

Michigan School Business Officials
PROFESSIONAL DEVELOPMENT COMMITTEE

Minutes for October 20, 2021

9:00 am – 10:00 am

Chair: Neil Cassabon, Warren Woods

Called to order at 9:05 am

Attendees: Neil Cassabon, Warren Woods Public Schools, Carolyn Claerhout, Oakland Schools, Mary Beth Rogers, Clarkston Community Schools, Jason Helsen, Muskegon Area ISD, Rob Dickinson, MPAAA, and Debbie Kopkau and Courtney Byam, MSBO.

Kopkau Secretary

Approve minutes for May 5, 2021 – approved meeting minutes.

Old Business

Review the changes passed. Kopkau will be submitting the classes to marketing for review and updating the Specialist in Educational Data (SED) Certification track.

Helsen motions to modify the Specialist in Educational Data (SED) course requirements and remove the State Reporting 101 and replace it by two three-hour classes, MSDS in Depth and Topics in Pupil Accounting. Seconded by Rogers. M/C

- MSDS in Depth (3 hours) - Learn the ins and outs of the MSDS system in detail during this course. Each component and characteristic will be covered, and all currently available resources from State and other agencies will be detailed.
- Topics in Pupil Accounting (3 hours) - Several topics will be covered in this session that do not by themselves need 3 hours of content. Student Data Privacy will cover FERPA and HIPPA regulations. The SRM Deep dive will explain the details that make SRM submissions successful, and the connections between the REP and TSDL collections will be laid out and examined.
- Timeline: Implement by July 1

New Business

Preliminary discussion on changes to Pupil Accounting Specialist (PAS) and Pupil Accounting Auditor (PAA). The Pupil Accounting Specialists in Action and Pupil Accounting Auditor in Action were built around roundtables talking about issues from the last pupil accounting collection or upcoming changes. They were great for one-hour sessions but more for the experienced people. In reviewing the content of the PAS, it should be more focused toward people who are in their first one-to-three years of employment.

- MPAAA is suggesting replacing the **Pupil Accounting Specialist in Action** three-hour class to another three-hour class called **The Recipe** – Follow a fall count period from mid-summer through the return of the audit findings with this time-based review of the pupil accounting process. Milestones will be identified on the calendar, and at each milestone, best practice items to address are

explained. This session provides a complete end-to-end review of the pupil accounting process and emphasizes the crucial role that timing plays in developing an accurate count report.

- MPAAA will also be addressing the three-hour class, Pupil Accounting Auditors in Action which has been for ISD Auditors but no longer works for the intent of the certification track. No replacement has been developed yet but is being worked on and will be shared with the committee in an upcoming meeting.

Topics for MSBO Annual Conference – Last Call

If you have any other topics, please send to Neil and he will submit them even if it is passed the deadline.

Meeting ended at 9:25 am

Next Meeting – November 3 Conference Call – 9:00 am

Respectfully submitted,

Debbie Kopkau