KEAN UNIVERSITY

Educational Leadership Department

Required Projects & Activities List for Field I & Field II

For School Business Administrator Candidates

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Field I \_\_\_ Field II \_\_\_ Semester/Year\_\_\_\_\_\_\_

University Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District Mentor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students enrolled in Field I and II must complete the projects and activities listed below that were assigned by the district mentor and Kean faculty supervisor.

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| --- | --- | --- | --- | --- |
| **Activity** | **Artifact number,**  **and/or log sheet**  **date** | **I** | **II** | **III** |
| **Fiscal Planning and Budgeting** |  |  |  |  |
| 1. Assist the SBA with the completion of the ASSA (Application for State Aid) |  |  |  |  |
| 1. Provide a description of the annual budget development process used in your district. Be sure to include the budget calendar |  |  |  |  |
| 1. Assist the SBA in gathering data necessary for budget development. |  |  |  |  |
| 1. Calculate the tax impact of the proposed budget |  |  |  |  |
| 1. Assist the SBA in the preparation of a PowerPoint presentation to explain the budget to the public |  |  |  |  |
| 1. Develop a press release to explain the budget to the public |  |  |  |  |
| 1. Help the SBA conduct the budget election or presentation to the Board of School Estimate if applicable to your district |  |  |  |  |
| 1. Assist the SBA with the documentation necessary to strike the district tax levy |  |  |  |  |
| **Purchasing** |  |  |  |  |
| 1. Prepare a description of the district’s purchasing cycle include steps followed to insure compliance with Public Schools Contract Law |  |  |  |  |
| 1. Assist the SBA with advertisement, securing, opening and awarding bids |  |  |  |  |
| 1. Assist the SBA in the evaluation of possible shared service agreements |  |  |  |  |
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| **Insurance** |  |  |  |  |
| 1. Provide an assessment of the district’s insurance package |  |  |  |  |
| 1. Assist the SBA in administering the district’s insurance program |  |  |  |  |
| **Accounting** |  |  |  |  |
| 1. Review the process the district uses to ensure compliance with GAAP and the New Jersey School District Chart of Accounts |  |  |  |  |
| 1. Demonstrate an understanding of double entry accounting as it applies to your district |  |  |  |  |
| 1. Demonstrate an understanding of payroll accounting and procedures. Be sure to include procedures for deductions and payments of taxes, FICA, pensions, etc. |  |  |  |  |
| 1. Demonstrate an understanding of compliance with state and federal grant reporting |  |  |  |  |
| 1. Evaluate the district’s current investment program and make recommendations if applicable. Be sure to include projection of receipts and disbursements that insures adequate cash flow. |  |  |  |  |
| 1. Evaluate services provided by the districts main depository of funds |  |  |  |  |
| 1. Assist the SBA in generating periodic reports |  |  |  |  |
| 1. Describe the districts budgeting and accounting procedures for debt service |  |  |  |  |
| 1. Assist the district treasurer with reconciliation activities |  |  |  |  |
| 1. Assist the SBA with the calculation of tuition rates if applicable to the district |  |  |  |  |
| **Plant Maintenance and Planning** |  |  |  |  |
| 1. Evaluate the district’s Long Range Facilities Plan |  |  |  |  |
| 1. Evaluate the district’s maintenance plan |  |  |  |  |
| 1. Evaluate the adequacy of the district maintenance, custodial and security staffing |  |  |  |  |
| 1. Attend training sessions on building safety issues, PEOSHA, RTK, IPM, etc. |  |  |  |  |
| **Labor Relations** |  |  |  |  |
| 1. Assist the SBA in the costing out of proposed labor agreements |  |  |  |  |
| 1. Assist in the resolution of formal and informal disputes and grievances |  |  |  |  |
| 1. Evaluate fringe benefit packages for the district’s employee groups |  |  |  |  |
| **Transportation** |  |  |  |  |
| 1. Assist the SBA in the costing out of proposed labor agreements |  |  |  |  |
| 1. Assist in the resolution of formal and informal disputes and grievances |  |  |  |  |
| **Food Service** |  |  |  |  |
| 1. Evaluate the district’s food service operation |  |  |  |  |
| 1. Evaluate the district’s procedures for free and reduced price lunch and breakfast |  |  |  |  |
| **Legal Requirements** |  |  |  |  |
| 1. Describe how the district meets the requirements of the open Public Meetings act |  |  |  |  |
| 1. Sit in on meetings with the school board attorney when deemed appropriate |  |  |  |  |
| 1. Attend most board meetings |  |  |  |  |
| 1. Assist the district auditor and provide an analysis of the most recent audit report of the district |  |  |  |  |
| **Ethics** |  |  |  |  |
| 1. Develop a personal code of ethics under which you will perform your duties as a school business official |  |  |  |  |

Derived from and consistent with *The Training and Certification of School Business Administrators Handbook*, NJDOE, April 2011