

# Michigan Pupil Accounting & Attendance Association

*Solving the Puzzle*

*Pupil Accounting Manual  
2023-2024*



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**2024 Spring Conference**



**MPAAA**

MICHIGAN PUPIL ACCOUNTING AND ATTENDANCE ASSOCIATION

**Grand Traverse Resort**



## 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

Welcome to the 2024 MPAAA Spring Conference! We have an excellent agenda this year, perhaps our best ever!

Introducing a fresh addition to our conference: Tuesday morning breakout sessions will now offer 40-minute 'Quick Hit' sessions, allowing you to attend two within the usual 90-minute block. Each course will be offered twice during this period, giving you the flexibility to choose the sessions that best suit your interests and schedule.



As always, you'll have ample opportunity to network with your colleagues during sessions and meals.

We're excited to bring back our SIS-specific sessions this year. With the content of these much-requested sessions freshly revised, we are sure you'll find them especially useful.

We have a listing of some excellent local restaurants at the registration desk if you are looking for inspiration for dinner, but be sure to be back for our annual Euchre AND CORNHOLE Tournaments at 7 PM on Tuesday evening (These are SEPARATE tourneys, not some odd combo event!). We'll have food and a cash bar. We'll also have some games available if Euchre or Cornhole aren't for you. You don't need a partner to play, just an interest in some fun company!

I hope you'll all have an informative, productive time at the conference, and maybe have a little fun as well. If there is anything I or the MPAAA Board can do to improve your experience, please don't hesitate to let us know. Thanks and welcome!

## Thank You to all of our Vendors!



MICHIGAN  
DataHub



MI School Data  
Michigan's Official Education Data Source



PowerSchool

# 2023-2024 Executive Board Members

President	Carrie Haubenstricker, Genesee ISD
President-Elect	Roberta Farina, Macomb ISD
Past President	Kathi Thornton, Kent ISD
Secretary	Tasha Speck, Owosso Public Schools
Treasurer	Janell Craig, Oakland Schools
Marketing & Membership Chair	Tracy Clawson, Comstock Public Schools
Pupil Acct'g. Auditor Representative	Barbette Lane, Wexford-Missaukee ISD
Data Specialist Representative	LeAnn Szymanski, Ottawa Area ISD
Pupil Acct'g LEA/PSA Representative	Kelly Ballor
Member at Large	Nicole Snyder, Calhoun ISD
Member at Large	Efreida Day, Muskegon Area ISD
Member at Large	Julie Ziesemer, Washtenaw ISD
Executive Director	Rob Dickinson, MPAAA
Executive Assistant	Jody Lukins, MPAAA
CEPI Representatives	Trina Anderson, Office of Integration & Support
	Joel Thiele, PK-12 Student Services Manager
	Brian Ciloski, State Aid and School Finance
	Jessica Beagle, State Aid and School Finance
	Tina Foote, OEAA
	Gloria Suggitt, Office of Financial Mgmt.
MDE Representatives	

# 2023-2024 Program Committee Members

Kathi Thornton, Kent ISD (Chair)	Dawn Fults, Genesee ISD
Tasha Speck, Owosso Public Schools (Co-Chair)	Carrie Haubenstricker, Genesee ISD
Christian Anderson, Oakland Schools	Christina Hay, Northwest Education Services
Randi Bassett, Holt Public Schools	Becky Korroch, CEPI
Coleen Billings, Ann Arbor Public Schools	Barbette Lane, Wexford-Missaukee ISD
Mary Lynn Bowen, National Heritage Academies	Jody Lukins, MPAAA
Kim Browning, Bay-Arenac ISD	Barb Massie, Oxford Community Schools
Jennifer Carlson, Muskegon ISD	Sarah Mohler, Oakland Schools
Tracy Clawson, Comstock Public Schools	Vestita Ortiz, Michigan Online Schools
Heidi Cuthbert, Berrien RESA	Shannon Rea, C.O.O.R. ISD
Efreida Day, Muskegon ISD	Cari Jo Roberts, Kalkaska Public Schools
Linda Dehooghe, Lakeview Public Schools	Holly Scott, Holt Public Schools
Rob Dickinson, MPAAA	Lisa Senk, Bay-Arenac Community Schools
Sandra Dukhie, Wayne RESA	LeAnn Szymanski, Ottawa Area ISD
Kelly Dumas, Warren Consolidated Schools	Joel Thiele, CEPI
Roberta Farina, Macomb ISD	Dawn Valdez, Lakeshore Public Schools
Pamela Frazier, Covert Public Schools	



# Session Descriptions

**Audit Findings** (40 minutes): Join representatives from the MDE Office of Audits to hear about recent updates in both specific and general audit findings. This auditor-focused session is intended to offer insights to the changes in the MSDS Audit Reporting System. *Presenters – Gloria Suggitt, MDE & Jose Quintero, MDE*

**CEPI Update** (1.0 hour): This general session will cover what is new at CEPI and what you need to know about current and upcoming collections. (Certification track PAA, PAS, SED) *Presenter – Joel Thiele, CEPI*

