



Northern Illinois
University

School Business Management Spring 2019 Online Cohort #14

A partnership between:
Northern Illinois University
and the
Illinois Association of School
Business Officials (Illinois
ASBO)



What is School Business Management?

Basic Functions:

- Planning
- Organizing
- Staffing
- Directing
- Controlling
- Decision making
- Evaluating



What Does a School Business Administrator Need to Know?

Areas of Preparation

Financial Planning

Cash Management

Facility Planning

Facility Operations

Debt Management

Collective Bargaining

Community Relations

Professional Development

Investments

Budgeting

School Construction

Insurance & Risk Management

Safety and Security

Transportation

Food Service

Compliance/Reporting



Administrative Leadership

Top Level Administrators in:

- Public Schools
- Private Schools
- Typically the Second Highest Administrator
- Reports directly to Superintendent or Board of Education
- Other Primary Function Levels
- Community Colleges



Career Roles in School Business Administration

Superintendent*

Chief Financial Officer

Assistant Superintendent of Business

Director of Finance

Director of Operations

Business Manager

**Function Specialists: Transportation, Facilities,
Accounting, Payroll**

* Must hold IL Superintendent Endorsement



What are the Benefits of the NIU-Illinois ASBO Partnership?

NIU SBM

- State Approved Program
 - NCATE accredited
 - Online state wide delivery
 - NIU internships supervised by CSBO license holder
- Nationally Recognized Faculty and Instructors
 - Experienced instructors of theory and practice
 - Real world activities, projects, and experiences
 - Collaboration and guest speakers

Illinois ASBO

- School Business Management Professionals
 - Establish Ethics
 - Promote Standards of the Profession
 - Legislative Updates
- Membership in Illinois ASBO
 - Professional Development: Annual Conference, Seminars, Mentoring
 - Networking: Peer to Peer, Committees, Groups, and Organizations
 - Resources: Archives, Publications, ASBO Library



Illinois ASBO Student Premier Membership Benefits

Student Premier Membership includes:

- Network access to 2200 School Business Professionals
- Free registration to attend all seminars (\$125)
- Free registration to the Illinois ASBO Annual Conference (\$400)
- All Publications and Communications
 - Legislative Updates & Seminar Announcements
 - UPDATE Magazine
 - Journal of School Business Management
- Opportunities to attend Regional meetings
- Offers to Join Professional Development Committees
- Access to the Illinois ASBO Job Bank
- Scholarships



Illinois ASBO Student Premier Membership Benefits

- This program requires that participants be admitted, have membership and be in good standing with Illinois Association of School Business Officials until completion.
- This program is a professional development program. NIU does not provide a 1098T, nor does Illinois ASBO. Please consult a tax professional.
- Illinois ASBO Dues: About \$440.00* per unit of credit.
- This program does not accept NIU Tuition Waiver.

***Subject to change**



Illinois ASBO's Partnership Role

- Coordinate with NIU to provide quality instructors/practitioners in the field.
- Illinois ASBO Student Premier Membership providing and promoting additional professional development opportunities outside of the classroom.
- Networking opportunities.
- Student Premier membership remains constant for six consecutive semesters.



Chief School Business Official

- ✓ **Regionally Accredited Master's Degree**
- ✓ **Complete an Illinois Program Approved for the Preparation of Chief School Business Officials**
- ✓ **Internship/Clinical Experience**
- ✓ **Two Years School Business Management Experience**
- ✓ **Passing Score**
 - ✓ Test of Academic Proficiency
 - ✓ Specific Content Test-Chief School Business Official
- ✓ **Compliance and Good Standing**



Two Pathways – One Program

Non-Degree / Certificate Only Program

- 33 semester hours
- 2 year commitment over 6 consecutive terms
- 300 internship hours over three consecutive terms
- Must hold a regionally accredited master's degree

M.S. Ed. in School Business Management

- 39 semester hours
 - 2 year commitment over 6 consecutive terms
 - 300 internship hours over three consecutive terms
- Required of all applicants with only a baccalaureate degree

* Two years participation in this program is applied towards the two year experience requirement



Application Requirements: MS Ed in SBM Degree

1. Application to the NIU Graduate School as a Degree Seeking Student
2. Statement of Goals
3. Two Letters of Recommendation from current supervisors or employers holding an administrative endorsement
4. Official Transcripts
5. GRE or GMAT (GRE is preferred)

*A GRE or GMAT waiver may be granted if applicant already holds an accredited Master's Degree with a cumulative GPA of 3.0 or higher



Application Requirements: Certification Preparation Program - CSBO

1. Application to the NIU Graduate School as a Student at Large
2. Statement of Goals
3. Two Letters of Recommendation from supervisors or employers presently holding an administrative endorsement
4. Official Transcripts
5. GRE, GMAT or Waiver

*A GRE or GMAT waiver may be granted if applicant holds an accredited master's degree with a cumulative GPA of 3.0 or higher



Minimum Admission Requirements

- **Application to the M.S Ed. in School Business Management**
 - Certification area – Chief School Business Official
- **Statement of Goals**
 - An overview of education and work history including the reason or purpose for pursuing this program
- **Two Letters of Recommendation**
 - From a supervisor, employer holding an administrative endorsement
- **Minimum Undergraduate and Graduate GPA**
 - GPA 2.75 or Graduate GPA 3.0
- **Minimum GRE Scores***
 - Verbal 147, Quantitative 140, Analytical 3.0
- **Application deadline – April 15, 2018**

*** If you do not have a GRE Score you may receive a one semester extension.**



Test Requirements

Licensure Requirements

•Certification

- Basic Skills – This test is accepted if completed for a previous Illinois educator license
- TAP- Test of Academic Proficiency is required for admission to a licensure program, www.il.nesinc.com. NIU provides preparation through the Office of Teacher Certification, <http://www.teachercertification.niu.edu/teachercertification/> or you may take the A.C.T. test instead of the TAP test. You must take the writing portion as well as the core test.

