

GLENBROOK HIGH SCHOOLS
Office of the Assistant Superintendent for Business Affairs
Regular Meeting Monday, April 28, 2014

TO: Dr. Michael Riggle

FROM: Hillarie Siena

DATE: April 28, 2014

RE: Discussion/Action: Certificated Positions Title Change

On Monday, March 17, 2014 an electronic communication was sent by Dr. Michael Jacoby, Executive Director for the Illinois Association of School Business Officials, to all members of the association. The email communication contains a recommendation to append a Chief School Business Official (CSBO) designation to the titles of all administrative positions within the district currently requiring state certification and CSBO endorsement. This recommendation stems from a negotiated agreement between the Teachers' Retirement System of the State of Illinois and the Illinois State Board of Education.

Currently, there are three District 225 administrative positions requiring the CSBO endorsement, and subject to the amendment. It is recommended that the Board of Education approve the following amended titles:

1. Assistant Superintendent for Business/CSBO
2. Director of Business/CSBO
3. Director of Operations/CSBO



Hillarie J Siena <hsiena@glenbrook225.org>

Important clarification for TRS participants

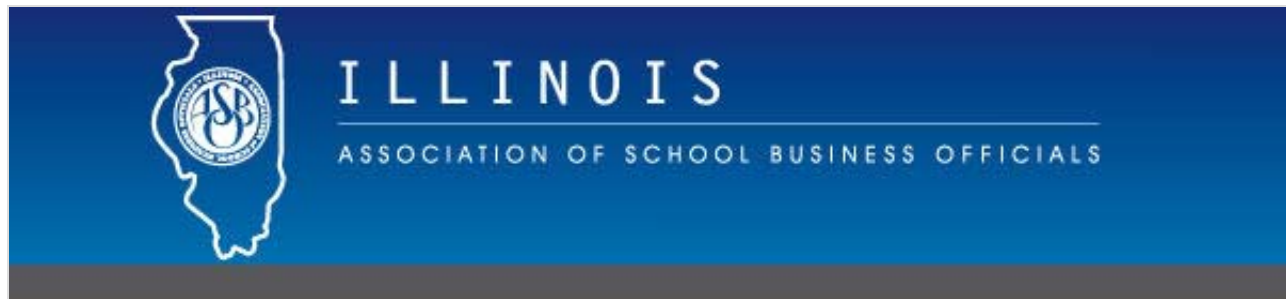
1 message

Michael Jacoby <mjacoby@iasbo.org>
Reply-To: Michael Jacoby <mjacoby@iasbo.org>
To: Hillarie <hsiena@glenbrook225.org>

Mon, Mar 17, 2014 at 1:14 PM

Check out the latest news on Illinois school legislation.

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Hillarie,

Over the past year I have been involved in discussions with TRS and ISBE related to what allows someone working under a CSBO license to participate in TRS. We have just received some clarification on this issue and that is summarized below.

Many of you are aware that some business professionals are TRS members and others belong to IMRF. TRS is reserved for individuals who are working under an administrator license issued by the State of Illinois. For school business professionals this is typically the endorsement called Chief School Business Official or CSBO.

Recently, several TRS participants were questioned by TRS regarding their qualification to be a TRS member. TRS has indicated that it relies on ISBE to determine what standards must be met to qualify as a participant. In the past ISBE had said that the title of a school business professional, who is working under a CSBO license must be Chief School Business Official. However, no printed guidance was disseminated to school districts. This results in a significant problem as titles currently vary greatly and very few actually use CSBO as a title.

I have communicated that to implement this standard now will require most individuals to pursue title changes. Further, since there has not been any printed guidance on this in the past, there could be some undue hardship on current TRS participants who do not have CSBO as their title and now must engage with their superintendent and board to make the change.

As a compromise, we have reached an agreement between TRS and ISBE that going forward there will be two standards that support TRS participation:

- have the title Chief School Business Official.
- append CSBO to existing titles, i.e. Director of Finance/CSBO, Business Manager/CSBO, CFO/CSBO and so forth. Please note that an individual with this new or amended title must actually hold a CSBO license and the job description should require it as preferred or a requirement for the position.

To this end, I recommend that all current and future participants in TRS who practice under the CSBO license clarify that fact by pursuing a change in their title to add /CSBO. Please note that there can be multiple titles that use the /CSBO designation within a district. Nothing in our discussions with ISBE or TRS would limit the number of individuals within a district who are required to have a CSBO license and would have the acronym attached to their titles.

In terms of timing, it is our understanding that TRS is not actively pursuing individuals related to this issue. However, it is suggested by ISBE that it would be advisable, if questioned, to use the appropriate title. All this to say, make changes as soon as practicable.

Each district will need to pursue this change in the manner and method that is appropriate and consistent with their policies and board relationships. In some cases, a simple administrative change on the job description could suffice. In others it may require the board to adopt the change.

If you have any questions, please feel free to contact me.



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