MPAAA
2019 Fall Lower Conference

Lower Peninsula

September 16 -17, 2019



DoubleTree by Hilton Hotel
Bay City

1 Wenonah Park Place
Bay City, MI 48708

MPAAA
MICHIGAN PUPIL ACCOUNTING AND ATTENDANCE ASSOCIATION



MPAAA Mission Statement...

The Michigan Pupil Accounting and Attendance Association (MPAAA) provides leadership, support, and training related to data management and educational accountability in public schools within the State of Michigan.

Our Vision...

Michigan's educational community is well trained, informed, and prepared for the challenge of an ever changing, data driven educational and regulatory environment.

Our Core Values...

What do we believe drives our work for the Association? MPAAA has highlighted the following areas of focus for our Association's work on behalf of our membership.

- To inform and educate our membership through training
- Attendance and accountability
- Data collection and accountability

A Note from the MPAAA Director



Thank you for joining us for the 2019 MPAAA Fall Conference. The Association's Planning Committee has been working for several months on crafting an agenda full of useful, relevant information. You should find attending all the sessions you wish a real challenge! With experts coming from the State of Michigan regulatory authorities, as well as the wisdom and best practices of your colleagues who are presenting, you should walk away from this conference with a wealth of new information. You'll be better able to maximize your District's funding while complying with data reporting requirements in the most efficient manner possible.



General Information

Conference Goal

The goal of this and every conference is to provide current information for ISD Auditors and for local staff who are responsible for pupil accounting, state reporting and data collections. Each conference is a must attend for anyone seeking certification as a Pupil Accounting Specialist, Pupil Accounting Auditor or Specialist in Educational Data.

Become a Member!

Not a member? If you are not a member and would like to take advantage of lower conference and workshop rates and receive critical news via our website communication system, visit www.mpaaa.org and click-on the "Membership" tab. Look for the Member Application on the left under "Join".

Help Wanted!

MPAAA committee members play a critical role to the advancement and sustainability of the Association. For example: the Program Committee assists with conference planning, the Pupil Accounting/Data Committees work on issues affecting LEA/PSAs, and the ISD Auditing Committee works with MDE on auditing changes. The Marketing Committee works to promote MPAAA to educational institutions throughout the state. Please take a moment to look at the blue cards (located at the registration desk) and consider volunteering your time and talent to one of our committees in the next year.

Conference Evaluations

The evaluations are an important tool used to make future conferences even better. You will receive your evaluation via email shortly following the conference. We appreciate your time in completing these online evaluations!

State Continuing Education Clock Hours

If your district **requires** you to have a certain number of State Continuing Education Clock Hours submitted to MDE (typically for administrators, counselors, teachers), please check that box at the top of the card. If you are working on MSBO certification **only** and do not need the clock hours, check the MSBO certification only box on the cards. This will allow your credits to be applied correctly.
Please make sure to grab the blue SCECH card at registration and return the completed form before you leave on Tuesday. Collection boxes will be available at the registration desk.

2019-2020 Executive Board Members

President	Nicole Snyder, Calhoun ISD
President-Elect	Kristina Tokar, Lansing School District
Past President	Barbette Lane, Wexford-Missaukee ISD
Secretary	Jody Lukins, Allegan Area ESA
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Pupil Acctg. Auditor Representative	Jill Slaght, Calhoun ISD
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Pupil Accounting Representative	Kelly Ballor, NexTech High School of Lansing
Member at Large	Katherine Caron, Michigan International Prep
Member at Large	Janell Craig, Oakland Schools
Member at Large	Marijane Nance, Ingham ISD
Member at Large	Christian Anderson, Macro Connect
Member at Large	Mary Ellen Welcher, Dickinson-Iron ISD
Executive Director	Rob Dickinson, MPAAA
Executive Assistant	Ruth Garland, MPAAA
CEPI Representatives	Trina Anderson, Office of Integration & Support
	Joel Thiele, PK-12 Student Services Manager
MDE Representatives:	Brian Ciloski, State Aid and School Finance
	Tina Foote, OEAA
	Caitlin Hengesbach, Office of Financial Mgmt.