**Cybersecurity: Make Your Own Luck** (1.5 hours): Ever notice how some schools just seem to have bad cyber luck, while others seem to dodge that bullet every time? Well, it may have less to do with luck than you think. In this session, we'll take a look at schools' cybersecurity approaches, trends, and attacker goals to identify things that separate the good, the bad, and the lucky in cyberspace. This session will also have a live demonstration using a simulated school system network where we will show you the tactics hackers use to find that one chink in your armor and lead you to having a very bad day. We will distill security best practices down to a short list of things that your school can do to avoid rolling a 1 on your cybersecurity saving throw. Join us as we take you from WTF to MFA! *Presenter – Ross Lemke, US Department of Education*

**Data Quality II** (3 hours): A culture of data quality is the belief that good data is an integral part of teaching, learning, and operating your school. Data Quality II provides the initial foundational building blocks related to creating a culture of data quality. Identify the components of data quality, factors affecting data quality, collaboration opportunities, security and confidentiality, and the elements of a data audit. (Certification track PAS/SED) *Presenter – Beckie Reed, Calhoun ISD*

**Days & Hours** (3 hours): What counts? How do you handle passing time? How do you calculate hours? This session is both nuts and bolts of the basics of Days and Hours and includes an opportunity for auditors and district staff to hear how 'the other half lives'. An overview of current requirements as they relate to the school district calendars is also included. (Certification track PAA/PAS) *Presenters – Brian Ciloski, Jessica Beagle & Steve Nemeckay, MDE*

**Early On® and MMSE Reporting** (1.5 hours): Hear from MDE and MiLEAP regarding the reporting requirements of Early On® students in regard to MMSE (Michigan Mandatory Special Education) Reporting. *Presenters – Anne Hansknecht, CEPI, Colleen O'Connor & Janet Timbs, MiLEAP, & Ann Walton, MDE*

**EMC Reporting & Requirements** (40 minutes): Early Middle College (EMC) can be a tricky road to navigate. Join this session to learn more about the requirements for managing and reporting students in an EMC. *Presenters – Brandon Baryo, CEPI & Daisy Kielty, MDE-CTE*

**Enhancing State Reporting with Michigan Data Hub & CEPI Connectivity** (1.5 hours): In this session, we'll delve into the relationship between your district's Student Information System (SIS), the Michigan Data Hub, and CEPI, uncovering key components to streamline and enhance your state reporting experience, such as real-time MSDS Error Checks, MSDS File Extractor, and more. Discover how to leverage MiDataHub and MSDS integration effectively and gain direct resources for integrating UIC Services, Snack Pack, and Direct Certification with your SIS. Don't miss out on optimizing your reporting process! *Presenters – Laura Caballero & Melissa Tront, MiDataHub*

# Session Descriptions (cont'd)

**FERPA 101** (1.5 hours): Do you have questions about student privacy? Need to understand what your responsibilities are? Well, we're here to help! Join the U.S. Dept. of Education's Privacy Technical Assistance Center (PTAC) for an introductory presentation on the Family Educational Rights and Privacy Act (FERPA), the principal federal law protecting student privacy. This presentation will introduce you to the fundamentals of FERPA and provide depth and clarity on its application to the school system! This session is intended as an introduction to the law and seeks to balance providing the legal background of the statute with real-world scenarios to which this law applies. *Presenter – Ross Lemke, US Department of Education*

**FERPA 201** (40 minutes): Think you know everything there is to know about the Family Educational Rights and Privacy Act (FERPA)? The U.S. Department of Education's Privacy Technical Assistance Center (PTAC) is issuing a challenge to all attendees to apply their knowledge to the test! In this session, we will explore a variety of real-world scenarios that concern student privacy and ask you, the audience, to help us work through them. This session provides an excellent forum for discussion of complex issues regarding FERPA and a great space to have your questions answered. Do you think you have what it takes? To that we say, "It depends!" *Presenter – Ross Lemke, US Department of Education*

**Green Auditing** (40 minutes): Auditing with less paperwork...believe it or not! Take a look at what the MPAAA Green Auditing System could offer your schools in cost savings and more efficient auditing. *Presenters – Barbette Lane, Wexford-Missaukee ISD & Jody Lukins, MPAAA*

**GSRP Reporting** (40 minutes): This session will explain what the Great Start Readiness Program (GSRP) is, what it looks like at the county and local levels, and go through how to complete the Early Childhood Collection requirements to receive funding for this program. *Presenter – Kathi Thornton, Kent ISD*

**Incident Response Best Practices: Bruise Now, So You Don't Bleed Later** (40 minutes): It's not a matter of *if* you will be involved in a cybersecurity incident, it's a matter of *when*. Come to PTAC's session on incident response and learn about best practices to help ensure your organization is ready when the moment comes. The bad guys train hard, and you should too. *Presenter – Ross Lemke, US Department of Education*

