

Lewis Center for Educational Research

BP 3000: CONCEPTS AND ROLES

Adopted: September 12, 2011

Revised:

The Board of Directors recognizes that the business and other non-instructional operations of the organization support the educational program by maximizing and prioritizing resources and providing a safe and healthy environment for students and staff. The President or designee shall ensure that the organization's business and non- instructional operations are efficient and responsive to the needs of students, parents/guardians, staff, and the community.

The organization shall maintain high standards of safety in the operation of facilities, equipment, and services. The President or designee shall establish a risk management program that promotes safety and protects organization resources.

In the development of an organization budget, the Board and the President 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 President 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 organization's vision and goals and enables the organization to meet its fiscal obligations.

The Board expects sound fiscal management from the administration. The President or designee shall administer the adopted budget in accordance with Board policies and accepted business practices.

The Board shall monitor financial operations so as to ensure the organization's fiscal integrity and accountability to the community. The President 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 organization's fiscal and non-instructional operations.