2019-2020 Program Committee Members

Barbette Lane, Wexford Missaukee ISD (Chair)
Christian Anderson, Macro Connect
Rob Dickinson, MPAAA
Ruth Garland, MPAAA
Carrie Haubenstricker, Genesee ISD
Chris Hay, Traverse Bay Area ISD
Janice Jenema, Cadillac Area Public Schools
Jackie Laymac, Carrollton Public Schools
Dan Kresbaugh, Wayne RESA
Pam Moul, West Shore ESD
Holly Scott, Holt Public Schools
Ingrid Seruga, Livingston ESA
Nicole Snyder, Calhoun ISD
Holly Strong, Jackson ISD
Joel Thiele, CEPI
Kathi Thornton, Kent ISD
Kristina Tokar, Lansing School District
Mary Ellen Welcher, Dickinson-Iron ISD

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Session Descriptions

Advanced Excel: Are you looking to improve your skills in Excel? Do you know an Excel trick that you think others would like to know? **Bring your laptop to this hands-on session and make sure to download sample files. Check the MPAAA website for details.** You'll learn some of Excel's more advanced abilities and put even more tools into your spreadsheet toolbox!

Advanced MISD/MSDS: If you use the MISD/MSDS application produced by Macomb ISD, you can learn new skills in this session. The advanced toolset of this program will be explained. **Bring your laptop to this hands-on session and make sure to download sample files. Check the MPAAA website for details.**

All Those CATS: You know the sections numbers: 23a, 35a(5), 25e, and 31a. Now, go over each of the individually funded categorical programs to make sure you're claiming every FTE and dollar that your district is entitled to!

Auditing Work-based Learning & SE Transitions Programs: The variety of Work-based Learning opportunities for students increases every year and sorting through the paperwork to effectively audit them can be challenging. This session will help auditors understand what is required to fully count WBL and special ed transition students as well as identify the essential components that need to be verified for a thorough audit.

Auditors Take Note: The well-rounded pupil accounting auditor will be exposed to many issues affecting funding for the districts under their auditing umbrella. This session provides information related to CEPI applications & processes (GAD, TSDL, General Collection, SRM).

CEPI Update: This must-attend session will cover what's new at CEPI and what you need to know about current and upcoming collections.

Closed Audit Manual Meeting: MDE has asked to meet with all auditors during this time to discuss the changes made in the 18/19 Auditing manual (PMAM), and what changes are needed for 19/20. **This meeting is for auditors only.**

Data Quality 2 (3-hour PAS & SED Certification Course): The second in the Data Quality series focuses on data management and governance – locating the weak points in your data systems and making them stronger. The quality of data will improve when all staff understands how the data will be used and who 'owns' that piece of information. Get information about coordinating data quality at the district level, identifying data flow and cycles, common data entry issues, the importance of communication, and the roles of various district staff in this process. Pre-requisite: Data Quality I

Session Descriptions (cont'd)

Early Childhood: The basics of pupil accounting for Early Childhood Special Education Programs and Services operated under Administrative Rules 1754, 1755, and 1862.

EEM Updates: The Educational Entity Master (EEM) is the key system that all other MDE and CEPI data collection systems are built around. Learn the vital role this system plays in your District's data reporting and what you need to be aware of to keep the system well-informed.

EMC: This introduction to Early Middle College will provide a "how-to" for EMC compliance and reporting. Discussions will include coding your students in the MSDS, setting up of entity structures within the EEM, and the deadlines and local documentation needed in the student's file. This session will be valuable information whether you are new or experienced with EMCs.

Introduction to Pupil Auditing (3-hour PAS/PAA/SED Certification Course): This introduction to pupil accounting auditing focuses on learning the basics of preparing for an audit, acronyms, quality control reviews and tips related to the audit narrative. Embedded in this session are tips on ways to connect and work with various officials within the Michigan Department of Education (MDE).

Legislative Update: This session will provide an update on legislation that passed and/or is pending this year that affects pupil accounting, auditing, and data submissions. The School Aid Act proposed legislation for 2019-20 will be highlighted.

OCR/CRDC Prep: The 2018/19 collection of the Office of Civil Rights (OCR) Civil Rights Data Collection (CRDC) will be collected over the winter/spring of 2020. Come to this session to be prepared for this difficult, complex collection.

Pupil Accounting Auditor (PAA) Roundtable: Discuss recent developments in the field with fellow Pupil Auditors. Ask the questions you have recently come across and share your recent successes with your colleagues. This is a roundtable, interactive format and not a formal presentation.

