

Michigan School Business Officials  
PROFESSIONAL DEVELOPMENT COMMITTEE

Minutes for October 18, 2023

9:00 am – 10:00 am

Chair: Neil Cassabon, Warren Woods

Called to order at 9:01 am

Attendees: Neil Cassabon, Warren Woods Public Schools, Don Ball, South Lake Schools, Lynn Lund, Central Montcalm Area Schools, Jill Gillilan, Lapeer ISD, Jennifer McKay, Marysville Public Schools, Carolyn Claerhout, Oakland Schools, and Courtney Byam and Debbie Kopkau, MSBO

**Kopkau Secretary**

Approved minutes from March 8, 2023. McKay motions to accept. Seconded by Cassabon. M/C

**New Business**

- 1) New Business – Request to waive 4 semester hours of accounting in the School Payroll Specialist track based on years of experience, math classes and other professional development.

Cassabon motioned to deny the request. Cassabon motion. Lund seconded. M/C

- 2) New Business – Review certification numbers - <https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:133b3f2a-ee0e-3bbc-ac40-0088119e4c02>
- 3) Roundtable – New MSBO Initiatives – Three new listservs – Payroll, Human Resources, and Pupil Accounting. Three new Group Solutions will be offered for Payroll – December 12, Human Resources – February 28, 2024, and Facilities – February 29, 2024. Next meeting, we will discuss if any group solutions will satisfy the requirement of CFO and BOM.

Meeting ended at 9:37 am

**Next Meeting will be a November/December meeting which will be on November 15 - Zoom Call – 9:00 am**

Respectfully submitted,

Debbie Kopkau