



1224 West Owens Avenue – PO Box 7128
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North Dakota School of Business Managers Certification Program

TENTATIVE Schedule of Events – **Second Year Students**
Ramkota Hotel (800 South Third Street), Bismarck, North Dakota

Saturday, February 10, 2018

Heart Room (downstairs)

- | | |
|-------------------|--|
| 7:30 – 8:00 a.m. | Breakfast (provided courtesy of NDSBA) |
| 8:00 – 12:00 p.m. | Data-Driven Decision Making & Board Reporting
Assistant Superintendent Jeff Lind, Mandan Public Schools |
| 12:00 – 1:15 | <i>Lunch on your own</i> |
| 1:15 – 3:15 | Business Manager's Role in Negotiations
Mr. Vince Reep |
| 3:15 – 3:30 | Final Questions and Announcements |
| 3:30 | 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 – **Second Year Classes**
Ramkota Hotel – 800 South Third Street, Bismarck
February 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.

Course	Cost
<input type="checkbox"/> Data-Driven Decision Making & Board Reporting (3 credits)	\$150
<input type="checkbox"/> Business Manager's Role in Negotiations (2 credits)	\$100
<input type="checkbox"/> I have a credit to apply	(\$)
TOTAL:	\$ _____

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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Data-driven decision making and board reporting (3 hours)

This course helps business managers learn the questions they and their boards should be asking about their schools and where to find data to respond to those questions. It aims at teaching business managers how to formulate budgetary and operational recommendations in response to such findings and report findings and recommendations to the board efficiently.

Business manager's role in negotiations (2 hours)

Guides business managers through the process of costing the current negotiated agreement and costing new proposals in alignment with district budget parameters and state law. One goal of the course is to provide business managers with strategies and methods for presenting costs of negotiations proposals to teachers and the school board in comprehensive, understandable, timely, and transparent formats. This course will also provide information on recognition, open meetings requirements related to negotiations, negotiations minutes, and the business manager's role in impasse.