Pupil Accounting Specialist (PAS) Roundtable: Discuss recent developments in the field with fellow Pupil Accountants. Ask the questions you have recently come across and share your recent successes with your colleagues. This is a roundtable, interactive format and not a formal presentation.

REP Reporting: The Registry of Educational Personnel is the primary way Michigan public schools communicate to the State information about the staff they employ, and information about the teachers in our schools. Join CEPI staff in learning more about this report, and how data in the REP report can affect MSDS reporting, and vice-versa.

Session Descriptions (cont'd)

Residency & Exit Codes: Dealing with student residency issues and reporting student exit codes are some of the most frequently asked questions at MPAAA conferences. Please bring your questions to this session designed to lay out the requirements and help shed light on this perennial issue.

Specialist in Educational Data (SED) Roundtable: Join your fellow school data specialists for a discussion of current hot topics and common items of concern. Please bring your current issues and discussion topics to the session to share with the group and stimulate the conversation! This is a roundtable, interactive format and not a formal presentation.

Shared Time Roundtable: If you run a shared time program, or are considering one, please attend this session to discuss the requirements of the program and ask the questions that have been bothering you.

Special Education Pupil Accounting: This session covers the basics of pupil accounting for special education students. What you need to know to report them properly and what you can do to avoid being out of compliance!

State Agency Panel (1-hour PAS/PAA Certification Course): Receive an introduction to state agency personnel from CEPI and MDE (including Office of the Audits, Office of State Aid and School Finance, Office of Special Education, etc.,) who create and/or implement the business rules, administrative rules and other processes affecting district, ISD staff or contracted auditors. (Certification track PAS/PAA)

Teacher Certifications: Join a representative of MDE as they discuss new reporting requirements for auditors as they review your District's teaching staff. Teacher certifications are being held to a higher standard than ever before and whether you are an auditor, or a pupil accountant, you need to know what these new standards are.

Virtual Learning: Virtual learning gives students more freedom to learn than they've ever had before. Unfortunately, with that freedom comes many new requirements to properly document their experiences and ensure you get all the funding these classes have available. Attend this session to make sure you're getting the reporting requirements done properly and are getting all the funding that is available.

Every Day is a new Beginning take a Deep Breath, Smile and Start Again.

Pupil Accounting Certifications

MPAAA, in conjunction with Michigan School Business Officials (MSBO), is pleased to offer our members the opportunity to gain certification as either a Pupil Accounting Specialist, a Pupil Accounting Auditor, or as a Specialist in Educational Data. These widely recognized certifications show your current and potential employers that you are proficient in your area of expertise, and can help you promote yourself and your career.



The certifications each have a required set of classes that need to be completed within a 3-year timeframe from the date you sign your letter of commitment for your desired educational track. The courses are designed to cover the basics of the particular track you are pursuing and are intended for those in their first 1-5 years in their job. For those with more than 5 years of experience, there is a grandfathering option that may allow you to waive some of the course requirements. The courses for each certification take 50 hours to complete, and there is a 90-hour continuing education requirement over 5 years once you have your certification.

To begin a certification, you need to be a member of MPAAA, as most of the courses you will take are offered either at our conferences, boot camps, or during stand-alone workshops. There are a few additional courses that are part of MSBO's curriculum that are only offered at MSBO functions. You will also need to join MSBO when you are ready to finish your track and acquire your official certification. If you are unable to complete all the required courses within 3 years, there are extension options available.

You can find specific information on each of the certification tracks, as well as additional information, at the MSBO certification website, https://www.msbo.org/msbo-certification-program. Application forms, letters of commitment, and grandfathering forms are all available on this site. You can always contact the MPAAA office at (517) 853-1413, or email our Executive Director, Rob Dickinson (rob@mpaaa.org) for assistance.

Keep in mind that if you are actively working on a certification, or already have one and you want this conference to count towards your continuing education renewal, it's important that you complete the blue certification form and hand it in BEFORE you leave the conference! If you try to send it in later, we won't be able to give you credit for the time and courses you've completed.

