

## **Business and Noninstructional Operations**

### **CONCEPTS AND ROLES**

The Board of Trustees recognizes that the business and other noninstructional operations of the district support the educational program by maximizing and prioritizing resources and providing a safe and healthy environment for students and staff. The Superintendent or designee shall ensure that the district's business and noninstructional operations are efficient and responsive to the needs of students, parents/guardians, staff, and the community.

(cf. 3511 - Energy and Water Management)  
(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)

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.

(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)  
(cf. 3543 - Transportation Safety and Emergencies)

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.

(cf. 0000 - Vision)  
(cf. 0100 - Philosophy)  
(cf. 0200 - Goals for the School District)  
(cf. 3100 - Budget)  
(cf. 9000 - Role of the Board)

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.

## **Business and Noninstructional Operations**

- (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)

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. 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>