

**MSBO Professional Development Committee
Minutes of Meeting Held
January 5, 2011
Via Conference Call**

Attending:

Debbie Kopkau, MSBO
Sue Millon, Eastern UP ISD (chair)
Mary Beth Rogers, Belding Area Schools
Howard Leikart, MDE – Interim Supervisor of SNTP
Carolyn Claerhout, Oakland Schools
Lynna Hassenger, Okemos Public Schools
Heidi Pfannes, Kingscott Associates, Inc.
David Palme, Portland Public Schools
Terri Sincock, Saranac Community Schools
Barb Khaja, Paw Paw Public Schools
Mary Beth Stein, Traverse City Area Public Schools
Angelita Wren, Ann Arbor Public Schools

Welcome/ Introductions

Sue Millon opened meeting at 9:30 am.
Minutes were taken by Mary Beth Stein.

Minutes

The minutes of the October 13, 2010 meeting were reviewed. Motion by Barb Khaja supported by Sue Millon. Minutes accepted.

Review Agenda/Additions

It was agreed to add the Administrative Certification and ASBO Certification to the agenda.

Administrative Certification

Debbie Kopkau reported that the committee met with Jerry Jennings to discuss changes to the Administrative Certification. He mentioned that there were endorsements to the initial certification but the certification had not changed.

ASBO Certification

Debbie Kopkau reported that more than 100 people from Michigan have passed the certification test already. Those on this committee that have taken the test said that it is more experience based than book based. Discussion followed about who qualifies to take the test. Debbie also said that the MSBO CFO Certification track helps candidates be successful on the test and that this certification track aligns nicely with national requirements.

Review final changes to the Child Nutrition Director (Formerly Food Service Director)

This certification has a new layout of requirements. There will be required courses, and others the participant can choose within subject matters. The committee discussed how easy the new format is to understand.

MSBO is waiting for sign off from MDE before sending a letter to those already in the program. Debbie reported there are 20 people signed up for the program but that only 10-12 are in the initial stages of taking classes, the rest have not yet begun. Those in the initial stages, Debbie will review on a case by case basis so the participant will not have to retake the class. Those that have not begun will start with these new requirements.

Review Applications

Debbie reported that many in the Business Manager and CFO tracks are missing accounting classes at the university/college level and do asked the committee if we still want to retain this requirement. The committee agreed that we do want to maintain this requirement. By not having the college level classes the committee is not saying an individual cannot do the job, they just cannot be certified by MSBO in these tracks. There are also opportunities through the colleges that a person can test out based on the current classes. The individuals should look at that avenue if they choose not to go back and take the classes.

New Business

Carolyn Claerhout and Mary Beth Stein would like an opportunity to review the PAA and the PAS certification tracks with MSBO prior to the MPAAA spring conference so that there is no confusion between what qualifies for which requirement. A meeting date of February 11, 2011 has been established for this discussion.

Mary Beth Stein will look at course descriptions from past MPAAA conferences to confirm certification requirements. From that information, Debbie Kopkau will be looking at those that have attended these sections for possible adjustment to transcripts.

Close

Motion to close meeting by Mary Beth Rogers, supported by Barb Khaja. Meeting closed at 10:15 am.

Next meeting February 2, 2011 9:00 am via conference call.