



## ASSET MANAGEMENT SYLLABUS

Instructor: Patty VerDouw

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- Please feel free to contact the instructor by phone or email.

Class dates: October 26, 2022. 12:15 PM – 4:15 PM Central Time

Class location: Bismarck Hotel & Conference Center Cannonball Room

### REFERENCE MATERIALS

All course reference material is included in the presentation and course toolbox.

### TEXTS AND SUPPLIES

- Laptop with wireless access

### COURSE DESCRIPTION AND GOALS

Introduction to basic principles of banking, deposits, loans, investments, issuing bonds, Certificates of Indebtedness, and capital with specific emphasis on requirements and restrictions governing North Dakota public schools. The course will also cover evaluating, managing and forecasting investment accounts.

#### Course Goals:

- Demonstrate an understanding of NDCC Title 21, particularly provisions specific to school, NDCC 57-15, and NDCC 57-19
- Demonstrate an understanding of banking and investing terminology
- Demonstrate understanding of acceptable borrowing practices, including:
  - What are bonds and Certificates of Indebtedness
  - When School Districts might need to issue them
  - How to manage them
- Demonstrate an understanding of how to read and report to the School Board on banking and investing statements
- Demonstrate an understanding of different types of investments in which North Dakota School Districts are allowed to place public dollars and a basic understanding of investing best practices including forecasting
- Understand the selection process for banks under law

### DESCRIPTION OF ASSIGNMENTS AND GRADING

- **Forward a copy of your district's October 2022 balance sheet to the instructor**
- Review information posted in the **Asset Management Toolbox 2022**
- **Final Test: 75% of the grade** will be a 50-question test. The on-line course material link will be available November 2nd on the course website. The test will be graded and recorded online. It must be completed by **January 2, 2023**.

- The final exam for this course must be proctored by any school administrator, direct supervisor or board member. A [protector verification form](#) must be completed and emailed to [patty.verdouw@ndsba.org](mailto:patty.verdouw@ndsba.org) by **January 2, 2023**, to validate the final exam.

Grades will be calculated on a 100-point scale and based on pre-class submission of October 2022, balance sheet (10 points), class participation (15 points), and 50 question final test (75 points). The grading scale is as follows:

- **85 - 100** = Mastery (M): Student has completed proficient work on all course objectives and advanced work on some objectives.
- **70 - 84** = Proficient (P): Student has completed proficient work on the majority of and/or most important objectives, although not on all objectives. Students must receive at least a proficient to pass a course.
- **00 – 69**= Developing (D): Student is missing a majority of and/or important objectives and is consequently at significant risk of failing the next related course or being unable to perform the skills covered in the course. Students who receive this designation will be required to retake the course.

### **ACADEMIC INTEGRITY**

Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion (as defined in the NDSBMCP Student Handbook) and is prohibited. Academic dishonesty may be treated as an academic matter or as a disciplinary matter at the discretion of the instructor. The instructor may reflect the incident of dishonesty in the student's grade. If the student has a grievance related to this action, that grievance may be filed in accordance with the NDSBMCP grading grievance procedure. Alternatively, the instructor may refer the case as a disciplinary matter to the NDSBA Executive Director, who is authorized to take disciplinary action, which may include, but not be limited to, withholding course credit, suspending participation in the program, or permanently removing the individual from the program. Prior to making a disciplinary decision, the NDSBA Executive Director will meet with the student, provide a detailed list of charges against them, the corroborating evidence, and offer them an opportunity to respond.

### **DISABILITY SERVICES**

Services will, to the extent feasible, be provided for students with temporary or permanent disabilities. Accommodations and services will be based on the individual student's disability-based need. Students with a disability need should contact [patty.verdouw@ndsba.org](mailto:patty.verdouw@ndsba.org) one week prior to the class meeting date to request accommodations.

### **ATTENDANCE**

Attendance and participation in class activities are considered integral parts of certification. Since this course meets for only a few hours, attendance in classes is expected of all students. Attendance and, if applicable, participation will significantly impact grading.

**LATE ASSIGNMENTS**

Late assignments will only be accepted under to extreme circumstances as determined by the instructor on a case-by-case basis. All assignments must be completed and graded by the grade reporting deadline.

**CLASS CANCELLATION**

If a course is cancelled, NDSBA will attempt to notify students via email three days prior to the scheduled class date. In the event of a cancellation, instructors may post video lectures online for students to access or may reschedule the class meeting date. NDSBA will inform students of the make-up arrangements for a cancelled class.