

Business and Non-Instructional Operations

Concept

Business

The county board recognizes that money and money management comprise the foundational support of the whole school program. To make that support as effective as possible, the county board intends to:

1. encourage advance planning through the best possible budget procedures;
2. expect top-quality accounting and reporting procedures.

Non-Instructional Operations

The county board expects operation and maintenance of the county office to set high standards of safety, to promote the health and staff, to reflect the moral and cultural aspirations of the community at its best, and to support environmentally the efforts of the staff to provide a good education.

Roles

1. Role of the County Board

The county board shall:

- a. approve the annual budget of the county office of education before its submission to the Superintendent of Public Instruction;
- b. approve the annual county school service fund budget of the county office of education before its submission to the Superintendent of Public Instruction.
- c. review all new positions, with the exception of high school students, recommended by department administrators or the superintendent prior to their actual employment with the county office. Requests to add a new position to any county office department will be submitted to the board at least 30 days prior to actual employment. The superintendent will give strong consideration to the comments and recommendations of the board prior to issuing any new contracts of employment.

Business and Non-Instructional Operations (continued)

The county board may:

- a. review the county office of education annual itemized estimate of anticipated revenue and expenditures before such annual itemized estimate is filed with the auditor as required by Section 29040 of the Government Code and make such revisions, reductions, or additions therein that it deems advisable and proper. No such itemized estimate shall be filed by the county office of education until it has first been so reviewed and approved by the county board.

2. Role of the Superintendent

With the staff, the superintendent shall:

- a. prepare the annual budget and interpret it for the county board;
- b. administer the budget after it is adopted and keep expenditures within its limits;
- c. provide all possible economies that do not endanger the educational program and its results;
- d. supervise the general business procedures of the county office to secure the proper accounting of funds, supplies and equipment;
- e. seek to secure materials and supplies best suited to the needs of the county office for educational purposes;
- f. approve all contracts to be entered into by the county office or any person on behalf of the county office and act as authorized agent of the county office and the county board in contracts between the county office and other governmental agencies;
- g. be responsible for recommending an adequate program of insurance in all phases of county office operation and regard to those prescribed by law;
- h. make proper reports to the county board, keeping the county board fully advised as to the financial status of the county office and all the implications of the financial aspects of office administration.
- i. assign or carry out any other duties not covered by existing personnel.

Business and Non-Instructional Operations (Continued)

Legal Reference: Education Code
 1040 Duties of Boards
 1042 Powers of Boards

Policy

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