



Michigan School Business Officials
83rd Annual Conference

April 26-28, 2022

Amway Grand Plaza Hotel & DeVos Place,
Grand Rapids

Monday, 4/25/2022

5:00 – 7:00 pm Registration..... Center Concourse

Tuesday, 4/26/2022

7:00 am – 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 Pre-Conference..... Atrium
- 120 – Food & Nutrition Services Pre-Conference..... Pearl
- 130 – Human Resources Pre-Conference..... Senator Vandenberg A-B
- 150 – New Business Manager Pre-Conference..... Emerald A-B
- 160 – Technology Pre-Conference..... Haldane
- 170 – Finance Pre-Conference..... Ambassador Ballroom
- 180 – Transportation Pre-Conference..... Berkey

8:30 – 11:45 am Certification Classes

- 190 – Days and Hours..... Thornapple
- 191 – Effective Communications..... Pantlind Ballroom
- 192 – Organizational Applications..... Grand View A-C

12:00 – 1:00 pm Lunch..... Ballrooms B-D, DeVos Place

1:15 – 4:30 pm Certification Classes

- 194 – Benefits/Retirement..... Gerald R. Ford Ballroom
- 195 – Principles of Education..... Pantlind Ballroom
- 196 – Instructional Program Evaluation..... Thornapple

1:15 – 4:30 pm Half-Day Workshops

- 197 – ORS Processor Workshop..... Grand View A-C

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

4:45 – 5:45 pm Business Manager Academy Social (Invitation Only)..... Pantlind Ballroom

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

Wednesday, 4/27/2022

- 7:00 am – 9:00 am Breakfast Ballrooms A-D, DeVos Place
- 7:00 – 5:00 pm Registration..... Center Concourse
- 8:00 – 9:00 am Opening General Session, Welcome, and Preparing for the Future Post-Pandemic Educational World: David Hulings, Hulings and Associates, L.L.C..... Ballrooms A-D, DeVos Place
- 9:20 am – 12:20 pm Clinic Sessions A, Certification Classes
- A01 — Performance Evaluation(s) for Personnel Pantlind Ballroom
 - A02 — Human Resources for the Business Manager Ambassador Ballroom West
- 9:20 – 10:20 am Clinic Sessions B
- B03 — HVAC’s Impact on Coronavirus and Beyond Grand Gallery Overlook A-B, DeVos Place
 - B04 — The Future of Domestic Water Heaters Haldane
 - B05 — Accounting and Auditing Update Ambassador Ballroom East
 - B06 — Understanding Bank Technology & What You’re Really Earning on Deposits.....Thornapple
 - B07 — Budget Timelines for ISDs Heritage Hill
 - B08 — How to Explain Additional Funding to Your Board, Staff and Community..... Emerald B
 - B09 — Enhancement Millages: Success Stories, Challenges, and Planning for the Future Winchester
 - B10 — Special Education State Aid and Federal Information and Updates Imperial Ballroom
 - B11 — School Bond Election Planning & Strategies Kendall
 - B12 — Indirect Costs..... Berkey
 - B13 — State School Aid Fund Sources 101 Nelson
 - B14 — Bulletin 1022 Accounting Manual for New Business Managers Grand View A-C
 - B15 — Critical Food Service Budget Metrics Emerald A
 - B16 — Getting the Most Out of Your ERP System Ruby
 - B17 — Legal Update..... Atrium
 - B18 — Public School Procurements: Navigating Federal Regulations Grand Gallery Overlook C-D, DeVos Place
 - B19 — Collective Bargaining: Innovations and Advanced Strategies Gerald R. Ford Ballroom
 - B20 — Understanding and Reconciling ORS Payments Governors
 - B21 — Pupil Accounting Fundamentals..... Grand Gallery Overlook E-F, DeVos Place
 - B22 — The Fundamentals of Contracts and Competitive Bidding Grand Gallery Overlook G-H, DeVos Place
 - B23 — Budgets for IT: A New Perspective Pearl
 - B24 — Ransomware — The Threat is Real and It Happened to Us! Senator Vandenberg A
 - B25 — Managing Transportation Risks..... Senator Vandenberg B

