

Michigan School Business Officials  
PROFESSIONAL DEVELOPMENT COMMITTEE

Minutes for November 11, 2020

9:00 am – 11:00 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, Kerri Saltzgaber, Byron Center Public Schools, Leslie Haberkern, National Heritage Academies, Lisa Brown, Muskegon Area ISD, Penny Morgan, Crestwood School District, Ryan Marshall, Charlton Heston Academy, Sarah Wells, National Heritage Academies, Shannon Rea, COOR ISD, Jesse Sutton, Southfield Public Schools, Carolyn Claerhout, Oakland Schools, Mary Beth Rogers, Clarkston Community Schools, and Debbie Kopkau, MSBO.

**Kopkau Secretary**

Approve minutes for October 21, 2020 - Motion Helsen and seconded Morgan, M/C

**Old Business**

Comparison of the CFO and the Wilkes University offerings to see if changes need to be made. We will table this until next meeting on December 2. This will give everyone time to review the document. Cassabon mentioned that Kopkau will put together a survey prior to the meeting.

**SFO Program Changes**

Cassabon review the SFO changes and it looks like the content is the same. [SFO changes](#) Effective Fall 2021. Helsen mentioned that the budget had so much overlap. Just changed wording and no major content changes. Still feel that the content is relevant in our CFO program.

**Updates on PAA, PAS, and SED**

Michigan Pupil Accounting and Attendance Association (MPAAA) resurrecting the committees to review the pupil accounting in its entirety; Pupil Accounting Specialist (PAS), Pupil Accounting Auditor (PAA) and Specialist in Educational Data (SED).

**New Business – Professional Standards on Child Nutrition Director**

Child Nutrition Program – [Professional Standards Hiring Requirements changes.](#)

Recommendation to have someone from Michigan Department of Education (MDE) or Scott Little from Michigan School Business Officials (MSBO)

Meeting adjourned at 9:35 am.

**Next Meeting – December 2, 2020 – Conference Call – 9:00 am**

Respectfully submitted,

Debbie Kopkau