•Remedial Admissions Process

- Applies TAP only
- Determine by admissions committee
- One semester only
- Student at Large status

NIU Graduate School Admission

• Admission test for Degree Seeking Students

- GRE – Graduate Record Examinations (General Test) www.gre.org
- GMAT – Graduate Management Admissions Test www.mba.com
- GRE/GMAT test waivers



M.S. Ed. in School Business Management

Spring 2019

- LEEA 500 - Educational Organization & Administration
- LEBM 501 - School Business Management

Summer 2019

- LEEA 520 - Educational Finance I
- LEBM 521 - Accounting Statement Analysis & Budgeting

Fall 2019

- LEBM 550 - Financial Planning & School Budgeting
- LEBM 525 - Legal Aspects of School Business Management

Spring 2020

- LEBM 536 - Collective Bargaining
- LEBM 586 - Internship in School Business Management
- * EPFE 500 or EPFE 712 - Ethics

Summer 2020

- LEBM 721 - Advanced School Fund Accounting & Budgeting
- LEBM 586 - Internship in School Business Management
- * ETR 519 - Applied Action Research

Fall 2020

- LEEA 715 - Educational Facilities
- LEBM 586 - Internship in School Business Management

**Non-thesis course/Not required of certification only students*



Non-Degree CSBO - Certificate Only Program

Spring 2019

- LEEA 500 - Educational Organization & Administration
- LEBM 501 - School Business Management

Summer 2019

- LEEA 520 - Educational Finance I
- LEBM 521 - Accounting Statement Analysis & Budgeting

Fall 2019

- LEBM 550 - Financial Planning & School Budgeting
- LEBM 525 - Legal Aspects of School Business Management

Spring 2020

- LEBM 536 - Collective Bargaining
- LEBM 586 - Internship in School Business Management

Summer 2020

- LEBM 721 - Advanced School Fund Accounting & Budgeting
- LEBM 586 - Internship in School Business Management

Fall 2020

- LEEA 715 - Educational Facilities
- LEBM 586 - Internship in School Business Management



The Internship Model

- ☐ The LEBM 586 –Internship in School Business Management requires each student to submit an intern placement application identifying activities or projects through which the student gains experience over all 24 standards of School Business Management.
- ☐ Students are assigned to a site supervisor who will guide and mentor the student through the experience conducted at a public school system. The site supervisor must have an active CSBO license.
- ☐ Students are assigned an NIU instructor who will approve the site, review progress, conduct site visits, mentor and advise on experiences.
- ☐ Students complete a minimum of 100 hours per term over three consecutive terms. A minimum of log identifying 300 hours is to be maintained by the student and approved by the site supervisor and the NIU instructor.
- ☐ A final portfolio is required of each student for presentation summarizing the internship experience. Successful students must receive a “S” satisfactory grade each semester and pass the final portfolio review which shall serve as the comprehensive exam.



How the Online Program Works

Students admitted to the degree or non-degree program and in good standing with NIU and Illinois ASBO are provided registration information prior to the start of each semester.

This program is complete in the following way:

- Participate weekly in asynchronous learning environment meeting weekly deadlines through online computer based courses. Participation includes but is not limited to readings, course work, group projects and discussion board.
- Participate in two to five synchronous (live) sessions in each course as required by the syllabus.
- Participating in two required face to face meetings, per course, at a location central to the cohort for each course. Face to face sessions meet Fridays, 6-9 pm and the following Saturday morning 9 am to noon. For example LEEA 500 meets Friday night and LEBM 501 meets Saturday morning.

This combination of learning methods is designed to ensure student success!

Terms:

Spring: January to May – 14 weeks

Summer: May to August – 14 weeks

Fall: September to December – 14 weeks



Required Technology

Student Required

- Computer
- Internet Access
- Headset with Microphone
- Microsoft Office:
Word, Excel, PowerPoint

NIU Provided

- MyNIU
- Blackboard
- Adobe Connect



The Advisement Structure

Advising is a three fold process:

- Primary advisement is provided by the assigned School Business Program Coordinator
- Secondary advising is conducted by the LEPF department through the Academic Advisor
- Tertiary advisement is provided by course instructors

** Career advisement is provided by appointment only*



Academic Standing

Certification Notification to ISBE

- This program requires that participants be in good academic standing with a cumulative GPA of 3.0 or higher. Students must receive a letter grade of “B” or better in each course to receive credit. Students receiving a grade of “C” or below will repeat the course.
- Upon the completion of the degree or non-degree program, students must notify the LEPF department to initiate the certification review and provide all required verification paperwork.
- Successful students will be recommended for licensure by NIU to ISBE. The final step will require students to complete the online application for licensure through the Illinois Educator Certification System.



Points of Contact for Information

NIU:

Brad Hawk – Program Coordinator

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Illinois ASBO:

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Questions

**Thank you for your interest in this program
and considering a career as a School
Business Official.**

