

Iowa School Business Management Academy 2021

VIRTUAL

Professional Certification Program and
School Business Official Authorization
Program for New and Continuing School
Administrators and School Business Officials

April 28-April 30, 2021

**Levels I, II, III, IV
April 28-April 30, 2021**

**Graduate Level
CANCELLED**

**Register on
or before
April 6 and
save!**

Sponsored by Iowa State University
College of Human Sciences
School of Education

About the Academy

Invitation

You are cordially invited to enroll in the professional certification program offered by the Iowa School Business Management Academy (ISBMA). Effective in 2012, the Academy also serves as a provider of the New School Business Official (SBO) Authorization and Licensure Renewal Credit programs. The Academy is designed to provide school administrators and school business officials an efficient and effective way to develop high-level knowledge and skills in school finance and school business management that will foster leadership, innovation and service to Iowa's students and schools.

Program

The Academy certification program is designed in levels, offered in sequence over a four-year period. Graduate Level classes are then offered in each subsequent year.

Sponsors and Supporters

The Academy is sponsored by Iowa State University's College of Human Sciences and School of Education. Various other professional partners support the Academy each year through service on the Advisory Committee and/or by providing course instructors. The Academy extends its appreciation to the Iowa Association of School Business Officials, the Iowa Department of Education, the Iowa Association of School Boards, School Administrators of Iowa, Iowa Auditor of State Office, Ahlers & Cooney Law Firm, and the AEA Business Managers.

Location

The academy will be held virtual for Levels I, II, III and IV. The Graduate Level is cancelled

Completion Requirements

Participants completing all of the sessions in Levels I-IV will earn an Academy Proficiency Diploma.

Assessment Option

The Academy participants have the option of taking an annual post-academy online assessment to verify their proficiency in the topics covered in each of the Levels I-IV. (Levels I & II assessments are required for those in the New SBO Authorization Program.) The certificate for completing the Academy's seat-time requirements will be referred to as the Academy's Proficiency Diploma. Any participant who earns a diploma and completes the four assessments with a minimum of 75 percent accuracy on each will also be awarded with a "Proficiency Plaque."

Program Information

Registration and Fees

Register online beginning March 2 at the ISBMA website: education.iastate.edu/isbma

Registration prior to the conference is required for all levels. Registration fee includes all conference materials and meals.

**NO REGISTRATIONS WILL BE ACCEPTED
AFTER MONDAY, APRIL 19**

IASBO members who register on or before April 6
\$395 for Levels I, II, III and IV

Non-members who register on or before April 6
\$470 for Levels I, II, III and IV

Any registration received after April 6
\$500 for Levels I, II, III and IV

Fees are to be paid prior to the start of the Academy. Online payment of fees is requested. If that is not possible, checks should be made to Iowa State University and mailed to Registration Services, 1601 Golden Aspen Drive, Ste. 110, Ames, IA 50010. (Your name and online registration order number must be included on your check.)

If you have questions about registration, please call Registration Services at (515) 294-6222, or email registrations@iastate.edu

Refund Policy

Fee refunds are 100 percent if registration is cancelled on or before April 13, and 50 percent if cancelled after April 13. No refunds will be issued on cancellations made after April 22. If you do not cancel by the deadlines noted above, you are still responsible for paying the registration fee.

Attendance

Participants in Levels I-IV are required to attend all course components and assigned classes in order to qualify for an Academy Proficiency Diploma. Unavoidable absence must be cleared with Academy staff; make-up work may be assigned.

Academy Staff

Faculty for the Academy are carefully selected from among the best professional talent in a given area of study. Whether the topic is law, finance, accounting, or support services, you will find that the Academy faculty are outstanding. Most faculty are actual field practitioners and each is an expert in his/her field. You will have an opportunity to evaluate each instructor to ensure that the highest quality instructional staff is maintained.

Course Materials

Presentation and class materials will be posted to a shared Google Drive

Iowa School Business Management Academy

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Register online via the Academy's [webpage](#)

Registration opens March 2

CONTACT INFORMATION			
Name:		Title:	
School District:		Work Phone:	
Address:		Email Address:	
City:		State/Zip:	

Iowa State University requests this information for the purpose of registering you in a conference. No one outside the University, with the exception of participants in this conference, is routinely provided this information. An accurate registration cannot be provided without completion of this information. (Reference: Iowa Code, Chapter 22:11; Iowa Fair Information Practices Act)

