

Michigan School Business Officials
PROFESSIONAL DEVELOPMENT COMMITTEE

Minutes for October 21, 2020

9:00 am – 11:00 am

Chair: Neil Cassabon, Warren Woods

Called to order at 9:06 am

Attendees: Neil Cassabon, Warren Woods Public Schools, Jason Helsen, Muskegon Area ISD, Carolyn Claerhout, Oakland Schools, Ian Haight, Paw Paw Public Schools, Susan Cole, Carsonville-Port Sanilac Schools, Jo Allen, Iosco RESA, Mary Beth Rogers, Clarkston Community Schools, Anne Scheinpflug, Roseville Community Schools and Courtney Byam and Debbie Kopkau, MSBO.

Kopkau Secretary

Approve minutes for February 5, 2020 - Motion Helsen and seconded Cassabon, M/C

New Business

Topics for Annual Conference. Please send to Neil Cassabon - ncassabon@mywwps.org.
Topics have already been submitted but there is an opportunity to add.

Wilkes University Update

Kopkau discussed the partnership with Wilkes and MSBO to offer an online accelerated bachelor's degree and master's degree program that is geared for school business. We have had one member who was asking how this works with our certification program. Kopkau will find out the number involved and get the syllabi for each of the courses. In a future meeting we will look at the syllabi and make a recommendation to the board if warranted to see what classes could be waived.

What's happening with Certification since COVID-19

Kopkau has shared that MSBO pivoted and added Certification On Demand which many of the classes are now on demand. Is it okay to get all the classes online and complete? Claerhout expressed the networking is lost. Helsen agreed with Claerhout that the networking has been lost. As a long timer he sees many people in the Zoom meetings that he already knows and met in a face-to-face meeting. Helsen also mentioned that this is the same issue we are dealing with in the classroom. Cassabon shared that at the regional level they have a mentoring program. Byam has mentioned that we had 123 people who are new and may not have the networking. MSBO can help remind people to join on with their regional groups for mentoring.

Added to Agenda – SFO Program Changes

Helsen gave an update. He participated in the Job Task Analysis. It is a review to make sure the program grows. It is now a one-part exam. The importance of these reviews are to try to make it easier for the general membership to take the exam. With the COVID-19 they had an opportunity to take the test from home. Not massive changes but should be looked at in the next meeting.

Review of the Certification Program (brought back from February 2020 minutes)

- Last review for business office – 2017
- Last review for technology – 2015-16
- Last review for pupil accounting - 2014

Cassabon recommends that we look at the pupil accounting track since it is the oldest in the review. Claerhout recommends talking with Rob at Michigan Pupil Accounting and Attendance Association (MPAAA) to get a small committee together to review the pupil accounting in its entirety; Pupil Accounting Specialist (PAS), Pupil Accounting Auditor (PAA) and Specialist in Educational Data (SED).

Update. Claerhout will reach out to Rob to see if we can begin to look at the certification tracks partnered with MPAAA.

Meeting adjourned at 10:00 am.

Next Meeting – November 11, 2020 – Conference Call – 9:00 am

Respectfully submitted,

Debbie Kopkau