

MSBO PROFESSIONAL DEVELOPMENT COMMITTEE

Meeting Minutes

Date: October 13, 2010

Location: MSBO Executive Conference Room, MSBO Office

Attending:

Rick West, Atherton

Heidi Pfannes, Kingscott

Courtney Byam, MSBO

Mary Beth Stein, Traverse City

Debbie Kopkau, MSBO

Angie McArthur, Engadine

Cartherine Kloska, Coopersville

Mary Beth Rogers, Belding

Sue Millon, Eastern UP ISD (chair)

Roxanne Claxton, Godfrey-Lee

Dan Zimolzak, Van Dyke

Janet Gaffke, School Nutrition Assn of Michigan

Welcome and Introduction: Sue Millon opened the meeting at 9:30am and welcomed all the attendees.

Appointed Secretary: Heidi Pfannes agreed to record the minutes for this meeting.

Additions to Agenda: Item #F – Review Applications. (Plural)

Approval of Minutes: Motion by Mary Beth Stein to approve the minutes of the May 5, 2010 conference call meeting, Second by Angie McArthur. Motion approved.

New Business:

A. New ASBO Certification – Certified Admin. Of School Finance & Operations (SFO)

The Test:

Eligibility Requirements are on the ASBO International website.

Pathways to certification is a three step process:

- Take and pass SFO Exam part 1 – Accounting
- Take and pass SFO Exam part 2 – School Business Management
- Adhere to the ASBO International Code of Conduct

Catherine took the new ASBO Exam Oct 4-5 at the Pearson Testing Center.

She is sworn to secrecy on the questions.

- The process was: Check in, fingerprints, picture and check ID.
- The test is a two day, two section test.
 - The first section covered finance (70 questions).

- The second section covered the ancillary services; strategic planning, facilities, food service and transportation (100 questions).
- Experience in a district with a full range of responsibilities is good preparation for the test.
- A study guide is available.
- Currently they are in the beta testing for the exam.
 - Bob Dwan will take the beta test next week.
 - The test is less expensive to take in the beta testing stage. (\$75 enrollment fee waived)
- If the test is not passed the first time, another attempt is available right away. If not passed after two attempts, a one year wait is required.

MSBO Certification vs. ASBO Certification:

- MSBO is waiting to see how MSBO cert. requirements measure against ASBO's.
 - Recently added to MSBO is strategic planning and cash management piece.
- ASBO Certification is an International Certification
 - Will be valuable if planning to work in other states.
- MSBO will need to determine how we reciprocate the certification of SBO in Michigan. (What will the requirements be?) How do we make them CFO's.
 - RSBO certification for CFOs will likely be grandfathered in.
 - RSBA certification for ancillary services (facilities, transportation etc)
- Currently only 25-30 Michigan members are in ASBO. At most 15-20 attend the ASBO events.

B. State of Michigan Certification Requirements:

- The new requirement for certification by the State does not apply to Chief Business Officials as it does for those with Instructional certifications.
 - Professional Development is required
- If a superintendent is put in the CFO position as part of the job, but not the primary responsibility do not have to meet the CFO requirements.
- A CFO can voluntarily do the certification required for the instructional side.
- Superintendent's certification is different than teaching certificate certification (See additional comments at end of the minutes)
- Administration Certification is still unclear (Place on agenda for next meeting)

C. Food Service Certification – Child Nutrition Director (CND)

- CFS Certification has been changed through the collaborative effort of MDE, MSBO and School Nutritional Assn of MI. (SNAM). One of the major changes is to change the Food Service Director Certification to Child Nutrition Director Certification (CND)
 - MSBO will provide and track the CND certification
 - MDE's statewide training will offer some of the classes

- SNAM will offer some of the required courses
 - SNAM offers additional levels of certifications. CND is the first step.
- MDE will recognize the awardees of MSBO certification annually.
- A draft of a brochure has been reviewed by MDE, MSBO and SNAM. A few minor changes will be made based on feedback from MDE. The plan is to send final draft to the boards of each organization for approval.
 - Drafts of this proposal will be introduced next weekend at the SNAM conference.
- People with their CFS certification will be grandfathered in. Those in the process will be handled on a case by case basis.
- **Motion made to recommend to the MSBO Board to replace Food Service Director Certification with the new Child Nutrition Director Certification with minor changes indicated in the draft brochure. Motion by Catherine Kloska, Second by Roxanne Claxton, Motion passed.**
- Note: Yesterday Michigan passed the Michigan Nutrition Standards.
 - Four districts have been in trial for this: Belding, Alma, Roscommon and Waterford.
 - Implementation will likely take a couple years.

D. Introduction to School Business Workshop – Change in content

There were 115 people and a lot of new faces.

- Managing transportation, food service and facilities
- Shortened state and federal reporting – Steve Barr
- Retirement - Dawn Bennett
- Insurance – Risk Management and different insurance – Set Seg
- Bulletin 1022 Account Structures – Glenda Raider

Would like to add a little more information on school law for the future years.

E. Secure Central Registry (SCR)

- The Michigan online certification database is launching in 2011. (MOECS)
 - Will use the PIC code (Personal Identification Code) which comes from the REP (Registry Educational Personnel).
 - Regional Date Initiative will have some of the PICs.
 - We will need to figure out how the PIC numbers get to the people.
 - Different districts use different numbers. This will all have to be reconciled.
 - There are 180,000 potential people, 50,000 are in the system right now. There will be data upload of 70,000 coming soon.

F. Review Applications

- Business Office Manager wants to have two credit classes waived for accounting.
 - Board supports decision not to waive. This person needs to test out of the class by the university to be considered. Accounting is a basic requirement for the position.
- Someone with 30 years of experience does not have a degree. Has 15 years school experience. Can we waive the degree?
 - Board says we cannot waive the degree.
- Third application resolved itself.

Next meeting: Nov. 10, 1010. Conference call at 9:00a.m.

Appendix to the Professional Development Committee notes October 13, 2010:

Clarifications made by Jerry Jennings, MASA.

Certification

Administrative Certification: This is usually a University issue. 6 months ago a law passed allowing alternate route to certification.

1. A person can be hired as a superintendent without the appropriate training. Within 6 months they will need to declare how to get certified. (For example: XX number of credits from the University) The usual requirements are 18 credits. They are given three years to accomplish this.
2. Alternative Certification route through an Association. This would be through MASA. They would have 6 months to determine how they would accomplish this. They will work out with MASA a path and it would be job imbedded. The association will provide the coaching and mentoring assistance. This will be broad based certification. (No one has done this yet!)

Deputy Superintendent: This is more confusing.

1. If someone is an Assistant Superintendent of Business – they would need the Business official certification through the university or through the association. (MSBO)
 - The intention they will continue to stay purely business.
2. If they were a deputy superintendent with the same authority over the district like the superintendent, they would need to have the superintendent's certification.
3. These will have to be addressed by test cases if there are questions.

Endorsements

1. Endorsements are added onto the certification. They first have to have the 18 credits required by the state.
2. Endorsements can be added to Educational Leadership or Educational Administration Certification.