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**North Dakota School of Business Managers Certification Program**  
Schedule of Events – **Second Year Students**  
Ramkota Hotel (800 South Third Street), Governor's Room Bismarck,  
North Dakota

**Saturday, March 3, 2018**

Governor's Room (downstairs)

8:00 – 8:30 a.m.	Breakfast (provided courtesy of NDSBA)
8:30 – 11:30	Human Resources II Robin Hill, West Fargo Public Schools
11:30 – 12:15 p.m.	<i>Lunch on your own</i>
12:15 – 2:15	Bidding, Purchasing, & Inventory Darin Scherr, Bismarck Public Schools
2:15 – 2:30	Final Questions and Announcements
2:30	Adjourn

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

- Expressway Suites: 701-222-3311
- Expressway and Suites: 701-222-2900
- Fairfield Inn & Suites: 701-223-9293



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### **Human resources II, Employee benefit and insurance administration (3 hours)**

Pre-requisite: HR I. Course covers laws and best practices related to purchasing and providing health insurance, administering Teachers Fund for Retirement and Public Employees Retirement accounts, 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.

### **Bidding, purchasing, and inventory (2 hours)**

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.