

Michigan School Business Officials  
PROFESSIONAL DEVELOPMENT COMMITTEE

Minutes for January 8, 2025

9:00 am – 10:00 am

Chair: Neil Cassabon, Warren Woods

Called to order at 9:00 am

Attendees: Neil Cassabon, Warren Woods Public Schools, Erin Lesert, Allegan Area ESA, Felicia Wright, Ferndale Public Schools, Gloria Salter-Reid, South Lake Schools, Laura Terbrack, Wayne RESA, Robeyn Mitchell, Oak Park School District, Leah Helder, Allegan Area ESA, Don Ball, Warren Woods Public Schools, Mary Beth Rogers, Clarkston Community Schools, Robert Dwan, Debbie Kopkau and Courtney Byam, MSBO

Approved minutes from November 13, 2024. Terbrack motions. Ball seconds. M/C.

**Old Business – Adding Group Solutions as a requirement of the renewal of certification**

- a. MSBO has offered several Group Solutions in the areas of Payroll, Human Resources, Business, and Pupil Accounting. Soon to offer others in Facilities, Technology, and Transportation.
- b. Cassabon presented the topic of requiring a Group Solutions for the specific disciplines in the certification.
- c. Questions to address:
  1. Will it be for all the 12 remaining tracks but not increasing the hours needed?
    - i. Business Office Specialist
    - ii. Facilities Director
    - iii. Transportation Director
    - iv. Operations Director
    - v. Child Nutrition Director
    - vi. Pupil Accounting Specialist
    - vii. Pupil Accounting Auditor
    - viii. Specialist in Educational Data
    - ix. Chief Technology Officer
    - x. Purchasing Officer
    - xi. Human Resource Specialist
  2. If approved is July 1, 2027, a good time to implement? Giving MSBO time to develop a communication plan and time to get this out to the member several times.
- d. For the March meeting, we will share the evaluations from all the Group Solutions.

**Practical Professional Development**

- Nothing currently.

Meeting ended at 9:25 am

**Next Meeting February 12 - Zoom Call – 9:00 am**

Respectfully submitted,

Debbie Kopkau