

Michigan School Business Officials  
PROFESSIONAL DEVELOPMENT COMMITTEE

Minutes for November 9, 2016  
9:00 am – 11:00 am

Called to order at 9:05 am

Attendees: Neil Cassabon, Warren Woods, Angela Belson, Lakeview School District, Erika Conley, Grand Ledge Public Schools, Jeffrey Hill, Joseph F. Pollock Academic Center, Julie Omer, Owosso, Jason Helsen, Reeths-Puffer School District, Mary Beth Rodgers, Clarkston, Steve Gordon, EUPISD, Terry Les, Walled Lake, Bob Dwan, Courtney Byam and Debbie Kopkau, MSBO.

Kopkau Secretary

Approve [Minutes](#) of October 11, 2016 conference call. Omer moved. Helsen seconded. M/C

New Business – HRS grandparenting application. The committee reviewed the information provided and feel that the person has not been working in the capacity in human resources. The person does have a lot of course work but not the actual experience which warrants waiving the three classes – Overview of HR Management, Labor Relations/Employment Law, and Team Leadership. The committee declined the request. The person needs to take all the classes in the program.

Old Business – Review of CFO and SFO requirements document. We will eventually create a side-by-side comparison.

1. Two Group Solutions over five years - One recommendation is to take one Group Solution and one Financial Statement Preparation in the five years. May need to offer Financial Statement Preparation several times a year.
2. Restructure Intro to School Business and/or Cash Management to cover written procedures/flow charts.
  - a. Fund Accounting
  - b. Chart of Accounts
  - c. Accounts Receivable
  - d. Grants
3. Revenue, Expenditure and Budgeting Part I & Part II needs to be revamped to match SFO.
  - a. Change hours – Part I – 3 hours or Part II – 9 hours
  - b. Change name all together
  - c. Accounts Receivable and Accounts Payable
  - d. Property tax here or adding the Property Tax Overview as part of the certification. If required, a recommendation would be to take away Team Leadership and Effective Communications. Maybe have them as elective hours

4. Crisis Management
  - a. Add to Facilities for the Business Manager
5. Need to add Human Resource for the Business Manager
6. Look at changing some of the hours to make sure we cover the SFO requirements
7. The Business Manager Academy take concepts of the certification and Leadership Institute and combine them. It is for any business manager. Online and face-to-face and mentoring. Doug Newcomb is going to coordinate for us. There may be a chance that the academy may exempt you from other classes in the certification.
  - a. It will start next year
  - b. Pilot with an ISD

Meeting adjourned at 10:04 am

**Next Meeting – December 7 – Conference Call/Online – 9:00 am**

Respectfully submitted,

Debbie Kopkau, MSBO