**Business and Noninstructional Operations** BP 3000(a)

**CONCEPTS AND ROLES**

The Governing Board recognizes that the business and other noninstructional operations of College and Career Advantage (CCA) Regional Occupational Program support the educational program by maximizing and prioritizing resources and providing a safe and healthy environment for students and staff. The Executive Director shall ensure that CCA’s business and noninstructional operations are efficient and responsive to the needs of students, parents/guardians, staff, and the community.

*(cf. 3512 - Equipment)*

*(cf. 3517 - Facilities Inspection)*

CCA shall maintain high standards of safety in the operation of facilities, equipment, and services. The Executive Director shall establish a risk management program that promotes safety and protects CCA resources.

*(cf. 3514 - Environmental Safety)*

*(cf. 3514.2 - Integrated Pest Management)*

*(cf. 3515 - Campus Security)*

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

*(cf. 3530 - Risk Management/Insurance)*

In the development of a district budget, the Board and the Executive Director 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 Executive Director 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 CCA’s vision and goals and enables CCA 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 Executive Director shall administer the adopted budget in accordance with Board policies and accepted business practices.

*(cf. 3110 - Transfer of Funds)*

*(cf. 3300 - Expenditures and Purchases)*

*(cf. 3311 - Bids)*

*(cf. 3312 - Contracts)*

*(cf. 3400 - Management of District Assets/Accounts)*

*(cf. 3440 - Inventories)*

BP 3000(b)

**CONCEPTS AND ROLES** (continued)

The Board shall monitor financial operations so as to ensure CCA’s fiscal integrity and accountability to the community. The Executive Director shall complete all required financial reports, facilitate the independent audit process, recommend financial plans for meeting program needs, and keep the Board informed about CCA’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*](http://www.csba.org/)

*California Association of School Business Officials:* [*http://www.casbo.org*](http://www.casbo.org/)

*California Department of Education:* [*http://www.cde.ca.gov*](http://cde.ca.gov/)

*Fiscal Crisis and Management Assistance Team:* [*http://www.fcmat.org*](http://www.fcmat.org/)

*School Services of California:* [*http://www.sscal.com*](http://www.sscal.com/)

|  |  |
| --- | --- |
| Policy  adopted: October 25, 2007  revised: December 18, 2023 | **COLLEGE AND CAREER ADVANTAGE**  San Juan Capistrano, California |