



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

Introduction to School Operations Syllabus

Instructor: Dr. Mike Bitz

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Class meeting date and time: October 6, 2023; 12:15 – 2:15 PM CT

Class meeting location: BSC/BPS Career Academy

Resources

- State Automated Reporting System – STARS Online Reporting System:
<https://secure.apps.state.nd.us/dpi/stars/Login.aspx>
- Education Practices and Standards Board Educator Lookup and ND Teach:
<http://www.nd.gov/espb/>
- ND School District Financial Accounting and Reporting Manual:
<https://www.nd.gov/dpi/sites/www/files/documents/SFO/NDSDFARM2021.pdf>
- Child Nutrition Program:
<https://www.nd.gov/dpi/districtschools/child-nutrition-and-food-distribution>
- Elementary and Secondary Education Act Federal Programs:
<https://www.nd.gov/dpi/education-programs/federal-title-programs>
- ND DPI Forms:
<https://www.nd.gov/dpi/forms/>
- Web Grants:
<https://nddpi.grants.nd.gov/index.do>
- NDCC 15.1-07 School Districts:
<http://www.legis.nd.gov/cencode/t15-1c07.pdf>
- NDCC 15.01-09 School Boards:
<http://www.legis.nd.gov/cencode/t15-1c09.pdf>

COURSE DESCRIPTION

From educational to ancillary services, this course provides an overview of key functions of a school district. This 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.

COURSE GOALS

1. Students should begin to build a network of business manager professionals across the state of ND.
2. Student should understand key concepts and responsibilities for school business managers in each of the following areas:
 - a. Budget & Accounting
 - b. Administrative Practices & Procedures
 - c. Investments & Insurance
 - d. State & Federal Reporting

- e. Human Resources
 - f. Bidding, Purchasing, and Inventories
 - g. School District Elections and Selling Bonds
 - h. Support Services (Food Service, Transportation) and Activities
3. Students should understand the circular nature of business manager duties and responsibilities in a school district.

FINAL ASSESSMENT

The final assessment for this class will be worth a total of 75 points. The instructor will provide you with guidance on this final assessment during class. Your completed final assessment must be returned via email to the instructor via email by **October 31, 2023**.

GRADES

Grades will be calculated on a 100-point scale and based on class participation 25 points, and the final project will be worth 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 grade 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. Accommodation 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 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 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.