Labor Relations/Employment Law	Lansing Community College - West Campus
May 14, 2024	Certification Wrap-up/Ethics	Webinar - Live



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Certification Classes

Operations Director (COD) Required Classes

Date	Event	Location
October 1-3, 2023	25th Annual Facilities/Operations Director Conference	Crystal Mountain Resort, Thompsonville, MI
October 12, 2023	Performance Evaluations for Personnel	Lansing Community College - Downtown Campus
October 24, 2023	Effective Communications	Lansing Community College - West Campus
October 24, 2023	Team Leadership	Lansing Community College - West Campus
November 2, 2023	Time Management	Webinar - Live
December 13, 2023	Principles of Education	Webinar - Live
January 10, 2024	Certification Wrap-up/Ethics	Webinar - Live
January 31, 2024	Strategic Planning	Webinar - Live
March 14, 2024	Labor Relations/Employment Law	Lansing Community College - West Campus
March 19, 2024	Introduction to Operations Management	MSBO, Lansing
May 14, 2024	Certification Wrap-up/Ethics	Webinar - Live



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Certification Classes

Pupil Accounting Auditor (PAA) Required Classes

Date	Event	Location
October 24, 2023	Effective Communications	Lansing Community College - West Campus
October 24, 2023	Team Leadership	Lansing Community College - West Campus
December 13, 2023	Principles of Education	Webinar - Live
January 10, 2024	Certification Wrap-up/Ethics	Webinar - Live
March 12, 2024	Registry of Educational Personnel (REP): Get Your Questions Answered (Elective)	Webinar - Live
May 14, 2024	Certification Wrap-up/Ethics	Webinar - Live



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Certification Classes

Pupil Accounting Specialist (PAS) Required Classes

Date	Event	Location
October 24, 2023	Effective Communications	Lansing Community College - West Campus
October 24, 2023	Team Leadership	Lansing Community College - West Campus
December 13, 2023	Principles of Education	Webinar - Live
January 10, 2024	Certification Wrap-up/Ethics	Webinar - Live
March 12, 2024	Registry of Educational Personnel (REP): Get Your Questions Answered (Elective)	Webinar - Live
May 14, 2024	Certification Wrap-up/Ethics	Webinar - Live



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Certification Classes

Purchasing Officer (CPO) Required Classes

Date	Event	Location
September 12-13, 2023	Introduction to School Business	Kellogg Center, East Lansing
October 2, 2023	Introduction to School Business (On Demand until June 30, 2024)	Webinar - On Demand
October 24, 2023	Effective Communications	Lansing Community College - West Campus
October 24, 2023	Team Leadership	Lansing Community College - West Campus
November 1, 2023	Purchasing Overview	Webinar - Live
December 13, 2023	Principles of Education	Webinar - Live
January 10, 2024	Certification Wrap-up/Ethics	Webinar - Live
May 14, 2024	Certification Wrap-up/Ethics	Webinar - Live



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Certification Classes

School Payroll Specialist (SPS) Required Classes

Date	Event	Location
September 12-13, 2023	Introduction to School Business	Kellogg Center, East Lansing
September 28, 2023	Accounting Manual and Chart of Accounts	Webinar - Live
October 2, 2023	Introduction to School Business (On Demand until June 30, 2024)	Webinar - On Demand
November 14, 2023	Year-End Payroll & Tax Returns (941), W-2s, etc.	MSBO, Lansing
December 13, 2023	Principles of Education	Webinar - Live
January 10, 2024	Certification Wrap-up/Ethics	Webinar - Live
February 8, 2024	Collective Bargaining Agreements, Contracts	Webinar - Live
May 14, 2024	Certification Wrap-up/Ethics	Webinar - Live



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Certification Classes

Specialist in Educational Data (SED) Required Classes

Date	Event	Location
October 24, 2023	Effective Communications	Lansing Community College - West Campus
October 24, 2023	Team Leadership	Lansing Community College - West Campus
November 7, 2023	Educational Data and Its Uses	Webinar - Live
December 5, 2023	Technology Policies	Webinar - Live
December 13, 2023	Principles of Education	Webinar - Live
January 10, 2024	Certification Wrap-up/Ethics	Webinar - Live
March 12, 2024	Registry of Educational Personnel (REP): Get Your Questions Answered (Elective)	Webinar - Live
May 14, 2024	Certification Wrap-up/Ethics	Webinar - Live



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Certification Classes

Transportation Director (CTD) Required Classes

Date	Event	Location
September 19, 2023	Accident Investigation Procedures	Webinar - Live
October 24, 2023	Effective Communications	Lansing Community College - West Campus
December 13, 2023	Principles of Education	Webinar - Live
January 10, 2024	Certification Wrap-up/Ethics	Webinar - Live
March 14, 2024	Labor Relations/Employment Law	Lansing Community College - West Campus
May 14, 2024	Certification Wrap-up/Ethics	Webinar - Live



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Environmental Workshops

Date	Event	Location
October 19, 2023	AHERA Designated Person Training	MSBO, Lansing
February 27, 2024	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.