

REQUEST FOR PROGRAM CONCENTRATION

College: Glassboro State College

Program: School Business Administrator: A Concentration
Within the Program of Administrative Studies

Level: Undergraduate: Junior and Senior years

Intensity: Full-Time

Degree: Bachelor of Arts

Certificate: School Business Administrator

Submitted by: Dr. Richard L. Wendler, Program Coordinator
Dr. Maurice G. Verbeke, Department Chairman
Educational Administration Department

Date: September, 1974

III. Objectives of the Program

The basic objectives of the program would be to provide potential (and practicing) school business officials with the knowledge, skills, and attitudes necessary to perform the complex task of school fiscal management. More specifically, the program would provide graduates with:

- (1) An overview and insight into public education as a social as well as an educational institution;
- (2) A knowledge of the organization of public education;
- (3) The scope and role of the SBM;
- (4) Knowledge and/or skills in such areas as school: laws, accounting, insurance, purchasing, bookkeeping, staffing, budget preparation and implementation, taxes and taxation, maintenance, state/federal revenues and restrictions, public relations, bonds and bonding, construction, debt service, etc.;
- (5) The concept of finance being a reflection of the educational program;
- (6) An opportunity to gain hands-on experience in a local school district.

IV. Rationale for the Program

During the past 5-7 years, the position of public school business manager has been identified as one of growing importance, status, and complexity. School districts are aware that the position of SBM is critical and that a district that does not have a well-trained school business manager will operate at considerably less than peak efficiency.

Recent trends in State fiscal management have placed additional importance on the need for a competent SBM. Such things as PPBS, Bateman legislation, accountability, central processing, regionalization, and the Botter decision have made schoolboards more aware as to the value of a competent SBM.

In addition to better trained SBM's, the degree of sophistication of the task is forcing boards of education to hire more than one person trained in business management.

Therefore, it is imperative that the State of New Jersey make provision for the education of a sufficient number of well-trained SBM. Such a program is of particular importance at Glassboro State College since Glassboro is the only logical source of such training in Southern New Jersey. Logical from the standpoint of both geography and current program offerings.

More specifically, the program is an outgrowth of numerous requests from local school administrators, schoolboards and school business officials (see enclosed) to provide such a service, particularly in light of the aforementioned absence of any such specific program in Southern New Jersey. Such requests have multiplied due to the State's increasing demand to require formal course work and for a program relative or prior to holding such a position.

V. Projected Enrollments

Based on current interest, it is projected that approximately 20-30 students per year would enroll in the program. This projection is based chiefly on (1) correspondence and conversation with practicing SBM and with teachers and administrators currently enrolled in finance and administration classes; and (2) reaction of students currently enrolled in the administrative studies program.

Students accepted into the program will have satisfied the following admissions criteria:

1. A minimum of a 2.25 average for the first two years.
2. It is preferred that candidates for the program will have taken one course in general education prior to admission.
3. An interview with the program advisor.

VI. Date to be Offered

The proposed program would begin September, 1974.

VII. Resources Required to Support the Program

Initially, present faculty (adjunct and regular) are adequate to initiate the program.

Facilities, equipment and other similar resources are also adequate.

VIII. Relationship to Institutional and State Master Plans

This program is congruent with common institutional and state master plan interests. It is part of an internal plan to upgrade all masters' degree and post masters' credential programs offered in educational administration and elsewhere at Glassboro State College, and is compatible with curriculum designs and goals recommended by the University Council in Educational Administration.

IX. Similar State Program

Seton Hall, Rider College, Rutgers and Newark State College have programs for school business administrators. Newark State College, William Paterson College and Montclair State College have enrolled students in service and credential programs for a number of years. The program proposed is believed unique in its generic management emphasis and option design. It will replace a present pattern of offering courses on a service base only.

X. Articulation:

The program is designed to accommodate our own baccalaureate graduates in the management sciences and selected teacher education graduates. A post master's certification program offering specialization to instructional administrators will accompany the basic coterminial degree-certification program.

* The program will be administered by the Department of Educational Administration working closely with the Department of Administrative Studies.

ATLANTIC COUNTY ASSOCIATION
OF
PUBLIC SCHOOL BUSINESS OFFICIALS

February 1, 1973

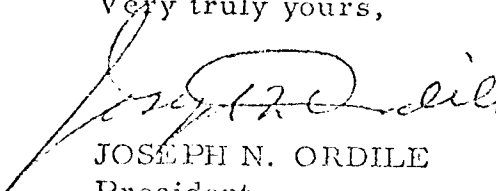
Dr. Richard L. Wendler
108 Bunce Hall
Glassboro State College
Glassboro, New Jersey 08028

Dear Wendler:

State Certification requirements plus specialized educational needs make it mandatory for State Colleges to provide a program of study at the graduate and undergraduate level for the position of School Business Administrator.

As this area becomes more complex, school districts both large and small require personnel at various levels in the field of school business administration. There is no doubt that the need is present. There is also a definite need for this program in South Jersey. Your efforts in developing this course of study and making it available at Glassboro State College would be greatly appreciated by the school business community.

Very truly yours,



JOSEPH N. ORDILE
President

rf

Cape May County Association
OF
Public School Business Officials

P.O. BOX 371 291
CAPE MAY COURT HOUSE, N. J.
08210

January 29, 1973

Dr. Richard L. Wendler
108 Bunce Hall
Glassboro State College
Glassboro, N. J. 08028

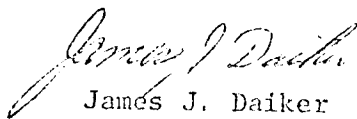
Dear Dr. Wendler:

We need courses on the undergraduate level for school business administrators. It has been brought to our attention that such a possibility is being reviewed by Glassboro State College. We would certainly like to endorse such a program and lend our support.

One of the requirements of the State Board of Examiners to get a certificate is that you take a course in school business administration which is not given at any institution in the State of New Jersey.

We feel that priority should be given to the establishment of courses in this rather specialized field to insure better preparation for school business administrators and board secretaries, and we will hope to hear from you as plans develop.

Sincerely yours,



James J. Daiker
President, CMCAPSBO

JJD/jb



State of New Jersey
GLASSBORO STATE COLLEGE
GLASSBORO, NEW JERSEY 08028

January 14, 1974

Dr. Ward Broomall, Dean
Administrative Studies Department
Glassboro State College
Glassboro, New Jersey 08028

Dear Ward:

Enclosed is a first draft of the School Business Manager concentration program. The format is that furnished by Dr. Fred Price (State Department) and used by Newark State for their program.

I shall wait to hear from you before proceeding further.

Sincerely,

Richard L. Wendler (mc)

Richard L. Wendler
Educational Administration Department

RLW:mrc
Enclosure