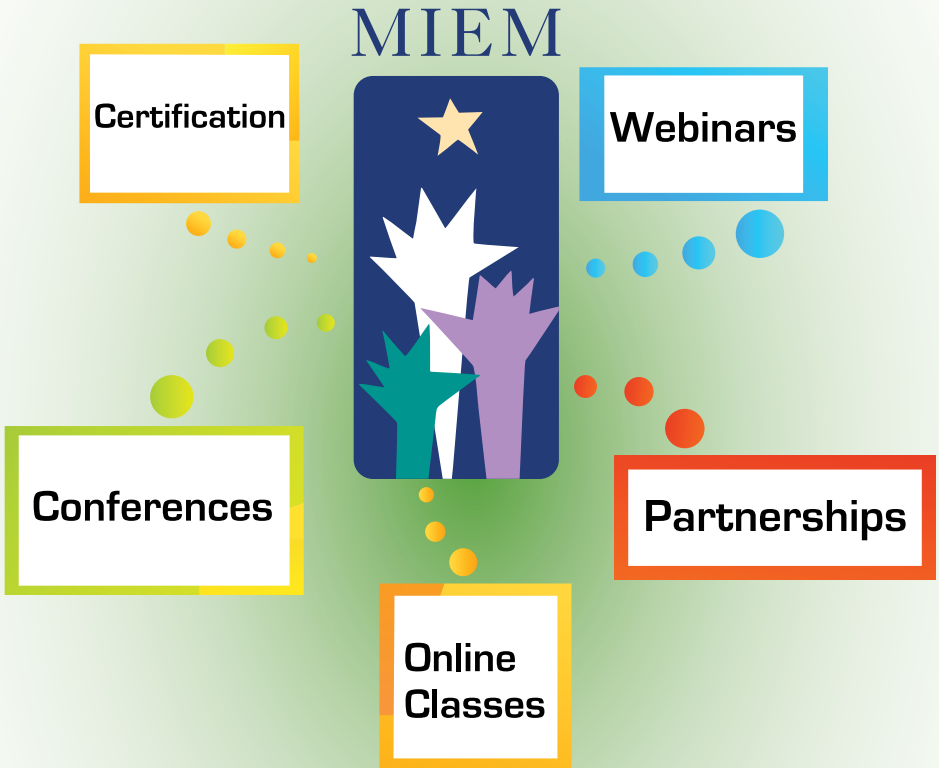


MIEM...

Creating Opportunity



Michigan Institute for Educational Management
Events Guide 2011-2012

From the Executive Director

MIEM...Creating Opportunity

As we continue to face challenges unmatched in recent years related to finance and accountability, MIEM continues to look for tools and methods to help you be life long learners. We understand that budgets are extremely limited. With that in mind, you will note that even as our costs continue to rise, membership and event fees remain the same. We also are expanding quality online and webinar options to meet our members' needs. Effective innovation and true transformation can only take place if we invest in quality professional development. We urge all of you to continue to model for our students that one is never done with learning and improving.

MIEM continues to be a positive partner to the educational community as it enters its 30th year of operation. The 2011-2012 MIEM Calendar of Events lists a variety of classes and workshops. There may be changes to this calendar, which will be posted on our website. As always, we will continue to communicate to you through our website, the monthly MIEM Connection, and our timely e-blast messages.

The MIEM Team has a reputation of getting the job done and done right! We will continue to do that and look forward to seeing you at our events and communicating with you. I welcome your feedback and ideas on how we can do an even better job of helping you. Please feel free to contact me and let me know what you're thinking.

Sincerely,



Daniel G. Pappas

Executive Director of MIEM

Associate Executive Director MASA

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Overview of All MIEM Events

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Overview of All MIEM Events

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MSBO Certification Program

MMSBO Certification is a voluntary program, established in 1998 by the Michigan School Business Officials (MSBO). It provides focused training to school business officials in order to:

- 1) Offer practical information that will help school business officials succeed and excel in their employment; and,
- 2) Establish a basis for advancing professionalism of school business officials and assuring school districts that current or prospective business officials have a base of knowledge about laws, regulations, and procedures for functioning in a Michigan public school.

Who may become certified?

Any current MSBO member may become certified. MSBO has designed 12 different certification tracks, each specific to the specialty.

- Business Office Manager
- Business Office Specialist
- Chief Financial Officer
- Child Nutrition Director
- Facilities Director
- Human Resource Specialist
- Operations Director
- Pupil Accounting Auditor
- Pupil Accounting Specialist
- School Payroll Specialist
- School Technology Management
- Transportation Director

Why should I become certified?

Obtaining certification demonstrates a dedication to your profession and offers a base of useful information taught by seasoned practitioners. School districts that hire business officials believe certification matters.

The MSBO Certification Program has been endorsed by the Michigan Association of School Administrators and Michigan Association of School Boards.

Do I qualify?

Requirements vary for each of the 12 certification tracks. Each program will be offered by MSBO, through the Michigan Institute for Educational Management (MIEM), or in partnership with other organizations.

Applicants for certification may apply to use college classes or seminars to meet subject area requirements. Credit for non-MSBO sponsored programs will be allowed at the discretion of MSBO on a case-by-case basis. Contact MSBO for additional information at msbo@msbo.org.

How do I Apply?

When you wish to begin the certification process fill out and return the “Letter of Commitment” to MSBO. You must complete the certification program within three years of taking your first class, unless you obtain a waiver.

Are there continuing education requirements?

Continuing education requirements must be approved, job-related education and the following must be completed within a five-calendar-year period:

- 180 hours for CFO–18 SB-CEUs or six (6) semester credit hours; or
- 90 hours for all other tracks – nine (9) SB-CEUs or three (3) semester credit hours.
- For holders of Chief Financial Officer and Business Office Manager Certificates you must attend 13 hours of Group Solutions Seminars during your five-calendar-year renewal period.