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SUNDAY	**Registration Open 4:00 - 6:00 PM—Salon C Pre-Function**			
MONDAY	**Registration Open 7:00 - 9:00 AM —Salon C Pre-Function**			
BREAKFAST 7:00 - 8:00 AM — Ballroom				
Morning Breakout Sessions/Certification Classes				
Time	Session	Presenter	Facilitator	Location
8:00—8:20 AM	General Membership Session —Welcome!	Nicole Snyder, MPAAA President & Rob Dickinson, MPAAA Director		Ballroom
8:30—10:00 AM	Auditors Take Note	Leslie Shamel, Lapeer County ISD	Kelly Ballor	Ballroom C
	Residency & Exit Codes	Carolyn Claerhout, Oakland Schools	Carrie Haubenstricker	Ballroom AB
	Special Education Pupil Accounting	Jennifer Tindall, Lapeer Community Schools	Katherine Caron	Davidson
PAS/PAA/SED Cert. Class	Intro to Pupil Auditing (PAS/PAA/SED)	Barbette Lane, Wexford-Missaukee ISD	Dana Riley	Ballroom D
BREAK 10:00 - 10:15 AM — Ballroom Pre-function				
10:15—11:45 AM	**Morning Breakout Sessions/Certification Classes (Cont'd)**			
	Early Childhood	Marijane Nance, Ingham ISD & Emily Taylor, Kent ISD	Jill Slaght	Ballroom C
	REP Reporting	Caitlin Groom, CEPI	Jody Lukins	Davidson
	Residency & Exit Codes	Carolyn Claerhout, Oakland Schools	Chris Hay	Ballroom AB
PAS/PAA/SED Cert. Class	Intro to Pupil Auditing (Cont'd) (PAS/PAA/SED)	Barbette Lane, Wexford-Missaukee ISD	Dana Riley	Ballroom D
LUNCH 11:45 - 12:45 PM — Ballroom				
12:45 - 2:15 PM	**Afternoon Breakout Sessions/Certification Classes**			
	Advanced Excel	Kathi Thornton, Kent ISD	Jan Jenema	Ballroom C
	All Those CATS	Holly Scott, Holt Public Schools & Kristina Tokar, Lansing Public Schools	Chris Hay	Ballroom AB
	Closed Audit Manual Meeting (Auditors Only)	Caitlin Hengesbach, Office of Financial Mgmt. & Gloria Suggitt, MDE	Nicole Snyder & Jill Slaght	Ballroom D
PAS/SED Cert. Class	Data Quality 2 (PAS/SED)	Janell Craig, Oakland Schools	Christian Anderson	Davidson
BREAK 2:15 - 2:30 PM — Ballroom Pre-function				
2:30 - 4:00 PM	**Afternoon Breakout Sessions/Certification Classes (Cont'd)**			
	EEM Updates	Caitlin Groom, CEPI	Jackie Laymac	Ballroom C
	Closed Audit Manual Meeting (Cont'd)	Caitlin Hengesbach, Office of Financial Mgmt. & Gloria Suggitt, MDE	Nicole Snyder & Jill Slaght	Ballroom D
	OCR/CRDC Prep	Rob Dickinson, MPAAA	Kelly Ballor	Ballroom AB
	Data Quality 2 (Cont'd) (PAS/SED)	Janell Craig, Oakland Schools	Christian Anderson	Davidson

TUESDAY	Registration Open 7:00 - 9:00 AM - Salon C Pre-Function			
BREAKFAST/COMMITTEE MEETINGS 7:00 - 8:00 AM - Ballroom				
Time	Session	Presenter	Facilitator	Location
8:00 - 9:00 AM	Morning Breakout Sessions			
	Auditing Work-based & Transition Programs	Carrie Haubenstricker, Genesee ISD & Holly Strong, Jackson ISD	Ingrid Seruga	Ballroom CD
	Shared Time Roundtable	Jackie Laymac, Carrollton Public Schools	Kelly Ballor	Davidson
	Virtual Learning	Katherine Caron, Michigan International Prep	Nora Whyte	Ballroom AB
BREAK 9:00 - 9:10 AM — Ballroom Pre-function				
9:10– 10:10 AM	Morning Breakout Sessions (Cont'd)			
	Advanced MISD/MSDS	Kathi Thornton, Kent ISD	Jan Jenema	Ballroom AB
	Early Middle College	Caitlin Groom, CEPI & Lisa Seigel, MDE	Pam Moul	Ballroom CD
	Teacher Certifications	Victor Bugni, MDE	Barbette Lane	Davidson
BREAK 10:10 - 10:20 AM — Ballroom Pre-function				
10:20– 11:20 AM	Morning Breakout Sessions (Cont'd)			
	PAA Roundtable	Jill Slaght, Calhoun ISD	Nicole Snyder	Ballroom CD
	PAS Roundtable	Rob Dickinson, MPAAA	Kelly Ballor	Ballroom AB
	SED Roundtable	Christian Anderson, Macro Connect & Jan Jenema, Macro Connect	Katherine Caron	Davidson
LUNCH 11:20 - 12:05 PM — Ballroom				
12:05 - 2:05 PM	Afternoon General Sessions			
12:05 PM—1:05 PM	Legislative Update	Bob Kefgen, MASSP	Rob Dickinson	Ballroom
1:05 PM—2:05 PM	CEPI Update	Joel Thiele, CEPI	Holly Strong	Ballroom
BREAK 2:05—2:15 PM — Ballroom Pre-function				
12:05 - 2:05 PM	Afternoon General Sessions (Cont'd)			
2:15—3:15 PM	Intro to State Agency Resources/State Agency Panel	MDE & CEPI Staff	Nicole Snyder	Ballroom
3:15 PM	Conference Ends			

