

Business and Noninstructional Operations

CONCEPTS AND ROLES

The Board of Trustees recognizes that prudent financial decisions are crucial to the district's ability to provide a high-quality education for students. It is therefore essential that the Board establish reliable budget development processes and adopt a responsible budget with spending priorities which reflect the district's vision and goals. When needed, the board shall advocate and seek community, state or federal support for additional financing.

The district shall maintain high standards of safety in the operation of facilities, equipment, and services. The Superintendent or designee shall establish a risk management program that promotes safety and protects district resources.

In the development of a district budget, the Board and the Superintendent or designee shall establish a calendar that reflects the full budget cycle and a process that satisfies the requirements of law, including opportunities for public input. The Superintendent or designee shall provide fiscal data and prepare a proposed budget document within the budget priorities and parameters set by the Board. The Board shall adopt a budget that is aligned with the district's vision and goals and enables the district to meet its fiscal obligations.

The Board expects sound fiscal management from the administration. The Superintendent or designee shall administer the adopted budget in accordance with Board policies and accepted business practices.

The Board shall monitor financial operations so as to ensure the district's fiscal integrity and accountability to the community. The Superintendent or designee shall complete all required financial reports, facilitate the independent audit process, recommend financial plans for meeting program needs, and keep the Board informed about the district's fiscal and noninstructional operations.

- (cf. 3511 - Energy and Water Conservation)
- (cf. 3511.1 - Integrated Waste Management)
- (cf. 3512 - Equipment)
- (cf. 3517 - Facilities Inspection)
- (cf. 3540 - Transportation)
- (cf. 3550 - Food Service/Child Nutrition Program)
- (cf. 5030 - Student Wellness)
- (cf. 3514 - Environmental Safety)
- (cf. 3514.2 - Integrated Pest Management)
- (cf. 3515 - Campus Security)
- (cf. 3515.6 - Criminal Background Checks for Contractors)
- (cf. 3516 - Emergencies and Disaster Preparedness Plan)
- (cf. 3530 - Risk Management/Insurance)

CONCEPTS AND ROLES (continued)

- (cf. 3543 - Transportation Safety and Emergencies)
- (cf. 0000 - Vision)
- (cf. 0100 - Philosophy)
- (cf. 0200 - Goals for the School District)
- (cf. 3100 - Budget)
- (cf. 9000 - Role of the Board)
- (cf. 3110 - Transfer of Funds)
- (cf. 3300 - Expenditures and Purchases)
- (cf. 3311 - Bids)
- (cf. 3312 - Contracts)
- (cf. 3400 - Management of District Assets/Accounts)
- (cf. 3430 - Investing)
- (cf. 3440 - Inventories)
- (cf. 0500 - Accountability)
- (cf. 3460 - Financial Reports and Accountability)

Legal Reference:

EDUCATION CODE

- 35035 Powers and duties of superintendent
- 35160 Authority of governing boards
- 35160.1 Broad authority of school district
- 35161 Powers and duties of governing boards
- 44518-44519.2 Chief business officer training program

Management Resources:

CSBA PUBLICATIONS

- Maximizing School Board Governance: Understanding California's Public School Finance System, 2006
- Maximizing School Board Governance: Budget Planning and Adoption, 2006
- Maximizing School Board Governance: Understanding District Budgets, 2006
- Maximizing School Board Governance: Fiscal Accountability, 2006
- School Finance CD-ROM, 2005

WEB SITES

- CSBA: <http://www.csba.org>
- California Association of School Business Officials: <http://www.casbo.org>
- California Department of Education: <http://www.cde.ca.gov>
- Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>
- School Services of California: <http://www.sscal.com>

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