

School Business Official III
Course Descriptions - Contact hours

Benefits

- 1 provides access to information and training that is specific to law and regulations
- 2 provides a basis for advancing professionalism of School Business Officials in schools

Program

MeASBO certification courses provide a great deal of information rather than in-depth training. They are intended to cover major points about their respective topics, offer an opportunity for questions and discussion, and provide resource information for future use.

The recommended beginning course for School Business Official is *Introduction to School Business*. Although anyone may benefit from this or other individual certification courses, the full program is generally intended for School Business Official in their first 1 - 5 years of employment. However any person employed in school business operations who meets the stated requirements may receive School Business Official certification. There is no requirement for holding a particular position in a school district.

Requirements

This program and the courses listed have been created and reviewed by the Professional Development Committee (PDC). An applicant for certification must be a member of MeASBO, and hold a Bachelor's Degree including 18 credit hours of business/finance courses. The applicant must also complete the courses described below or satisfy the requirement through the development of a portfolio.

School Business Official II
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The recommended beginning course for School Business Official II is *Introduction to School Business*. Although anyone may benefit from this or other individual certification courses, the full program is generally intended for School Business Official in their first 1 - 5 years of employment. However any person employed in school business operations who meets the stated requirements may receive School Business Official II certification.

Requirements

This program and the courses listed have been created and reviewed by the Professional Development Committee (PDC). An applicant for certification must be a member of MeASBO, as well as hold a Bachelor's Degree with no experience including 9 credit hours of business/finance courses or hold an Associate's degree with a minimum of 10 years experience as a School Business Official and submission of a portfolio. The applicant must also complete the courses described below or satisfy the requirement through the development of a portfolio.

School Business Official I
Course Descriptions- Contact hours

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Program

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The recommended beginning course for School-Business Official I is *Introduction to School Business*. Although anyone may benefit from this or other individual certification courses, the full program is generally intended for School Business Official in their first 1 - 5 years of employment. However any person employed in school business operations who meets the stated requirements may receive School Business Official I certification.

Requirements

This program and the courses listed have been created and reviewed by the Professional Development Committee (PDC). An applicant for certification must be a member of MeASBO, as well as hold an Associate's Degree including 6 credit hours of business/finance courses or have no degree with a minimum of 10 years experience in a Business Office position and submission of a portfolio. The applicant must also complete the courses described below or satisfy the requirement through the development of a portfolio.

School Business Official III
Course Descriptions - Contact hours

Introduction to School Business (14 hrs)

An overview of school business operations with a focus on several key areas. The program will begin with a brief background on the general functions of the School Business Official (SBO). Major components of the program will include: listing and describing reports that must be filed with federal, state, and local agencies; reviewing school laws and Revised School Code; introducing fund accounting processes; reviewing school organizational issues and operational issues (how school boards and administrators function); and exploring inter-relationships between the business office and site operations - offices in school buildings, facilities, transportation, and food services. Part of the program would be devoted to discussion about the roles and functions of the School Business Official.

Bonding/Borrowing/Investing (3 hrs)

Legal and practical issues relating to how school districts bond, borrow, and invest funds, including an overview of cash flow analysis, arbitrage, and general borrowing and investing options.

Cash Management (3 hrs)

This session will develop specifications for the selection of banking and other financial services, teach you how to apply concept of compensating balances, comprehend procedures and legal constraints for cash collection and disbursement, analyze monthly internal transfers and loans, prepare a cash flow analysis, including a fund balance report for the board of education, and identify and deal with fraud and abuse.

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Course Descriptions- Contact hours

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Course Descriptions - Contact hours

Facilities for the Business Manager (3 hrs)

The basic structure and function of building and grounds and maintenance operations, laws relating to school construction, environmental laws and regulations, planning maintenance programs, and what to expect from your director of facilities.

Food Services for Business Manager (3 hrs)

The basic structure and function of a food services program, food safety issues, vending and contracting for food services, and cooperative ventures.

Introduction to Ethical Principles and Decision Making (3 hrs)

Ethical conduct by all employees is essential for a business to succeed and prosper. The main objective of this session is to create awareness of ethical issues in school organization and ensure that you always know the ethical course of action to take on the job. By the time this session is over, you should be able to recognize the importance of business ethics, understand the requirements of the law and ethics policies, identify ethical problems on the job, and make ethical decisions.

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Instructional Program Evaluation (3 hrs)

This session will help the Business Manager understand the components of instructional programs within the school district; planning and implementing program improvement; analyzing economic factors associated with delivering and evaluating instructional programs. Learn how to develop procedures for the evaluation and reporting the cost-effectiveness of programs; use evaluation data toward changes to the instructional program; and how to allocate resources to improve the programs.

