

# ELEMENTS

## OF SCHOOL BUSINESS MANAGEMENT SERIES



The Elements of School Business Management Series is a core curriculum of instruction that provides a solid foundation of basic knowledge critical for individuals beginning a career in school business management. The series includes twelve courses that respond to general job functions or provide basic information of value to all job functions. The course content is based on the standards of proficiency adopted by the Association of School Business Officials International (ASBO) that have been adapted for application to Pennsylvania by PASBO's Education Committee. Courses are offered in a traditional workshop setting on a rotating basis across the state. The "Elements" courses are a key component of PASBO's Certificate of Enhanced Qualifications (CEQ) program. For a complete list of Elements titles and descriptions, visit [www.pasbo.org](http://www.pasbo.org).

### **Who Should Attend**

The Elements of School Business Management is intended for the newer business officials. However the courses have value for a much broader audience including:

- Business officials with two years of experience or less
- Business officials who have not completed a course of basic instruction
- Support personnel in school business offices
- Individuals desiring to broaden their scope to advance in their careers in school business
- Experienced business officials looking for a "refresher"

### **Elements of Budgeting & Planning**

While the specifics of the planning and budgeting process are unique to the personality of each school, the school business official plays a key role in navigating the course of defining and balancing revenues and expenditures. This course provides a foundation to assist with this and the three overarching steps of planning for the coming year, preparing the school's annual budget and presenting the budget to key stakeholders.

### **Elements of Facility Management**

School facility managers no longer deal only with bricks and mortar. Effective school facility management protects capital investment, ensures the health and safety of students and staff, enhances day-to-day operations, and supports educational performance. For these reasons, the role of the facility manager is too large and too vital to be addressed haphazardly.

### **Elements of Food Service Administration**

Operating a financially solvent program that fulfills the regulations of the USDA and satisfies the needs of the students is the challenge every food service director faces. This course will assist you in understanding the elements of school food service and applying those skills in the work setting.

### **Elements of Governmental Fund Accounting**

All school staff engaged in accounting or bookkeeping activities must have a working knowledge on the rules, principles and procedures for governmental fund accounting as it applies to Pennsylvania school districts. The course provides a survey of fund accounting topics.

### **Elements of Human Resources**

Human capital is one of the greatest resources for any employer, including schools. A coordinated approach to human resources management maximizes the productivity of employees and protects the district against potential litigation. Whether handled by a human resource department or individual departments, those involved in the personnel function must have a working knowledge.

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### **Elements of Information Technology**

Information technology cuts across every facet of school business and instruction. This course looks at the areas of systems, policy, practice and staffing to give participants a crash course in information technology management. In addition, strategies will be discussed to effectively cope with the myriad of tasks associated with information technology.

### **Elements of Leadership, Management & Supervision**

All employees must possess and demonstrate a certain level of knowledge about their basic job function. However, those who are charged with management responsibilities must add an additional and entirely different dimension to their daily activities - the ability to organize, lead, and control. This course will explore three aspects of school business management and provide strategies to lead effectively.

### **Elements of Purchasing**

Effective purchasing, in its totality, is an art. Mastering this art requires command of three concepts – legality, procedure and making the best deal. This workshop provides a foundation to assist you in making effective purchasing decisions for your school.

### **Elements of School Communications**

Effective school community relations aren't only the job of the Communications or Public Relations Director. They are important for every staff person who has contact with any of the key school stakeholders – residents, parents, students, businesses, other staff, the superintendent, school board and the media. The workshop will provide the foundation knowledge and skills to enable all staff to have a positive impact on the relationship between the school and its many communities.

### **Elements of School Finance**

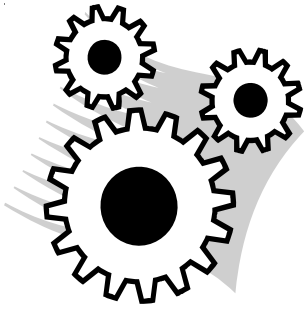
Strategic financial decision-making in the public sector requires an extra dose of creativity because of the limiting regulatory environment. The Elements of School Finance course focuses on the relationship between strategy and regulation and their role in effective management of debt and investments.

### **Elements of School Law & Organization**

A cornerstone for effective school business officials in all areas of school management is a working understanding of the law as it applies to the Local Educational Agency (LEA). This course will provide a foundation of the laws that affect the day-to-day operation of the school business office, and will survey the body of law that directs the total school operation.

### **Elements of Transportation**

Transporting students to and from school is a critical mission. Safe, efficient, economical and high-quality transportation to school children begins with a thorough understanding of the school laws pertaining to transportation and the role of transportation in the school district.



# APPLICATIONS

## IN SCHOOL BUSINESS MANAGEMENT SERIES

Applications courses build upon the foundation provided in the Elements courses by delving deeper into an area of critical importance for the school business official. Course content is more focused and detailed than the Elements courses, providing an opportunity to develop acuity in a specific aspect of job performance. Courses will be scheduled as needed on a repeating cycle over several years. Selected courses apply to the acquisition

of PASBO's Certificate of Enhanced Qualifications (CEQ).

### **Who Should Attend**

The Applications in School Business Management courses are ideal for those who are looking to take their Elements knowledge one step deeper, and those with a focused job function. Attendees may include:

- Business officials of all experience levels seeking to build on the foundation skills presented in the Elements series.
- Experienced business officials seeking greater depth in a specific application area
- Support personnel charged with a very specific job function
- Individuals seeking to sharpen a specific area to advance in their careers as school business officials

### **Applications in Data Management**

Data is an increasingly important commodity as data driven decision-making is taking hold in all aspects of school operations. LEAs are being asked to collect more data to comply with state and federal requirements. Board, administrator and teachers are increasingly utilizing longitudinal academic data to track student achievement.

### **Applications in Payroll Administration**

Confused about when to allow leaves of absence to employees? Worried about insurance coverage of your employees? Need to know how to terminate benefits? The Elements of Payroll Administration focuses on these and other critical issues relating to the payroll function.

### **Applications in State Subsidies**

When it comes to receiving state subsidies, how do you account for it? How do you receive your share? How do you maximize your amount? The Elements of State Subsidies will provide an overview of the basic instructional and operating subsidies, as well as subsidies for specific education programs, non-education programs and other state programs.

### **Applications in Taxation**

Whether your district's taxes are collected by an elected or appointed tax collector, your knowledge of the tax collection process can ensure maximization of revenue for your district. This course will overview taxes applicable to school districts and provide strategies for increasing tax flow and billing.