

Michigan School Business Officials
PROFESSIONAL DEVELOPMENT COMMITTEE

Minutes for November 1, 2017

9:00 am – 11:00 am

Chair: Neil Cassabon, Warren Woods

Called to order at 9:05 am

Attendees: Neil Cassabon, Warren Woods Public Schools, Craig McCarthy, Cadillac Area Schools, Mary Beth Rogers, Clarkston Schools, Jason Helsen, Reeths-Puffer Schools, and Debbie Kopkau, MSBO.

Kopkau Secretary

Approve [Minutes](#) of October 14, 2017. Rogers moved. Helsen seconded. M/C

Old Business

- Continuing Certification Credit – what counts

Currently on Website - Continuing education requirements include job-related education. This consists of professional development that includes learning a new skill or college courses.

ASBO – SFO - structured and unstructured – Refer to pages 18 and 19 -

<http://asbointl.org/asbo/media/documents/learning/SFO%20Certification/Candidate-Handbook.pdf>

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McCarthy is going through a Leadership Program in the Cadillac area to learn more about the area and the leadership styles. He is on the call today and wants to use this program to pass the Group Solutions requirement.

Cassabon mentioned that he believes that cabinet meetings and software implementation is not making someone better business official. These meetings are part of your job. Helsen agreed. The monthly payroll meetings may count since the content may help in efficiency and productivity.

Cassabon stated that as a committee we should research what others are requiring for recertification. Next month we will review the document Sharon Raschke has put together for the Washtenaw/Livingston group, ASBO recertification requirements and Helsen will provide contacts of other ASBO's. Kopkau will reach out to the ASBO PD and ASBO's contacts for more input.

McCarthy was asked to provide a formal request to the committee to use the Leadership Program in his area in place of a Group Solutions. This will be on the agenda for December.

Next meeting December 6 at 9 am.

Meeting adjourned at 9:41 am.

Respectfully submitted,

Debbie Kopkau