

Michigan School Business Officials
PROFESSIONAL DEVELOPMENT COMMITTEE

Minutes for February 11, 2026

9:00 am – 10:00 am

Chair: Neil Cassabon, Warren Woods

The meeting was called to order at 9:02 am

Attendees: Neil Cassabon, Warren Woods Public Schools, Katie Redding, Shelby Public Schools, Carrie Haubenstricker, Genesee ISD, Devin Kling, Northville Public Schools Kristen, Marisa Tebbe-Cousino, Whiteford Agricultural Schools, Leanne Brandell, Haslett Public Schools, Linda Shaw, Camden-Frontier Schools, Jennifer McKay, Marysville Public Schools, Garylle Smith, River Rouge School District, Lynn Lund, Central Montcalm Public Schools, Michelle Sine, Charlotte Public Schools, Debbie Kopkau and Courtney Byam, MSBO

Michelle Sine motioned to approve minutes from December 10. **Neil Cassabon**, second. M/C

New Business:

Change of title and description for Accounting Manual and Chart of Accounts. To go in affect July 1, 2027.

Current	Propose
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.

The committee discussed the accounting manual as a foundational district resource. **Debbie Kopkau** noted it is addressed in *Introduction to School Business* and *Preparing Your Financial Picture*. **Chris May** shared that he has previously presented on the topic during the *New Business Manager* pre-conference, including a past session with Rhonda Kribs, and that the class is offered as elective credit across all tracks.

Michelle Sine suggested the topic may align well with MSBO's *Back to Basics* program. **Chris May** also proposed developing an additional course, tentatively titled *Accounting Manual to Budget to Audit*.

Practical Professional Development – What are you hearing and seeing

Nothing currently.

Michelle Sine moves to end the meeting. Lynn Lund seconded. M/C.

Meeting ended at 9:35 am

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

Respectfully submitted,

Debbie Kopkau