

**Arkansas Department of Education**  
**Rules Governing Minimum Qualifications for General Business Managers**  
**of Public School Districts**  
**May 2008**

1.0 Regulatory Authority

These rules are promulgated pursuant to Ark. Code Ann. § 6-15-2302 and Act 1591 of the 86<sup>th</sup> Arkansas General Assembly.

2.0 Purpose

These rules shall be applied to all school districts, open enrollment charter schools and education service cooperatives for the purposes of requiring minimum qualifications for General Business Managers.

3.0 Definitions

For purposes of these rules, the following terms shall be defined to mean:

- 3.01 Arkansas Public School Computer Network (APSCN) – the Department of Education’s computer network system for public school district, open enrollment charter school, and education service cooperative reporting of financial management data and student management data to the Department of Education.
- 3.02 General Business Manager (GBM) - A Chief Financial Officer or Business Manager, however the position is titled, who is responsible for the fiscal operations of the public school district, open enrollment charter school, or education service cooperative and performs his or her duties under the direction of the Superintendent of the public school district or the Director of the open enrollment charter school or education service cooperative. This must be a person other than the superintendent or director.
- 3.03 Certified General Business Manager (CGBM) - A GBM who has completed the required course of study and received a certificate issued by the Arkansas Department of Education.

4.0 Qualifications of General Business Manager

- 4.01 Any general business manager hired after July 31, 2007, the effective date of Act 1591 of 2007, shall meet the minimum qualifications established by this rule of the Arkansas Department of Education.

- 4.02 A general business manager employed prior to July 31, 2007, shall be exempt from these minimum qualifications as long as they remain with the same school district. Exempt general business managers are encouraged to complete the requirements.
- 4.03 School districts, open enrollment charter schools and education service cooperatives shall be required to report the name and qualification status of its general business manager in the Cycle 1 report submitted each year through APSCN.
- 4.04 The named general business manager must either meet the qualifications of a Certified Arkansas School Business Official (CASBO) based on the requirements established by the Arkansas Association of School Business Officials (AASBO), or be enrolled in the CASBO required courses of study.
  - 4.04.1 The CASBO courses of study include ten required courses and five electives.
  - 4.04.2 Information pertaining to CASBO courses is posted on the Arkansas Association of Education Administrators (AAEA) web site under the Constituent Association AASBO.
  - 4.04.3 Membership in AAEA, AASBO or any other organization is not required in order to obtain General Business Manager Certification from the Arkansas Department of Education.
- 4.05 If not already certified through AASBO, the general business manager must complete at least five CASBO courses per year and must complete the ten required and five elective CASBO courses within three years.
  - 4.05.1 The three-year timeframe for completing the 15 CASBO courses begins July 1<sup>st</sup> preceding the Cycle 1 report that first names the individual as General Business Manager.
- 4.06 After having obtained certification through AASBO or having completed the CASBO courses, the general business manager will receive a certificate issued and dated by the Arkansas Department of Education with the designation of “Certified General Business Manager.”
- 4.07 A Certified General Business Manager must renew his or her certificate by completing at least two upper level CASBO courses per year after the date of certification.
  - 4.07.1 The two upper level CASBO courses must be completed during the fiscal year beginning July 1<sup>st</sup> following the date of certification and each year thereafter.

5.0 Sanctions

- 5.01 Any individual named as general business manager who fails to complete certification within the designated time or who fails to renew his or her certification will not be able to function in that role until certification requirements are met.
  
- 5.02 If a school district, open enrollment charter school or education service cooperative has a general business manager who fails to obtain certification within the designated time or who fails to renew his or her certification, it must appoint another person to the position and that newly appointed person must meet the qualifications as listed above.