

Michigan School Business Officials
PROFESSIONAL DEVELOPMENT COMMITTEE

Minutes for April 14, 2021

9:00 am – 11:00 am

Chair: Neil Cassabon, Warren Woods

Called to order at 9:03 am

Attendees: Neil Cassabon, Warren Woods Public Schools, Carolyn Claerhout, Oakland Schools, Shannon Rea, COOR ISD, Corey Robinson, Meridian Public Schools, Kathy Andrews, Allen Park Public Schools, John E., Mary Beth Rogers, Clarkston Community Schools, and Debbie Kopkau and Courtney Byam, MSBO.

Kopkau Secretary

Approve minutes for March 3, 2021 – motion by Claerhout and seconded by Cassabon, MC

New Business

Changes to SED. Dickinson reviewed the changes of SED. MPAAA had an educational data committee that reviewed the course descriptions and content. They found that the State Reporting 101 six-hour class was hard to find a full six hours. Also, there was duplication in other certificate classes but also content areas not being covered. The committee is asking to remove the six hours and replace with three one-hour session or one three-hour session.

Here are the changes to review:

Add a 3-hour session titled 'MSDS in Depth' with the following description - Learn the ins and outs of the MSDS system in detail during this course. Each component and characteristic will be covered, and all currently available resources from State and other agencies will be detailed.

2. And add one of the following:

a. Three 1-hour sessions:

- i. One-hour course - Student Data Privacy - FERPA and HIPPA Rules. Learn the regulations in place that protect student records from disclosure as promulgated by the two federal privacy acts, FERPA and HIPPA. Learn how and when student health and other information MUST, MAY and CANNOT be shared.
- ii. One-hour course - SRM Deep Dive. The Student Record Maintenance (SRM) collection is the collection in MSDS used in the greatest variety of circumstances. Consequently, it is the most difficult to successfully report, due to its all-in-one nature. This training session will cover all the various needs for this collection, and help attendees gain a better grasp of how, when, and why to use this vital collection.
- iii. One-hour course - REP & TSDL Connections. Learn the connections that exist between the TSDL and the REP systems to make sure your reports in each system MSBO Specialist in Educational Data (SED)

Certification Program Recommendation to New Classes April 14, 2021
3 are complete, consistent, and reflect the reality of your District's
circumstances.

OR

- b. Create a 3-hour course to be in line with the other 14 tracks - Topics in Pupil Accounting. Several topics will be covered in this session that do not by themselves need 3 hours of content. Student Data Privacy will cover FERPA and HIPPA regulations. The SRM Deep dive will explain the details that make SRM submissions successful, and the connections between the REP and TSDL collections will be laid out and examined.

Timeline: Implement by July 1

Discussion on virtual vs. in-person. Going to one-hour sessions will deter someone from coming. A discussion was that some will be virtual, and some will be in person. This is something to use as a template for future review of all classes.

We will add the SED recommend to next month's meeting to vote on. It will need to be sent out in plenty of time for those

Vote for chair – Claerhout motioned for Neil Cassabon to continue as the chair and seconded by Dickinson. M/C

Conference #'s – 120 exhibit booths and 1225 attendees registered for the MSBO Annual Conference. She also shared the platform of Open Water and that it will be engaging with over 170 sessions. Even as an exhibitor there will be ways to engaged with attendees.

Meeting ended at 9:33 am

Next Meeting – May 5 Conference Call – 9:00 am

Respectfully submitted,

Debbie Kopkau