Michigan School Business Officials  
PROFESSIONAL DEVELOPMENT COMMITTEE  
Minutes for February 5, 2020  
9:00 am  

Chair: Neil Cassabon, Warren Woods

Called to order at 9:07 am

Attendees: Neil Cassabon, Warren Woods Public Schools, Jason Helsen, Reeths-Puffer Schools, Carolyn Claerhout, Oakland Schools, Tim Peraino, Kent ISD, Rick Brown, Holt Public Schools and Courtney Byam and Debbie Kopkau, MSBO.

Kopkau Secretary

Approve minutes for April 10, 2019 - Motion Helsen and seconded Claerhout, M/C

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. The assignments should be state specific. They will also be looking for instructors from our State to administer the online class(es).

Review of the Certification Program

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

Cassabon recommends that we take a 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).

Kopkau would like to add the CND program to the mix.

Current Enrollees in Certification

The committee reviewed the numbers in each of the tracks. There are almost 2,800 members enrolled with Chief Financial Officer having the largest and next is Pupil Accounting Specialist. Cassabon commented that in some cases more people are in the initial stages than certified. Kopkau commented that the cause is that more districts are offering a stipend for certification as well as many new people coming into the industry with no training. The MSBO Business Manager Academy has attracted brand new people into the industry which as led to them also obtaining certification.
Grandparenting Requirement
Kopkau discussed how it is currently being done but some concern has been brought up that we allow the individual to choose their own classes to satisfy the requirement. We may want to direct them as to what ones they need to take. Since it is a small percent of the overall, that this may not be needed. Kopkau mentioned she could try it on a few to see how it works. We just want to make sure we are upholding the integrity of the program as members move from one district to another to have the skills the hiring district expects based on the program they are certified in.

Cassabon Recap
Kopkau will reach out to MPAAA to discuss the Professional Development Committee wanting to work with them on the review of the classes for the following certification tracks: PAS, PAA, SED.

Meeting adjourned at 10:00 am.

Next Meeting – March 4, 2020 – Conference Call – 9:00 am

Respectfully submitted,

Debbie Kopkau