

Concepts and Roles

The Solano County Office of Education (SCOE) recognizes that the business and other noninstructional operations of SCOE support its programs by maximizing and prioritizing resources and providing a safe and healthy environment for students and staff. The County Superintendent (Superintendent) or designee shall ensure that SCOE's business and noninstructional operations are efficient and responsive to the needs of students, parents/guardians, staff, and the community.

SCOE 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 SCOE resources.

In the development of SCOE's budget, 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 via public hearing as outlined in Ed. Code 1620. The Superintendent or designee shall provide fiscal data and prepare a proposed budget document within the set budget priorities and parameters. The County Board (Board) shall adopt a budget that is aligned with SCOE's vision, mission, goals, and the Local Control Accountability Plan (LCAP) and enables SCOE to meet its fiscal obligations.

The Superintendent expects sound fiscal management from the administration. The Superintendent or designee shall demonstrate fiscal responsibility and strong management of public funds by administering the adopted budget in accordance with SCOE and Superintendent policies and accepted business practices.

The Superintendent or designee shall monitor financial operations to ensure SCOE'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 SCOE's fiscal status.

Legal Reference:

EDUCATION CODE

- 1240 Duties, Responsibilities, and General Powers of County Superintendent of Schools
- 1620 County Office of Education Budget Approval

Policy Cross-Reference:

- 3100 Budget
- 3460 Financial Reports and Accountability
- 3514 Environmental Safety
- 3514.2 Integrated Pest Management
- 3515 Campus Security
- 3515.6 Criminal Background Checks for Contractors
- 3516 Emergencies and Disaster Preparedness Plan
- 3530 Risk Management/Insurance
- 3540 Transportation
- 3543 Transportation Safety and Emergencies