



OCSBM

MISSION STATEMENT

OCSBM strives to be the recognized leader in school business management training and education for all school business officials and staff by providing programs that are timely, practical and diverse.

BENEFITS

- Share and exchange ideas and procedures
- Improve internal controls
- Identify liability exposures
- Learn proven investment strategies
- Learn implementation techniques
- Renew your skills
- Network among other school district officials

PURPOSE

Since 1993 the Center has provided professional development programs for school business managers, treasurers, clerks, secretaries, administrators, and others responsible for the fiscal operations of the careertech and common schools. The programs are redesigned to provide knowledge of the legal, governmental and financial dimensions of all school operations.

Each course will provide proven administrative techniques, guidelines and strategies. Some objectives include applying basic skills of accounting, budgeting and finance, increasing efficiency and profitability of resource utilization, and investigating the use of decision making techniques in cash management and capital expenditure.

INSTRUCTORS

The Program Coordinator and the Advisory Board carefully select instructors that are expert field practitioners in their discipline. Throughout the year, the participant evaluates the instructors and provide feedback to help maintain a current and a high caliber instructional staff.

Great training for all of the School Business Officials in your district!

Join these workshops for great training in all areas of school business.

Finance • Human Relations • School Law • OCAS Coding • Federal Programs • Budgeting • Ethics • Payroll Activity Funds • State Funding Formula • Legislative Updates and Alerts • Leadership • Problem Solving

Who should attend OCSBM's Workshops?

Business Managers • Payroll Clerks • Treasurers • Encumbrance Clerks • Superintendents
Superintendents' Secretaries • Federal Programs Personnel • School Auditors
Human Relations Personnel • Office Assistants • Principals • Board of Education Members
All sponsors and managers of Activity Funds • Activity Funds Custodians

CURRICULUM OVERVIEW

The Oklahoma Center for School Business Management Program is a series of business training courses based on the International School Business Management Professional Standards and Code of Ethics. The program is divided into four levels: Introductory, Intermediate, Advanced and Graduate. The general areas of instruction are:

Introductory Level I

• Role/Responsibility of School Business Officials • Sources of Revenue/State Aid • School Budgets and the Budgeting Process • Legal Foundations, Policies/Gov. Relations • Communications (internal, external, media) • Basic Principles of School Finance • Accounting and Control Concepts • Introduction to Risk Management • Audit, Fraud and Abuse • Introduction to OCAS • The Activity Fund • Survival Skills

Intermediate Level II

• Board Policies for Business Operations • Human Resource Management I • Budget and Financial Planning • Emergency Preparedness • Cash Flow Management • Monitoring the Budget • Risk Management • Federal Programs • Legal Issues • Bond Issues • Purchasing • Technology

Advanced Level III

• Supply, Property & Real Estate Management • Legislative Process and Networking • Management Information Systems • Maintenance/Operational Control • Human Resource Management II • Facilities Planning/Construction • The Economy and Education • Ethical Decision Making • Advanced Legal Issues • Teachers Retirement

Graduate Level IV

• Legal Updates • Accounting/Auditing Issues • Legislative Issues • Personnel Challenges • Online Financial Reporting/Form

Other Seminars Offered by OCSBM

- Activity Fund Management
- School Auditors • Superintendents Conference
- Treasurers and Encumbrance Clerks
- Human Resources, Personnel and Payroll Issues
- Child Nutrition Finance
- Career Tech Issues

The curriculum is consistent with the guidelines prepared by the Association of School Business Officials. Each level consists of a minimum of 24 hours of intensive instruction and hands-on experiences for two days in the fall AND two days in the spring. At the completion of the Advanced Level, individuals should be well prepared to pursue certification programs from ASBO International.

Levels 1, 2 and 3 offer comprehensive training for everyone in the district office. Join a group of professionals and learn about all aspects of school business - you'll learn and grow as a professional and will be a positive and valuable member of your education community. Each level meets for four days per year - 2 days in the fall and 2 days in the spring. Participants hear from the State Department of Education, professional associations such as OSSBA, CCOSA, the Center for Education Law, State Auditor and Inspectors Office, CFOs and administrators of school districts across the state, CPAs and school auditors. Participants have the opportunity to network with colleagues and build

CERTIFICATES

Participants will receive certificates with continuing education points at the completion of each

ADVISORY BOARD

Diane Adamson, MS, Business Manager, Tahlequah Public Schools

Roger Adair, CPA, CFO, Moore-Norman Technology Center

RL Beaty, Ex Officio Member
Kathy Black, Executive Director of Financial Accounting, SDE

Brenda Burkett, CPA, SFO, CFO, Norman Public Schools

Chana Byerly, CFO, Duncan Public Schools
Dr. Pam Deering, Executive Director of OASA & Executive Director of CCOSA

Jeff Denton, Director Child Nutrition, Ponca City Public Schools

Debra Jacoby, CPA, CFO, Retired
Gary Jones, CPA, Oklahoma State Auditor and Inspector

Jeff Landes, CFO/COO, Newcastle Public Schools
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