



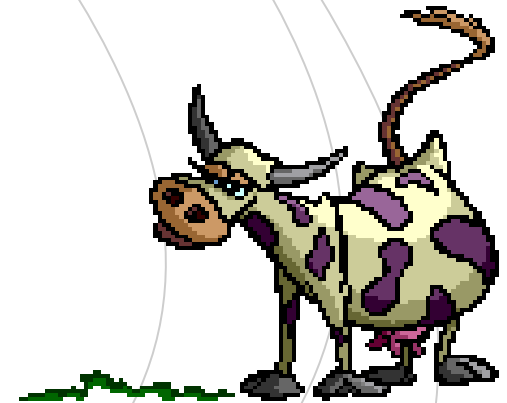
**NDSBA**

**NORTH DAKOTA SCHOOL  
BOARDS ASSOCIATION**

**10 Things  
Business  
Managers Need  
to Know About  
NDSBA**

**Presented by: Patty VerDouw**

**VerDouw – All One Word  
Rhymes with **Her Cow****





NDSBA was created 55 years ago to support ND school boards in their governance role through education, services, information and legislative advocacy.

Today's talk deals with NDSBA's varied services for public schools and how we assist business managers in their role.

Here are the little-known facts business managers should know about NDSBA.

1. **NDSBA, in partnership with the ND Association of School Business Managers (NDASBM), administers the ND School Business Managers Certification Program.**

- Provides 52 hours of voluntary professional development for business managers and those aspiring to become business managers.
- Classes are offered in conjunction with NDSBA events and online.
- Most complete the coursework in two years, but students are allowed five years to finish.

## **Introductory Coursework Includes:**

- Accounting
- Payroll
- District Operations
- Business Manager Roles & Responsibilities
- Open Records and Meetings
- School Finance
- State and Federal Reporting

## **Intermediate Coursework Includes:**

- School Law for Business Managers
- Record Management and Retention
- Elections
- Bidding, Purchasing, and Inventory
- Human Resources I (Hiring, Evaluations, Terminations)
- Budget, Budget Forecasting, School Accreditation
- Audit Preparation and Internal Controls.

## **Advanced Coursework Includes:**

- Human Resources II (Employee Benefits, Insurance)
- Business Manager Role in Negotiations
- Asset Management, Investing, Bonding
- Ancillary Service Management
- Reporting to the Board

## **Affiliate Coursework**

- Nine hours of Affiliate Coursework are required for graduation.
  - Training at NDSBA and/or NDASBM-sponsored events

Contact Patty VerDouw for more information on this program. [patty.verdouw@ndsba.org](mailto:patty.verdouw@ndsba.org)





## 2. NDUC Group Account

- ND Unemployment Compensation Group Account is a service NDSBA provides to handle 126 district member unemployment claims.
  - This allows districts to pool their deposits in order to pay claims.
  - All member unemployment reports and claims are handled through the Group Account.



## **NDUC Group Account Benefits**

- Minimal charge to participate
- Claims monitoring
- Payment of claims from the Group Account Pool
- Reimbursement is spread over a number of financial quarters to allow for budgeting

## How does NDUC Group Account Work?

- Group Account requires a reserve of 1% of your previous calendar year's annual payroll up to \$1.5 million and 0.2% of the amount over \$1.5 million.
- This would be due as a lump sum during the quarter that the district joins Group Account
  - That way, we can begin monitoring your claims immediately.
- NDSBA will calculate the new quarterly payment for your district each year in March

## How does NDUC Group Account Work?

- ALL claims are sent directly to NDSBA by ND Job Service.
- NDSBA will send information and forms to the business manager to be completed and RETURNED TO OUR OFFICE.
- This way, we can monitor all claims and assist in providing accurate claims response information.

## Please Keep in Mind –

- If you are a member of Group Account, **the address of record should ALWAYS be NDSBA's.**

NDSBA Group Account  
1224 W. Owens Avenue  
Bismarck, ND 58501-1385

- ***NEVER CHANGE THE ADDRESS*** to your district's.

