



1224 West Owens Avenue – PO Box 7128

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## **North Dakota School of Business Managers Certification Program**

### **TENTATIVE Schedule of Events – First-Year Classes**

Ramkota Hotel (800 South Third Street), Bismarck, North Dakota

#### **Friday, February 9, 2018**

Missouri Ballroom (downstairs)

6:00 – 9:00 p.m. Budget, Budget Forecasting & School Accreditation

*Superintendent Paul Stremick, North Boarder School District*

#### **Saturday, February 10, 2018**

Missouri Ballroom (downstairs)

7:30 – 8:00 a.m. Breakfast (provided courtesy of NDSBA)

8:30 – 10:30 a.m. School Law for Business Managers  
Amy DeKok, Legal Counsel, NDSBA

10:30 – 10:45 a.m. Final Questions and Announcements

10:45 Adjourn

Hotel reservations can be made by calling the following area hotels:

- Ramkota Hotel: 701-258-7700
- Expressway Suites: 701-222-3311
- Expressway and Suites: 701-222-2900
- Fairfield Inn & Suites: 701-223-9293



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**North Dakota School of Business Managers Certification Program**  
**Course Registration Form – First Year Classes**  
Ramkota Hotel – 800 South Third Street, Bismarck  
February 9 and 10, 2018

Student Name: \_\_\_\_\_

Student Email: \_\_\_\_\_

School District: \_\_\_\_\_

Check all courses in which you plan to enroll and calculate the total below. Please make check payable to the North Dakota School Business Manager Certification Program.

<b>Course</b>	<b>Cost</b>
<input type="checkbox"/> Budget, Budget Forecasting & School Accreditation (3 credits)	\$150
<input type="checkbox"/> School Law for Business Managers (2 credits)	\$100
<input type="checkbox"/> I have a credit to apply	(\$            )
<b>TOTAL:</b>	\$ _____

**Course costs are as follows:**  
Cost per credit hour = \$50

All course fees are due **prior to the course start date** unless students make alternative arrangements.

Mail completed form and payment to **North Dakota School Business Manager Certification Program, P.O. Box 7128, Bismarck, ND 58507-7128.**



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### **Budget, budget forecasting, and school accreditation (3 hours)**

An in-depth study of various principles and practices of public school budgeting and guidance on developing an annual budget calendar and holding a budget hearing. Course will provide an overview of accreditation standards to ensure budget is aligned accordingly.

### **School law for business managers (2 hours)**

This course will provide a “how to” on using North Dakota Century Code, North Dakota Administrative Code, and legal resources on the U.S. Department of Education website. It will cover state and federal laws that influence services and programs required to be offered by public school districts, basic contract law, and overview of other state laws that impact school district operations (e.g., laws governing all political subdivisions)