

Introduction to Ancillary Services Management Syllabus

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Location: Bismarck Hotel and Conference Center, Cannonball Room

COURSE DESCRIPTION

The North Dakota School Business Manager Certification Program is designed to give participants an overview of the varied responsibilities of a school business manager in North Dakota. From educational to ancillary services, this program provides an overview of key functions of a school district. This program 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.

COURSE GOALS

By the end of the course, students should:

- Demonstrate basic understanding of school facility planning and financing/budgeting
- Demonstrate basic understanding of transportation services and budgetary impact
- Demonstrate basic understanding of operating a food services program
- Demonstrate basic understanding of other types of ancillary services and their possible budget impact
- Demonstrate basic understanding of joint powers agreements and when a school district may enter into them under law

RESOURCES

Visit the all of the resources listed in this syllabus, paying particular attention to those with which you are unfamiliar.

Construction

- [DPI Flowchart](#)
- [SFN 52304 – School Construction Approval \(Exemplar\)](#)
- [SFN 52813 – Facility Plan \(Exemplar\)](#)
- [School Construction Loan Application](#)
- [ND DPI School Construction Website](#)
- [School Planning and Management Magazine](#)

Transportation

- [ND DPI Transportation Website](#)
- [ND School Bus Driver Guide](#)
- [SFN 52087 – Driver Registration Form](#)
- [SFN 52088 – Training Workshop Plan \(Trainings available through North Dakota Safety Council\)](#)
- [Transportation Website \(DPI\)](#)

Food Service

- [Eligibility Manual for School Meals](#) (Determining and Verifying Eligibility)
- [Administrative Manual for School Food Service](#)
- [Child Nutrition and Food Distribution Website](#) (DPI)
- [USDA Website](#)

Contracts

- [Contract Drafting and Review Manual](#)
- [JPA Checklist \(Jamestown Exemplar\)](#)

DESCRIPTION OF FINAL ASSIGNMENTS

Complete **two** of the assignment options (20 points per assignment) listed below.

- Read one article from the School Planning and Management Magazine in the area of construction, school safety, maintenance and operations, or technology. Write a one-page analysis on the potential implications for your school district (i.e. operations, implementation, budget impact, etc.). The completed analysis and a copy of the original article must be returned via mail to the NDSBA office with a postmark date of November 30, 2022 or through email to Robert.Lech@k12.nd.us by November 30, 2022.
- Review and revise a present Joint Powers Agreement using the JPA checklist to ensure that it meets all requirements. Provide both the original copy along with the revised JPA. If your district does not have a JPA available to review, you may use the Jamestown exemplar linked in the Contract section of the syllabus. Write a one-page summary of the corresponding revisions. The completed summary must be returned via mail to the NDSBA office with a postmark date of November 30, 2022 or through email to Robert.Lech@k12.nd.us by November 30, 2022.
- Review your Building Fund expenses over the past 3-5 years to compare actual expenditures to allowable expenditures as outlined in NDCC 57-15-17. Write a one-page summary of your findings. The completed summary must be returned via mail to the NDSBA office with a postmark date of November 30, 2022 or through email to Robert.Lech@k12.nd.us by November 30, 2022.
- Create a 10-year vehicle replacement plan. This plan should include projected annual expenditures associated with the replacement. The completed plan must be returned via mail to the NDSBA office with a postmark date of November 30, 2022 or through email to Robert.Lech@k12.nd.us by November 30, 2022.
- Create a transportation map for district busing, including estimated pickup and drop off times, utilizing Google Earth or another GPS system or integrate GPS codes into PowerSchool. Evidence of completion of the map or the appropriate report from PowerSchool must be returned via mail to the NDSBA office with a postmark date of November 30, 2022 or through email to Robert.Lech@k12.nd.us by November 30, 2022.
- Create a facility overview ([Exemplar](#)) for your district. This document should include the facilities, original build/addition dates, square footage, capacity, usage percentage, replacement cost, and North Dakota Insurance Reserve

replacement costs for facilities and property and content. The completed plan must be returned via mail to the NDSBA office with a postmark date of November 30, 2022 or through email to Robert.Lech@k12.nd.us by November 30, 2022.

- Conduct a [forced choice exercise](#) with stakeholders to determine priorities within an area of ancillary services management. Write a one-page summary of the process. The summary should include the issue being explored, priorities determined and rationale, and stakeholders used to conduct the assessment. The completed forced choice and summary must be returned via mail to the NDSBA office with a postmark date of November 30, 2022 or through email to Robert.Lech@k12.nd.us by November 30, 2022.
- Coordinate a lockdown drill involving law enforcement, create a feedback loop for staff and lead a debrief with administration and law enforcement. Write a one-page summary that outlines the response, feedback/debrief and action items for improvement. The completed drill and summary must be returned via mail to the NDSBA office with a postmark date of November 30, 2022 or through email to Robert.Lech@k12.nd.us by November 30, 2022.
- A student may propose a project that is not listed that relates to ancillary services. This request must be submitted by November 1, 2021. If approved by the instructor, the assignment must be returned via mail to the NDSBA office with a postmark date of November 30, 2022 or through email to Robert.Lech@k12.nd.us by November 30, 2022.

GRADES

Grades will be calculated on a **100-point** scale and based on attendance (30 points), class participation (30 points), and the final assignments (40 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 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.