There is a \$60 fee for initial certification and \$30 fee every five (5) years for continuing certification. All records are maintained by MSBO.

MSBO Certification Track Requirements

Certification courses are offered through MSBO and the Michigan Institute for Educational Management (MIEM). In some circumstances courses from other sources may be counted toward MSBO certification. Please be aware that some courses and/or requirements may change. MSBO and the committees that created this program are continuing to evaluate and make minor modifications as deemed appropriate.

This certification program and its courses have been created and reviewed by the Professional Development Committee of MSBO in conjunction with the Facilities Management, Food Service, Transportation, and Technology Committees. An applicant for certification must be a member of MSBO.

MSBO certification courses provide a great deal of information in a short time. Most courses are “bulleted” information rather than in-depth training. They are intended to cover major points about their respective topics, offer an opportunity for questions and discussion, and provide resource information for future use.

Although anyone may benefit from certification courses, the full program is generally intended for people in their first 1-5 years of employment. However, any person employed in school business operations who meets the stated requirements may receive certification. There is no requirement for holding a particular position in a school district.

For those who already have more experience, MSBO will evaluate their background to determine how much additional training is required prior to granting certification.

Business Office Manager (BOM)

Includes: Purchasing, Personnel, and Payroll

Business office managers are people employed in directing one or more of the functional areas in a school business office - payroll, purchasing, personnel, and technology are primary examples. A business office manager typically reports to the chief financial officer of a school district or a superintendent who serves in that capacity.

Degree required: BA/BS or equivalent

Required class hours: 52

Accounting hours: 8 semester hours

Grandparent provision: Yes

Continuing education requirement: 90 hours over five years, 77 hours and 13 hours of Group Solutions Seminars

Continuing education hours required can be met via: college classes, workshops, conferences and professional development at the school district level.

Business Office Manager Courses:

- Cash Management (3 hours)
- Collective Bargaining Agreement, Contracts (3 hours)
- Effective Communications (3 hours)*
- Introduction to School Business (14 hours)
- Labor Relations/Employment Law (6 hours)
- Payroll and Related Personnel Issues (3 hours)
- Principles of Education (3 hours)*
- Purchasing (3 hours)
- Team Leadership (3 hours)
- Technology for the Business Manager (3 hours)
- Wrap-up/Ethics (2 hours)*
- Elective (6 hours): Any course taken that is not required in this track, but is required in another.

**Offered each year at the MSBO Annual Conference.*

Total class time is 52 hours. These hours must be completed in three-calendar-year period. Continuing education hours are 77 hours plus 13 hours of Group Solutions Seminars. Continuing education hours must be completed within a five-calendar-year period. Group Solutions is offered through MSBO, www.msbo.org.

Business Office Specialist (BOS)

Includes: Data and Personnel

Business office specialists are people employed in one or more of the functional areas in a school business office—payroll, purchasing, personnel, and technology are primary examples. A business office specialist typically reports to the chief financial officer or business office manager of a school district.

Degree required: Associate or equivalent

Required class hours: 34

Grandparent provision: Yes

Continuing education requirement: 90 hours over five years

Continuing education hours required can be met via: college classes, workshops, conferences and professional development at the school district level.

Business Office Specialist Courses:

- Cash Management (3 hours)
- Collective Bargaining Agreement, Contracts (3 hours)
- Introduction to School Business (14 hours)
- Principles of Education (3 hours)*
- Team Leadership (3 hours)
- Wrap-up/Ethics (2 hours)*
- Elective (6 hours): Any course taken that is not required in this track, but is required in another.

**Offered each year at the MSBO Annual Conference.*

Total class time is 34 hours. These hours must be completed in a three-calendar-year period. Continuing education hours are 90 hours within a five-calendar-year period.

Chief Financial Officer (CFO)

Includes: Business Office, Transportation, Personnel, Food Service, Facilities, and Technology

This program is intended for any person employed in school business who meets the stated prerequisites. There is no requirement for holding a particular position in a school district.

Degree required: BA/BS

Required class hours: 85

Accounting hours required: 18 semester hours

Grandparent provision: No

Continuing education requirement: 180 hours over five years. 167 hours and the 13 hours of Group Solutions Seminars.

Continuing education hours required can be met via: college classes, workshops, conferences and professional development at the school district level.

Chief Financial Officer Courses:

- Bonding/Borrowing/Investing (3 hours)
- Cash Management (3 hours)
- Collective Bargaining Agreement, Contracts (3 hours)
- Effective Communications (3 hours)*
- Facilities for the Business Manager (3 hours)
- Food Service for the Business Manager (3 hours)
- Instructional Program Evaluation (3 hours)
- Insurance and Risk Management (3 hours)
- Introduction to School Business (14 hours)
- Labor Relations/Employment Law (6 hours)
- Payroll and Related Personnel Issues (3 hours)
- Principles of Education (3 hours)*
- Purchasing (3 hours)
- Revenue, Expenditures and Budgeting Part I and Part II (6 hours each)
- Strategic Planning (3 hours)
- Team Leadership (3 hours)
- Technology for the Business Manager (3 hours)
- Transportation for the Business Manager (3 hours)
- Wrap-up/Ethics (2 hours)*
- Elective (6 hours): Any course taken that is not required in this track, but is required in another.

**Offered each year at the MSBO Annual Conference.*

Total class time is 85 hours. These hours must be completed within a three-calendar-year period. Continuing education hours are 167 hours plus 13 hours of Group Solutions Seminars. Continuing education hours must be completed within a five-calendar-year period. Group Solutions is offered by MSBO, www.msbo.org.

