

**Mendocino Unified School District  
Business and Noninstructional Operations**

**Administrative Regulation 3000**  
Policy adopted Board 1/17/85; Reviewed 3/14/96

**Concept and Roles in Business and Non-Instructional Operations**

Concept

The Governing 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 Governing Board intends to:

1. Encourage advance planning through the best possible budget procedures.
2. Explore practical supplemental sources of dollar income.
3. Guide the expenditure of funds so as to extract the greatest educational returns.
4. Expect top-quality accounting and reporting procedures.
5. Maintain a reasonable level of unit expenditure needed to provide high quality education.

The Governing Board expects operation and maintenance of school plant and equipment to set high standards of safety, to remote the health of pupils and staff, and to support environmentally the efforts of the staff to provide a good education.

Roles

The Governing Board:

1. Has final responsibility and authority for approval and adoption of the annual budget; authorizing expenditures; overseeing the management of the District's financial affairs in general; and carrying out all legally required financial functions.
2. Establishes policies governing the nature and extent of supporting services and delegating responsibility for their operation to the appropriate department heads, under the direction of the Superintendent.
3. Seeks to promote by State and Federal legislation adequate financial support of the public schools.

The Superintendent has responsibility for:

1. Providing complete, accurate information about the District's financial needs and resources to the Board.
2. Overseeing budget preparation and presentation.
3. Recommending necessary or appropriate action to the Board.

4. Administering the District's financial affairs efficiently, economically, and in compliance with State and Federal law.
5. Approving all contracts to be entered into by the District or any person on behalf of the District and acts as authorized agent of the District and the Board in contracts between the District and other governmental agencies.
6. Directing and coordinating the operations of the Food Service and Transportation Departments through their Department heads, and for seeing that these operations are carried out in conformance with Board policies and legal requirements.

Working Relationships of Board and

Superintendent: The Governing Board in no way wishes to impair its discretionary powers in the management of the financial affairs of the District.

The Governing Board recognizes that it may not delegate to employees the final power of budgeting, purchasing, and contracting. it therefore desires complete information from the Superintendent and staff on all matters relating to the financial operations of the District.

The Governing Board desires the Superintendent to shape, with the staff, the District financial program in accord with a previously declared intention of the Governing Board to offer the best attainable program of education in the school District. The Governing Board desires to be informed whenever the curricular program is at odds with the financial ability of the District.

The Governing Board also wishes to give close scrutiny and due consideration to each and every financial operation of the School District so that it may fully discharge its legal responsibilities in regard to school finance.