## Please Keep in Mind –

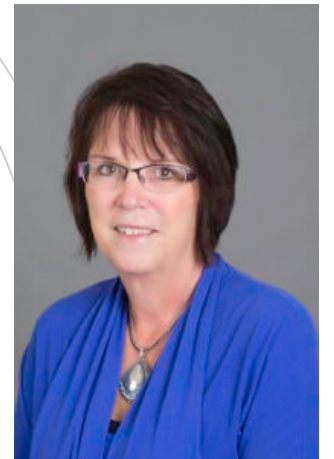
- Group Account pays claims from your Required Reserve

- **NO PAYMENTS ARE MADE TO  
JOB SERVICE BY THE DISTRICT!**

## Please Keep in Mind -

- Respond to claims information requests **IMMEDIATELY** and **BY THE DUE DATE**. There will be **NO APPEAL** if you fail to do this.
- Be **HONEST** when you supply information on the claims form. Fully describe the termination situation.
  - Don't say, "He was terminated for insubordination."
  - Say, "He was terminated for being drunk/impaired and was found passed out in the boiler room with a 5<sup>th</sup> of rum in lap and a smoldering marijuana joint in his hand"

Contact Julie Steidler for more information on Group Account  
at [Julie.steiler@ndsba.org](mailto:Julie.steiler@ndsba.org)



### 3. Policy Services

- \$250 annual Policy Services subscription allows members to access our monthly newsletter *Policy Ponderings* at: <https://policy.ndsba.org/>
- Receive timely policy updates
- Ten sample policies upon request, and
- Policy assistance from NDSBA staff
  - Membership is required to participate in all other fee-based Policy Services programs.



## What Other Programs Does Policy Services Offer?

- **Required Template Manual = \$800**
  - Includes the policy templates, as well as online access, to all the policies and regulations required by state and federal law to be in compliance.
  - It also contains policy templates needed for Cognia accreditation as well as online access.
  - Members pay an annual access fee of \$150

## What Other Programs Does Policy Services Offer?

- **Total Template Manual = \$4,500** (\$3,700 if a Required Template Member now)
  - Includes all NDSBA's policy templates, as well as online access to them.
  - Members pay an annual access fee of \$500

## What Other Programs Does Policy Services Offer?

- **Policy Review Service** - Pricing is based on the volume of policy documents to review
  - This is available to districts that have purchased either the Required or Total Template Manual and want to determine if they are still in compliance.
  - Compares NDSBA's most current policy documents to your district's.
    - The Review notes what to ~~delete~~, add, and *notes* from the reviewer.

## What Other Programs Does Policy Services Offer?

- **Webhosting of Your Policy Manual = \$1,000 one-time fee**
  - Available to districts that have completed a recent review of their policy manual by NDSBA.
  - NDSBA posts your district's policies online in a searchable format and maintains the website to ensure it contains the district's current policies.

Contact Patty VerDouw [patty.verdouw@ndsba.org](mailto:patty.verdouw@ndsba.org) or Julie Steidler [Julie.Steidler@ndsba.org](mailto:Julie.Steidler@ndsba.org) for information on Policy Services



## 4. Legal Services

- No fee is charged to member districts for this service
  - Districts can obtain information regarding general requirements of laws and regulations.
    - Personnel matters
    - Open meetings & records
    - Student discipline
    - Conflict of interest
    - Negotiations
    - Bid Requirements
    - Parliamentary procedure

# NDSBA Legal Direct

- NDSBA Legal Counsel may now be retained to assist member districts on a fee-for-service basis.
  - **General Legal Counsel & Advice** - provides direct legal advice and counseling on the day-to-day legal issues and situations that arise in school operations. Members receive direct assistance under hourly fee arrangement.
  - **Contract Review** – NDSBA Legal Counsel may be retained to draft, review and/or modify contracts member districts enter into with vendors or other third-party providers.

## **NDSBA Legal Direct**

- **Negotiated Agreement Review** - NDSBA Legal Counsel may be retained to review district Negotiated Agreements and will provide a written analysis of the Negotiated Agreement upon request.
- **Customized Policy Drafting** – NDSBA Legal Counsel may assist districts in customizing board policies and regulations by tailor them to the districts needs.
- **Customized Training** - NDSBA Legal Counsel is able to provide training and professional development to school boards and/or their staff through specifically designed seminars and in-service training.

## **NDSBA Legal Direct EXCLUDES the Following Services**

- Litigation matters
- Discharge for cause hearings
- Matters that may be covered by insurance (NDIRF) or assigned to insurance counsel
- Matters where another member school district is averse to the district requesting assistance, and
- Matters where the member district is already represented by legal counsel on the matter.

Amy De Kok [amy.dekok@ndsba.org](mailto:amy.dekok@ndsba.org) is your contact for information on Legal Services & Legal Direct.





## 5. Superintendent Search

NDSBA provides three options for guidance to school boards as they engage in the process of selecting a new Superintendent.