**Intro to CEPI** (3 hours): The Center for Educational Performance and Information (CEPI) staff provide an in-depth overview of submissions impacting a variety of CEPI application. These include the Michigan Student Data System (MSDS), the School Infrastructure Database (SID), Financial Information Database (FID), Educational Entity Master (EEM), Graduation and Dropout Application (GAD) and Registry for Personnel (REP). (Certification track PAA/PAS/SED) *Presenters – Robert Hovenkamp & Becky Korroch (Sowle), CEPI*

**Legislative Update** (1 hour): This session will provide an update on legislation that passed and/or is pending this year that affects pupil accounting, auditing, and data submissions. *Presenter – Bob Kefgen, MASSP*

**Mastering the Art of Feedback: Compassionate Communications** (3 hours): Communications during the audit process can be difficult. Bad news is often being communicated and even the most professional colleague can be susceptible to taking things personally. Spend the afternoon learning techniques that allow these difficult conversations to be had in a non-confrontational way. *Presenters – Janell Craig & Grace Rutkowski-Damerow, Oakland Schools*

**MiLEAP & MDE – The New Reality** (1 Hour): This session will discuss the changes local district staff should see in the coming years from the new MiLEAP department (Michigan Lifelong Education, Advancement, & Potential), and how data reporting and pupil accounting, in particular, may be affected. *Presenter – Janet Timbs, MiLEAP*

# Session Descriptions

**MSDS Reports** (40 minutes): This session will help you find the best reports in the CEPI library to meet your needs. Existing and new reports will be shown and discussed. *Presenter – Becky Korroch (Sowle), CEPI*

**Overview of State Reporting** (3 hours): Participants will look at state reporting requirements and resources from the birds-eye view. Participants will review important connections and deadlines related to the Michigan School Data System (MSDS). (Certification track PAS) *Presenter – Rob Dickinson, MPAAA*

**Parchment E-Transcripts** (40 minutes): The E-Transcript system (hosted by Parchment Technologies) allows student transcripts to be electronically stored and sent to students' chosen colleges. Come to this session to learn about the Parchment system and the ways in which it can save time and energy for your students and your district staff. *Presenters – Paul McMorrow & Ben Silva, Parchment Technologies*

**Pupil Accountants Roundtable** (1.5 hours): This session for Pupil Accounting Specialists provides critical information needed to implement, maintain, and support a strong, thoughtful pupil accounting department within a public-school district or a public-school academy. This is a roundtable, interactive format and not a formal presentation. Your experience, input, and participation are welcome here! *Presenters – LeAnn Szymanski, Ottawa Area ISD & Kelly Ballor*

**Pupil Accounting Auditing Reporting** (3 hours): The well-rounded pupil accounting auditor will be exposed to many issues affecting funding for the districts under their auditing umbrella. These two sessions provide information related to both CEPI applications/processes (GAD, General Collection, SRM) and the implementation of the Pupil Accounting Auditing Manual. (Certification track PAA) *Presenters – Shannon Rea, C.O.O.R. ISD & Julie Ziesemer, Washtenaw ISD*

**Pupil Accounting in Infinite Campus** (3 hours): Learn the tips and tricks to successfully managing your District's Pupil Accounting functions and reports specific to users of Infinite Campus. Discuss setup specifics and how Infinite Campus can make your job easier, or harder! *Presenters – Tina Bowers, Lenawee ISD, Jason Morden, Clinton County RESA & Chris Nelson, Lenawee/Monroe Tech. Consortium*

**Pupil Accounting in MiStar-Q** (3 hours): MISTAR-Q SIS offers fully comprehensive and efficient processes and reports to successfully manage your District's Pupil Accounting functions and reporting needs. In this session, we will review and discuss specifics and how the MISTAR-Q solution creates efficiencies while ensuring accuracy in Pupil Accounting Reporting. *Presenters – Dawn Cruz, Oakland Schools & Dan Kresbaugh, Wayne RESA*

**Pupil Accounting in PowerSchool** (3 hours): Learn the tips and tricks to successfully managing your District's Pupil Accounting functions and reports specific to users of PowerSchool. Discuss setup specifics and how PowerSchool can make your job easier, or harder! *Presenters – Randi Bassett, Holt Public Schools & Sally Riffle, Marcia Brenner Associates*

**Pupil Accounting in Skyward** (3 hours): Learn the tips and tricks to successfully managing your District's Pupil Accounting functions and reports specific to users of Skyward. Discuss setup specifics and how Skyward can make your job easier, or harder! *Presenters – Michelle Brancheau-Holly Area Schools, DeVonna Haskell, Clare Gladwin ISD & Terra Kelpinski, Saginaw ISD*

# Session Descriptions (cont'd)

**Pupil Accounting in Synergy** (3 hours): Learn the tips and tricks to successfully manage your District's Pupil Accounting functions and reports specific to users of Synergy. Discuss setup specifics and how Synergy can make your job easier. *Presenters – Debra Sellers, Wyoming Public Schools & Valerie Stewart, Edupoint*

