

ALASBO New Business Manager Institute

The Alaska Association of School Business Officials is pleased to introduce a NEW opportunity for those new to school business in Alaska, beginning in December 2018. The **New Business Manager Institute (NBMI)** is a **three-year program** designed to deliver a comprehensive program through a series of in-person and teleconference sessions, instructed by experienced school business practitioners. This program is adapted from a successful 9-year program at Oregon ASBO. The curriculum includes:

- Managing School Finance (year 1)
- Managing Yourself (year 1)
- Managing People
- Risk Management
- Human Resource Management
- Facilities Manager
- Other Ancillary Services
- Prep for the ASBO School Finance and Operations (SFO) certification exam

Target audience:

- New school business managers, including those new to Alaska (< 3 years)
- Those aspiring to school business manager positions within 1-3 years

The NBMI is a significant time commitment:

- Full--day kick-off session on Saturday, December 1 in Anchorage
- Full-day School Business Academy on Sunday, December 2
- Teleconferences twice per month to introduce curriculum and review activity assignments, with an estimated time commitment of 2-4 hours a week
- In-person meetings twice/year during the three years, scheduled in conjunction with ALASBO's July and December conferences

The cost of the NBMI is \$250/unit, with \$500 invoiced up front to include the units instructed during the first year. This includes the cost of the School Business Academy.

For those not able to make the commitment to NBMI, the School Business Academy on Sunday, December 2 will also be offered as a stand-alone session. In-depth topics include:

- Managing the School Business Manager Role
- State Foundation Funding Program
- Fund Accounting & Chart of Accounts
- Budgeting
- Resources/contacts

The Alaska Association of School Business Officials (ALASBO) serves members with professional development opportunities throughout the year.

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