



1224 West Owens Avenue, Bismarck, ND 58501-1385
Phone: 1-800-932-8791 – Fax: 701.258.7992
Email: patty.verdouw@ndsba.org – Web: www.ndsbmcp.org

OPEN RECORDS AND MEETINGS SYLLABUS

Instructor: Annique Lockard
Phone: (701) 328-2210
Email: alockard@nd.gov
Date: October 26, 2022; 1:00 – 3:00 PM
Location: Bismarck Hotel – Sheyenne Room

COURSE DESCRIPTION

This course will discuss the basics of North Dakota's Open Records and Open Meetings laws. The focus will be on general open records and meeting laws applicable to all "public entities" as outlined in the North Dakota Constitution and North Dakota Century Code (N.D.C.C.), chapter 44-04, with a special emphasis on common issues with school districts and school boards.

COURSE GOALS

Course goals include the following:

- Be able to identify key definitions applicable to open record and meeting laws;
- Be able to properly respond to open record requests;
- Be able to confidently post notice of regular or special meetings;
- Be able to recognize the reasons for, and how to properly enter, into an executive session; and
- Be able to identify and avoid common open record and meeting violations.

RESOURCES

Open Record Manual, available at:

<https://attorneygeneral.nd.gov/sites/ag/files/documents/OpenRecordsManual.pdf>

Open Meeting Manual, available at:

<https://attorneygeneral.nd.gov/sites/ag/files/documents/OpenMeetingsManual.pdf>

North Dakota Century Code, Chapter 44-04, available at:

<https://www.legis.nd.gov/cencode/t44.html>

DESCRIPTION OF ASSIGNMENT AND FINAL EXAM

- Reading assignments must be completed before the class meeting on October 26, 2021. The required readings for this course, which can be found by following

the links above are: Open Record Manual, Open Meeting Manual, and N.D.C.C. Chapter 44-04.

- The final exam for this class will be a 25 question, multiple choice test which will be administered via online format. The instructor will provide you with guidance on this final exam during class.
- 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. by **January 2, 2022**, to attest that the final exam was taken in compliance with the North Dakota School Business Manager Certification Program (NDSBMCP)'s academic integrity policy.

GRADES

Grades will be calculated on a 100-point scale and based on attendance (25 points) and the final exam (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.
- **60 – 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 – 59** = 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.



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ATTENDANCE

Attendance and participation in class activities are considered integral parts of certification. Since this course meets for only a few hours, attendance 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.