**Pupil Accounting Legal Issues** (2 hours): Jennifer Starlin with Thrun Law Firm will share the legal perspective on current educational issues. You will be exposed to an introduction to the legal issues facing Pupil Accounting, Pupil Auditing, and State Reporting staff related to educational issues; enrollment issues, FERPA, student records, teacher certification, etc., as well as data quality and data collections. This session will fulfill the MSBO Pupil Accounting Legal Issues requirement for Pupil Accounting Specialists and Pupil Accounting Auditors (Certification track PAA/PAS) *Presenter – Jennifer Starlin, Thrun Law Firm, P.C.*

**Pupil Auditing Roundtable** (1.5 hours): 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. In addition, Teacher Certification for auditors will be addressed. *Presenters – Barbette Lane, WMISD & Julie Ziesemer, Washtenaw ISD*

**Special Education Topics** (40 minutes): Join a panel of experts who will review the basics of Special Education. This is a roundtable, interactive format and not a formal presentation. *Presenters – Sean McLaughlin, Nancy Rotarius, & Ann Walton, MDE-OSE & Colleen O'Connor, MiLEAP*

**State Agency Update (Intro to State Agency Resources)** (1.25 hours): Receive an introduction to state agency personnel from CEPI and MDE (including Office of the Audits, Office of State Aid and School Finance, etc.), who create and/or implement the business rules, administrative rules and other processes affecting district, ISD staff or contracted auditors. (Certification track PAA/PAS)

**Testing & Accountability Update** (40 minutes): The session will contain information on how student data from MSDS is used by the Office of Educational Assessment and Accountability (OEAA), what and when it is pulled, and how it is used in assessment and accountability reporting. *Presenter – Tina Foote, MDE-OEAA*

**Unlock the Magic: Discovering Insights with MiDataHub** (40 minutes): This session presents a hands-on session tailored for data enthusiasts. Navigate the intricate landscape of District Reports in the Cockpit, refine the art of detecting data quality issues, and elevate proficiency in utilizing dashboards for meticulous data verification. Join us for an immersive experience in unlocking the true potential of MiDataHub. *Presenters – Laura Caballero & Melissa Tront, MiDataHub*

**Virtual Learning – The Basics** (1.5 hours): Even before the Pandemic virtual learning was an integral part of public education. This session will help attendees understand the intricacies of managing and reporting virtual classrooms and students. *Presenters – Brian Ciloski & Jessica Beagle, MDE*

**Wellness Session** (1.5 hours): This session was a huge hit in the fall and we are bringing it back for this conference! This session focuses on YOU. Learn how to find a better balance between the various aspects of your professional and personal lives and manage your time, energy, and sanity to make all the various hats you wear fit a bit better and make you more comfortable in them! *Presenter – Namrata Rajeev, The Heartfulness Institute*

SUNDAY	Registration Open 4:00 - 6:00 PM — Tower Lobby (Lower Level )			
MONDAY	Registration Open 7:00 - 10:30 AM — Tower Lobby (Lower Level)			
BREAKFAST 7:00 - 8:30 AM — Michigan Ballroom				
Morning General Sessions/Certification Class — Governor’s ABCDEF				
Time (track)	Session	Presenter	Facilitator	Room
8:30 - 8:45 AM	General Membership Session	Carrie Haubenstricker & Rob Dickinson	N/A	Gov ABCDEF
8:45 - 9:45 AM (PAS/SED/PAA)	CEPI Update	Joel Thiele, CEPI	Kathi Thornton	Gov ABCDEF
9:45 - 10:45 AM Cert Class 1 (PAS/PAA)	Pupil Accounting Legal Issues	Jennifer Starlin, Thrun Law	Roberta Farina	Gov ABCDEF
BREAK 10:45 - 11:00 AM — Governor’s Prefunction				
Morning Certification Class (Cont’d)				
11:00 AM - 12:00 PM Cert Class 1 (Cont’d) (PAS/PAA)	Pupil Accounting Legal Issues	Jennifer Starlin, Thrun Law	Roberta Farina	Gov ABCDEF
LUNCH & SERVICE AWARDS 12:00 - 1:30 PM — Michigan Ballroom				
VENDOR EXPO 12:00 - 1:30 PM — Governor’s Prefunction				
1:30 - 3:00 PM	Afternoon Breakout Sessions/Certification Classes			
	Early On & MMSE Reporting	Anne Hansknecht, CEPI, Colleen O'Connor & Janet Timbs, MiLEAP, Ann Walton, MDE-OSE	Christina Hay	Peninsula
	Enhancing State Reporting with MIDataHub & CEPI Connectivity	Melissa Tront & Laura Caballero, MiDataHub	Randi Bassett	Gov AB
	Virtual Learning - The Basics	Brian Ciloski & Jessica Beagle, MDE	Kelly Dumas	Gov CD
	FERPA 101	Ross Lemke, US Dept. of Education	Dawn Valdez	Mackinaw
Cert Class 2b (PAS/SED)	Data Quality II	Beckie Reed, Calhoun ISD	Linda Dehooghe	Gov EF
Cert Class 2a (PAS/SED/PAA)	Intro to CEPI	Robert Hovenkamp & Becky Korroch (Sowle), CEPI	Efreida Day	Tower A
BREAK 3:00 - 3:15 PM — Governor’s Prefunction				
3:15 - 4:45 PM	Afternoon Breakout Sessions/Certification Classes (Cont’d)			
	Wellness Session	Namrata Rajeev, The Heartfulness Institute	Dawn Valdez	Gov CD
	Pupil Auditing Roundtable	Barbette Lane, WMISD & Julie Ziesemer, WISD	Dawn Fults	Peninsula
	Pupil Accountants Roundtable	LeAnn Szymanski, OAISD & Kelly Ballor	N/A	Gov AB
	Cybersecurity: Make Your Own Luck	Ross Lemke, US Dept. of Education	Coleen Billings	Mackinaw
Cert Class 2b (Cont’d) (PAS/SED)	Data Quality II	Beckie Reed, Calhoun ISD	Heidi Cuthbert	Gov EF
Cert Class 2a (Cont’d) (PAS/SED/PAA)	Intro to CEPI	Robert Hovenkamp & Becky Korroch (Sowle), CEPI	Kathi Thornton	Tower A



