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NDSBA
NORTH DAKOTA SCHOOL
BOARDS ASSOCIATION

JUNE 2022

Excellence in North Dakota public education through local school board governance ■ VOL XLVII ISSUE 6

Registration Now Open for NDSBA and NDDPI Co-Hosted Board Member Bootcamp

The 5th annual North Dakota School Boards Association and North Dakota Department of Public Instruction co-hosted Board Member Bootcamp will take place on July 18, 2022, at the state Capitol in Bismarck. The one-day training will be an opportunity for board members to gain information and pertaining to current educational topics that include: PK-12 Education Strategic Vision/ Aspirational Goals, North Dakota Choice Ready, K12 Student Funding Formula and School Construction, ESSER Federal Funding, Learning Loss Conversations, NDSBA and NDDPI Resources to Support School Boards, and Q & A's.

The training will be held from 9:00 a.m. to 3:00 p.m. CT. Registration for the **FREE** training can be found at <https://www.ndsba.laventurellc.com/2022bootcamp/>. NDSBA and NDDPI encourage new and veteran board members to register



for the workshop ASAP to acquire the numbers needed to hold this beneficial training day.

This training does not meet the new board member training required by law. For more information on the training, please contact Alexis Baxley at (800)932-8791.

SW Director Opening

The Southwest Director seat on the NDSBA Board of Directors will be open during the election at the 2022 Annual Convention in October. The successful candidate will serve the remaining year of the current Southwest Director's term and then be eligible for two additional two-year terms.

If you are interested in being a candidate for this position, you must (1) be from the Southwest region and (2) fill out a Candidate Information Form that can be attained from the NDSBA office. The form must be received in the NDSBA office by **Friday, August 19, 2022.**

The Nominating Committee will review applications and select candidates to be placed on the ballot for the election held during Annual Convention on October 27-28, 2022, in Bismarck. Candidates slated for election by the Nominating Committee will have time to make brief comments at the first business session on Thursday afternoon, October 27.

Contact the NDSBA office for more information.



NDSBA DUES STATEMENTS have been sent to district business managers. School districts in North Dakota have long benefited from the support, training, information, and legislative advocacy provided by the North Dakota School Boards Association. When public school boards join together, they make a difference in their own effectiveness and overall support for public education.

NDSBA INFORMATION FORMS have also been sent to district business managers. The information is vital to ensure NDSBA has record of: (1) all **NEW** board members, Superintendent, and Business Managers receive our mailings as soon as they are a member of the board or district, (2) we have the **correct** board president, and (3) mailing addresses, phone numbers, and email addresses for board members and staff are up to date.

POLICY SERVICES RENEWAL INVOICES, along with an explanation of the different types of services available, will be mailed to each district's Policy Services contact on July 1. Districts will also receive an email requesting their school's contact information and the individuals they would like to receive future Policy Services correspondence. Your Policy Services membership will ensure that you have the latest policy updates.

Keep your school district up to date by submitting payments promptly.



Legal Spotlight

Refresher on School District Property Tax Levy and

by Amy De Kok, NDSBA Legal Counsel

It's that time of year again...

finalizing your district's budget and property tax levies. This process is one of the most important responsibilities your district's board is charged with. Thus, it is imperative that your district meet all of the requirements and deadlines in this regard. Practically, the budget process is a continuous and ongoing process throughout the fiscal year in most districts. Having said that, the North Dakota Century Code contains several important deadlines and procedures that districts must adhere to in order to generate the necessary revenues and funding to maintain operation.

Section 57-15-02.2 requires that **on or before August 10th** of each year, the board of a school district provide to the county auditor in each county in which the district has taxable property a preliminary budget statement. In addition, the

board of a school district is required to hold a public budget hearing permitting the public to weigh in on the district's budgeting process and property tax levy for that year. This public hearing may not occur earlier than September 7th of that year. Along with its preliminary budget statement, the board must provide to the county auditor the date, time and location of the public hearing on its property tax levy. If the board of a school district fails to provide the information required by section 57-15-02.2(1) on or before August 10th, the board may not impose a property tax levy in a greater amount than was imposed by the district in the prior year. Thus, strict compliance is very important.

Section 57-15-02.2 goes on to address certain obligations of the county treasurer regarding the provision of notice to property owners regarding the public hearing and property tax levies. **On or before August 31st**, the county treasurer is required to provide written notice to the owner of each parcel of taxable property within the district with a total estimated property tax of at least \$100. The statute contains a list of requirements that the text of the notice must contain, including the date, time, and location of the public budget hearing for each of the taxing districts (including school districts) in which the property owner's parcel is located. The direct cost of providing taxpayer notices pursuant to section 57-15-02.2 may be allocated amongst the taxing districts in a manner proportionate to the number of notices mailed of behalf of each taxing district.

