



CURRICULUM HANDBOOK

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LEARNING GOALS

The learning goals for the NDSBMCP are based upon three components:

1. Association of School Business Officials (ASBO) national certification standards;
2. State laws related to business managers' roles and responsibilities; and
3. North Dakota business manager training needs survey.

LEARNING OBJECTIVES

Upon completion of the certification program, business managers should:

1. Demonstrate contextual knowledge of the primary and secondary educational environment including, but not limited to:
 - Knowledge of state and federal legal frameworks, requirements, and restrictions within which primary and secondary schools operate;
 - Knowledge of major actors in school district operations and their functions (e.g., board, superintendent, business manager, principal, teachers, support staff, students, and public); and
 - Knowledge of school roles and functions--internally, in the community, in relation to other schools, and intergovernmentally.
2. Display competency in school finance administrative practice including, but not limited to, displaying competency in:
 - Banking, lending, and investing;
 - Budget development and management;
 - Audit preparation; and
 - Mill levy certification and compliance with other state and federal funding filing requirements.
3. Demonstrate ability to manage and effectively utilize school data and records including, but not limited to, ability to:
 - Perform strategic planning;
 - Perform budget forecasting;
 - Adeptly utilize data management systems;
 - Maintain district records in accordance with best practices and law; and
 - Prepare board packets and identify and disseminate other board resource material necessary for decision making.



4. Display competency in other school business administration practices including, but not limited to, proficiently carrying out duties related to:

- Human resources;
- Ancillary services: transportation, facilities, etc.;
- Elections;
- Bidding and procurement; and
- Inventory.



INTRODUCTORY COURSE DESCRIPTIONS

ONLINE

INTRODUCTION TO ACCOUNTING (TEST OUT OPTION AVAILABLE), (3 HOURS):

Introduction to basic accounting principles such as accounting cycle, financial statements, purchasing, investing, and internal controls. Emphasis will be placed on accounting requirements unique to schools.

INTRODUCTION TO PAYROLL (TEST OUT OPTION AVAILABLE), (3 HOURS):

Overview of payroll recordkeeping, payroll law, leaves, benefits, taxes, withholding/deductions, and state and federal reporting.

FACE-TO-FACE

FEDERAL FUNDING AND REPORTING SYSTEMS (2 HOURS): Provides a complete overview of federal funding reporting requirements, disbursement, and an introduction to the federal reporting systems (e.g., Title funds reporting).

INTRODUCTION TO SCHOOL DISTRICT OPERATIONS (2 HOURS): From educational to ancillary services, this course provides an overview of key functions of a school district. The course is intended to provide business managers with a basic understanding of key terminology, requirements, and functions performed by a school as a provider of educational and student support services, as an employer, political subdivision, business, and partner in the community.

INTRODUCTION TO SCHOOL FINANCE (3 HOURS): Overview of sources of federal, state, and local funding for schools. This course will cover basic terms, factors that determine each district's funding, reporting and distribution deadlines, and common missteps and errors that jeopardize funding.

OPEN RECORDS AND MEETINGS (2 HOURS): Session will cover basic sunshine law definitions, guide participants through meeting posting processes, responding to records requests, holding an executive session, minute taking, basic parliamentary procedure, and instruction on using state sunshine laws to inform best business and board practices.



BUSINESS MANAGER ROLES AND RESPONSIBILITIES (3 HOURS): Overview of business manager statutory duties and an overview of business manager job descriptions statewide. The course will provide business managers with practical tools such as an overview of daily, monthly, and yearly workflows with an emphasis on performing duties within statutory requirements and deadlines.

STATE FUNDING AND REPORTING SYSTEMS (2 HOURS): Provides a complete overview of state funding reporting requirements, disbursement, and an introduction to the State Automated Reporting System (STARS).



INTERMEDIATE AND ADVANCED COURSE DESCRIPTIONS

ONLINE

ELECTIONS (2 HOURS, INTERMEDIATE): Provides an overview of the election process from start to finish, including election notices, printing ballots, selecting polling sites, counting ballots, managing poll books, and running elections in conjunction with city and/or county elections. The course also provides an overview of requirements associated with the various types of elections (e.g., school board candidate elections and tax levy increases) and compliance with the Corrupt Practices Act.

RECORD MANAGEMENT AND RETENTION (2 HOURS, INTERMEDIATE): A review of state law on open and closed records and the process for responding to open records requests. Covers statutory retention deadlines for records common to school districts and an overview of retention and storage safeguards. Course also provides guidance on record destruction requirements under law.

FACE-TO-FACE

ANCILLARY SERVICES MANAGEMENT (3 HOURS, ADVANCED): Focuses on special area budgeting, accounting, decision making, and statutory requirements for the following topics: risk management, vendor relations, management of support services (e.g., transportation, food service; facility operation and maintenance), construction projects, joint powers agreements, and facility rental/use by outside groups.

ASSET MANAGEMENT, INVESTING, AND BONDING (4 HOURS, ADVANCED): Introduction to basic principles of banking, deposits, loans, investments, issuing bonds, indebtedness, and capital with specific emphasis on requirements and restrictions governing North Dakota public schools. Also covers evaluating, managing, and forecasting investment accounts.

AUDIT PREPARATION AND INTERNAL CONTROLS (3 HOURS, INTERMEDIATE): Provides overview of all documents needed for the audit process, preparing for common questions that arise during audits, how to report audit results to state and local officials, responding to audit findings, and implementing internal controls to ensure uniformity and transparency in financial records and to prevent fraud.



BIDDING, PURCHASING, AND INVENTORY (2 HOURS, INTERMEDIATE): Course covers state law on these topics, provides guidance on implementing and administering a requisitions system, and on reviewing contracts for purchase of goods and services. Course may also explore drafting bid proposals, selling and disposing of district property, cooperative purchasing, and aligning purchasing decisions with district's strategic plan.

BUDGET, BUDGET FORECASTING, AND SCHOOL ACCREDITATION (3 HOURS, INTERMEDIATE): 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.

BUSINESS MANAGER'S ROLE IN NEGOTIATIONS (2 HOURS, ADVANCED): 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.

HUMAN RESOURCES I (3 HOURS, INTERMEDIATE): Course covers pertinent information on the hiring, compensation, and investigation of district employees. It provides guidance on the staffing process, creating job descriptions, posting job openings, veterans preference, interviewing potential candidates, conducting reference checks, the Fair Labor Standards Act (FLSA), overtime, ND Labor laws, personnel file requirements, responding to investigations, and open record laws.

HUMAN RESOURCES II (3 HOURS, ADVANCED): Pre-requisite: HR I. Course covers laws and best practices related to purchasing and providing health insurance, 403b plans, cafeteria plans, leave benefits, and Workforce Safety Insurance. The course may also provide guidance on other tax laws related to employee benefits. It is designed to equip business managers with knowledge necessary to administer employee benefit programs and advise the school board on related policy and budget best practices.



DATA-DRIVEN DECISION MAKING AND BOARD REPORTING (3 HOURS, ADVANCED): 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.

SCHOOL LAW FOR BUSINESS MANAGERS (2 HOURS, INTERMEDIATE): 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).





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