TUESDAY	Registration Open 7:30 - 9:30 AM — Tower Lobby (Lower Level )			
BREAKFAST/COMMITTEE MEETINGS 7:00 - 8:30 AM — Michigan Ballroom				
8:30 - 11:45 AM	Morning Certification Classes			
Cert Class 3a (PAS/PAA )	Days & Hours	Brian Ciloski, Jessica Beagle, & Steve Nemeckay, MDE	Barb Massie	Gov EF
Cert Class 3b (PAA)	Pupil Accounting Auditing Reporting	Shannon Rea, COOR ISD & Julie Ziesemer, Washtenaw ISD	Roberta Farina	Tower B
8:30 - 9:10 AM	Morning Quick Hits Session I			
Time (track)	Session	Presenter	Facilitator	Room
	FERPA 201	Ross Lemke, US Dept. of Education	LeAnn Szymanski	Tower A
	Special Education Topics	Sean McLaughlin, Nancy Rotarius & Ann Walton, MDE-OSE, Colleen O'Connor, MiLEAP	Tasha Speck	Gov CD
	Unlock the Magic: Discovering Insights with MiDataHub	Laura Caballero & Melissa Tront, MiDataHub	Mary Lynn Bowen	Peninsula
	MSDS Reports	Becky Korroch (Sowle), CEPI	Kelly Ballor	Gov AB
	Audit Findings	Gloria Suggitt & Jose Quintero, MDE	Nicole Snyder	Mackinaw
Quick Hits Class Switch 9:10 - 9:20				
9:20 - 10:00 AM	Morning Quick Hits Session I (Repeated)			
	FERPA 201	Ross Lemke, US Dept. of Education	LeAnn Szymanski	Tower A
	Special Education Topics	Sean McLaughlin, Nancy Rotarius, Ann Walton, MDE-OSE, Colleen O'Connor, MiLEAP	Tasha Speck	Gov CD
	Unlock the Magic: Discovering Insights with MiDataHub	Laura Caballero & Melissa Tront, MiDataHub	Mary Lynn Bowen	Peninsula
	MSDS Reports	Becky Korroch (Sowle), CEPI	Kelly Ballor	Gov AB
	Audit Findings	Gloria Suggitt & Jose Quintero, MDE	Nicole Snyder	Mackinaw
BREAK 10:00 - 10:15 AM — Governor’s Prefunction				
10:15 - 11:45 AM	Morning Certification Classes (Cont’d)			
Cert Class 3a (Cont’d) (PAS/PAA )	Days & Hours	Brian Ciloski, Jessica Beagle & Steve Nemeckay, MDE	Kelly Dumas	Gov EF
Cert Class 3b (Cont’d) (PAA)	Pupil Accounting Auditing Reporting	Shannon Rea, COOR ISD & Julie Ziesemer, Washtenaw ISD	Roberta Farina	Tower B
10:15 - 10:55 AM	Morning Quick Hits Session II			
	Incident Response Best Practices: Bruise Now, So You Don’t Bleed Later	Ross Lemke, US Dept. of Education	Kelly Ballor	Mackinaw
	Testing and Accountability Update	Tina Foote, MDE-OEAA	Coleen Billings	Gov CD
	Green Auditing	Barbette Lane, WMISD & Jody Lukins, MPAAA	Linda Dehooghe	Tower A
	EMC Reporting and Requirements	Brandon Baryo, CEPI & Daisy Kielty, CTE	Dawn Fults	Gov AB
	Parchment E-Transcripts	Paul McMorrow & Ben Silva, Parchment Technologies	Becky Korroch (Sowle) Facilitating	Tower C
	GSRP Reporting	Kathi Thornton, Kent ISD	LeAnn Szymanski	Peninsula