Pursuant to section 57-15-13, the board of a school district must levy all school district taxes **on or before August 10th** of each year. To this end, the board must file a certification of levy, along with its preliminary budget statement, with the county auditor on or before

August 10th. Taxes for school district purposes must be based upon an itemized budget statement which must show the complete expenditure program of the district for the current fiscal year and the sources of the revenue from which it is to be financed. Typically, this preliminary budget statement and certification of levy will, in part, be based on a preliminary taxable valuation of the district's property that is received in July. The taxable valuation may (and likely does) change following the August deadline. North Dakota law permits the board of a school district to amend its tax levy and budget for the current fiscal year **on or before October 10th** of each year (to account for, among other things, receipt of the actual taxable valuation of the district) as long as the certification of tax levy is filed with the county auditor within the time limitations under section 57-15-31.1. Section 57-15-31.1 reiterates that no taxing district (including school districts) may certify any taxes or amend its current budget and no county auditor may accept a certification of taxes or amended budget **after October 10th** of each year IF such certification or amendment results in a change in the amount of tax levied. It is important to note that section 57-15-31.1 permits the board of a district to amend its current budget, except for property taxes, during the year for any revenues and appropriations not anticipated at the time the budget was prepared.

Compliance with the above deadlines is extremely important as noncompliance can have significant consequences. Please feel free to contact NDSBA or NDDPI for guidance on school finance issues.

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Four School Boards Honored at Governor's Summit on Innovative Education

Four North Dakota school boards were honored at the Governor's Summit on Innovative Education in Dickinson on June 9. The Carrington, Dickinson, Nedrose, and Rugby school boards were all declared North Dakota Be Legendary School Board Institute Certified School Boards. Each of these boards completed the two-day Be Legendary School Board Institute training, which focuses on six critical pillars to transform school board performance:

1. Adopting student outcome goals
2. Adopting goal progress measures
3. Monitoring student outcome goals
4. Structuring for success
5. Adopting Guardrails
6. Active teamwork and advocacy

Last year, the North Dakota Department of Public Instruction partnered with Elliott and McMahon, LLC (formerly Tenet Leadership) to launch the Be Legendary School Board Leadership Institute – a training program developed for school boards and their superintendents, or governing teams. The participants are dedicated to continually sharpening and cultivating their focus on one primary objective: improving student outcomes. Through a competitive grant process, the State of North Dakota will cover 50% of the cost for Be

NDSBMCP Application Deadline Extended

The application deadline for the Business Manager Certification Program has been extended to Monday, August 15, 2022. New business managers looking to acquire the foundational skills to effectively perform their duties and seasoned business managers interested in broadening their expertise can benefit from taking this program. In addition, district employees that assist the business manager with duties, such



as payroll, the district budget, human resources, or school board meetings are also encouraged to sign up for the program. New student training is scheduled for August 31 and September 1 in Bismarck. Interested students can access the application form on the NDSBMCP website at <http://ndsbmcp.org/index.php/handbooks-and-forms/>. For more information on the program or on the upcoming training, contact the NDSBA office at 1-800-932-8791.



Members of the Dickinson School Board accept recognition for their completion of the Be Legendary School Board Institute. From left: Joe Kolosky, NDDPI; Michelle Orton, Board Member; Kim Schwartz, Board Member; Brent Seaks, Board President; and Laurie Matzke, NDDPI

Legendary School Board Leadership certification. It is recommended for two or three separate school boards to participate in the training to provide an even larger discount for all participating school districts. The approach also provides districts to learn from and with each other. School boards participating in training may also invite an unlimited number of school leaders/personnel to attend training at no additional cost.

NDDPI will be opening another round of competitive grants this fall for ten school boards. School board members who complete the two-day training will earn the Be

Legendary School Board Leadership Certification and will be recognized during the annual Governor's Summit on Innovative Education in 2023. More information can be found at <https://www.nd.gov/dpi/SchoolBoardLeadership> or by contacting Joe Kolosky at (701) 328-2755.

NDSBMCP New Student Training to be Held August 31-September 1

A new class for the Business Manager Certification Program is scheduled to kick off on Wednesday, August 31 and Thursday, September 1 in Bismarck at the Career Academy. This training is for new students of the program; however, graduate students looking to retake the course(s) as a refresher may register at a discounted course rate. Courses to be taught include: Business Manager Roles and Responsibilities, Federal Funding and Reporting Systems, Introduction to School Finance, Introduction to School Operations, and State Funding and Reporting Systems. Registration and class information can be found on the NDSBMCP website under the NEWS tab at www.ndsbmcp.org.

RETURN SERVICE REQUESTED



Hazelton - Moffit - Braddock School District

Contact: Renae Malard
Email: renae.malard@k12.nd.us
Website:
<https://www.hmb.k12.nd.us/page/superintendent>
Deadline: until filled
Position Begins: July 1, 2022

Fort Yates School District

Contact: Ambrosia Ermenc
Email: ambrosia.ermenc@k12.nd.us
Website:
<https://www.fort-yates.k12.nd.us/openings>
Deadline: until filled
Position Begins: July 1, 2022



North Dakota Indian Education Summit

July 7-8, 2022
State Capitol, Bismarck

Board Member Bootcamp

July 18, 2022
State Capitol, Bismarck

2022 NDSBA Annual Convention

October 27-28, 2022
Ramkota Hotel, Bismarck



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