



INSTRUCTOR HANDBOOK

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INTRODUCTION

The NDSBMCP, administered through the North Dakota School Boards Association (NDSBA), and the North Dakota Association of School Business Managers (NDASBM), provides voluntary professional development for persons employed as school business managers in North Dakota and those aspiring to become school business managers in the state. Such individuals who successfully complete the required coursework will receive a final official certificate issued by NDSBA and NDASBM.

NDSBA and NDASBM have developed this certification program to provide professional development to school business managers and to institute a means of recognizing the professional knowledge and accomplishments of school business managers in North Dakota schools.



STATEMENT OF NONDISCRIMINATION

NDSBMCP does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, marital status or public assistance, in accordance with applicable laws. NDSBMCP will not tolerate any discrimination, and any such conduct is prohibited. NDSBMCP also prohibits any form of discipline or retaliation for reporting incidents of discrimination. The following person has been designated to handle inquiries regarding the non-discrimination policy:

Alexis Baxley, Executive Director

North Dakota School Boards Association

1224 West Owens Ave.

Bismarck, ND 58501

800-932-8791

alexis.baxley@ndsba.org



PROGRAM OBJECTIVES

The objectives of NDSBMCP shall be:

1. To develop and offer a certification program that is accessible to school business managers statewide and aids North Dakota school business managers in becoming adept at their professional duties;
2. To develop and offer continuing education opportunities for business manager certificate recipients to foster continued professional growth by expanding their knowledge and skills; and
3. To identify and implement strategies for emphasizing and/or elevating the professional status of the school business manager occupation in North Dakota.

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.

Upon completion of the certification program, business managers should:

1. Demonstrate 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 who is responsible for school district operations and their various 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 practices including:
 - 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:
 - 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:
 - Human resources;
 - Ancillary services: transportation, facilities, etc.;
 - School elections;
 - Bidding and procurement; and
 - Inventory.

ENTRANCE REQUIREMENTS

To be eligible for admission into NDSBMCP, applicants must:

1. Have received a high school diploma or GED and supplied proof of completion to NDSBA;
2. Completed and submitted to NDSBA a NDSBMCP application;
3. Provide proof of North Dakota residency to NDSBA or proof of employment in a North Dakota school;
4. Received approval to participate in certification program from school board in district of employment (if currently a school employee); and
5. Be a member of the NDASBM.



CERTIFICATION REQUIREMENTS

To receive North Dakota School Business Manager Certification the following criteria must be met:

1. Successfully completed NDSBMCP required coursework within a five-year period from the data of enrollment.
2. Submitted a completion application to NDSBA. NDSBA approval of this application is required for certification.
3. Certification is provided for a period of three years. Once initial certification is granted, 15 hours of continuing education units must be completed during that three-year period and a re-certification request form filed with NDSBA in order for the certificate to be renewed.

COURSE REQUIREMENTS

INITIAL CERTIFICATION

In order to meet the course requirements for a Certified North Dakota School Business Manager, candidates must successfully complete 61 hours of training.

INTRODUCTORY COURSES (20 HOURS)

1. Introduction to accounting* (3 hours)
2. Introduction to payroll* (3 hours)
3. Introduction to school district operations (2 hours)
4. School business manager roles and responsibilities (3 hours)
5. Open records and meetings (2 hours)
6. Introduction to school finance (3hours)
7. State reporting systems (2 hours)
8. Federal reporting systems (2 hours)

*Test-out option available



INTERMEDIATE COURSES (17 HOURS)

1. School law for business managers (2 hours)
2. Record management and retention (2 hours)
3. School elections (2 hours)
4. Bidding, purchasing, and inventory (2 hours)
5. Human resources I (3 hours)
6. Budget, budget forecasting, and school accreditation (3 hours)
7. Audit preparation and internal controls (3 hours)

ADVANCED COURSES (15 HOURS)

1. Human resources II (3 hours)
2. Business manager's role in negotiations (2 hours)
3. Asset management, investing, and bonding (4 hours)
4. Ancillary services management (3 hours)
5. Reporting to the board and data-driven decision making (3 hours)

AFFILIATE COURSEWORK (9 HOURS)

Certification candidates are required to complete 9 hours of training at NDSBA and/or NDASBM-sponsored events. Attendance at events not hosted by NDSBA will be verified by submitting an attendance verification form to NDSBA (available from event sponsors at the close of each conference or event day). Candidates will receive one hour of credit for each full day (five hours or more) of attendance at an NDSBA and/or NDASBM-sponsored event, pro-rated for conferences or events shorter in duration. Affiliate credit is also available for attendance at National School Boards Association events and Association of School Business Officials International events upon submitting proof of attendance. NDSBMCP may designate other training opportunities as affiliate coursework and will notify students and program completers of these events. Events that will not be approved as affiliate coursework include, but are not limited to, software and other vendor-initiated training and events that are applicable only to select business managers (e.g., ND Small Organized Schools training).