10:40 – 11:40 am	Clinic Sessions C	
	C03 — Developing Security Priorities	Grand View A-C
	C04 — Water Testing Protocols	Ruby
	C05 — SKE w/ District-Wide Financials.....	Emerald A
	C06 — Healthy Ways to Attract and Retain Staff	Nelson
	C07 — Balanced Calendar: Balancing the Wants and Needs of All Stakeholders	Berkey
	C08 — The Bond Passed: Now What About Construction Contracts?	Emerald B
	C09 — Enrollment Projections Done Right!.....	Heritage Hill
	C10 — School Aid Budget Status	Imperial Ballroom
	C11 — Special Education Finance	Governors
	C12 — CTE Reporting and Spending	Cancelled
	C13 — State Aid Status Report	Grand Gallery Overlook C-D, DeVos Place
	C14 — Bond Issuance 101.....	Winchester
	C15 — Procurement Ethics in Food Service.....	Thornapple
	C16 — Succession Planning – A Critical Leadership Responsibility	Senator Vandenberg A
	C17 — Title IX Update	Haldane
	C18 — Insurance Benefits — Current Trends	Senator Vandenberg B
	C19 — Leveraging Your Compensation Systems to Attract AND Retain Great People	Gerald R. Ford Ballroom
	C20 — Payroll Processing and Legal Compliance	Ambassador Ballroom East
	C21 — Top 10 Reasons Why Your District Could Lose FTE/Foundation Allowance Revenue	Grand Gallery Overlook E-F, DeVos Place
	C22 — Purchasing in Today's Climate with Fewer Bidders.....	Atrium
	C23 — Construction Technology and How It Will Shape Your Next Project.....	Kendall
	C24 — Data Driven Technology Planning with MICIP.....	Pearl
	C25 — Getting the SE 4094 Right: It's Important	Grand Gallery Overlook G-H, DeVos Place
12:00 – 1:30 pm	Lunch, Awards, and Business Meeting	Ballrooms A-D, DeVos Place
1:30 – 2:15 pm	Keynote Presentation: Dr. Adolph Brown, III.....	Ballrooms A-D, DeVos Place
2:15 – 5:00 pm	Exhibit Show	Exhibit Halls B-C, DeVos Place
4:30 – 5:00 pm	2022-23 Committee Chair and Regional President Orientation (Invitation Only)	Haldane
5:00 – 6:00 pm	Wayne County SBO Meeting	Grand View A-C
5:15 – 6:00 pm	Northern Michigan SBO Meeting	Nelson
5:30 – 7:00 pm	MSBO Welcome Reception.....	Ambassador Ballroom

Thursday, 4/28/2022

7:00 am	30 th Annual SET SEG Fun Run/Walk Pantlind Lobby near Ruth's Chris Steak House
7:00 – 9:00 am	Breakfast Center Concourse
7:00 am – 3:30 pm	Registration..... Center Concourse
8:20 – 11:20 am	Clinic Sessions D, Certification Classes D01 — Environmental Health and Safety Heritage Hill D02 — Technology Policies Ambassador Ballroom West
8:20 – 9:20 am	Clinic Sessions E E03 — Construction Projects: Clarifying Misunderstandings About Laws and Procedures ... Atrium E04 — Effectively Cleaning in Today's Environment Berkey E05 — How to Pull Off a Successful Audit Without Pulling Out Your Hair! Pantlind Ballroom E06 — Using Best Business Practices to Promote District Sustainability Haldane E07 — Cash Flow and Short-Term Borrowing Options Nelson E08 — Special Education Finance for ISDs Senator Vandenberg A E09 — Capital Expenditures and ESSER Grants Grand Gallery Overlook A-B, DeVos Place E10 — Implementing and Growing a Purchasing Card Program Grand View A E11 — MPERS Reporting Instruction Manual: Chapter 4 Governors E12 — 32d Great Start Readiness Programs (GSRP) Update Cancelled E13 — Bonds vs. Sinking Funds: Which is the Best Fit for Your District? Kendall E14 — Understanding and Completing Your SEFA Grand Gallery Overlook C-D, DeVos Place E15 — Rules for Equipment Purchase and Properly Dealing with Excess Fund Balance Pearl E16 — The True Cost of Cybercrime: How Hackers Affect Your Business, Budget, and Reputation Ottawa E17 — Working Without a Net: What COVID Taught Us About the Importance of Strategic Planning and Change Management Ruby E18 — The Effects of COVID on Human Resources Grand Gallery Overlook E-F, DeVos Place E19 — Bringing Clarity to Reimbursement Accounts Winchester E20 — Unemployment Claims 101 Grand Gallery Overlook G-H, DeVos Place E21 — Building a Shared Time Program Grand View B-C E22 — Fundamentals of Purchasing Policies and Procedures Gerald R. Ford Ballroom E23 — The Law and Technology for School Officials Senator Vandenberg B E24 — Social Media Policies & Procedures Emerald A E25 — Why Electric School Buses? Emerald B

