



BUSINESS MANAGER ACADEMY

2024-25 Application

Application deadline: July 31, 2024

Applicant Criteria

- ▶ Preferred bachelor’s degree with an emphasis in accounting and finance.
- ▶ Member in good standing with MSBO.
- ▶ Ability to commit to attend one of the following programs:
 - Virtual:** 22 virtual sessions **OR**
 - Hybrid:** 7 “in-person” and 8 virtual sessions
 and participate in a curriculum based on self-study, group work and mentoring. Excuses are at the discretion of the facilitator. *If you miss more than two meetings, you could be dropped from the program without a refund.*
- ▶ Submit Application with Letter of Commitment form. Submit 2 letters of recommendation focused on leadership attributes of applicant.
- ▶ Dates tailored to the region in cooperation with the host site and local regional business manager group.
- ▶ Self-study requirements prior to meeting sessions.
- ▶ Interactive in-person sessions with general discussion, group work, and presentation.
- ▶ Mentoring opportunities for participants.
- ▶ Personalized feedback on additional opportunities for development.
- ▶ This fulfills the Group Solutions requirement for CFO & BOM certification renewal.

Participant Information

Name: _____

Title/Position: _____

District: _____

Address: _____

City/State/Zip: _____

Phone #: _____

E-mail: _____

I am applying for:

- Virtual**
Meet twice a month for 3 hours.
- Hybrid - Genesee Career Institute (GCI)**
Meet once a month for 6 hours August-October and March-June. Meet twice a month for 3 hours virtually November-February.

Program Fees

\$950 fee includes all course materials, refreshment breaks and meals. You will be responsible for overnight accommodations (if needed) and travel expenses. Academy begins August 2024 and runs through June 2025.

Accepted applicants will receive an email with instructions for registration and payment. SCECHs and college credit will be awarded pending approval.

Scholarship Criteria

A scholarship has been granted for each Business Manager Academy site for 2024-25. In addition to the Application Criteria above, district financial information will be used to assess the need.

Criteria required: Early Warning District; High Percentage of Disadvantaged Students; Low Percentage of Fund Balance (last completed year); Negative Enrollment Trends. Priority will also be given based on experience as the lead school business official in the school district.

- Please submit my application for the MSBO Investing in Members Scholarship for the 2024-25 Business Manager Academy. My district meets one or more of the criteria for consideration. [\(Deadline for scholarship consideration is July 15, 2024\).](#)



SHORT ANSWER QUESTIONS

(You may attach additional pages, if needed)

1. Please provide a biographical statement that includes:

- Professional credentials (including degrees)
- Current job duties
- Professional experience related to school finance (Attach professional resume if available)

2. List three professional goals you have related to school finance. What are your expectations of the Business Manager Academy in helping you achieve these goals?



SHORT ANSWER QUESTIONS

(You may attach additional pages, if needed)

3. What school finance related issues would you like to gain greater knowledge or understanding of?

4. As a participant of the Business Manager Academy, great emphasis is placed on participation and preparedness. Please explain how you will prepare and commit to the program if you are selected to participate.

Email application to Debbie Kopkau at dkopkau@msbo.org by July 31, 2024

Questions? Contact:

Jason Helsen
517-376-3087
jhelsen@msbo.org

Debbie Kopkau
517-327-2587
dkopkau@msbo.org



2024-25 COMMITMENT FORM

Business Manager Academy

As a participant of the MSBO Business Manager Academy, you will be engaged in intense discussion and a rigorous curriculum designed to instill greater knowledge and skills in topics related to school finance. This program is focused on top level finance position responsibilities and the application of work concepts.

Our expectation is that you will participate in self-study, group discussions, small group projects, and actively accept professional advice and feedback from peers and mentors. Our goal is to provide a convenient, creative and active learning environment that complements your professional needs and prepares you for success in a “C-suite” position.

To get the full benefit of the experience, we need each participant to be fully engaged throughout the program. Please read this overview of what is expected in the MSBO Business Manager Academy and sign this commitment to being an active participant.

I understand the Business Manager Academy is a one-year commitment and I will:

- ▶ Attend 7 in-person and 8 virtual sessions OR 22 virtual sessions.
- ▶ Prepare in advance of sessions through “Self-Study” assignments.
- ▶ Actively participate in group discussion and small group projects.
- ▶ Participate in one-on-one mentoring as needed.
- ▶ Provide/Accept professional advice and feedback to/from peers and mentors.

Applicant Signature _____ Date _____

Superintendent Endorsement

Your signature provides your support and ensures your employee’s release time for full participation in the MSBO Business Manager Academy. The ability to fully participate in the program activities which include 7 “in-person” and 8 virtual training sessions OR 22 virtual sessions, self-study, group work and mentoring is essential to the success of the participant.

Superintendent _____ Date _____