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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, February 5, 2020

- 10:00 – 12:00: School Law for Business Managers
Instructor: Amy De Kok, NDSBA Legal Counsel
- 12:00 – 1:00: Lunch on own
- 1:00 – 4:00: Budget, Budget Forecasting, and School Accreditation
Instructor: Paul Stremick, Retired Superintendent
- 4:00: Final Announcements and Adjourn
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THINGS TO REMEMBER

To register go to: <https://www.ndsba.laventurellc.com/ndsbmcp-training-february/>

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 those students interested in retaking a certification program course for affiliate credit 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 once uploaded. You will have six months to view the presentation and course 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.

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

Budget, Budget Forecasting, and School Accreditation (3 hours): An in-depth study of various principles and practices of public school budgeting and guidance on developing an annual budget calendar and holding a budget hearing. Course will provide an overview of accreditation standards to ensure budget is aligned accordingly.

School Law for Business Managers (2 hours): This course will provide a “how to” on using North Dakota Century Code, North Dakota Administrative Code, and legal resources on the U.S. Department of Education website. It will cover state and federal laws that influence services and programs required to be offered by public school districts, basic contract law, and overview of other state laws that impact school district operations (e.g., laws governing all political subdivisions).