Delectable Offerings

Monday

Breakfast

Cinnamon Vanilla French Toast
Scrambled Eggs
Smoked Bacon and Country Sausage Links
Home Fried Potatoes
Assorted Danishes and Muffins
Fresh Seasonal Fruit
Juices, Coffee, Tea, and Soft Drinks

Snack

Coffee, Tea and Soft Drinks

Lunch

Caprese Salad
Classic Caesar Salad
Penne Primavera
Grilled Chicken Alfredo
Mixed Italian Vegetables
Herb Roasted Potatoes
Warm Focaccia Bread
Tiramisu & Cannoli
Coffee, Tea and Soft Drinks

Snack

Kettle Chips with Dip
Cookies
Popcorn
Coffee, Tea and Soft Drinks



Tuesday

Breakfast

Oatmeal
Scrambled Eggs
Smoked Bacon and Country Sausage Links
Home Fried Potatoes
Assorted Danishes and Muffins
Fresh Seasonal Fruit
Juices, Coffee, Tea, and Soft Drinks

Snack

Coffee, Tea and Soft Drinks

Lunch

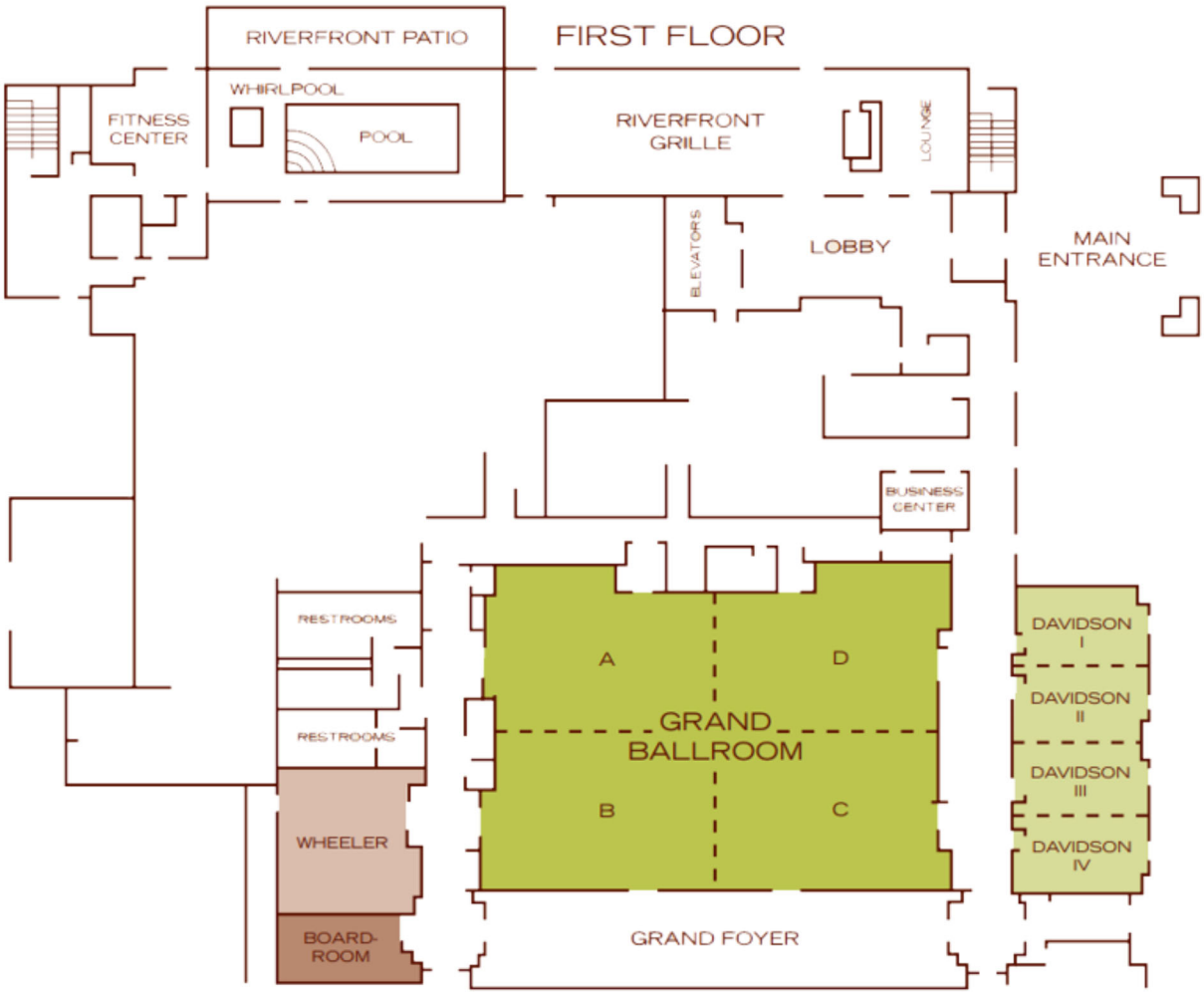
Baked Potato Bar
(Grilled Chicken, Steamed Broccoli, Cheese Sauce, Beef Chili, Sour Cream, Shredded Cheese, Green Onion, Tomato, and Bacon)
Tossed Michigan Salad
(Spring Mix, Dried Cherries, Walnuts, Apples, White Cheddar and House Vinaigrette)
Tossed Salad
Cookies & Brownies
Coffee, Tea and Soft Drinks

