IOWA STATE UNIVERSITY

**SCHOOL BUSINESS OFFICIAL AUTHORIZATION PROGRAM**

**Year Two – Program of Study *(September, 2014)***

1. Iowa School Business Management Academy
2. Fall Session
3. General Session - Current Issues (3 hrs.)

Topics/content to be determined based on current needs as identified by Academy Advisory Committee, *i.e. DE issues/updates, legislative updates, GASB changes*

1. New SBO Session (4 hrs.)
   1. Inventory (capital assets) – *(2 hrs. - offered in alternating years)*
   2. Negotiations (legal) – *(2 hrs. – offered in alternating years)*
2. Spring Session
3. General Session – Current Issues (3 hrs.)

Topics/content to be determined based on current needs as identified by Academy Advisory Committee, *i.e. DE issues/updates, legislative updates, GASB changes*

1. New SBO Session (4 hrs.)
2. Records Retention and Board Policies: Legal requirements – *(2 hrs. – offered in alternating years)*
3. Technology applications/resources – *(2 hrs. – offered in alternating years)*
4. May Academy (21 hrs.)
5. Communicating Information to the Public *(2 hrs.)*
6. Legal System as Applied to School Districts *(2 hrs.)*
7. Legal: Employment Law Overview *(2 hrs.)*
8. Facility Planning *(2 hrs.)*
9. Accounting: Internal Controls *(2 hrs.)*
10. Finance: Budgeting Revenues *(2 hrs.)*
11. Finance: Cash Management *(2 hrs.)*
12. Finance: Budgeting Expenditures *(2 hrs.)*
13. Finance: Program Budgeting Expenditures *(2 hrs.)*
14. New SBO Session
15. Communication and Interpersonal Relationship Skills *(3 hrs.)*
16. Academy Webinars (15 hrs.) – Uniform Administrative Procedures (UAP) Manual, Chapters 8-16 – *(offered in alternating years)*
    * + 1. Session One

a. Chapter 9: Statutory Authority for Funds *(3 hrs.)*

* + - 1. Session Two

1. Chapter 8: Auditing *(1.5 hrs.)*
2. Chapter 10: Financial Management of Categorical Funding *(1.5 hrs.)* 
   * + 1. Session Three
3. Chapter 11: Cash and Debt Management *(1.5 hrs.)*
4. Chapter 12: Other Financial Topics *(1.5 hrs.)* 
   * + 1. Session Four
5. Chapter 13: Property Management *(1 hr.)*
6. Chapter 14: Management of Ancillary Services *(1 hr.)*
7. Chapter 15: Information Management *(1 hr.)* 
   * + 1. Session Five
8. Chapter 16: Human Resource Management *(3 hrs.)*
   * + 1. Session Six
   1. Chapter 4: Student Attendance, Residency, and Tuition *(2 hrs.)*
9. Ethics Training – BOEE online course provided through AEA must be completed by end of Year Two (1.5 hrs.)