

Michigan School Business Officials  
PROFESSIONAL DEVELOPMENT COMMITTEE

Minutes for March 9, 2022

9:00 am – 10:00 am

Chair: Neil Cassabon, Warren Woods

Called to order at 9:02 am

Attendees: Neil Cassabon, Warren Woods Public Schools, Jason Helsen, Muskegon Area ISD, Shannon Rea, COOR ISD, Mary Beth Rogers, Clarkston Community Schools, Rob Dickinson, MPAAA, Ebonee Henderson, South Redford School District, Courtney Byam and Debbie Kopkau, MSBO

Reviewed agenda and added item #7 - elect Professional Development Committee chair for 2022-23.

**Kopkau Secretary**

Approve minutes for February 9 – Dickinson motioned seconded by Helsen. M/C

**New Business**

Board elections and annual conference review. Rogers talked about her running for the board. Kopkau gave an update on the annual conference.

**Old Business**

Reviewed the [changes](#) of classes for Pupil Accounting Specialist (PAS) and Pupil Accounting Auditor (PAA). Dickinson shared with the committee last month that these two classes were better suited to allow a day-in-the life for each of the respective attendees. MPAAA would like to offer in May 2022 at the MPAAA Spring Conference. The committee recommends moving forward with the changes to take place right away. Rea motions and Helsen supports. M/C

[Wilkes University](#). The committee recommends removing Payroll and Related Personnel Issues as an automatic pass if the member takes SBL 503 but adding Facilities for the Business Manager if the member takes SBL 502. Helsen motioned and Dickinson supports. M/C

Helsen nominates Neil Cassabon to continue to be the Professional Development chair for the 2022-23. Dickinson supports. M/C

Rogers mentioned that she calls new members about the MSBO Annual Conference and received a message that by losing the MIEM there has not been anything for the assistants for professional development. Kopkau reported that MSBO has been thinking about offering something like the Support Staff Conference. MSBO will continue to investigate. Is MSBO the best fit for this group? Cassabon mentioned maybe working with other organizations to fit this need.

Meeting ended at 9:25 am

**Next Meeting – April 6 Zoom Call – 9:00 am**

Respectfully submitted,

Debbie Kopkau