

Michigan School Business Officials
PROFESSIONAL DEVELOPMENT COMMITTEE

Minutes for October 10, 2018

9:00 am

Chair: Neil Cassabon, Warren Woods

Called to order at 9:02 am

Attendees: Neil Cassabon, Warren Woods Public Schools, Carolyn Claerhout, Oakland Schools, Jason Helsen, Reeths-Puffer Schools, Courtney Byam and Debbie Kopkau, MSBO.

Kopkau Secretary

Motion Claerhout to approve January minutes, support by Helsen. M/C

Old Business – Year in Review

- Review the changes to CFO and BOM – [FAQ #12](#)
- ASBO changes to SFO – toolkit available - <http://asbointl.org/certification/resources>
- STM to CTO change - <http://www.msbo.org/certification-tracks>
- Continuing Certification Credit - [FAQ #12](#)

Old business - Reviewed the work of the committee for last year.

- The addition of Financial Statement Preparation as a requirement helped to increase participation this last June. We also had Group Solutions on October 9 which had less attendees which made the conversation much more rich. MSBO will continue to offer the two times for Group Solutions.
- Helsen discussed the SFO toolkit and thought MSBO has done it right by adding the information from the SFO into the curriculum of CFO and BOM. Helsen also recommended that we have testing available at the MSBO Annual Conference or a session to hear more about it. Have added to topics submitted in another committee for the Leadership Conference.
- Kopkau mentioned the STM to CTO change has been very positive. We are receiving many more Letter of Commitments.
- Kopkau discussed that continuing certification credit is still an issue but now we have information to point the member to for clarification.

New Business:

Claerhout shared concerns that the pupil accounting has large turnover and is given to the lowest paid person and believes business officials need to be more aware of this situation. Seeing this as a trend. Helsen agrees and says in his district it is his Accounting person. Claerhout adds that this can

be thousands of dollars for districts and more attention needs to be directed at this. Not sure what we need to do about it but it is a concern.

Annual Conference topics

- SFO – discussion on what it is
- Certification session but not during another certification class. May need more than a ½ hour of time. SFO could be included in that.

Maintaining Certification After Leaving a School District

- Claerhout – retired status may make sense. How that looks and how we handle this needs to be discussed.
- Helsen mentioned that he has a CPA but doesn't practice
- Cassabon mentioned this may need to be something we bring to the Membership Committee as it may guide another status for members

Next Meeting – November 6, 2018 – Conference Call – 10:00 am

Meeting adjourned at 9:40 am.

Respectfully submitted,

Debbie Kopkau