

School Business Management Program

Brought to You in Partnership With



**Northern Illinois
University**



I L L I N O I S

Association of School Business Officials



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	Debt Management
Investments	Safety and Security
Cash Management	Collective Bargaining
Budgeting	Transportation
Facility Planning	Community Relations
School Construction	Food Service
Facility Operations	Professional Development
Insurance & Risk Management	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

Business Manager
Chief Financial Officer
Assistant Superintendent of Business
Director of Finance

Director of Operations
Function Specialists: Transportation,
Facilities, Accounting and Payroll
Superintendent*

**Must hold IL Superintendent Endorsement*



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

NIU SBM

- State Approved Program
 - CAEP 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:

- Access a network of over 2,000 School Business Professionals
- Free registration to attend all seminars
- Free registration to the Illinois ASBO Annual Conference
- All Publications and Communications
 - Legislative Updates & Seminar Management
 - **UPDATE** Magazine
 - *Journal of School Business Management*
- Opportunities to attend Regional meetings
- Opportunities to Join Professional Development Committees
- Access to the Illinois ASBO Job Bank
- Scholarship Opportunities

- 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 Waivers.

* Illinois ASBO dues are subject to change. Please contact Laura Rude at lrude@iasbo.org for specific information



Illinois ASBO's Partnership Role

- Coordinate with NIU to provide quality instructors/ practitioners in the field.
- Illinois ASBO Student Premier Membership provides and promotes additional professional development opportunities outside of the classroom.
- Networking opportunities.
- You will receive a Student Premier membership for each semester that you are actively enrolled in courses.

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**
 - Passing Score on the Chief School Business Official Content Exam
 - Specific Content Test-Chief School Business Official
- **Compliance and Good Standing**

Two Pathways — One Program

Non-Degree/Certificate Only Program

- 33 semester hours
- Two year commitment over six 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
 - Two year commitment over six 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



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
- **See website for application deadlines**
- Chief School Business Official content exam through the Illinois Licensure Testing System (ILTS)

M.S. Ed. in School Business Management (Example course framework)

Term 1

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

Term 2

- LEEA 520 — Educational Finance 1
- LEBM 521 — Accounting Statement Analysis & Budgeting

Term 3

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



Term 4

- LEEA 715 — Educational Facilities
- LEBM 586 — Internship in School Business Management
- * EPFE 712 — Ethics and Education

Term 5

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

Term 6

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

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

Non-Degree CSBO — Certificate Only Program (Example course framework)

Term 1

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

Term 2

- LEEA 520 — Educational Finance 1
- LEBM 521 — Accounting Statement Analysis & Budgeting

Term 3

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

Term 4

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

Term 5

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

Term 6

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



- 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 boards.
- 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 the NIU-Naperville campus. Face to face sessions meet Fridays, 6:00 - 9:00 pm and the following Saturday morning 9:00am - 12:00pm. 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

NIU Provided

- MyNIU
- Adobe Connect
- Blackboard
- Microsoft Office: Word, Excel and PowerPoint



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.

Points of Contact for Information

NIU:

Julie-Ann Fuchs — Program Co-Coordinator
jfuchs@niu.edu | cell: (815) 753-4404

R.J. Gravel — Program Co-Coordinator
rjgravel@niu.edu | (815) 753-4404

Illinois ASBO:

Kristopher Monn, Ed.D. — Executive Director
kmonn@iasbo.org

Carla Paschal, CPA — Chief Financial Officer
cpaschal@iasbo.org | (815) 440-6670

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