



SYLLABUS

Reporting to the Board & Data Driven Decision Making

Instructor: Dr. Jeff Lind

Phone: Office: (701) 751-6500, Cell: (701) 208-0221

Email: jeff.lind@msd1.org

Course Meeting Date: April 15, 2016 (8:00 AM -12:00 PM)

Course Meeting Location: Renoir/Russell Room, Radisson Hotel, Bismarck ND

PROGRAM DESCRIPTION

The North Dakota School Business Manager Certification Program is designed to give participants an overview of the varied responsibilities of a school business manager in North Dakota. From educational to ancillary services, this program provides an overview of key functions of a school district. This program 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.

COURSE GOALS AND ACCOMPANYING RESOURCES

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. Upon completion of the course Business Managers should be able to:

- Understand what data is, why it is important, and how to use it to improve your school district.
- Locate and identify reliable sources of data.
- Explore methods to solicit and use public input for board and administrative decision making.
- Identify common board agenda items that require data to support decision making.
- Organize data and use tools to effectively analyze and report the implications of the data to the board, administration and the public.
- Identify the link between data-driven educational operations planning and student achievement.

RESOURCES

- **Participants should bring to class a laptop computer capable of wireless internet connectivity.**
- Resources for use during class and for referral to complete class assignments will be available in the course toolbox.

DESCRIPTION OF ASSIGNMENTS, FINAL ASSESSMENT, AND GRADING

1. Complete **one** of the project scenarios listed below. (30 points)

- In preparation for negotiations, your school board has requested salary and benefit information from 9 comparably sized North Dakota school districts along with your own.
 - Identify the data sources that you would use to secure the following: K-12 enrollment, # of teacher FTE's, Average year's of experience, Average salary, Average benefits, Average total compensation, # of contract days, total comp/day, total district expenditures for teacher salary & benefits, teacher salary & benefits per student, total general fund expenditures, and % of general fund budget dedicated to teacher comp.
 - Prepare an Excel spreadsheet report for the Board that provides a breakdown of the data for each district, including your own district.
 - Formatting and style should be appropriate for public presentation. The creation of charts and graphs is encouraged when appropriate for presentation.

OR

- Your superintendent has requested that you assist with preparing a "State of the School District" report for your board and community. For this task you should:
 - Identify and compile the data you are responsible for in your district that you believe should be included as part of this report to constituents.
 - Prepare your section of this report in a Powerpoint or other presentation format.
 - In the presentation notes, include a narrative of your explanation of the data in each slide and its implications for your school district.

OR

- A participant may propose a project of interest that relates to data collection, reporting, and decision making for their district. This request must be submitted to the instructor by April 22, 2016.

2. **Read the articles listed below before class meets on April 15, 2016.** The articles located in the course toolbox. Write a 1- page reflection on each of **two** articles, discussing your perceptions and takeaways. You may also substitute with any course relevant articles of your choosing to write your reflections. Reflections are not due until the May 15, 2016 assignment deadline. (20 points)

- Burckbuchler, S.A. (2009). School District Budgeting & Student Achievement, *School Business Affairs*, May 2009. Retrieved from: www.asbointl.org
- DeAngelis, Karen J. (2011). Seek and You Might Find: Sources of Education Information. *School Business Affairs*, v77-7, p18-20 Jul-Aug 2011
- Van Clay, M. (2008). Which Data Should You Put in Your Board's Hands, *The School Administrator*, v.65-1, January, 2008. Retrieved from: <http://aasa.org/schooladministratorarticle.aspx?id=6056>

All assignments must be completed and returned via email to jeff.lind@msd1.org by May 15, 2016.

Grades will be calculated on a 100-point scale based on the following breakdown (Attendance – 25 points, Class Participation – 25 points, Assignments – 50 points). The grading scale is as follows:

90-100 – Mastery (M): Student has exhibited proficiency on all objectives and has completed advanced work on most objectives.

70-90 – Proficient (P): Student has exhibited proficiency on all objectives. Student must receive at least a proficient designation to pass the course.

00-69 – 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.

LATE ASSIGNMENTS

Late assignments will only be accepted under extreme circumstances as determined by the instructor on a case-by-case basis. All assignments must be completed and graded by the grade reporting deadline.

ACADEMIC INTEGRITY

Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion (as defined in the NDSBMCP Student Handbook) 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 him/her, the corroborating evidence, and offer him/her an opportunity to respond.

DISABILITY SERVICES

Services will, to the extent feasible, be provided for students with temporary or permanent disabilities. Accommodations and services will be based on the individual student's disability-based need. Students with a disability need should contact alyssa.martin@ndsba.org one week prior to the class meeting date to request accommodations.

ATTENDANCE

Attendance and participation in class activities are considered integral parts of certification. Since this course meeting for only a few hours, attendance in class is expected of all students. Attendance and, if applicable, participation will significantly impact grading.

CLASS CANCELLATION

If a course is cancelled, NDSBA will attempt to notify students via email 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. NDSBA will inform students of the make-up arrangements for a cancelled class.