

KEAN UNIVERSITY
Union, New Jersey

SCHOOL BUSINESS MANAGEMENT AND ACCOUNTING

Course Number:	EL 5521
Semester Hours:	Three
Prerequisites:	Graduate Status
Limitations on Enrollment:	25
Required:	For School Business Administrator Program Candidates; elective for Principals and Supervisors Program Candidates.

Catalog Description

Conceptual and operational aspects of school business management and accounting; application of modern technology and systems procedures.

N.B. In order to insure full class participation, any student with a disability condition requiring special accommodations (e.g., tape recorder, special adaptive equipment, special note taking or test taking procedures) is strongly encouraged to contact the professor at the beginning of the course.

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I. Course Objectives

Students will achieve growth towards becoming informed, dynamic professionals by developing proficiency in knowledge, skill application and value development, as evidenced by demonstration of the ability to:

- A. list revenue sources for education. (Knowledge)
- B. plan and develop a school budget. (Knowledge/Skills)
- C. utilize acceptable school accounting, reporting and auditing procedures. (Knowledge/Skills)
- D. describe procedures for purchasing, inventory, distribution and control. (Knowledge/Skills)
- E. utilize risk management techniques. (Knowledge/Skills)
- F. evaluate transportation and food service management programs. (Knowledge/Skills/Values)
- G. evaluate salary, wages, and fringe benefits management techniques. (Knowledge/Skills/Values)

II. Course Content

- A. Revenue Sources for Education
 - 1. Federal, state and local tax systems
 - 2. Equalization
 - 3. Compensatory education
 - 4. Special education

5. Foundation Aid
- B. Budget Planning Approaches
1. Incremental
 2. Line-item
 3. Program-oriented
 4. Program, planning, and budgeting systems (ppbs)
 5. Zero-based
 6. School site
- C. Accounting, Reporting and Auditing
1. Governmental funds
 2. Proprietary funds
 3. Fiduciary funds
 4. Financial reports
 - a. Combined balance sheet
 - b. Statement of revenue and expenditure
 5. Types of Audits
 - a. internal
 - b. external
 6. Generally Accepted Accounting Principles
- D. Purchasing, Inventory, Distribution and Control
1. Contracts
 2. Competitive bidding
 3. General procedures and problems
 4. Warehousing
 5. Inventory
 6. Control

- E. Risk Management
 - 1. Principles of insurance
 - 2. Property insurance
 - 3. Boiler and machinery insurance
 - 4. Automobile insurance
 - 5. Workers Compensation insurance
 - 6. Health insurance
 - 7. Liability insurance
 - 8. Errors and omissions insurance
 - 9. Hazard insurance
 - 10. Sovereign Immunity/Tort Claims Acts
- F. Transportation and Food Service
 - 1. School Transportation Law
 - a. Remoteness
 - b. Private/Non-profit school transportation
 - c. Courtesy busing
 - d. Subscription busing
 - 2. Overview of Food Services
 - a. Privatization
 - b. Operation
- G. Salary, Wages, and Fringe Benefits
 - 1. Salary and wage laws
 - a. State wage and hour laws
 - b. Federal Fair Labor Standards Act
 - c. Equal Pay Act
 - 2. Overtime
 - 3. Collective Bargaining

4. Fringe benefit plans
 - a. Basic Medical
 - 1) Managed care
 - 2) Traditional
 - 3) Preferred provider
 - b. New Jersey State Health Benefits Plan

III. Methods of Instruction

- A. Lecture and discussion
- B. Field trips
- C. Simulations
- D. Consultant specialists/speakers

IV. Methods of Evaluation

- A. Tests and quizzes (Knowledge/Skills)
- B. Written reports on simulation and/or case studies and current issues (Knowledge/Skills)
- C. Field-oriented portfolio (Skills/Values)
- D. Oral presentations and participation (Knowledge/Skills/Values)

V. Recommended Text

Guthrie, J. W, Hart, C.C., Rar, J.R., Candoli, I.C., Hack, W.G. Modern School Business Administration: A Planning Approach. (7th Edition.) Boston: Allyn & Bacon, 2008.

