Proposed new policy:

DESCRIPTOR TERM:	CODE:
Licensure Of School Business Administrator	**6901**
ADOPTION DATE:	REVISION:

STATE BOARD POLICY
LICENSURE OF
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 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 School Licensure.

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. This individual either must hold the School Business Administrator License or, if they do not meet the minimum requirements for obtaining the license, must have been employed as the Certified School Business Administrator/Officer in the district prior to July 1, 2012. Individuals in a school district holding the School Business Administrator license, but who are not the designated Licensed School Business Administrators and are not employed in a position in the district requiring any other license issued by the Mississippi Department of Education Office of School Licensure shall not be considered a licensed employee as that term is used in Mississippi Code, 1972 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 18 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 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 to be 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, 1972 Annotated.

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

Initial Licensure

The following minimum qualifications must be met for initial licensing:

A baccalaureate degree from an accredited four-year college or university with a concentration in business related curriculum (accounting, finance, or business administration, etc.) including a minimum of fifteen (15) specified semester hours successfully completed in accounting from the following list.

Principles of Accounting I and II (6 semester hours)
Intermediate Accounting I and II (6 semester hours)
Advanced Accounting (3 semester hours)
Governmental Accounting (3 semester hours)
Managerial Accounting (3 semester hours)
Auditing (3 semester hours)

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

Administration

The administration of this process shall be administered jointly through the State Department of Education Office of School Financial Services and Office of Teacher Licensure. The administration of this process shall be through the State Department of Education, Bureau of School Support.

Rule and Regulation Authority

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