REGISTRATION			
<input type="checkbox"/>	Level I (New Enrollee)	<input type="checkbox"/>	Level III (Continuing Enrollee)
<input type="checkbox"/>	Level II (Continuing Enrollee)	<input type="checkbox"/>	Level IV (Continuing Enrollee)
SBO LICENSURE RENEWAL CREDIT			
<input type="checkbox"/>	Yes, I would like to receive SBO Licensure Renewal Credit for the Academy Classes.	<input type="checkbox"/>	No, I am not interested in receiving SBO Licensure Renewal Credit for the Academy Classes.
REGISTRATION FEE			
<input type="checkbox"/>	Levels I, II, III and IV – IASBO member – \$395 is enclosed (if registered on or before April 6)	<input type="checkbox"/>	Levels I, II, III and IV late fee – \$500 is enclosed (IASBO member or non-member registered after April 6)
<input type="checkbox"/>	Levels I, II, III and IV – Non-member – \$470 is enclosed (if registered on or before April 6)		

Fees are to be paid prior to the start of the Academy. If you are unable to pay the registration fee online, please make your check payable to Iowa State University (your name and online registration order number must be included on the check). Mail to: Iowa State University Registration Services, 1601 Golden Aspen Drive, Ste. 110, Ames, IA 50010

REGISTRATION
Registrations will be closed after Monday, April 19. If you do not cancel by the specified deadline, you are still responsible for paying the registration fee.
REFUNDS
Fee refunds are 100 percent if cancelled on or before April 13, and 50 percent if cancelled after April 13. No refunds will be issued on cancellations made after April 22.
QUESTIONS
Questions about the program: contact Marcia Krieger at (515) 681-5154 or email krieger@iastate.edu Questions about registration: contact Registration Services at (515) 294-6222 or email registrations@iastate.edu

The Iowa School Business Management Academy and Iowa State University programs and policies are consistent with pertinent federal and state laws and regulations on non-discrimination regarding race, color, age, religion, national origin, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran. Inquiries can be directed to the Director of Equal Opportunity and Compliance, 3280 Beardshear Hall, (515) 294-7612.

2021 – (Virtual)
Iowa School Business Management

Level Host	Level I Patricia Townsend	Level II Marsha Tangen	Level III Kris Smith	Level IV Marcia Krieger
Wednesday April 28				
10:00-11:50	Foundations of Education John Robbins	Legal System as Applied to School Districts Part I Danielle Haindfield	Accounting–Audit Basics Part I Pam Bormann & Jenny Wall	Legal – Bonding & Contracting Beth Grob, Ron Peeler, & James Wainwright
Break				
1:00-2:50	School Finance Basics I (Foundation Formula) Patti Schroeder & Shawn Snyder	Communicating Information to the Public Angie Morrison	Accounting–Audit Basics Part II Pam Bormann & Jenny Wall	Legal – Advanced Governance: Sharing & Reorganization Brett Nitzschke
3:00-4:50	School Finance Basics II – (Forms/Cycle) Patti Schroeder & Shawn Snyder	Legal – Employment Law Emily Ellingson	Risk Management – Insurance Janelle Friedman	Using Technology to Prepare Public Reports & Manage Records Adam Kurth
Thursday April 29				
8:00-9:50	Basic School Accounting & Reporting I – (GAAP) Chad Vink	Facility Planning Dave Wilkerson	8:00-9:00 Legal System as Applied to School Districts Part II Danielle Haindfield 9:00-9:50 Legal – FLSA Drew Bracken	Audit Reports/ Financial Analysis Brandon Hansel
10:00-11:50	Legal – Basic Governance Danielle Haindfield	Accounting – Internal Controls Marsha Tangen	Legal – Parent & Student Rights Miriam Van Heukelem	Facility Management Duane Van Hemert
Break				
1:00-2:50	Legal – Liability & Risk Management Drew Bracken	Budgeting Revenues Kurt Subra	1:00-1:50 Transportation Max Christensen 1:50-2:50 Nutrition Services Kala Shipley	Long-term Debt Christine Stensland
3:00-4:50	School Finance Basics III (Facilities/Levies/SBRC) Gary Sinclair	Cash Management Marsha Tangen	Legal – Advanced Employment Law Drew Bracken	Spreadsheets Mike Kalvig
Friday April 30				
8:00-9:50	Basic School Accounting & Reporting II – CoA, CAR Denise Ragias	Overview of Budgeting Expenditures Shonna Trudo	Advanced HR (Non-legal) – Negotiations Duane Magee	Acctg - Fixed Assets Leslie Finger
10:00-11:50	Human Resources (Non-legal) Carol & Steve Seid	Calculating & Analyzing District Spending Shonna Trudo	Debt Planning Tim Oswald	Mentor Program Marsha Tangen
Break 11:50-12:30	NEW SBO AUTHORIZATION PROGRAM ONLY (in first two years as SBO with Initial or Temporary Initial Authorization)			
12:30-2:00	Basic School Accounting & Reporting II (<i>cont'd.</i>) Denise Ragias	Communication & Interpersonal Relationship Skills TBD		
2:10-3:40	Closing Out the First Year Mike Hamilton			