

Arkansas Department of Education
Proposed 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 86th 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.

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 but is 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. The CASBO courses of study include ten required courses and five electives. Information regarding the CASBO program and courses of study can be obtained by viewing the AASBO web site at: <http://www.aaea.k12.ar.us/AAEA/AASBO/AASBO.html>.~~
- ~~4.05 — If not already certified through AASBO, the general business manager must show progress of at least five classes per year and must complete the CASBO program within three years.~~
- ~~4.06 — After having obtained certification through AASBO or having completed the CASBO program, the general business manager will receive a certificate issued 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.~~
- 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.~~