

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
June 21, 2018

OFFICE OF SCHOOL FINANCIAL SERVICES

- J. Approval to revise State Board Policy Chapter 71: School Business Officials and the *Licensure Guidelines K-12* to modify requirements for the School Business Administrator License as recommended by the Commission on Teacher and Administrator Education, Certification and Licensure and Development
(Has cleared the Administrative Procedures Act process without public comments)

Background Information: On March 2, 2018, the Commission on Teacher and Administrator Education, Certification and Licensure and Development met in its regularly scheduled meeting and approved the recommendation from the Office of School Financial Services to modify the requirements for the School Business Administrator License.

In order to provide a financial management system which ensures the proper accountability of 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 Mississippi Department of Education was authorized to create a Licensed School Business Administrator position for the public school districts in this state beginning with the 2012 – 2013 school year.

In April 2012, based on a recommendation received from the members of the Commission on Teacher and Administrator Education, Certification and Licensure and Development, the State Board of Education approved licensure requirements for School Business Administrators.

On April 19, 2018, the Office of School Financial Services requested State Board of Education approval to repeal State Board Policy Chapter 71, Rule 71.1: School Business Officials and revise State Board Policy Chapter 71, Rule 71.2: Licensure of School Business Administrator and the *Licensure Guidelines K-12* to modify requirements for the School Business Administrator License. The public comment period was open through May 25, 2018. This item has cleared the APA process with no public comments.

Recommendation: Approval

Back-up material attached

Chapter 71: School Business Officials
REPEALED

Chapter 71: School Business Officials

Rule 71.2 Licensure of School Business Administrator.

1. Purpose

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 a Licensed School Business Administrator position for the public school districts of this state beginning with the 2012– 2013 school year. This license shall be issued by the Mississippi Department of Education, Office of Educator Licensure and the license holder shall be bound by the MS Educator Code of Ethics, Standards of Conduct.

2. Accreditation Standard

The Commission on School Accreditation is directed to develop a PROCESS STANDARD that one such position shall be required to meet minimum accreditation standards beginning with the 2012 – 2013 school year. Although any individual who meets the minimum requirements may obtain the license, the district may only designate one individual as the Licensed School Business Administrator. The individual designated as the Licensed School Business Administrator shall hold the School Business Administrator License. Individuals in a school district holding the School Business Administrator license, but who are not the designated the Licensed School Business Administrator and are not employed in a position in the district requiring any other license issued by the Mississippi Department of Education Office of Educator Licensure shall not be considered a licensed employee as that term is used in Mississippi Code, Annotated.

Any current School Business Administrator or Officer who has been satisfactorily performing in that position on or before June 30, 2012 and does not meet the minimum requirements for obtaining a School Business Administrator License will be required to maintain the School Business Administrator/Officer certificate issued by the Mississippi Department of Education, Office of School Financial Services by completing 20 hours of continuing training each fiscal year. One hour of credit will be given for each hour of training. Hours may be obtained by participating in approved local, state, regional, or national school business related conferences, courses or workshops. Districts that have a certified School Business Administrator or Officer in lieu of a Licensed School Business Administrator will be considered in compliance with the accreditation standard requiring a Licensed School Business Administrator. However, these individuals will not be considered a licensed employee as the term is used in Mississippi Code, Annotated.

Any individual newly hired or appointed as a school district's Licensed School Business Administrator after June 30, 2012, shall meet the minimum requirements of the Licensed School Business Administrator and obtain the license from the Mississippi Department of Education, Office of Educator Licensure prior to being named as the school district's Licensed School Business Administrator.

3. Initial Licensure

The following minimum qualifications shall be met for initial licensing:

A baccalaureate degree from an accredited four-year college or university in Accounting. Other baccalaureate degrees from an accredited four-year college or university in Finance, Business Administration, or other business-related curriculum may be considered but shall include a minimum of fifteen (15) specified semester hours successfully completed in accounting from the following course list:

- a. Principles of Accounting I and II (6 semester hours)
- b. Intermediate Accounting I and II (6 semester hours)
- c. Advanced Accounting (3 semester hours)
- d. Governmental Accounting (3 semester hours)
- e. Managerial Accounting (3 semester hours)
- f. Auditing (3 semester hours)
- g. Cost Accounting (3 semester hours)
- h. Business Law (3 semester hours)
- i. Financial Management (3 semester hours)
- j. School Finance or School Law (3 hours)

The State Department of Education, Office of School Financial Services, shall approve all courses titled differently than those listed.

4. Administration

This process shall be administered jointly through the State Department of Education Office of School Financial Services and Office of Educator Licensure.

5. Rule and Regulation Authority

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

Source: *Miss. Code Ann. § 37-3-2 (Adopted 7/2012 – Revised 6/2018)*

Excerpt from *Licensure Guidelines K-12*

SCHOOL BUSINESS ADMINISTRATOR LICENSE

No other endorsements may be added to this license. If an applicant desires to be licensed to teach academic subjects, the individual must meet standard approved testing and licensure requirements. This license cannot be used as a substitute for the District or School-based Administrator license. If an applicant desires to be licensed as a District or School-based Administrator, they individual must meet all requirements for that license. The license holder shall be bound by the MS Code of Ethics, Standards of Conduct.

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 Accounting or a bachelor's degree in another 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 Accounting or a bachelor's degree in another 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. 	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 approved local, state, regional or national school business related conferences, courses or workshops.

<p>Class AA, AAA, or AAAA</p>	<ol style="list-style-type: none"> 1. Meet requirements for a Five Year Class A license 2. Master's, Specialist, or Doctoral degree from a regionally/nationally accredited college or university. 		<p>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 approved local, state, regional or national school business related conferences, courses or workshops.</p>
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