VI. Bibliography

- ASBO International. (2005). *Beyond compliance: How do your school business operations measure up?* Reston, VA.
- Brimley, V. & Garfield, R.R. (2007). *Financing education in a climate of change*. Boston: Allyn and Bacon.
- Brigham, E.F. & Ehrhardt, M.C. (2007). *Financial management: Theory and practice*. OKC, OK: Southwestern Publishing.
- Celso, Nicholas. (2008). *New Jersey educators' legal handbook* (6th Ed.). Omni Publishers: Bulverde, TX.
- Everett, R.E., Johnson, D.R. & Madden, B.W. *Financial and Managerial Accounting for School Administrators: Tools for Schools* (2nd Edition). Reston, VA: ASBO International, 2007.
- Everett, R.E., Lows, R.E. & Johnson, D.R. *Financial and Managerial Accounting for School Administrators: Superintendents, School Business Administrators and Principals* (4th Edition). Reston, VA: ASBO International, 2003.
- Hartman, W.T. and Jacqueline A. Stefkovich, J.A. *Ethics for School Business Officials*. Reston, VA: ASBO International, 2005.
- Ray, J. R., Hack, W. G. & Candoli, I. C. School Business Administration A Planning Approach. (8th Edition.) Boston: Allyn & Bacon, 2004.
- Mutter, D.W., Parker, P.J. (2006). *School money matters: A handbook for Principals*. Thousand Oaks, CA: Association for Supervision & Curriculum Development.
- NJASBO. *Beyond Compliance: How Do Your School Business Operations Measure Up?* Reston, VA: ASBO International, 2005.
- Odden, A. & Picus, L. (2007). *School finance: A policy perspective* (4th Edition). New York: McGraw Hill.
- Sorenson, R. & Goldsmith, L.M. (2006). *The Principal's guide to school budgeting*. Thousand Oaks, CA: Sage Publishing.
- Waggoner, C. (2005). *Communicating school finance: What every beginning Principal needs to know*. Lincoln, NE: iUniverse, Incorporated.

VII. Seminal Works

ASBO International. GASB Statement No. #4 Implementation Recommendations for School Districts. Reston, VA: Association of School Business Officials International, 2000.

ASBO International. The Job Description Handbook for the School Business Official. Reston, VA: Association of School Business Officials International, 1999.

ASBO International. Financing School Facilities. Reston, VA: Association of School Business Officials International, 1999.

ASBO International. Custodial Methods and Procedures Manual. Reston, VA: Association of School Business Officials International, 2000.

ASBO International. School district Energy Manual. Reston, VA: Association of School Business Officials International, 1998.

ASBO International. School Foodservice Handbook. Reston, VA: Association of School Business Officials International, 1999.

ASBO International. Maintenance and Operations and the School Business Administrator. Reston, VA: Association of School Business Officials International, 1995.

Boschee, F. & Carleton, C. R. School Bond Success. Lanham, MD: Scarecrow, 1999.
School Business Officials International, 1999.

Burrup, P. E., Brimley, V., Jr., & Garfield, R. Financing Education in a Climate of Change (7th Ed.). Boston: Allyn and Bacon, 2000.

Candoli, C., Hack, W. & Ray, J. School Business Administration (4th Ed.). Boston, MA: Allyn & Bacon, 1992.

Coe, C. K. Public Financial Management. Englewood Cliffs, NJ: Prentice-Hall, 1989.

Coleman, M. & Anderson, L. Managing Finance and Resources in Education. Thousand Oaks CA: Corwin, 2000.

Cuzzetto, C. Internal Auditing for School Districts. Reston, VA: Association of School Business Officials International, 1993.

