

Michigan School Business Officials
PROFESSIONAL DEVELOPMENT COMMITTEE

Minutes for December 10, 2025

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, Leanne Brandell, Haslett Public Schools, Jenna Hutchinson, Trenton Public Schools, Tracey LaPlante, Baraga Area Schools, Michelle Woody, Genesee ISD, Daniel Pena, Adrian Public Schools, Cristyn Tobin, Allendale Public Schools, Kelly Dumas, Warren Consolidated Schools, Michelle Sine, Charlotte Public Schools, Debbie Kopkau, MSBO

Rob Dickinson motioned to approve minutes from November 19. Neil Cassabon, seconded. M/C

Old Business

1. Foundations of Educational Data Management was a pilot class at the 2025 Spring MPAAA Conference. Rob Dickinson, Executive Director of MPAAA, reported that it was well done. Their group felt it should stay as an elective choice and not added as a requirement class this time. Rob and Debbie will work together to see where it may fit best to be offered again soon.
2. Educational Data Management: A primer for Michigan Technology Leader was offered at the MACUL Conference in March 2025. Kevin Hustek, chair of the MSBO Technology Committee shared that they reviewed the outcome of this class with the group and reported that it was well done and had good reviews. The group would like to continue to have it as an elective choice as many districts are using the MiData Hub. No discussion had taken place on the rotation or when it would be offered next. Debbie will be planning the 2026-27 Schedule in January and will see if there is a fit or we may be able to offer it at MACUL or MAEDS soon.

Practical Professional Development – What are you hearing and seeing

Michelle Sine shared that one of the initiatives of the board is to create a Back-to-Basics series. These are expected to be short videos on the basics of school business. Debbie has seen one on School Aid Status Reports and has created one on MSBO Certification. MSBO is in the process of creating the videos and the marketing team will be working on them in January to share with the board.

Meeting ended at 9:18 am

Next Meeting – January 14, 2026– 9 am Zoom call

Respectfully submitted,

Debbie Kopkau