



1224 West Owens Avenue – PO Box 7128
Phone: 701.255.4127 – Fax: 701.258.7992
E-mail: rebecca.duben@ndsba.org – Web: ndsbmcp.org

North Dakota School of Business Managers Certification Program

TENTATIVE 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



1224 West Owens Avenue – PO Box 7128
Phone: 701.255.4127 – Fax: 701.258.7992
E-mail: rebecca.duben@ndsba.org – Web: ndsbmcp.org

North Dakota School of Business Managers Certification Program
Course Registration Form – **Second Year Classes**
Ramkota Hotel – 800 South Third Street, Bismarck
March 3, 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"/> Human Resources II (3 credits)	\$150
<input type="checkbox"/> Bidding, Purchasing & Inventory (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.**



1224 West Owens Avenue – PO Box 7128

Phone: 701.255.4127 – Fax: 701.258.7992

E-mail: rebecca.duben@ndsba.org – Web: ndsbmcp.org

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.