



Santa Ana Unified School District

BOARD POLICY NO: 3000

EFFECTIVE: 04/24/2018

REVIEWED: 04/10/2018

SUBJECT: Concepts and Roles

CATEGORY: Business and Noninstructional Operations

RESPONSIBLE OFFICE(S): Business Services

SCOPE:

The Governing Board 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.

POLICY:

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. 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. 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. (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 operation. (cf. 0500 - Accountability) (cf. 3460 - Financial Reports and Accountability)

DESIRED OUTCOME:

Through this policy, the District shall comply with applicable State and federal laws.



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IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:

District Policies and Procedures:

BP 0500 – Accountability
BP 3300 – Expenditures and Purchases
BP 3311 – Bids
BP 3312 – Contracts
BP 3400 – Management of District Assets/Accounts
BP 3430 – Investing
BP 3440 – Inventories
BP 3460 – Financial Reports and Accountability
BP 3511 – Energy and Water Management
BP 3511.1 – Integrated Waste Management
BP 3512 – Equipment
BP 3514 – Environmental Safety
BP 3514.2 – Integrated Pest Management
BP 3515 – Campus Security
BP 3516 – Emergencies and Disaster Preparedness Plan
BP 3530 – Risk Management/Insurance
BP 3540 – Transportation
BP 3550 – Food Service/Child Nutrition Program
BP 5030 – Student Wellness

AR 3110 – Transfer of Funds
AR 3300 – Expenditures and Purchases
AR 3311 – Bids
AR 3312 – Contracts
AR 3400 – Management of District Assets/Accounts
AR 3440 – Inventories
AR 3460 – Financial Reports and Accountability
AR 3511 – Energy and Water Management
AR 3511.1 – Integrated Waste Management
AR 3512 – Equipment
AR 3514 – Environmental Safety
AR 3514.2 – Integrated Pest Management
AR 3516 – Emergencies and Disaster Preparedness Plan
AR 3530 – Risk Management/Insurance
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AR 3550 – Food Service/Child Nutrition Program
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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

ADOPTION AND REVISION HISTORY:

(8-98) 4-18

Santa Ana, CA