Insurance and Risk Management (3 hrs)

Review of the insurances necessary for school operations with a primary focus on: Workers' Compensation, cafeteria plans, property/casualty, health insurance, liability insurance, errors and omissions, and methods of risk management. A portion of the program would be devoted to understanding options for purchasing insurance: pools, cooperatives, private vendors, and self-insurance.

Labor Relations/Employment Law (6 hrs)

Major state and federal employment laws, that apply to public schools. Includes: collective bargaining, wage and hour, discrimination, COBRA, Family Medical Leave Act, and federal and state retirement issues.

Payroll & Related Personnel Issues (3 hrs)

Laws and regulations related to the payroll function including: state and federal payroll laws and regulations, pertinent tax regulations, employee retirement plans, practical aspects of completing a payroll, and electronic check deposits.

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School Business Official I
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School Business Official III
Course Descriptions - Contact hours

Principles of Education (3 hrs)

Provides an understanding of: the educational process, culture of schools, major learning theories, teaching methodologies, school improvement, design of in-service programs, and the structure and function of the principalship.

Effective Communications (3 hrs)

This certification class will help you express yourself more effectively, have more influence with your colleagues and appear more confident in front of others. This is a highly practical and interactive course. In this workshop you'll have the opportunity to learn key techniques and strategies to: send clear messages, create credibility, use body language effectively, and listen for understanding. This class allows you to build on your existing skills as you experiment and learn through practical experience.

Purchasing (3 hrs)

Basics of performing the purchasing function, including: related policies, the structure of a purchasing operation, bidding, reviewing contracts, electronic and cooperative purchasing, lease-purchase options, RFP vs RFQ vs RFB and "partnership"

Revenue, Expenditures and Budgeting (9 hrs)

General explanation of: school revenue and transfer sources, and the process and structure of accounting for budgets and expenditures. Subjects include: the School Aid Act, accounting manuals, property taxes, fund accounting, forecasting and projecting, and federal and state programs. It will also provide an opportunity for participants to bring their district's budget to the workshop to ask specific questions and solicit suggestions.

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Audit (3 hrs)

This session provides an overview of the annual independent audit process and outcomes. Areas of focus include: standard audit communications; the nature of substantive testing, internal control testing, analytical review, and compliance testing; MDOE requirements; contents of the financial statements, and presentation of the audit to the School Committee. Also criteria on how to select an audit firm.

Strategic Planning (3 hrs)

This session will focus on team participation in the identification of short- and long-term goals in all aspects of school district activities. Drawing from current research and practices, you will explore opportunities for your school district. This class will also assist in the making of a strategic plan that will move the district toward the achievement of its mission and goals. The session will provide data-sets required to facilitate the strategic planning process and assist in the implementation, monitoring, evaluation, reporting, and revision of a strategic plan.

Team Leadership (3 hrs)

The components of leadership in general, and the methods and challenges of managing people including: recruiting, training, motivating, and evaluating your staff.

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Team Leadership (3 hrs)

The components of leadership in general, and the methods and challenges of managing people including: recruiting, training, motivating, and evaluating your staff.

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Technology (3 hrs)

Use of technology in the business office and classroom including: overview of hardware, developing a technology plan, major business office software applications, and telecommunication issues.

Transportation for the Business Manger (3 hrs)

The basic structure and function of a transportation department, equipment supply and purchase, and laws related to transportation.

Wrap-up (2 hrs)

A concluding session to very briefly review the major program content areas, provide references and resource materials, and offer a chance for the participants to reflect back and look forward on their roles.

Total Class Time: 79 hours

Continuing Education hours are 100 within 5 yrs which may include up to 9 hours of teaching a course.

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Use of technology in the business office and classroom including: overview of hardware, developing a technology plan, major business office software applications, and telecommunication issues.

Wrap-up (2 hrs)

A concluding session to very briefly review the major program content areas, provide references and resource materials, and offer a chance for the participants to reflect back and look forward on their roles.

Elective (6 hrs)

Any course taken outside of this certification track but required in another.

Total Class Time: 52 hours

Continuing Education hours are 75 within 5 yrs

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Technology (3 hrs)

Use of technology in the business office and classroom including: overview of hardware, developing a technology plan, major business office software applications, and telecommunication issues.

Wrap-up (2 hrs)

A concluding session to very briefly review the major program content areas, provide references and resource materials, and offer a chance for the participants to reflect back and look forward on their roles.

Elective (3 hrs)

Any course taken outside of this certification track but required in another.

Total Class Time: 34 hours

Continuing Education hours are 50 within 5 yrs