

Michigan School Business Officials  
PROFESSIONAL DEVELOPMENT COMMITTEE

Minutes for May 11, 2022

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, Jason Helsen, Muskegon Area ISD, Shannon Rea, COOR ISD, Jennifer Daws, Capac Community Schools, Kelly Dumas, Warren Consolidated Schools, Jodee Phillips, Saginaw Twp Community Schools, Mary Beth Rogers, Clarkston Community Schools, Patti Wenglowski, Eastern UP ISD, Courtney Byam and Debbie Kopkau, MSBO

**Kopkau Secretary**

Approve minutes from March 10 – Helsen motioned and seconded by Rae. M/C

**Old Business**

All [changes](#) of classes for Pupil Accounting Specialist (PAS) and Pupil Accounting Auditor (PAA) have been communicated to the enrollees. This was done in time for the MPAAA Conference. Kopkau was in attendance and heard positive comments of the change.

**New Business**

Annual conference, Cassabon took 9 staff and everyone at his district got something back from it. Helsen said all sessions were good. Rogers had a bad experience in a session she was presenting. She said Dwan from MSBO handled it well and she has always considered MSBO to be a safe place. This situation was out of the ordinary. Others had a positive experience.

Review of Wilkes University. Kopkau reported she heard positive responses from Charlie Smargiassi, our Wilkes University representative. He had a booth and had quite a bit of traffic. Kopkau reported that a member is looking to connect with them on finishing her degree to work toward the MSBO Chief Financial Officer (CFO) certification.

Kopkau is waiting on marketing collateral from Wilkes and will update the MSBO Website to reflect the classes at Wilkes that will also satisfy the CFO and Business Office Manager Certification programs.

**Next year's agenda to include:**

Review of Purchasing Officer, Child Nutrition Director, and build a connection with Society of Human Resource Management to compare their offerings with the Human Resource Specialist track.

**Next Meeting – October 12 Zoom Call – 9:00 am**

Meeting ended at 9:23 am

Respectfully submitted,

Debbie Kopkau