

OFFICE OF QUALITY PROFESSIONALS AND SPECIAL SCHOOLS
Summary of State Board of Education Agenda Items
June 14-15, 2012

OFFICE OF EDUCATOR LICENSURE

18. Approval of Proposed License for School Business Officers as Recommended by the Commission on Teacher and Administrator Education, Certification and Licensure Development
(Has cleared the Administrative Procedures Act process with no public comment)

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. 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

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.