**Option 1:** The District decides to conduct the Superintendent search without outside help. NDSBA supplies helpful guidelines.

## 5. Superintendent Search

**Option 2:** Is fee-based with NDSBA assisting the district in part by establishing timelines, providing application forms, advertising for candidates, providing questions (what can and can't be asked), conducting reference checks, helping the board develop a compensation package, and providing a sample superintendent contract.

## 5. Superintendent Search

**Option 3:** Is fee-based with NDSBA assisting the district with all the Option 2 items plus:

1. Assist the board in identifying the skills, qualities and characteristics that an individual must possess to be a successful Superintendent in the District.
2. Visiting with administrators, classified staff, teachers, students, and community members about the school district, community, and what they are looking for in a new Superintendent.
3. Creating a brochure highlighting the school district and community.

Alexis Baxley [alexis.baxley@ndsba.org](mailto:alexis.baxley@ndsba.org) is your contact for the Superintendent Search Service.



## 6. Legislative Advocacy

NDSBA provides member boards legislative advocacy and governmental relations services.

- The NDSBA Delegate Assembly at the Annual Convention acts on resolutions which formulate the legislative agenda for NDSBA.
  - Delegates can **ONLY** be board members and must be designated at registration.

*Tip: Choose your delegates and ALTERNATE delegates from the board members attending the convention.*

## 6. Legislative Advocacy

NDSBA is visibly active during the legislative session and the interim.

- NDSBA sends members a weekly legislative newsletter email during the session with hearing schedules and bill tracking information.
- NDSBA staff and members also represent school boards' interests on numerous state committees, councils, and commissions.
- Contact Alexis Baxley [alexis.baxley@ndsba.org](mailto:alexis.baxley@ndsba.org) or Amy De Kok [amy.dekok@ndsba.org](mailto:amy.dekok@ndsba.org) with questions.



## 7. Board Training for Board Members and Business Managers

NDSBA provides member boards with professional development through the following events:

- **NDSBA Annual Convention** held the end of October
  - **School Law Seminar**
  - **New Member Seminar**
- **Negotiations Seminar** held in early February
- **NDDPI/NDSBA Board Member Bootcamp**
- Monthly **Brunch and Learn** webinars

Contact Alexis Baxley [alexis.baxley@ndsba.org](mailto:alexis.baxley@ndsba.org) or Taylor Lassiter [taylor.Lassiter@ndsba.org](mailto:taylor.Lassiter@ndsba.org) for more information on these items.



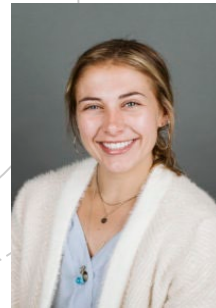
## 7. Board Training for Board Members and Business Managers

- **Brunch & Learn Webinars**

Monthly webinars provide a wide variety of subjects that pertain to your district such as:

- Title IX Check-in
- Social Media Usage for board members
- Superintendent evaluations
- School elections
- Business manager evaluations, etc.

Contact Taylor Lassiter [taylor.Lassiter@ndsba.org](mailto:taylor.Lassiter@ndsba.org) for more information on these webinars.



## 8. NDSBA Publishes a Monthly Bulletin

The *Bulletin* is the official monthly newsletter of NDSBA.

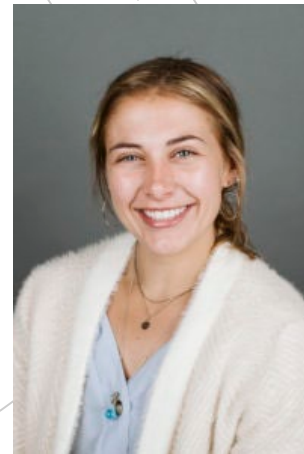
- Watch for association updates on events, upcoming district reporting deadlines, our *Legal Spotlight* with timely legal guidance for district topics, and other reminders.
  - The Bulletin is mailed out at the present time and available on our NDSBA website at:  
<https://www.ndsba.org/wp/index.php/resources/monthly-bulletins/>



## 8. NDSBA Publishes a Monthly Bulletin

Mail service may soon not be an option. That's why we need the **Most Current Emails Your Board Members USE**.