Child Nutrition Director (CND)

Includes: Menu Planning and Nutrition of Students

Degree required: None

Required class hours: Up to 63

Grandparent provision: Yes

Continuing education requirement: 90 hours over five years

Continuing education hours required can be met via: college classes, workshops, conferences and professional development at the school district level.

Many classes offered by School Nutrition Association of Michigan (SNAM), www.michigansna.org.

Child Nutrition Director Courses:

The following courses must be completed:

- Financial Management (*14 hours*)
- Food Service Program Accountability (*3 hours*)
- Labor Relations/Employment Law (*6 hours*)
- Nutrition I (*10 hours*)
- Wrap-up/Ethics (*2 hours*)
- Elective (*3 hours*): Any course taken that is not required in this track, but is required in another

Select one of the Communications courses from the following list:

- Effective Communications (*3 hours*)
- Team Leadership (*3 hours*)
- Verbal Communication Skills (*3 hours*)

Select one of the Food Safety courses from the following list:

- Sanitation and Food Safety (*10 hours*)
- ServSafe® (*12 hours*)

Select one of the Meal Basics courses from the following list:

- School Food Service Basics (*10 hours*)
- School Meal Program Requirements (*10 hours*)

Total class time is up to 63 hours. These hours must be completed in a three-calendar-year period. Continuing education hours are 90 hours within a five-calendar-year period.

Facilities Director (CFD)

Includes: Buildings, Grounds, and Maintenance

Degree required: None

Required class hours: 56

Grandparent provision: Yes

Continuing education requirement: 90 hours over five years

Continuing education hours required can be met via: college classes, workshops, conferences and professional development at the school district level.

Facilities Director Courses:

- Budget (3 hours)
- Computerized Facility Management (3 hours)
- Custodial Operations (3 hours)
- Effective Communications (3 hours)*
- Emergency Preparedness Management (3 hours)
- Environmental Health and Safety (3 hours)
- Facility Planning, Design and Construction (3 hours)
- Financial Analysis (3 hours)
- Introduction to Facilities Management (3 hours)
- Maintenance Operations (3 hours)
- Performance Evaluations for Personnel (3 hours)
- Principles of Education (3 hours)*
- Purchasing (3 hours)
- Systems – HVAC, Electrical, and Technology (3 hours)
- Team Leadership (3 hours)
- Utilities and Energy Efficiency (3 hours)
- Wrap-up/Ethics (2 hours)*
- Elective (6 hours): Any course taken that is not required in this track, but is required in another.

**Offered every year at the MSBO Annual Conference.*

Total class time is 56 hours. These hours must be completed in a three-calendar-year period. Continuing education hours are 90 hours within a five-calendar-year period.

Human Resource Specialist (HRS)

Includes: Benefits, Training, Employee Evaluations, Personnel Records, and State Reporting.

Human resource specialists perform one or more of the functional areas in a school business office. A human resource specialist typically reports to the superintendent or his/her designee.

Degree required: Associate or equivalent

Required class hours: 61

Grandparenting provision: Yes

Continuing education requirement: 90 hours over five years

Continuing education hours required can be met via: college classes, workshops, conferences and professional development at the school district level.

Human Resource Specialist Courses:

- Benefits/Retirement (3 hours)
- Collective Bargaining Agreement, Contracts (3 hours)
- Effective Communications (3 hours)*
- Introduction to School Business (14 hours)
- Labor Relations/Employment Law (6 hours)
- Overview of Human Resource Management (6 hours)
- Performance Evaluations for Personnel (3 hours)
- Principles of Education (3 hours)*
- TDP, IRS Sec. 125, 403 (b), 457, and Workers Compensation (6 hours)
- Team Leadership (3 hours)
- Use of Technology for Human Resource Management (3 hours)
- Wrap-up/Ethics (2 hours)*
- Elective (6 hours): Any course taken that is not required in this track, but is required in another.

**Offered every year at MSBO Annual Conference.*

Total class time is 61 hours. These hours must be completed in a three-calendar-year period. Continuing education hours are 90 hours within a five-calendar-year period.

Operations Director (COD)

Includes: Transportation and Facilities Operations

Degree required: None

Required class hours: 80

Grandparent provision: Yes

Continuing education requirement:
90 hours over five years

Continuing education hours required can be met via: college classes, workshops, conference participation, and specialized workshops.

Operations Director Courses:

- Basic Transportation Issues (18 hours)
- Budget (3 hours)
- Custodial Operations (3 hours)
- Effective Communications (3 hours)*
- Facility Planning, Design and Construction (3 hours)
- Introduction to Operations Management (6 hours)
- Labor Relations/Employment Law (6 hours)
- Maintenance Operations (3 hours)
- Managing Emergencies (6 hours)
- Performance Evaluations for Personnel (3 hours)
- Principles of Education (3 hours)*
- Strategic Planning (3 hours)
- Team Leadership (3 hours)
- Technology for Operational Management (6 hours)
- Time Management (3 hours)
- Wrap-up/Ethics (2 hours)*
- Elective (6 hours): Any course taken that is not required in this track, but is required in another.

**Offered every year at MSBO Annual Conference.*

Total class time is 80 hours. Continuing Education hours are 90 hours within a five-calendar-year period.

Pupil Accounting Auditor (PAA)

Includes: Those responsible for auditing the data records of Michigan public school districts and public school academies

Degree required: Associate or equivalent

Required class hours: 50

Required accounting hours: None

Many classes offered by Michigan Pupil Accounting and Attendance Association (MPAAA), www.mpaaa.org.

Grandparent provision: Yes

Continuing education requirement: 90 hours over five years

Continuing education hours required can be met via: college classes, workshops, conference participation, and specialized workshops.

