

OFFICE OF QUALITY PROFESSIONALS AND SPECIAL SCHOOLS
Summary of State Board of Education Agenda Items
April 19-20, 2012

OFFICE OF EDUCATOR LICENSURE

25. Approval to begin the Administrative Procedures Act process: To Approve Proposed License for School Business Officers as Recommended by the Commission on Teacher and Administrator Education, Certification and Licensure Development

Background Information:

The Office of School Financial Services and the Mississippi Association of School Business Officers (MASBO) is proposing a new license for School Business Administrators. They will present their proposal and ask the Commission to discuss approval of this new license. Each school district is required to employ a business officer for their district per state law. MASBO is proposing a license so that each district hire in this position will meet basic requirements of a business degree plus hours in Accounting. These individuals will qualify for a 3-year non-renewable license. Once they have completed school business officer training offered through the Office of School Financial Services, they can apply for the 5-year renewable standard license. Other endorsements cannot be added to this license. For district business officers that have been employed already, they can apply for the 5-year license if they present a letter from the superintendent verifying that they have successfully performed that position for at least 4 years.

This proposal was discussed by the Certification Commission at the January 2012 meeting, then approved at the March 2, 2012 Commission meeting. This proposed license comes as a recommendation from the Commission.

Recommendation: Approval

Back-up material attached

PROPOSED LICENSE FOR SCHOOL DISTRICT BUSINESS ADMINISTRATOR

FIVE YEAR EDUCATOR LICENSE – BUSINESS ADMINISTRATOR

Each school district is required by Mississippi Public School Accountability Standards to employ one individual whose qualifications meet the criteria established by the Mississippi Department of Education and whose primary job responsibilities are conducting, supervising, and/or directing the financial affairs and operations of the school district. No other endorsements may be added to this license. If an applicant desires to be licensed to teach academic subjects, they must meet standard approved testing and licensure requirements. This license cannot be used as a substitute for the School Administrator license. If an applicant desires to be licensed as a School Administrator, they must meet all requirements for that license.

License	Requirements	Validity	Renewal#
Class A Provisional	<ol style="list-style-type: none"> 1. Completed licensure application 2. Transcript(s) verifying at least a bachelor's degree in either Business Administration, Accounting, Finance or business related field with a minimum of 15 hours of Accounting coursework as specified in SBE Policy 	3 years	Non-renewable
Class A Standard	<ol style="list-style-type: none"> 1. Completed licensure application 2. Transcript(s) verifying at least a bachelor's degree in either Business Administration, Accounting, Finance or business related field with a minimum of 15 hours of Accounting coursework as specified in SBE Policy 3. Holds the required certificate of training from the Office of School Financial Services, or provides documentation in the form of a letter from the individual's superintendent that the individual has been satisfactorily performing as a school district business manager for a minimum of four (4) calendar years in a Mississippi Public School District. Individuals with less than four (4) calendar years of service as a school business manager at the time a provisional license is issued are required to obtain the required certificate of training from the Office of School Financial Services. 	5 years	100 hours continuing education units (CEUs). One hour of credit will be given for each hour of training. Hours may be obtained by participating in local, state, regional or national school business related conferences, courses or workshops.

DESCRIPTOR TERM: School Business Officials	CODE: 6900
ADOPTION DATE: October 13, 1989	REVISION: May 21, 1993

STATE BOARD POLICY

**CERTIFICATION OF
SCHOOL BUSINESS OFFICER/SCHOOL BUSINESS ADMINISTRATOR**

In order to provide a financial management system which ensures the proper accountability for funds administered through the local school districts on a timely and accurate basis, to provide and interpret financial information by which the local school board makes educational decisions, and to promote professional growth, the State Department of Education is authorized to create the following professional level positions for the public school districts of this state beginning with the 1990-1991 school year:

School Business Officer
School Business Administrator

Accreditation Standard

The Commission on School Accreditation is directed to develop a **COMPULSORY STANDARD** that one such position shall be required to meet minimum accreditation standards beginning with the 1990-1991 school year.

Minimum Qualifications

School Business Officer

a high school degree and who does not meet the requirements for a school business administrator and who has a minimum of nine (9) specified semester hours* in accounting.

School Business Administrator

a current valid certificate endorsed in School Administration with a minimum of nine specified semester hours* in accounting;

or

a baccalaureate degree from an accredited four-year college or university with a concentration in a business related curriculum (accounting, finance, or business administration, etc.) including a minimum of nine (9) specified semester hours* in accounting;

or

a baccalaureate degree in a nonrelated concentration with a minimum of 24 semester hours of

recommended business related courses; 12 hours of which must be in specified courses*; or a graduate degree in a business related field;

or

be a Certified Public Accountant licensed in Mississippi

Recommended college courses: (*specified hours)

- * Principles of Accounting I and II (6 semester hours)
- * Intermediate Accounting I and II (6 semester hours)
- * Governmental Accounting (3 semester hours)
- * Managerial Accounting (3 semester hours)
- Financial Management (3 semester hours)
- School Finance (3 semester hours)
- School Business Administration (3 semester hours)
- General Management (3 semester hours)
- School Law (3 semester hours)

Administration

The administration of this process shall be through the State Department of Education, Bureau of School Support.

Initial Process

The initial process is as follows:

School Business Officer

Any school business officer who has been satisfactorily performing in that position, as of June 30, 1990, and does not meet the minimum qualifications for that position will be approved as a school business officer upon the recommendation of the local superintendent of education. An incumbent will be required to complete six semester hours of accounting (Accounting Principles I and II) plus a three hours specific training program developed by the State Department of Education within four years.

Any newly appointed School Business Officer employed after July 1, 1990, must meet the minimum requirements of the School Business Officer. In the event a special need arises and written justification is submitted, a one year emergency approval may be granted for an individual who has only six of the specified hours in accounting. The three additional hours must be completed within 12 months of employment.

School Business Administrator

Any School Business Administrator who has been satisfactorily performing in that position on or before June 30, 1990, and does not meet the minimum requirements for the position but holds a four year college degree will be approved as a School Business Administrator upon the recommendation of the local superintendent of education. An incumbent will be required to complete six semester hours of accounting (Accounting Principles I and II) plus a three hour specific training program developed by the State Department of Education within four years. Any newly appointed School Business Administrator employed after July 1, 1990 must meet the minimum requirements of the School business Administrator.

Continuing Training

A minimum of 18 hours continuing training must be completed each year to maintain certification. One hour of credit will be given for each hour of training.

Ten of the 18 hours must be job specific. These hours must be from activities provided by the State Department of Audit; State Department of Education; or sponsored by the Mississippi Association of School Business Officials or the Mississippi School Boards Association; or approved by the local school superintendent of education as job specific.

The remaining 8 hours may be obtained by attending local and State Department of Education sponsored inservice training for other certified staff members or attending state, regional or national school business official professional organizations.

All School Business Administrators must participate in the State Department of Education's School Executive Management Institute (SEMI) program.

Completing college courses to meet minimum job requirements will not apply as continuing training hours. However, other college courses may be counted for each semester hour completed.

In the event an emergency (a situation over which the individual has no control) should arise that would prevent an individual from completing the necessary 18 hours inservice training, a one year waiver may be granted upon written justification and recommendation of the local school superintendent of education and approved by the State Department of Education. The subsequent school year's 18 hours must be completed.

Rule and Regulation Authority

The State Department of Education is authorized to promulgate other rules and regulations necessary to implement and administer this matter.