- Not all board members access their school email for NDSBA notifications. So, **PLEASE** check with your board members on where they want the NDSBA bulletins and other notifications to land and submit that email on your District Information Sheet.
  - Taylor Lassiter is your Membership & Marketing Specialist at [taylor.Lassiter@ndsba.org](mailto:taylor.Lassiter@ndsba.org)



## 9. NDSBA Available Resources

The NDSBA website contains a **RESOURCES** tab at:  
<https://www.ndsba.org/wp/index.php/resources/>

It has links to the following:

- **Glossary of Terms**
- **Monthly Bulletin Archives**
- **Service Awards**
  - Service Award Forms & Spreadsheet

## 9. NDSBA Available Resources

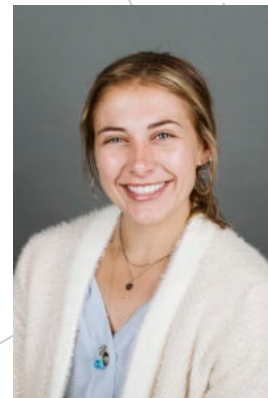
**Service Awards** provide recognition for your board members service at the local, state, and national level.

Points are awarded for board positions held, training attended, and years of service.

- Veteran Board Member award requires 100 points
- Master Board Member award requires 200 points

Taylor Lassiter is your contact for Service Awards

[taylor.Lassiter@ndsba.org](mailto:taylor.Lassiter@ndsba.org)



## 9. NDSBA Available Resources

- **School Personnel Documents** (Regarding business managers)
  - Job description
  - Evaluations
  - Evaluation board action
  - Business manager duties in NDCC

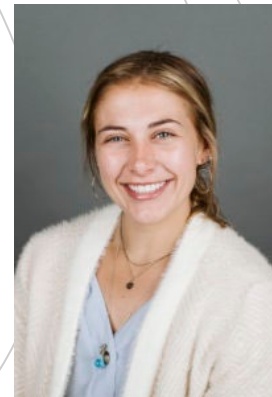
## 9. NDSBA Available Resources

- **NDSBA YouTube Channel**

NDSBA Brunch & Learn trainings are recorded live on YouTube and the link to many of NDSBA's business manager classes, and other training videos can be found here:

<https://www.youtube.com/channel/UCS78OWzn3bT4nM8pXC9LATg>

Contact Taylor Lassiter for access information on available training videos at [taylor.Lassiter@ndsba.org](mailto:taylor.Lassiter@ndsba.org).



## 9. NDSBA Available Resources

- **School Board**
  - Board Member Toolkit
  - Board Member Candidate Form
  - Board Self-Evaluation
  - School Elections Handbook - **\$25 fee for hardcopy**
  - Parliamentary Motions Guide
  - Public Meetings and Records Handbook
  - Nonrenewal, Resignation & Discharge Handbook - **\$125 charged for nonattendees**
  - Negotiations Basics Handbook – **\$50 charged for nonattendees**
  - Three- and Five-Year Plan Template

## 9. NDSBA Available Resources

- **Superintendent**
  - Evaluation Resources
  - Evaluation and Nonrenewal Deadlines
  - Contract
  - 360 Feedback in Superintendent Growth Process
  - Job Description

## 9. NDSBA Available Resources

- **Teacher**

- Contract Delivery Form
- Teacher, Administrator Evaluation, Contract & Nonrenewal Deadlines
- Multiple Pathways to Teacher Licensure PowerPoint



## 9. NDSBA Available Resources

- **Additional Resources**
  - Youth Patriotic Society Access
  - Display of the Ten Commandments at School
  - Brunch & Learn Webinars
  - Local Government HR Reference Guide
  - North Dakota Century Code
  - ND Educational Directory
  - School Calendar Guidance

## **10. NDSBA has Helpful Links For:**

- Administrator Vacancies
- Child Support Enforcement Employer Information
- EDUTECH-Education Technology Services
- Job Service North Dakota
- National Rural Education Association (NREA)
- ND Association of School Business Managers
- ND Council of Educational Leaders (NDCEL)
- ND Department of Career & Technical Education

## 10. NDSBA has Helpful Links

- ND Department of Public Instruction
- ND Education Standards & Practices Board (ESPB)
- ND High School Activities Association
- ND Insurance Reserve Fund (NDIRF)
- ND Regional Education Associations
- ND State Government
- ND State Legislature
- ND United (formerly NDEA)

**What else can NDSBA provide to assist Business Managers?**

**What would make our website more user friendly?**

**We are here to help!**

Hours are 8:30 AM to 5:00 PM Central Time Monday-Friday

Website: <https://www.ndsba.org/>

Phone: 701-255-4127 or toll-free 800-932-8791

FAX: 701-258-7992