



1224 West Owens Avenue – PO Box 7128
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North Dakota School of Business Managers Certification Program

Tentative Schedule of Events
Holiday Inn (3903 State Street), Missouri Room, Bismarck
Wednesday, October 23, 2019

- 10:00 – 12:00: Open Record and Meeting Laws
Instructor: Sandra DePountis, ND Attorney General's Office
- 12:00 – 12:30: Lunch provided by NDSBA
- 12:30 – 3:30: Human Resources I
Instructor: Robin Hill, West Fargo Public Schools
- 3:30: Final Announcements and Adjourn

THINGS TO REMEMBER

To register go to:

First Year/Current Students: <https://www.ndsba.laventurellc.com/ndsbmcp-training/>

Graduate Students: <https://www.ndsba.laventurellc.com/ndsbmcp-affiliate-credit-courses-graduate-students/>

Payment can be made via credit card or check. Mail payment to **North Dakota School Business Manager Certification Program, P.O. Box 7128, Bismarck, ND 58507-7128.**

All course fees are due **prior to the course start date** unless students make alternative arrangements. For graduate students interested in retaking a certification program course and participating online, registration and payment is not required prior to the class. Once we receive payment, you will be sent the instructions on how to access the recorded presentations and course materials. You will have six months to view the presentation and materials.

Graduate students will not be required to complete the course assignments but will need to submit a brief paragraph or two to Rebecca Duben at rebecca.duben@ndsba.org on what you learned from this course by taking it again.



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Remember to Bring to Training

- Laptop and power cord
- Light coat/cardigan: Recommend dressing in layers; the meeting rooms tend to be on the cooler side.
- Payment (if you have not paid)

NDSBMCP COURSE DESCRIPTIONS

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.

Human resources I, Hiring, evaluations, and termination (3 hours): Course covers creating job announcements, determining appropriate wages, the difference between contracted and at-will employees, application of open records laws when hiring and evaluating, resignations, business manager's role in nonrenewal and discharge hearings, and responding to unemployment claims.