The Alaska Association of School Business Officials (ALASBO) is pleased to offer an opportunity for those new to school business in Alaska. 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 10-year program at Oregon ASBO. The curriculum includes 7 modules delivered over a three-year period:

- Managing School Finance (year 1)
- Managing Yourself (year 1)
- Managing People (year 2)
- Human Resource Management (year 2)
- Risk Management (year 3)
- Facilities Manager (year 3)
- Other Ancillary Services (year 3)
- 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:**
- 2019 Cohort - Full--day kick-off session on Friday, July 19, 2019 in Valdez (in conjunction with Summer Leadership)
- Teleconferences every other week 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 per unit, with $500 invoiced up front to include the units instructed during the first year. The total cost for all seven NBMI modules delivered over the three-year program is $1,750. This includes the cost of the School Business Academy held in December for first year participants. Participants also need to budget for travel to the in-person meetings in July and December.

The School Business Academy covers in-depth the following topics:
- Managing the School Business Manager Role
- State Foundation Funding Program
- Fund Accounting & Chart of Accounts
- Budgeting
- Resources/contacts