Pupil Accounting Auditor Courses:

- CEPI Informational Sessions (3 hours) (1 hour = 1 conference session offered by MPAAA)
- Data Quality Symposium (6 hours)
- Days and Hours (3 hours) (1 hour = 1 conference session offered by MPAAA)
- Effective Communications (3 hours)*
- Introduction to Pupil Accounting Auditing (1 hour) (1 hour = 1 conference session offered by MPAAA)
OR
- Veteran Pupil Accounting Auditing (5 hours or 4 hours if 1 hour was acquired from the Intro to Pupil Accounting Auditing) (1 hour = 1 conference session offered by MPAAA)
- Overview of Pupil Accounting Specialist (2 hours) (1 hour = 1 conference session offered by MPAAA)
- Principles of Education (3 hours)*
- Pupil Accounting Best Practices (4 hours) (1 hour = 1 conference session offered by MPAAA)
- Pupil Accounting Legal Issues (2 hours) (1 hour = 1 conference session offered by MPAAA)
- Pupil Accounting Legislative Updates (5 hours) (1 hour = 1 conference session offered by MPAAA)
- State Agency Panel Discussion (3 hours) (1 hour = 1 conference session offered by MPAAA)
- Team Leadership (3 hours)
- Wrap-up/Ethics (2 hours)*
- Elective (6 hours): Any course taken outside of this certification track.

*Offered every year at MSBO Annual Conference.

Total class time is 50 hours. Continuing Education hours are 90 hours within a five-calendar-year period.

Pupil Accounting Specialist (PAS)

Includes: Those responsible for maintaining pupil accounting records and required submissions in compliance with the School Aid Act

Degree required: None

Required class hours: 50

Required accounting hours: None

Grandparent provision: Yes

Continuing education requirement: 90 hours over five years

Continuing education hours required can be met via: college classes, workshops, conference participation, and specialized workshops.

Many classes offered by Michigan Pupil Accounting and Attendance Association (MPAAA), www.mpaaa.org.

Pupil Accounting Specialist Courses:

- CEPI Informational Sessions (3 hours) (1 hour = 1 conference session offered by MPAAA)
 - Data Quality Symposium (6 hours)
 - Days and Hours (3 hours) (1 hour = 1 conference session offered by MPAAA)
 - Effective Communications (3 hours)*
 - Introduction to Pupil Accounting (1 hour) (1 hour = 1 conference session offered by MPAAA)
- OR
- Veteran Pupil Accounting Specialists (5 hours or 4 hours if 1 hour was acquired from the Intro to Pupil Accounting) (1 hour = 1 conference session offered by MPAAA)
 - Overview of Pupil Accounting Auditor (2 hours) (1 hour = 1 conference session offered by MPAAA)
 - Principles of Education (3 hours)*
 - Pupil Accounting Best Practices (4 hours) (1 hour = 1 conference session offered by MPAAA)
 - Pupil Accounting Legal Issues (2 hours) (1 hour = 1 conference session offered by MPAAA)
 - Pupil Accounting Legislative Updates (5 hours) (1 hour = 1 conference session offered by MPAAA)
 - State Agency Panel Discussion (3 hours) (1 hour = 1 conference session offered by MPAAA)
 - Team Leadership (3 hours)
 - Wrap-up/Ethics (2 hours)*
 - Elective (6 hours): Any course taken that is not required in this track, but is required in another.

*Offered every year at MSBO Annual Conference.

Total class time is 50 hours. Continuing Education hours are 90 hours within a five-calendar-year period.

School Payroll Specialist (SPS)

Includes: Payroll, School Payroll Specialists are people employed primarily in payroll. A school payroll specialist typically reports to the chief financial officer or business office manager of a school district.

Degree required: Associate or equivalent

Required class hours: 43

Required accounting hours:
4 semester hours

Grandparent provision: Yes

Continuing education requirement: 90 hours over five years

Continuing education hours required can be met via: college classes, workshops, conferences and professional development at the school district level.

School Payroll Specialist Courses:

- Accounting Manual and Chart of Accounts (3 hours)
- Collective Bargaining Agreement, Contracts (3 hours)
- Introduction to School Business (14 hours)
- Principles of Education (3 hours)*
- Record Keeping, Retention, Automation (3 hours)
- TDP, IRS Sec. 125, 403 (b), 457, and Workers Compensation (6 hours)
- Year-End Payroll & Tax Returns (941), W-2's, etc. (6 hours)
- Wrap-up/Ethics (2 hours)*
- Elective (3 hours): Any course taken that is not required in this track, but is required in another.

**Offered each year at the MSBO Annual Conference.*

Total class time is 43 hours. These hours must be completed in a three-calendar-year period. Continuing education hours are 90 hours within a five-calendar-year period.

School Technology Management (STM)

Includes: Data Collection and Technology Personnel

Degree required: BA/BS or equivalent

Required class hours: 59

Grandparent provision: Yes

Continuing education requirement: 90 hours over five years

Continuing education hours required can be met via: college classes, workshops, conferences and professional development at the school district level.

Some Classes offered by The Michigan Association for Computer Users in Learning (MACUL), www.macul.org.

School Technology Management Courses:

- Administrative Software Applications (3 hours)
 - Budgeting for Technology (3 hours)
 - Effective Communications* (3 hours)
 - Implementation & Planning (6 hours)
 - Principles of Education* (3 hours)
 - Security/Disaster Recovery (3 hours)
 - Student Services Software Applications in Education (3 hours)
 - Team Leadership (3 hours)
 - Technology in Administration (6 hours)
 - Technology in Education (6 hours)
 - Technology Policies (3 hours)
 - Technology in the Classroom (6 hours)
 - Working With Contractors (3 hours)
 - Wrap-up/Ethics (2 hours)*
 - Elective (6 hours): Any course taken that is not required in this track, but is required in another.
- *Offered every year at the MSBO Annual Conference.*

Total class time is 59 hours. These hours must be completed in a three-calendar-year period. Continuing education hours are 90 hours within a five-calendar-year period.