Quick Hits Class Switch 10:55 - 11:05 AM				
11:05 - 11:45 AM	Morning Quick Hits Session II (Repeated)			
	Incident Response Best Practices: Bruise Now, So You Don't Bleed Later	Ross Lemke, US Dept. of Education	Kelly Ballor	Mackinaw
	Testing & Accountability Update	Tina Foote, MDE	Dawn Fults	Gov CD
	Green Auditing	Barbette Lane, WMISD & Jody Lukins, MPAAA	Linda Dehooghe	Tower A
	EMC Reporting and Requirements	Brandon Baryo, CEPI & Daisy Kielty, CTE	Coleen Billings	Gov AB
	Parchment E-Transcripts	Paul McMorrow & Ben Silva, Parchment Technologies	Becky Korroch (Sowle) Facilitating	Tower C
	GSRP Reporting	Kathi Thornton, Kent ISD	Christina Hay	Peninsula
LUNCH & SERVICE AWARDS 11:45 - 1:00 PM — Michigan Ballroom				
1:00 - 4:15 PM	Afternoon Breakouts			
	Pupil Accounting in Infinite Campus	Tina Bowers-Lenawee ISD, Jason Morden, Clinton County RESA & Chris Nelson, Lenawee/Monroe Tech. Consortium	LeAnn Szymanski	Tower A
	Pupil Accounting in MiStar-Q	Dawn Cruz, Oakland Schools & Dan Kresbaugh, Wayne RESA	Sandra Dukhie	Tower B
	Pupil Accounting in PowerSchool	Randi Bassett, Holt Public Schools & Sally Riffle, Marcia Brenner Associates	Kathi Thornton	Gov AB
	Pupil Accounting in Skyward	Michelle Brancheau, Holly Area Schools, DeVonna Haskell, Clare Gladwin ISD & Terra Kelpinski, Saginaw ISD	Kim Browning	Gov EF
	Pupil Accounting in Synergy	Deb Sellers, Wyoming Schools & Valerie Stewart, Edupoint	Colleen Land & Rikki Slaughter	Peninsula
	Mastering the Art of Feedback: Compassionate Communication	Janell Craig & Grace Rutkowski-Damerow, Oakland Schools	Heidi Cuthbert	Gov CD
(PAS)	Overview of State Reporting	Rob Dickinson, MPAAA	Tracy Clawson	Mackinaw
Corn Hole/Euchre Tournament/Game Night: 7:00 - 11:00 PM — Tower Rooms (Lower Level)				

WEDNESDAY				
BREAKFAST 7:30 - 8:30 AM — Michigan Ballroom				
Morning General Sessions—Governor’s ABCDEF				
Time (track)	Session	Presenter	Facilitator	Room
8:30 - 9:15 AM	Mi-Leap & MDE—The New Reality	Janet Timbs, MiLEAP	Tasha Speck	Gov ABCDEF
9:15 - 10:00 AM	Legislative Update	Bob Kefgen, MASSP	Kathi Thornton	Gov ABCDEF
10:00 - 10:15 AM Break				
Morning Sessions (Cont’d)				
10:15 AM - 12:00 PM (PAS/PAA)	State Agency Update	State Agency Panel	Roberta Farina	Gov ABCDEF
12:00 — CONFERENCE ENDS — Safe Travels!				



## Monday

### Breakfast Buffet

Fresh Scrambled Eggs  
Applewood Bacon & Vegetarian Sausage  
Hash Browns  
Assorted Danishes & Muffins  
Fresh Sliced Fruits & Berries  
Yogurt Parfait  
Juices, Coffee & Tea



### Beverage Service

Coffee, Tea and Soft Drinks

## Lunch

Mista Salad  
Sautéed Chicken Breast with Italian Sausage  
Broccoli Rabe, Vinegar Peppers, Roasted Red Peppers  
and Oven Roasted Yukon Gold Potatoes  
Dessert: Turtle Cheesecake  
Coffee, Hot Tea & Iced Tea

## Snack

Warm Soft Pretzels, Tortilla Chips, Salsa, Beer Cheese  
Dip & Mustard Dipping Sauces  
Coffee, Tea and Soft Drinks

## Tuesday

### Breakfast Buffet

Fresh Scrambled Eggs  
Applewood Bacon & Vegetarian Sausage  
American Potatoes  
Assorted Danishes & Muffins  
Fresh Sliced Fruits & Berries  
Oatmeal  
Juices, Coffee & Tea



### Beverage Service

Coffee, Tea and Soft Drinks

## Lunch

Crisp Tossed Green Salad  
Cheddar Jalapeno Corn Muffins with Cilantro Butter  
Mexican Street Corn Salad  
Taco Bar with Ground Beef or Chicken Strips  
Toppings Galore with Corn or Flour Tortilla Shells  
Dessert: Dulce de Leche Chocolate Cake  
Coffee, Hot Tea & Iced Tea

## Snack

Ice Cream Bars  
Coffee, Tea and Soft Drinks



## Wednesday Breakfast Buffet

Fresh Scrambled Eggs ~ Applewood Bacon & Maple Sausage Links ~ Spinach,  
Mushroom & Feta Quiche ~ Hash Brown Potatoes ~ Assorted Danishes & Muffins  
~ Fresh Sliced Fruits & Berries ~ Juices, Coffee & Tea