Snack

Roasted Mixed Nuts
Twizzlers
Warm Jumbo Soft Pretzels
Stadium Mustard
Assorted Bagged Salty Snacks
Coffee, Tea and Soft Drinks

Bon Appétit!

Doubletree Bay City Conference Map



Thank You to our State Agency Partners

One of MPAAA's primary goals is to maintain and strengthen the bonds between the Association and the State Agencies that we work with. Sometimes one of the most thankless jobs is to stand before our membership and deliver news on legislative changes that mandate new collection requirements on our members. We are fortunate that our State Agency Partners take the time out of their busy schedules to make sure that our membership is kept in the loop on these new requirements. The Association would like to thank the following MDE and CEPI staff for attending our conference and making themselves available to our members:

Jeanne Anderson-Triplett, MDE
Jessica Beagle, MDE
Victor Bugni, MDE
Brian Ciloski, MDE
Caitlin Groom, CEPI
Caitlin Hengesbach, MDE
Sherine Lance, CEPI
Sean McLaughlin, MDE
JL Purves, MDE
Ann Richmond, MDE
Lisa Seigel, MDE
Becky Sowle, CEPI
Gloria Suggitt, MDE
Joel Thiele, CEPI

All of these MDE and CEPI staff will be wearing yellow lanyards for their nametags, so please join us in thanking them for their time and attendance.

2019/20 MPAAA Mentor Program - Sign Up!

In early August, a survey invitation was sent to all MPAAA members to ask if they would like to participate in the 2019/20 mentor program. We're looking for people new to the job and eager to learn the details of pupil accounting, as well as those willing to guide new pupil accounting and data specialists in the state reporting process. While that sign-up time has passed, and we're currently placing mentors with mentees, it's not too late to join in!

If you would like to have a mentor assigned to you, or you are willing to BE a mentor for someone, please send an email to rob@mpaaa.org. Keep in mind that the program is only open to CURRENT MPAAA members.

Spring 2020 MPAAA Conference

Grand Traverse Resort
Traverse City, MI

May 4 – 6, 2020



MPAAA: We've Got You Covered!

Michigan Pupil Accounting and Attendance Association

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Lansing, MI 48917

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www.mpaaa.org

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