Transportation Director (CTD)

Includes: Transporting Students

Degree required: None

Required class hours: 66

Grandparent provision: Yes

Continuing education requirement: 90 hours over five years

Continuing education hours required can be met via: college classes, workshops, conferences and professional development at the school district level.

Many classes offered by Michigan Association for Pupil Transportation (MAPT), www.mapt.org.

Transportation Director Courses:

- Accident Investigation Procedures (3 hours)
- Basic Transportation Issues (18 hours)
- Effective Communications (3 hours)*
- Human Resource for Transportation (formerly Human Resource Leadership) (6 hours)
- Labor Relations/Employment Law (6 hours)
- Laws, Rules and Regulations (4 hours)
- Liability & Tort Law (3 hours)
- Managing Staff Training (3 hours)
- Principles of Education (3 hours)*
- Special Needs Transportation (3 hours)
- Transportation Facility Operations (6 hours)
- Writing Bus Specifications (3 hours)
- Wrap-up/Ethics (2 hours)*
- Elective (3 hours): Any course taken that is not required in this track, but is required in another.

**Offered every year at the MSBO Annual Conference.*

Total class time is 66 hours. These hours must be completed in a three-calendar-year period. Continuing education hours are 90 hours within a five-calendar-year period.

MSBO Certification Class Offerings

October 2-4, 2011

13th Annual Facilities/Operations Director Conference & Expo

Crystal Mountain Resort, Thompsonville

Required classes available to you:

- Budget

R=Facilities Director and Operations Director E=all others

- Custodial Operations

R=Facilities Director and Operations Director E=all others

- Facility Planning, Design and Construction

R=Facilities Director and Operations Director E=all others

- Introduction to Facilities Management

R=Facilities Director E=all others

- Performance Evaluations for Personnel

R=Facilities Director and Operations Director E=all others

- Purchasing

R=Facilities Director E=all others

More than 30 sessions will be offered. Registration form will be mailed in July. Contact MIEM at 517.327.2589 or check the MIEM Webpage at www.gomiem.org.

October 13, 2011

MELG Building, Lansing

Revenue, Expenditures and Budgeting Part I

8:45 am-4:00 pm

Cost: \$140 member/\$200 nonmember

General explanation of: school revenue and transfer sources, and the process and structure of accounting for budgets and expenditures. Subjects include: the School Aid Act, accounting manuals, property taxes, fund accounting, forecasting and projecting, and federal and state programs.

R=Chief Financial Officer E=all others



October 14, 2011

MELG Building, Lansing

Revenue, Expenditures and Budgeting Part II

8:45 am-4:00 pm

Cost: \$140 member/\$200 nonmember

Part II will be a continuation of Part I and will also provide an opportunity for participants to bring their district's budget to the workshop to ask specific questions and solicit suggestions.

Participants should be enrolled in both programs as they are always offered together.

R=Chief Financial Officer E=all others

October 26, 2011

MELG Building, Lansing

TDP, IRS Sec. 125, 403 (b), 457 Plans and Workers Compensation

Presenter: Bruce Delbecq, Plante & Moran, PLLC

8:45 am-4:00 pm

Cost: \$140 member/\$200 nonmember

Understand the processing of workers' compensation claims and the legal and operational aspects of a deferred/defined contribution program and how it affects every payroll office in the state. Know the rules and regulations of 403(b) and cafeteria plans (Sec. 125).

R = School Payroll Specialist and Human Resource Specialist E = all others



November 1, 2011

MELG Building, Lansing

Maintenance Operations/Utilities and Energy Efficiency

Maintenance Operations

Presenters: Todd Bell, Kentwood Public Schools and Don Hebel, Wyoming Public Schools

8:45 am-noon

Cost: \$70 member/\$100 nonmember

An overview of maintenance operations, including: grounds, with a focus on preventative maintenance; scheduling and staffing; work order systems; and service contracts.

R=Facilities Director and Operations Director E=all others

Utilities and Energy Efficiency

12:45-4:00 pm

Cost: \$70 member/\$100 nonmember

Overview of the gas and electric utilities, including: services provided and deregulation; discussion of energy conservation options; and a method of financing.

R= Facilities Director E=all others

November 9, 2011

MELG Building, Lansing

Year-End Payroll: Payroll & Tax Returns (941), W-2s, etc.

8:45 am-4:00 pm

Cost: \$140 member/\$200 nonmember

Understand the 941's, W-2's, tax deposit requirements, business expense accounting, retirement incentives, and other related paperwork related to payroll. Learn how to track sick time accurately. Be aware of the payroll function as it relates to automation, i.e. EFT, garnishments, and vendors. Know the difference between salary and hourly employees and how the payroll function may change.

R=School Payroll Specialist E=all others



November 30, 2011

Webinar (online seminar)–Watch at Your Desk

Technology for the Business Manager

8:45 am-noon

Cost: \$70 member/\$100 nonmember

This session focuses on developing long-range technology planning, while assigning appropriate specifications for technology purchasing. Other discussion topics include: technology infrastructure contracting for the school district, evaluating the cost benefits of producing information in relation to organizational value, and ensuring that appropriate security is maintained.

R=Chief Financial Officer and Business Office Manager E=all others

December 6, 2011

Webinar (online seminar)–Watch at Your Desk

Payroll and Related Personnel Issues

Presenters: Chris Frank, Saginaw ISD and Kristi Krafft-Bellsky, Yeo & Yeo, P.C.

