

Michigan School Business Officials  
PROFESSIONAL DEVELOPMENT COMMITTEE

Minutes for May 14, 2025

9:00 am – 10:00 am

Chair: Neil Cassabon, Warren Woods

The meeting was called to order at 9:00 am

Attendees: Neil Cassabon, Warren Woods Public Schools, Sonya Frick, Jenna Hutchison, Julie Williams-Musz, Bay Arenac ISD, Vivian Dassay, Clare Public Schools, Mary Beth Rogers, Clarkston Community Schools, Marisa Tebbe-Cousino, Whiteford Agricultural Schools, Diana Koehler, Berrien RESA, Cheri Nowak, Fitzgerald Public Schools, Marc Ingram, Southfield Public Schools, Karianne Begeman, Airport Community Schools, Lynn Lund, Central Montcalm Public Schools, Michelle Sine, Charlotte Public Schools, Jennifer McKay, Marysville Public Schools, Debbie Kopkau and Courtney Byam, MSBO

Approved minutes from February 12, 2025, with the change that Michelle Sine from Charlotte Public Schools was in attendance. Minutes approved.

### **New Business**

1. Review the final numbers of MSBO Annual Conference and exhibit show. 1953 attendees and 449 exhibit booths. Comments were very positive. Michelle Sine gave a shout out to the whole MSBO Staff for their work in making it happen.
2. Review numbers for certification through April. 1755 certified and 1239 working toward certification for a total of 2994. Debbie Kopkau gave mention that with the new upgrade in October we are seeing more accurate numbers since the system will automatically enroll and drop people when their deadline happens. More communications are being sent at enrolling in a certification program, reminders at one year, 6 months, 1 month from the expiration date, and one more letter that their certification has expired.

### **Old Business:**

The Board approved the addition of Group Solutions as a requirement for renewal of certification starting July 1, 2027, except Business Office Specialist and Purchasing Officer. Michelle Sine wanted to mention that the board appreciated giving ample time to implement the change.

### **Practical Professional Development – What are you hearing and seeing**

Julie Williams-Musz would like to see back-to-basic videos for i.e. due to and due from. We need to brainstorm to create short quick videos for new employees. Neil Cassabon commented on using the 1022 manual to use as content. Depending on your software, sometimes they have some quick videos. Having the ability to re-watch it is essential. Michelle Sine echoes the need for this as we all at one point will have new staff.

Meeting ended at 9:26 am

### **Next Meeting – October 8, 2025 – 9 am Zoom call**

Respectfully submitted,

Debbie Kopkau