

Michigan School Business Officials  
PROFESSIONAL DEVELOPMENT COMMITTEE

Minutes for January 10, 2018

9:00 am – 11:00 am

Chair: Neil Cassabon, Warren Woods

Called to order at 9:02 am

Attendees: Neil Cassabon, Warren Woods Public Schools, Dena Mayer, Eastern UP ISD, Shannon Rea, COOR ISD, Jason Helsen, Reeths-Puffer Schools, Mary Beth Rogers, Clarkston Community Schools, Courtney Byam and Debbie Kopkau, MSBO.

Kopkau Secretary

Approve [Minutes](#) from December 6, 2017 conference call. - Helsen moved. Cassabon seconded. M/C

### **New Business**

Helsen updates on ASBO Certification – [www.asbointl.org/certification](http://www.asbointl.org/certification). Helsen sits on the ASBO Commission and helps with the direction of ASBO certification. In 2010, ASBO established Certified Administrator of School Finance and Operations (SFO) aimed at United States and Canada. We have five SFOs in Michigan. This may be a great opportunity to help you relocate from one state to another. There is an educational component with experience, initial application and two-part exam; accounting and school management. Critiques were that there were several steps. If you did not have the title of CFO or in the business area, this had to be reviewed by the commission for approval to sit for the exam. The cost was around \$700. ASBO has a new director of certification, Allison Hartman-Kramer, she has previous certification experience and has streamlined the process. Some of the changes there is only one part but both areas of accounting and school management. There may be about 130 to 140 questions.

Renewal and re-certification will be easier and will be every three years. It will be 45 hours in the three-year period. \$300 recertification instead of paying every year.

They are looking at testing at the ASBO conference. ASBO continues to update the Website with videos and past study groups. Also, there are study materials that you can access.

Discussion on whether MSBO should have a session at the MSBO Annual Conference for our members to share the new changes.

### **Old Business**

Continuing Certification Credit - Mayer reported that the purpose of the trainings in software conversions are not professional development. Recommendation would be for their districts/entity to apply for SCECH credit.

The information on the Website is consistent with the recommendation. We will add the SCECH requirement information in the FAQ section.

### **Next Meeting – February 7, 2018 – Conference Call – 9:00 am**

Meeting adjourned at 9:47 am.

Respectfully submitted,

Debbie Kopkau