

**Our Vision:**

OASBO and its members are the leading experts in school finance and business operations, resulting in efficient and effective schools.

Our Mission:

An association of Ohio school business officials empowering members by providing advocacy, collaboration, and innovative education

**Ohio Association of School Business Officials
Official Curriculum Syllabus**

Course Number:

EBO 101

Course Title:

Essentials of Business Operations

Course Description:

The Essentials of Business Operations course is a 2-day course in business operations for those seeking their treasurer's license, or those currently serving in school business official role. The course will provide comprehensive content in the following areas: Risk Management; School Safety & Security; IT Security; Facilities Utilization, Inventory and Fixed Assets; Bidding, Contracts, 412 Certificates, School Facilities and Construction; Transportation and Food & Nutrition.

Knowledge:

The participant will acquire knowledge in:

1. Steps to develop a comprehensive risk management program (1.2, 1.4, 1.5, 3.3)
2. Various risk exposures facing school districts (3.3)
3. Various roles taken by risk management professionals and agencies (3.3)
4. Methods to mitigate risk and protect district assets (3.3)
5. Role of the school business official when it comes to school safety & security (1.1, 1.2, 5.3)
6. Web resources to assist with developing school emergency management plans (1.5)
7. Required components of a school emergency management plan (1.2, 5.3)
8. Role of the school business official as part of the National Incident Command System (NIMS) (4.2, 4.3)

9. Laws associated with anti-harassment, anti-intimidation and anti-bullying (1.2, 5.3)
10. Critical elements with the school safety & security guidelines (1.2, 5.3)
11. Steps to deal with an active shooter scenario (1.2, 5.3)
12. Types of security risks to the school district (1.2, 5.3)
13. Understanding the extent to which public schools are exposed, and the methods of attack (1.2, 5.3)
14. Proactive procedures that protect the school district from threats (1.2, 5.3)
15. Types of facilities available for public use (1.2, 1.4, 3.1, 3.3, 3.4)
16. Types of fee schedules for user groups (1.2, 1.4)
17. Policy provisions to protect district resources and mitigate risk (1.2, 3.3)
18. Rules for using district facilities (1.3, 1.4)
19. District events versus outside events including charges and priorities for facility use (1.3, 1.4)
20. Various capital asset classes (3.1)
21. Developing capitalization thresholds for insurance reporting purposes (2.3, 3.3)
22. Internal controls system over the acquisition and disposal of district assets (1.4, 3.3, 3.4)
23. Policy decisions to maintain capital assets (1.2, 1.4, 3.3)
24. Statutory requirements associated with construction contracts & bidding (2.4, 5.3)
25. Urgent necessity, House Bill 264 and 412 Certificates (2.4, 5.3)
26. Roles and responsibilities of the construction team (1.1, 1.5, 4.2, 4.3)
27. Requirements and steps necessary to complete a school construction project (2.4, 5.3)
28. Roles of the Ohio Facilities Construction Commission (OFCC) (4.3, 5.3)
29. Provisions of Ohio Revised Code governing the school construction process (2.4, 5.3)
30. Transportation modules and the purpose of the various T reports and filing requirements (2.1, 2.3, 2.4)
31. Regular and special education transportation services (2.1, 2.3, 2.4)
32. Components that drive transportation funding (2.1, 2.3, 2.4)
33. Components of a school bus purchasing program (2.4, 5.3)
34. National School Lunch & Breakfast Program (2.4, 5.3)
35. Provisions of the free & reduced meal program (2.4, 5.3)
36. Commodity/donated food program (2.4, 5.3)
37. Cost accounting for school meals (2.1, 2.3)
38. Non-program revenue (2.2)
39. Accounting and purchasing programs of the food & nutrition program (2.2, 2.4, 5.3)

Suggested Text and/or References:

Ohio Association of School Business Officials *Essentials of Business Operations*, (2018).
Columbus: Hopkins Printing Company

Evaluation of Students:

Analysis of school district policies, procedures; examinations, papers, power point presentations

Presenters:

Several school business officials and content experts associated with the development of the curriculum will present under the direction of James Rowan, Executive Director, OASBO.