8:45 am-noon

Cost: \$70 member and \$100 nonmember

Know the laws and regulations related to the payroll function, including state and federal payroll laws and regulations, pertinent tax regulations, employee retirement plans, practical aspects of completing a payroll, and electronic check deposits.

R=Chief Financial Officer, Business Office Manager E=all others



December 8, 2011

Webinar (online seminar)–Watch at Your Desk

Purchasing

Presenters: Dana Abrahams, Clark Hill, PC and Katrina Brunette, Oakland Schools

8:45 am-noon

Cost: \$70 member/\$100 nonmember

Learn the basics of performing the purchasing function, including: related Michigan laws, the structure of a purchasing operation, electronic and cooperative purchasing, bidding, reviewing contracts, lease-purchase options, and “partnerships.”

R=Chief Financial Officer, Facilities Director, and Business Office Manager

E=all others

January 10, 2012

Webinar (online seminar)–Watch at Your Desk

Facilities for the Business Manager

Presenters: Steve Lenar, Holly Area Schools and Scott Little, MSBO

8:45 am-noon

Cost: \$70 member and \$100 nonmember

Learn the basic structure and function of building and grounds and maintenance operations, laws relating to school construction, environmental laws and regulations, planning maintenance programs, and what to expect from your director of facilities.

R=Chief Financial Officer E=all others



January 25, 2012

Webinar (online seminar)–Watch at Your Desk

Accident Investigation Procedures

Presenter: Kim Hooper, Wayne RESA

8:45 am-noon

Cost: \$70 member/\$100 nonmember

At the accident scene, learn what to look for, what information to gather, rules and regulations of reporting accidents and how to analyze data.

Understand how to respond to media both from routine inquiries and when suddenly faced with a television crew.

R=Transportation Director E=all others

February 1, 2012

Webinar (online seminar)–Watch at Your Desk

Transportation for the Business Manager

Presenter: Lori Richardson, Oakland Schools

8:45 am-noon

Cost: \$70 member/\$100 nonmember

The basic structure and function of a transportation department, equipment supply and purchase, and laws related to transportation.

R=Chief Financial Officer E=all others



February 15, 2012

MELG Building, Lansing

Technology in Education

8:45 am-4:00 pm

Cost: \$140 member/\$200 nonmember

This class is a basic overview of technology in schools. It is recommended as one of the first classes in the program. It covers the following topics: Makeup of the technology team, managing technology in the classroom, training, working with consultants and vendors, business office technology, cost of ownership and outsourcing your technology services.

R=School Technology Management E=all others

February 16, 2012

Webinar (online seminar)–Watch at Your Desk

Food Service for the Business Manager

Presenter: Catherine Durocher, Haslett Public Schools

8:45 am-noon

Cost: \$70 member/\$100 nonmember

The basic structure and function of a food services program, food safety issues, vending and contracting for food services, and cooperative ventures.

R=Chief Financial Officer E=all others



March 6, 2012

Lansing Community College West, Lansing

Team Leadership/Instructional Program Evaluation

Team Leadership

Presenter: David Hulings, Hulings & Associates, L.L.C.

8:45 am-noon

Cost: \$70 member/\$100 nonmember

Learn how to match your leadership style with the culture of your organization. Matching leadership style to the cultural landscape will allow you to increase your productivity, decrease communication problems and strengthen your conflict management skills.

*R=all tracks and Certified Transportation Director if enrolled after 1/1/10 – Elective:
School Payroll Specialist*

Instructional Program Evaluation

12:45-4:00 pm

Cost: \$70 member/\$100 nonmember

Understand the components of instructional programs within the school district; learn how to develop procedures for evaluating and reporting the cost effectiveness of program; analyze economics; use evaluation data toward changes to the instructional program; and allocate resources to improve the programs.

R = Chief Financial Officer E=all others

March 14, 2012

MELG Building, Lansing

Technology for Operational Management

8:45 am-4:00 pm

Cost: \$140 member/\$200 nonmember

Demonstration of different options for computerization of the facility management functions, including: work order systems, utility tracking, preventive maintenance, space usage, and inventory and transportation management functions, including: routing, preventive maintenance, and purchasing of buses.

R=Operations Director E=all others



March 22, 2012

Lansing Community College West, Lansing

Labor Relations/Employment Law

Presenter: Thrun Law Firm, P.C.

8:45 am-4:00 pm

Cost: \$140 member/\$200 nonmember

Understand the major state and federal employment laws that apply to public schools. Includes: collective bargaining, wage and hour, discrimination, COBRA, Family Medical Leave Act, and federal and state retirement issues.

R=Chief Financial Officer, Transportation Director, Child Nutrition Director, Operations Directors, Human Resources Specialist, Business Office Manager E=all others



School Administrative Professional Certification (SAPC)

Who is the SAPC Program for?

The School Administrative Professional Certification Program (SAPC) is for central office, school building secretaries, and individuals employed in administrative support positions in Michigan schools. Although anyone may benefit from certification, the full program is designed for those in their first five years of employment. MIEM will evaluate the professional development and work backgrounds of those who have substantial experience to determine how much additional training is required prior to granting “Grandparenting” credit for certification.

What can the SAPC Program do for me?

By participating in the program you will:

- Expand your knowledge base, skills, and confidence as an administrative professional.
- Receive on-going training and support from experienced instructors and MIEM staff.
- Become part of a statewide network of administrative professionals who are interested in advancing their profession.

What classes do I need to take in order to become certified?