RE-CERTIFICATION (15 HOURS)

In order to recertify after an initial or renewal certificate has expired, the candidate for recertification must file an application for recertification with NDSBA and have completed 15 hours of continuing education units within a three-year period from the date of initial or renewal certification. Re-certification application forms must be submitted within 10 days of the certification or renewal certification anniversary date unless this deadline is waived by NDSBMCP for good cause. Failure to re-certify in a timely manner may require repeating portions of the initial certification process.

NDSBMCP graduate students unable to complete the 15 continuing education credit hours within the three-year time period may be granted a one-year extension upon approval by the NDSBMCP Curriculum Committee. Extension requests must be sent to the North Dakota School Boards Association prior to the initial or renewal certification anniversary date. The curriculum committee will notify the student of its decision within two weeks.

INSTRUCTOR PREPARATION

Instructors are required to prepare a course syllabus, course reading assignments, and a final test/assignment. Online instructors may prepare video lectures to post on their course websites. The combination of lectures, homework, and tests should cover all the topics included in the course description and should be designed to provide business managers with a practical working knowledge of how to carry out their day-to-day duties.

All course material must be submitted to NDSBA one week in advance of the course start day for uploading online. NDSBA will photocopy any necessary handouts for Bismarck courses if submitted to our office within 10 business days of the class meeting.

Course start dates will not always reflect the date the class actually meets if the class is meeting in Bismarck. These dates may be scheduled one to two weeks prior to the Bismarck class meeting date to allow students time to complete any pre-class meeting reading or homework assignments. Class completion dates will occur in a period after the Bismarck class meeting has concluded as determined by the instructor to allow students time to complete post-class meeting readings, any other assignments, and the final test or final assignment.



COMPENSATION AND EMPLOYMENT STATUS

Instructors will receive \$1000 for developing a three-credit course, \$750 for developing a two-credit course, and \$500 for developing a one-credit course.

Instructors will receive \$500 per credit for teaching a course. Instructors will be reimbursed for all travel expenses including meals, mileage, and lodging at state rates for all travel approved by NDSBA. Instructors will be responsible for turning receipts in to NDSBA to receive reimbursement. Instructors will also receive reimbursement for photocopying any handouts and purchasing any necessary course material if the expense was pre-approved by NDSBA.

Instructors will be paid after work has been performed.

Instructors are considered independent contractors, will be required to sign an agreement to this effect, and will be issued a 1099 for work performed for NDSBMCP annually in accordance with deadlines in tax law.

CREDIT FOR INSTRUCTION

Instructors wishing to also obtain their business manager's certification must indicate this on their NDSBMCP contract. They will receive one credit for each credit that they teach.

EQUIPMENT

NDSBA will ensure that classrooms are furnished with LCD projector, laptop, presentation clicker, and proper seating for students. All other instructional equipment needs are the responsibility of the instructor except when the instructor requests and NDSBA agrees to assist with a special request. Instructors may require students to bring their personal laptops to class.



COURSE LOCATION

NDSBMCP will offer courses in Bismarck prior to NDSBA's Annual Convention and Negotiations Seminar. Certain courses, as determined by the Curriculum Committee, will also be offered online. Orientation courses will be offered in Bismarck. Students will receive login information to the NDSBMCP website from NDSBA staff upon enrollment to the program. For Bismarck classes, NDSBA will inform instructors of the exact meeting locations and times once NDSBA receives final confirmation on the logistics.

COURSE SIZE

There must be a minimum of 15 participants if a course is taught. This minimum may be waived by NDSBA if special circumstances dictate. This requirement may not apply to self-paced online courses.

COURSE ENROLLMENT

Students are asked to add or drop a class 10 business days prior to the class start date.

WITHDRAWAL POLICY

Students who need to drop a course once it commences are asked to contact rebecca.duben@ndsba.org. Students will generally not receive a refund unless they have good cause for dropping as determined by the program administrator. Dropped courses will be reflected on the student's transcript until the class is successfully completed by the student.

COURSE COMPLETION DATE

Class completion dates will occur in a period after the face-to-face class meeting has concluded as determined by the instructor to allow students time to complete post-class meeting readings, any other assignments, and the final test or final assignment.



GRADING SYSTEM

At the completion of a course, each instructor reports a letter grade indicating the quality of a student's work in the course. NDSBMCP uses a standards-based grading system:

1. **Mastery (M):** Student has completed proficient work on all course objectives and advanced work on some objectives.
2. **Proficient (P):** Student has completed proficient work on the majority of and/or most important objectives, although not on all objectives. Students must receive at least a proficient to pass a course.
3. **Developing (D):** Student is missing a majority of and/or important objectives and is consequently at significant risk of failing the next related course or being unable to perform the skills covered in the course. Students who receive this designation will be required to retake the course.