*Bon Appetit!*

# Committee Membership

One of the most vital links that MPAAA maintains with its member community is the committees that we utilize to accomplish much of the association's planning and accomplishments. We have committees that cover several areas of both Pupil Accounting and Auditing, as well as 'functional' committees that assist in the management of the association. If you are interested in joining our board in the future, it is recommended that you participate on one or more committees so that you can become familiar with the inner workings of the association. **If you are interested in joining any of the committees below, please email our Director, Rob Dickinson, at [rob@mpaaa.org](mailto:rob@mpaaa.org).**

## Auditor Advisory Committee

This group works to review recent changes in auditing requirements, update pupil accounting forms and documents, and continuously strives to encourage more consistent auditing practices across the state. It is chaired by the Auditors Representative.

## Finance Committee

This group will assist in the development of the budget for MPAAA and review and assist with developing financial controls, reporting, and investment opportunities. It is chaired by the Board's Treasurer.

## Strategic Planning Committee

This group is responsible for review and revision of the strategic plan for MPAAA and for the bi-annual review and recommended revisions to MPAAA By-Laws. **This committee will be working on revising the Strategic Plan during the 2024-25 session. If you would like to be a part of this process, please contact Rob Dickinson at [rob@mpaaa.org](mailto:rob@mpaaa.org).** This committee is chaired by the MPAAA Sergeant-at-Arms.

## LEA/Data Committee

This committee reviews and investigates recent changes in pupil accounting and data reporting rules and regulations with an eye towards keeping members well informed. It is chaired by the MPAAA LEA and Data Representatives.

## Marketing Committee

This committee is responsible for developing membership opportunities, increasing MPAAA membership and member participation, and to publicize and market MPAAA as the premier provider of information and training related to pupil accounting and educational data collection. It is chaired by the Marketing Chair.

## Program Committee

This committee plans and assists in the development of MPAAA training opportunities including conferences, workshops, and web-based learning options. It is chaired by the Past President.







# General Information

## Follow us on FaceBook!

For updated information on happenings affecting Pupil Accounting/Auditing in the State of Michigan, or just keeping up with peers from across the state, make sure to follow MPAAA on FaceBook!



## 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.

## 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 Wednesday. Collection boxes will be available at the registration desk.

## 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 us at [www.mpaaa.org](http://www.mpaaa.org) and click on the “Membership” tab. Look for the Member Area Login where you will find a “Click here to join” link.

## 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!

## Check it Out!

Monday, May 6 is our annual Vendor Exhibits during lunch. Besides our national vendors we do have some fun vendors! We have an extended lunch that day and we have also arranged for a plated lunch so there will be no waiting to get your meal.

**Interactive Dining Guide:** Looking for some good restaurants while at conference? Check out the Interactive Dining Guide. We have updated it for 2024 to make sure all of the restaurants are still open and haven’t changed their hours. There are some new ones on this year’s guide. You can find it at this website:



# Certifications for:

~Pupil Accounting

~Pupil Auditing

~Educational Data



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.