Participants must complete 13 classes within three years of beginning the program, unless a waiver is obtained. Ten of those classes are part of the required core curriculum:

- Building and Maintaining Relationships
- Business Communications
- Business of Schools: What They Do and How They Do It
- Crisis Management/Safety Issues
- Customer Service
- Data and Recordkeeping
- The Leader in You (online class)
- Marketing Your School (online class)
- School Law for the Secretary (Central Office or Building Level)
- Time Management and Productivity

Three classes should be elective classes. Any of the programs that MIEM offers can be counted as electives. MIEM will provide an annual schedule for certification classes. Every class will be offered at least once in a three-year period. Many classes are offered every year or every other year based on need.

How do I know if I qualify for the Grandparenting provision?

If you have 6 or more years of prior professional development and work experience in Michigan schools, you may be eligible for grandparenting. To apply, fill out the Grandparenting Application. As part of grandparenting, you are required to complete at least two MIEM SAPC required classes.

How do I begin the program?

Fill out the Letter of Application to be enrolled in the SAPC program.

Are there any fees to be in the program?

There is a \$60 application fee due with the submission of the Letter of Application. A \$30 fee is due every five years for continuing certification as well as for the grandparenting application. All records are maintained by MIEM.

Can classes from other organizations count towards SAPC certification?

In some circumstances, courses from other sources may be counted toward SAPC certification. These situations will be evaluated on a case-by-case basis. Paperwork may be submitted for review. Simply contact our office before attending.

Once I become certified, then what?

Once you are certified, you have 5 years to obtain 45 hours of continuing education. You can earn these hours by taking any of the classes MIEM offers. Conferences or seminars attended by other organizations can help you get hours for SAPC certification. One college semester hour is equal to 30 hours toward SAPC certification. If you are uncertain that something would count for the SAPC program, simply contact our office before attending. To have hours recorded, send an agenda or other outline of the event to the MIEM office for approval.

What do I do when I have completed all of the SAPC classes?

You will need to fill out the Final Application. Once you have completed this form, please send it along with any outstanding fees to the MIEM office.

What do I do when I have accumulated enough hours for my re-certification?

You will need to fill out the Renewal application. This is the final step in the renewal process and needs to be completed and submitted to us along with the \$30 application fee not more than 3 months prior to your deadline date.

Do you have other questions?

Contact Courtney Byam at 517.327.5937 or cbyam@msbo.org.

SAPC Class Offerings

October 3-31, 2011

Online Class—Learnport

Marketing Your School

Presenter: Nancy Hawkins, MSBO/MIEM

Log in for 1 hour per week - your choice of time

Cost: \$75 member/\$90 nonmember

Learn the importance of being an ambassador for your school district on or off the job; the importance of keeping the community up-to-date with the school district's goals and challenges; techniques and factors that are considered by public relations specialists when marketing a school to their community; the various forms of communication that can be used to deliver information to the school community; and the appropriate and practical ways to use the different avenues of communication.

Required: SAPC

Expectations of the class: Online courses run for four weeks. You are required to report in at least once a week to complete assignments. You are also required to complete a final project before receiving credit for the class.

November 17-18, 2011

25th Annual Support Staff Conference for Administrative Professionals

Amway Grand Plaza Hotel, Grand Rapids

This annual conference for Administrative Professionals will help you expand your knowledge base, skills and confidence as an administrative professional.

The Following SAPC required classes will be offered to you:

- Building and Maintaining Relationships
- Business Communications
- Business of Schools: What They Do & How They Do It
- Customer Service
- Data and Recordkeeping
- School Law for the Building Level Secretary
- School Law for the Central Office Secretary

February 1-29, 2012

Online Course–Learnport

Be Direct with Respect

Presenter: Joyce Weiss, Employee Performance/Group Dynamics Specialist

Log in for 1 hour per week - your choice of time

Cost: \$75 member/\$90 nonmember

Express yourself in a concise and respectful manner to become stronger at being direct and truthful. Build mutually beneficial relationships with co-workers. Reclaim productive time by transforming energy-draining employee negativity into positive energy; problem solve real situations to improve your work environment.

Elective: All tracks

Expectations of the class: Online courses run for four weeks. You are required to report in at least once a week to complete assignments. You are also required to complete a final project before receiving credit for the class.

April 2-30, 2012

Online Class–Learnport

The Leader in You

Presenter: Dan Pappas, MASA/MIEM

Log in for 1 hour per week - Your choice of time

Cost: \$75 member/\$90 nonmember

For today's administrative professional, the pressures to take on increased responsibilities are greater than ever, and often require the use of leadership skills. In this workshop, you will learn about various leadership styles; the characteristics of your own leadership style; how to observe and understand individual differences in people; how to set the tone for a productive workplace; the importance of being a good role model; decision-making skills; how to look at your work and life goals and find a way to maintain balance; the importance of ethics; and how to be recognized as both a doer and a thinker.

Required: SAPC

Expectations of the class: Online courses run for four weeks. You are required to report in at least once a week to complete assignments. You are also required to complete a final project before receiving credit for the class.

MDE Conferences

August, 16-18, 2011

Michigan Teaching for Learning Conference

Lansing Center, Lansing

September, 25-27, 2011

MDE Special Populations Conference

Kellogg Center, East Lansing

October 13, 2011

MDE School Improvement ISD Workshop

Kellogg Center, East Lansing

9:30 am-4:00 pm

No cost to ISD, RESA or Educational organization representatives

This one-day workshop is designed to focus on newly rolled out tools to support School Improvement at the building, district, and ISD level. It is a preview for the November 28-29, 2011 MDE School Improvement Conference.

November 28-29, 2011

MDE School Improvement Conference

Lansing Center, Lansing

8:00 am-4:30 pm

Cost: \$150 for full day conference. Additional \$75 for pre-conference.

