

Michigan School Business Officials  
PROFESSIONAL DEVELOPMENT COMMITTEE

Minutes for December 8, 2021

9:00 am – 10:00 am

Chair: Neil Cassabon, Warren Woods

Called to order at 9:03 am

Attendees: Neil Cassabon, Warren Woods Public Schools, Carolyn Claerhout, Oakland Schools, Penny Morgan, Jason Helsen, Muskegon Area ISD, Eric Anweiler, Engaged Education, Michelle DeMaggio, Grosse Ile Schools, and Debbie Kopkau and Courtney Byam, MSBO.

**Kopkau Secretary**

Approve minutes for October 20 – approved meeting minutes.

**Old Business**

Everyone was notified of the changes that we were replacing the State Reporting 101 to two three-hour classes – Michigan Student Data System in Depth and Topics in Pupil Accounting.

**New Business**

Review of the need to take Group Solutions and Financial Statement Preparation Workshop in the five-year renewal of Business Office Manager and Chief Financial Officer. Group Solutions requirement can be waived by taking Leadership Institute or Business Manager Academy. We have had several people who had asked for waiving or finding a substitution. The committee reviewed and gave opinions and felt that the content had changed enough each time they took it that it was beneficial. A person could take it in the beginning or their renewal and at the end of their renewal to spread it out. Rogers commented that she just took both, Financial Statement Preparation and Group Solutions this year and even though she has 20 years in the business, she learned something new each time. She even had items to follow-up on to make sure she was complying. Morgan agreed as well as Claerhout wasn't versed in that area but thought everyone made valid points.

Helsen mentioned we should investigate offering the Financial Statement Preparation virtually. Record the beginning and ending and it may only be good for 18 months. On the hands-on examples and recording journal entries, that we could have a live Zoom session to discuss what the homework would be and then get back together.

The committee agreed to not waive either of these classes.

Meeting ended at 9:27 am

**Next Meeting – January 12 Conference Call – 9:00 am**

Respectfully submitted,

Debbie Kopkau