Earthman, G. I. Planning Educational Facilities for the next Century. Reston, VA: Association of School Business Officials International, 2000.

Flynn, J. The Art of Investing School District Funds. Reston, VA: Association of School Business Officials International, 1990.

G.A.A.P. for New Jersey School Districts. State of New Jersey, Department of Education, 1992.

Glickman, R. P. & Elovitz, L. H. "The Elimination of Public Voting on New Jersey School Budgets," NJASA Perspective, 5, no. 2, Spring, 1988, pp. 31-35.

Holt, C. R. & Smith R. M. School Climate & Student Success: Is There a Relationship? Lanham, MD: Scarecrow, 2002.

Jones, E. B. Cash Management: A Financial overview for School Administrators. Lanham, MD: Scarecrow, 2001.

Kazlauskas, E. J. & Picus, L. A Systems Analysis Approach to Selecting, Designing and Implementing Automated Systems. Reston, VA: Association of School Business Officials International, 1991.

Kratz, R. N., Scott, C. & Zechman, H. T. A Primer on School Budgeting. Lanham, MD: Scarecrow, 2001.

Meglis, E. Let's Talk School Business. Reston, VA: Association of School Business Officials International, 1998.

Michel, G. J. Building Schools. Lanham, MD: Scarecrow, 2001.

National Research Council. Making Money Matter: Financing America's Schools. Washington, DC: National Academy Press, 1999.

National Conference of State Legislatures. Educational Adequacy: Building an Adequate School Finance System. Denver, CO: National Conference of State Legislatures, 1998.

Odden, A. R. & Picus, L. O. School Finance: A Policy Perspective. New York: McGraw Hill, 2000.

Odden, A. & Archibald, S. Reallocating Resources: How to Boost Student Achievement Without Asking for More. Thousand Oaks CA: Corwin, 2001.

Ramsey, R. D. Fiscal Fitness for School Administrators. Thousand Oaks CA: Corwin, 2000.

Russo, C. J, Polansky, H. & Wood, R. C. Eds. Primer on Legal Affairs for the

School Business Official. Reston, VA: Association of School Business Officials International, 2000.

Stevenson, K. R. The School Business Administrator (4th ed.) Reston, VA: Association of School Business Officials International, 1999.

Stevenson, K. R. & Lane, J. School Business Management in the 21st Century. Reston, VA: Association of School Business Officials International, 1990.

Wood, R. C., & Honeyman, D. How Public Schools Are Financed. Reston, VA: Association of School Business Officials International, 1991.

Wood, R. C., & D. C. Thompson. Education Fiance Law: Constitutional Challenges to State Aid Plans. Topeka, KA: National Organization on Legal Problems in Education, 1993.

Wood R. C., et al. (Eds.). Principles of School Business Management. Reston, VA: Association of School Business Officials, 1995.

VIII. Non-print media

101 Templates for School Business Administration. Reston, VA: Association of School Business Officials International.

"Comprehensive Annual Financial Report" (Video). Reston, VA: Association of School Business Officials.

"Professional School Business Administrator" (Video). Reston, VA: Association of School Business Officials International.

Smith, C. A. EnrollForecast: K-12 Enrollment Forecasting Program. Reston, VA: Association of School Business Officials.

Kean University CIRT

Education Race, The	VHS-1675A
Phi Delta Kappa Forum	VC-156
Preparing for the 21st Century	VHS-1785
Restructuring America's Schools	VHA-1677
Guiding School Improvement with Action Research	VHS-4069

IX. WEB SITES

American Association of School Administrators	www.aasa.org
U.S. Dept. of Education	www.ed.gov
Ask Eric	ericir.syr.edu
Educational Research Service	www.ers.org
New Jersey Dept. of Education	www.state.nj.us/education
New Jersey Assoc. of School Business Officials	www.njasbo.com
Association of School Business Officials International	www.asbointl.org
National School Boards Association	www.nsba.org
New Jersey School Boards Association	www.njsba.org