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NORTH DAKOTA SCHOOL BUSINESS MANAGERS CERTIFICATION PROGRAM

New Member Training Agenda

Zoom Meeting

Thursday, July 23 & Monday, July 27

Thursday, July 23, 2020

- 8:00 – 8:30 a.m. Welcome and Introduction
Rebecca Duben, Director Policy Services and NDSBMCP
- 8:30 – 11:30 a.m.: Business Manager Roles and Responsibilities
Instructor: Patty VerDouw, Policy Assistant, NDSBA
- 11:30 – 12:30 p.m.: Lunch on your own
- 12:30 – 2:30 p.m.: Introduction to School Operations
Instructor: Superintendent Mike Bitz, Superintendent, Mandan School District
- 2:30 – 3:00 p.m.: Break
- 3:00 – 5:00 p.m.: Federal Funding and Reporting Systems
Instructors: Jamie Mertz, Director Fiscal Management, DPI;
Rebecca Pollert, Assistant Director Fiscal Management, DPI;
Shauna Greff, Program Manager, DPI; and
Scott Egge, Administrative Staff Officer III, DPI

Monday, July 27, 2020

- 8:00 – 8:30 a.m. Welcome and Introduction
Rebecca Duben, Director Policy Services and NDSBMCP
- 8:30 – 12:00 p.m.: Introduction to School Finance
Instructor: Superintendent Stremick, Retired Superintendent
- 12:00 – 1:00 p.m.: Lunch on your own
- 1:00 – 3:00 p.m.: State Funding & Reporting Systems
Instructors: Adam Tescher, School Finance Officer, DPI; and
Steve Snow, Assistant Director – School Approval & Organization, DPI

THINGS TO REMEMBER

These classes are being offered to both current and graduate students.

To register for classes, go to: <https://www.ndsba.laventurellc.com/20200622213824>. You will receive a confirmation email after registering. If you need to modify your registration, click on the link that was provided to you in the registration confirmation or contact our office.

The training will be held via Zoom on July 23 and 27. Registration is required in advance of the meeting for both days. You will receive a confirmation email containing information about joining the meeting after registering. To register for the Zoom meeting, click on the following links:

June 23 Registration

https://zoom.us/meeting/register/tJwkcuivqTMqGNcGCK4FegX5WTpE_P0EK7zV.

July 27 Registration

https://zoom.us/meeting/register/tJlSd-6upjsrEtf_bK1vwoL-NQzbYVJwtNJQ

Registered students will be sent instructions on how to access the course materials on or before July 22. Class assignments are due by September 30 unless otherwise noted.

Students retaking a class for continuing education credit will receive a discounted rate and can earn up to 2 credits per course. To receive credit, students will need to submit a paragraph to me at rebecca.duben@ndsba.org on what they learned from retaking the class. Students will be given six months to view the class recording(s) and complete the writing assignment. They do not need to complete the class assignment.

New students must view the short NDSBMCP orientation video prior to the training on July 23. The orientation video can be found at <https://www.dropbox.com/s/khvrti2uc9hjnn/NDSBMCP%20Orientation%20Video%20020.mp4?dl=0>. Students are encouraged to take the orientation quiz after viewing the video which can be found at <http://wp.me/P3VfRp-Dz>. One-half affiliate credit will be awarded for completing the quiz. Go to <http://ndsbmcp.org/index.php/handbooks-and-forms/> to download the affiliate credit form.

New students must also review the NDSBMCP Student Handbook and sign the attached Student Handbook Acknowledgment Form located at <http://ndsbmcp.org/index.php/handbooks-and-forms/>. Please return the form to me prior to July 23.

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 the student makes alternative arrangements with me.

NDSBMCP COURSE DESCRIPTIONS

Business Manager Roles and Responsibilities (3 hours/3 credits): Overview of business manager statutory duties and an overview of business manager job descriptions statewide. The course will provide business managers with practical tools such as an overview of daily, monthly, and yearly workflows with an emphasis on performing duties within statutory requirements and deadlines.

Introduction to School District Operations (2 hours/2 credits): From educational to ancillary services, this course provides an overview of key functions of a school district. The course 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.

Federal Funding and Reporting Systems (2 hours/2 credits): Provides a complete overview of federal funding reporting requirements, disbursement, and an introduction to the federal reporting systems (e.g., Title funds reporting).

Introduction to School Finance (3 hours /3 credit): Overview of sources of federal, state, and local funding for schools. This course will cover basic terms, factors that determine each district's funding, reporting and distribution deadlines, and common missteps and errors that jeopardize funding.

State Funding and Reporting Systems (2 hours/2 credits): This course will provide a complete overview of state funding reporting requirements, disbursement, and an introduction to the State Automated Reporting System (STARS).