Information will be available at www.gomiem.org in September.

March 29-30, 2012

MDE/NCA School Improvement Conference

Lansing Center, Lansing

SUPES Academy

August 8-9, 2011

SUPES Academy Part I

Lansing Lexington Hotel, Lansing

September 14-15 2011

SUPES Academy Part II

Holiday Inn, Alpena

October 13-14, 2011

SUPES Academy Part III

Doubletree, Bay City

November 2-3, 2011

SUPES Academy Part IV

Crowne Plaza, Grand Rapids

The SUPES Academy is a comprehensive leadership development experience to prepare individuals who will be the next “class” of superintendent candidates. There will be an unprecedented number of superintendents retiring over the next decade. At the same time, fewer people with the necessary capacity-building experiences are aspiring to move into these critical leadership roles. In addition, the superintendency has become increasingly complex. It is critical that the new superintendents receive the best possible preparation and support available to help ensure success in their new assignments. An application process is required and can be found at www.gomiem.org for more information. This is a four-part series and you must attend all four classes.

Register with MIEM at www.gomiem.org.

Information

Overnight Accommodations:

For overnight accommodations at the Kellogg Center, East Lansing, call 800.875.5090. Identify yourself with MIEM for a special rate.

For all programs being held at Lansing Community College West Campus and MELG Building, Lansing, overnight accommodations can be made at Country Inn & Suites at 517.827.7000. Identify yourself with MIEM for a special rate.

State Board Continuing Education Units:

SB-CEUs may be granted to each participant pending approval. To receive the SB-CEUs, you must be on time and stay until the end of the program. Registration fees include costs of filing SB-CEUs and recording. You must provide a valid e-mail that matches within the Secure Central Registry.

Payment Policy:

Payment must be made by the day of the event or a \$25 late fee is assessed. All unpaid balances will be issued an invoice after the event which will include the \$25 late fee. NOTE: Purchase orders are not payment. All no shows will be invoiced.

Cancellation Policy:

A \$25 service fee will be retained for all cancellations. No refunds will be issued for cancellations made two weeks prior to the event. Substitutions may be allowed until the start time of the program without penalty, by emailing MIEM at miem@gomiem.org.

Weather Policy:

Because we book our programs almost a year in advance, it is very difficult to cancel without costs involved. In event of bad weather, please check the www.gomiem.org website for scheduling delays and program updates.



2011-12 Event Registration

Register online at: www.gomiem.org

Date	Class	Time	Cost	Amount
MSBO Certification Classes				
10/13/11	Revenue, Expenditures and Budgeting Part I	8:45 am-4:00 pm	\$140 member/\$200 nonmember	\$
10/14/11	Revenue, Expenditures and Budgeting Part II	8:45 am-4:00 pm	\$140 member/\$200 nonmember	\$
10/26/11	TDP, IRS Sec. 125, 403(b), 457 Plans and Workers Compensation	8:45 am-4:00 pm	\$140 member/\$200 nonmember	\$
11/1/11	Maintenance Operations	8:45 am-noon	\$70 member/\$100 nonmember	\$
11/1/11	Utilities and Energy Efficiency	12:45-4:00 pm	\$70 member/\$100 nonmember	\$
11/9/11	Year-End Payroll: Payroll & Tax Returns (941), W-2s, etc.	8:45 am-4:00 pm	\$140 member/\$200 nonmember	\$
11/30/11	Technology for the Business Manager–Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
12/6/11	Payroll and Related Personnel Issues–Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
12/8/11	Purchasing–Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
1/10/12	Facilities for the Business Manager–Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
1/25/12	Accident Investigation Procedures–Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
2/1/12	Transportation for the Business Manager–Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
2/15/12	Technology in Education	8:45 am-4:00 pm	\$140 member/\$200 nonmember	\$
2/16/12	Food Service for the Business Manager–Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
3/6/12	Team Leadership	8:45 am-noon	\$70 member/\$100 nonmember	\$
3/6/12	Instructional Program Evaluation	12:45-4:00 pm	\$70 member/\$100 nonmember	\$
3/14/12	Technology for Operational Management	8:45 am-4:00 pm	\$140 member/\$200 nonmember	\$
3/22/12	Labor Relations/Employment Law	8:45 am-4:00 pm	\$140 member/\$200 nonmember	\$
SAPC Certification Classes				
10/3-31/11	Marketing Your School	Online Class	\$75 member/\$90 nonmember	\$
2/1-29/12	Be Direct with Respect	Online Class	\$75 member/\$90 nonmember	\$
4/2-30/12	The Leader in You	Online Class	\$75 member/\$90 nonmember	\$

Registration Information—please print

Name: _____
 Name for Badge: _____
 Title/Position: _____
 District/Firm: _____
 Address: _____
 City/State/Zip: _____
 Phone #: _____ Fax #: _____
 E-mail (required): _____
 Special Services Requested: _____

Payment Information:

Check enclosed payable to MIEM for \$ _____
 Charge my: Visa MasterCard
 Cardholder's Name: _____
 Card#: _____ Exp. Date: _____
 Signature: _____
Please sign as it appears on your credit card

Mail your completed registration form with a check to:

MIEM, 1001 Centennial Way, Ste. 300, Lansing, Michigan 48917

Fax with purchase order or credit card number to:

517.327.0771

Questions: 517.327.2589

Register online at: www.gomiem.org

Weather Policy: In event of bad weather, please check www.gomiem.org for delays and program updates.

Payment Policy:

Payment must be made by the day of the event or a \$25 late fee is assessed. All unpaid balances will be issued an invoice after the event which will include the \$25 late fee. You can bring payment with you on the day of the event to avoid the late fee. NOTE: Purchase orders are not payment. All no shows will be invoiced.

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