

Michigan School Business Officials
PROFESSIONAL DEVELOPMENT COMMITTEE

Minutes for January 6, 2021

9:00 am – 11:00 am

Chair: Neil Cassabon, Warren Woods

Called to order at 9:04 am

Attendees: Neil Cassabon, Warren Woods Public Schools, Jason Helsen, Muskegon Area ISD, Jennifer Daws, Capac Community Schools (left the meeting early), Collin Henry, Caro Community Schools (left the meeting early), Mary Beth Rogers, Clarkston Community Schools, and Debbie Kopkau and Courtney Byam, MSBO.

Kopkau Secretary

Approve minutes for December 2, 2020 - Motion Helsen and seconded Cassabon, M/C

Old Business

The committee members were asked to take a survey to compare the Chief Financial Officer Program with Wilkes University. Cassabon reviewed the results of the survey. Based on the survey, here are the courses that the committee would like to waive.

ABBA – Effective Communications (3 hours) and Team Leadership (3 hours). Total 6 hours

SBL – Effective Communications (3 hours), Food Service for the Business Manager (3 hours), Human Resources for the Business Manager (3 hours), Payroll and Related Personnel Issues (3 hours), Purchasing Overview (3 hours), Preparing Your Financial Picture (12 hours), Team Leadership (3 hours), Technology for the Business Manager (3 hours), and Transportation for the Business Manager (3 hours). Total 36 hours

Cassabon did remark that this could be a financial implication if we are waiving classes. Kopkau also mentioned that with our partnership with Wilkes University there is a small rebate to MSBO that could offset any revenues lost from waiving classes.

Rogers gave direction on preparing information for the board for review, adding the evaluation results and the comparison document with a write up on how we came to our recommendation. As the board liaison, the board will look for her for any background information on this change.

Meeting ended at 9:45 am

Next Meeting – February 3, 2021 – Conference Call – 9:00 am

Respectfully submitted,

Debbie Kopkau