

Michigan School Business Officials  
PROFESSIONAL DEVELOPMENT COMMITTEE  
**Agenda for February 11, 2026**  
 9:00 am – 10:00 am

Join Zoom Meeting  
<https://melg.zoom.us/j/88045987733>

Meeting ID: 880 4598 7733  
 Passcode: 714419

Chair: Neil Cassabon, Warren Woods Public Schools

- 1) Welcome/Introductions
- 2) Review Agenda/Additions
- 3) Approve [Minutes](#) of December 10, 2025
- 4) New Business
  - Change of title and description for Accounting Manual and Chart of Accounts. To go in affect July 1, 2027.

<b>Current</b>	<b>Propose</b>
Title: Accounting Manual and Chart of Accounts	Title: Accounting Manual for Payroll Professionals
Description: What every school payroll/personnel should know about State Bulletin 1022 Accounting Manual and its relationship to their position in the school district. Learn how to account for payroll division of state and federal programs and compensated absences and averages. Find out how to monitor the budget.	Description: Designed for school payroll and personnel staff, the content highlights key elements of the Michigan Public School Accounting Manual (Bulletin 1022), including budgeting requirements, fund types, revenue sources, expenditure classifications, and compliant coding practices. It also addresses financial reporting, data submission, internal controls, and relevant GASB pronouncements, with insights from an experienced business manager and payroll specialist.

- 5) Practical Professional Development – what are you hearing and/or seeing
- 6) Roundtable

**Next Meeting – March 11, 2026 – 9 am Zoom call**