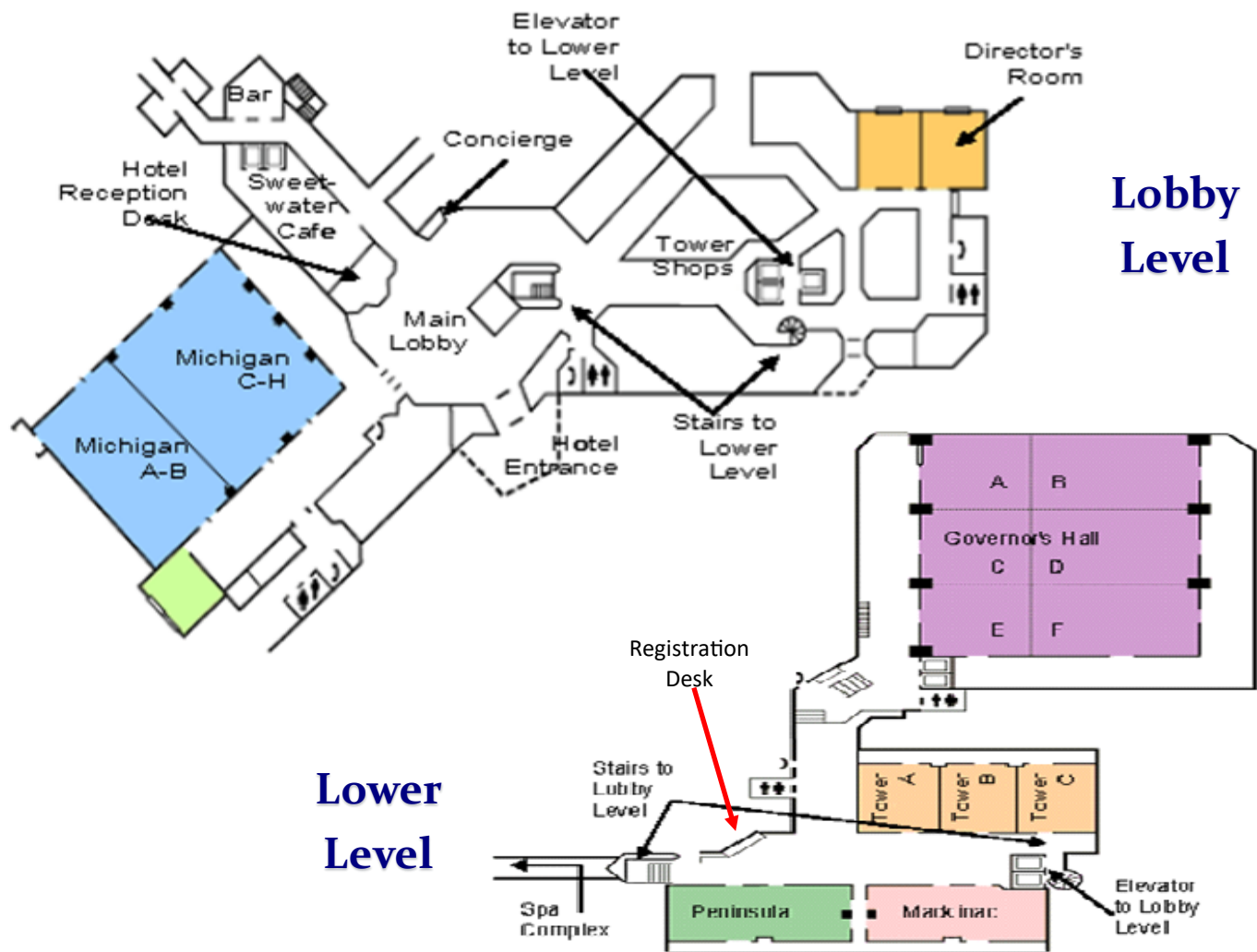
To begin a certification, you need to be a member of MPAAA, as most of the courses you will take are offered either at our conferences, boot camps, or during stand-alone workshops. There are a few additional courses that are part of MSBO's curriculum that are only offered at MSBO functions. You will 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, <http://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](mailto: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.**



# Grand Traverse Resort 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 with whom we work. 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 or contributing to our conference and making themselves available to our members:

Brandon Baryo, CEPI  
 Jessica Beagle, MDE  
 Brian Ciloski, MDE  
 Tina Foote, MDE-OEAA  
 Anne Hansknecht, CEPI  
 Robert Hovenkamp, CEPI

Daisy Kielty, MDE-OCDE  
 Becky Korroch, CEPI  
 Sean McLaughlin, MDE-OSE  
 Stephen Nemeckay, MDE  
 Nancy Rotarius, MDE-OSE  
 Colleen O'Connor, MiLEAP

Jose Quintero, MDE  
 Gloria Suggitt, MDE  
 Joel Thiele, CEPI  
 Janet Timbs, MiLEAP  
 Ann Walton, MDE-OSE

# Game Night

TOURNAMENT



## Euchre

If you were fortunate enough to join us last year for game night, you'll recall the incredible time we had. And if you missed out, don't miss your chance this year! Join us for Game Night from 7:00 to 11:00 PM on Tuesday night. Fancy a game of euchre? Dive into our annual euchre tournament! Or perhaps you're interested in testing your skills at cornhole?



Sign up for the cornhole tournament and join in the fun!

Both tournaments have cash prizes and all skill levels are

invited to participate! **Tournaments start promptly at 7:05, please be on time!**

There are ample opportunities to network with peers from across the state. Last year the group games were a big hit and we will have lots to choose from. Random raffles will happen throughout the night again as well. A cash bar will be available as well as a selection of meats & cheeses, chips & dips and desserts! See you there!

## Fall 2024 MPAAA Conferences

Join us in the Fall of 2024 as we venture to new and exciting places! Embark on a journey to Little Bavaria within the borders of Michigan as we explore the charm of Frankenmuth for a singular lower peninsula conference September 16—18, 2024. For our members in the Upper Peninsula, you've spoken and we've listened! We will be holding two one-day conferences servicing our members and guests with stops in the Central and Eastern UP. Join us on September 23rd at Marquette-Alger RESA and on September 24th in Harris at the Island Resort & Casino. The UP conference will encompass a comprehensive range of essential content, building upon the insights shared in Frankenmuth. Moreover, tailored sessions will focus specifically on addressing the unique needs of our UP population.



September 16-18, 2024  
Bavarian Inn Lodge  
Frankenmuth, MI



September 23, 2024  
Marquette-Alger RESA  
Marquette, MI



September 24, 2024  
Island Resort & Casino  
Harris, MI

## Solving the Puzzle

### Michigan Pupil Accounting and Attendance Association

839 Centennial Way, Ste 220  
Lansing, MI 48917

517.853.1413 ph  
[www.mpaaa.org](http://www.mpaaa.org)