Each instructor will have discretion to determine computations or benchmarks for what constitutes mastery, proficient, and developing and shall place this explanation in their course syllabus. NDSBMCP will establish a grading deadline for instructors at the end of each semester (Fall, Spring, and Summer). Grades will be available for review after these deadlines.

Students enrolled in the continuing education program shall not be graded.

GRADING GRIEVANCES

A student who believes that they have received a grade that has been assigned in an unreasonable, discriminatory, arbitrary, or capricious manner or that is the result of a clerical mistake may contest the grade using the following procedure:

1. Appeals must be initiated within 30 days of receiving the grade. Failure to timely present the grievance in accordance with this procedure shall be deemed to be a waiver of the grievance process.
2. Appeals may be filed orally or in writing, must be filed with the NDSBA Executive Director and must cite one of the reasons listed above as a basis for the grievance.
3. The NDSBA Executive Director shall initiate an investigation upon receipt of a grievance filed in accordance with the procedure listed above. The NDSBA Executive Director shall review grading criteria, attendance records, and student's graded assignments and tests. The NDSBA Executive Director shall consult with the course instructor during this process and the student. Based on the findings, the NDSBA Executive Director shall render a decision within a reasonable time. The NDSBA Executive Director's decision to affirm or alter a grade shall be final and binding.



ASSESSMENT

NDSBMCP is committed to assessment of student learning as part of an ongoing effort to improve instruction and learning in courses. Each instructor is required to develop a plan for assessing learning in relation to those learning goals of the course and to communicate this assessment plan in the course syllabus. In addition, NDSBMCP will periodically issue course and instructor evaluations to program participants.

ATTENDANCE

Attendance and participation in class activities are considered integral parts of certification. Since many courses are only a few hours or days in duration, attendance in classes is expected of all students. Attendance and, if applicable, participation will significantly impact grading. For Bismarck courses, instructors are required to take attendance and submit attendance records to NDSBA within 10 days after the class meeting.

COURSE CANCELLATION POLICY

Instructors must inform NDSBA of their intent to cancel a face-to-face class at least three days in advance. This includes cancellations due to anticipated severe weather. We ask instructors to use their best judgment when making weather-related cancellation decisions. If a course is cancelled, NDSBA will attempt to notify students via email at least three days prior to the scheduled class date. In the event of a cancellation, instructors may post video lectures online for students to access or may reschedule the class meeting date.

PROHIBITION ON ACADEMIC DISHONESTY

Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion and is prohibited. Academic dishonesty may be treated as an academic matter or as a disciplinary matter at the discretion of the instructor. The instructor may reflect the incident of dishonesty in the student's grade. If the student has a grievance related to this action, that grievance may be filed in accordance with the NDSBMCP grading grievance procedure. Alternatively, the instructor may refer the case as a disciplinary matter to the NDSBA Executive Director, who is authorized to take disciplinary action, which may include, but not be limited to, withholding course credit, suspending participation in the program, or permanently removing the individual from the program. Prior to



making a disciplinary decision, the NDSBA Executive Director will meet with the student, provide a detailed list of charges against them, the corroborating evidence, and offer them an opportunity to respond.

For the purposes of this policy, **cheating** includes, but is not limited to:

1. Copying from another student's test or assignment;
2. Possessing or using material during a test not authorized by the person giving the test;
3. Collaborating with or seeking aid from another student during a test without permission from the instructor;
4. Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or in part the contents of an unadministered test;
5. Substituting for another student or permitting another student to substitute for oneself to take a test; and
6. Bribing another person to obtain an unadministered test or information about an unadministered test.

Plagiarism means the appropriation, buying, receiving as a gift, or obtaining by any means another person's work and the unacknowledged submission or incorporation of it in one's own work.

Collusion means the unauthorized collaboration with another person in preparing any academic work offered for credit.

STATEMENT OF PRIVACY: STUDENT'S INFORMATION

All information contained in each student's NDSBMCP record is considered confidential, except for the following: the student's name; address and telephone number; district of employment; photograph; degrees, honors, and awards received; and dates of attendance. If a student would like to opt-out of release of any of the above information, they must complete and submit to NDSBA an opt-out form found on Page 14 of the NDSBMCP Student Handbook.



INSTRUCTOR HANDBOOK ACKNOWLEDGMENT FORM

I, _____ (print name), agree to abide by the directives and other requirements contained in this handbook. I understand that if I have questions at any time regarding this handbook, I will contact the North Dakota School Boards Association at 800-932-8791.

Instructor's Signature: _____

Date: _____





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