9:40 – 10:40 am Clinic Sessions F

- F03 — Maintaining Synthetic Fields into the Future Pearl
- F04 — Practical Solutions to Procurement and Labor Challenges During School Improvement Projects Grand View B-C
- F05 — Davis/Bacon Act Federal Bidding Requirements Senator Vandenberg B
- F06 — Building Community Through Bond Projects: An Overview of the Process and Roles Kendall
- F07 — CHAMPS Facility Settlement Subsystem Update..... Thornapple
- F08 — Continuing Disclosure: Is Your District in Compliance?..... Ottawa
- F09 — Federal Procedures Manual and Policy Writing Senator Vandenberg A
- F10 — Legislative Update Atrium
- F11 — MDE Potpourri Grand Gallery Overlook A-B, DeVos Place
- F12 — NexSys System Basics Grand Gallery Overlook G-H, DeVos Place
- F13 — Grants Management 101..... Governors
- F14 — ORS for Beginners Grand Gallery Overlook C-D, DeVos Place
- F15 — Professional Standards in the National School Lunch Program Nelson
- F16 — Am I Ethical? Gerald R. Ford Ballroom
- F17 — 9 Ways to Maximize Learning with the Budget Process..... Haldane
- F18 — Owner-Controlled Insurance Ruby
- F19 — Student Loan Forgiveness..... Grand View A
- F20 — “Open-Mic” for Payroll Processors..... Grand Gallery Overlook E-F, DeVos Place
- F21 — Proper Pupil Accounting for Special Education Students Winchester
- F22 — RFP 101: Start to Finish..... Pantlind Ballroom
- F23 — Data Privacy and Security Emerald B
- F24 — Gotta Keep ‘em Separated! Berkey
- F25 — Transportation Hot Topics Round Table..... Emerald A

11:00 am – 1:00 pm Exhibit Show and Lunch (Served in exhibit hall) Exhibit Halls B-C, DeVos Place

1:15 – 2:30 pm Clinic Session G

- G01 — Cybersecurity Risks and Insurance..... Gerald R. Ford Ballroom

- 1:15 – 1:45 pm Clinic Sessions H
- H02 — The Bleacher Report Kendall
 - H03 — Current Trends in the Energy Markets and Does Solar Energy Make Sense for your District Nelson
 - H04 — Understanding the Moody's Rating Service Ottawa
 - H05 — Purchasing in an Online Marketplace Emerald B
 - H06 — Food Service Monitoring Pearl
 - H07 — Basic Treasury Filing Requirements Berkey
 - H08 — Using ESSER Funds to Support Student Well-Being Senator Vandenberg A
 - H09 — Bond Proceed Investment Basics Haldane
 - H10 — MILAF+ Ruby
 - H11 — Proposal A and the Closing of the Funding Gap Senator Vandenberg B
 - H12 — MSBO Dynamic Budget Projections Software Winchester
 - H13 — Continuing to Serve Meals at No Cost Thornapple
 - H14 — 2022 MSBO/Hiring Solutions LLC Annual Salary Survey Heritage Hill
 - H15 — Effectively Handling FOIA Requests Grand View B-C
 - H16 — Legal Management of Personnel Files for Litigation in the Digital Age Imperial Ballroom
 - H17 — Legal Considerations in Hiring Contract Employees and Retirees Pantlind Ballroom
 - H18 — Paperless Workflow Governors
 - H19 — Teacher Certifications Impact on FTE/Foundation Allowance..... **Cancelled**
 - H20 — IT Vendor Fraud Grand View A
 - H21 — Bus STOP, LOOK & LISTEN: Prevent Incidents with Proper Bus Maintenance.....Emerald A

- 2:00 - 2:30 pm Clinic Sessions i
- i02 — Don't Leave Money on the Table Imperial Ballroom
 - i03 — Tools to Navigate the Changing Workforce..... Senator Vandenberg B
 - i04 — Advance Your Potential with Wilkes University Kendall
 - i05 — Reviewing Board Policies: Practical Do's and Don'ts..... Senator Vandenberg A
 - i06 — MILAF+ Connect Training Nelson
 - i07 — MSBO BMA: Mini Session Grand View A
 - i08 — How to Maneuver Through the Section 18: Transparency Reporting Atrium
 - i09 — Supply Chain: Still? Haldane
 - i10 — Free Speech & Social Media for Public Employees Governors
 - i11 — Controlling Workers' Compensation Costs..... Pearl
 - i13 — Everything You Need to Know About Employment Contracts Pantlind Ballroom
 - i15 — Specialized Pupil Accounting Emerald B
 - i16 — A Comparison of Leasing vs. Buying Grand View B-C
 - i17 — SEN — Internet Statewide Thornapple
 - i18 — Lease or Own: Best Practices for Financing School Buses Berkey

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