

**CONCEPTS AND ROLES
IN BUSINESS AND NON-INSTRUCTIONAL OPERATIONS;
GOALS AND OBJECTIVES**

Fiscal Management

The Board of Education (Board) recognizes that money and money management are a necessary support of the whole school program. To make that support as effective as possible, the board intends:

- A. To encourage financial planning through the best possible budget procedures;
- B. To explore all practical sources of dollar income;
- C. To guide the expenditure of funds so as to extract the greatest educational returns;
- D. To expect top-quality accounting and reporting procedures; to adopt and implement sound fiscal procedures. The Business Administrator (BA) may prepare a manual of procedures to ensure that all business operations of the district are carried out uniformly, efficiently and in accordance with law and board policy;
- E. To maintain a level of per pupil expenditure sufficient to provide high quality education.

Support Services

The Board expects operation and maintenance of the school plant and equipment to set high standards of safety, to maintain the health of pupils and staff, to reflect the aspirations of the community, to support environmentally the efforts of the staff to provide a good education and to preserve the community's major investment.

In order to provide services that sufficiently support the educational program, the Board establishes as broad goals:

- A. To provide a physical environment for teaching and learning that is safe and pleasant for pupils, staff, and public;
- B. To provide safe transportation for eligible pupils;
- C. To make nutritious meals available to pupils;
- D. To provide resources, facilities and assistance to meet the needs of the educational program as they develop.

Long-Range Plans

In compliance with law, the Chief School Administrator (CSA) will develop a five-year comprehensive maintenance plan. The Board will review this plan, and the district's long-range facilities plan annually, and will revise them as necessary with the advice of the CSA.

Key Words

Concepts and Roles in Business, Noninstructional Operations, Goals and Objectives in Business and Noninstructional Operations, Planning, Business

Legal References

<u>Legal References:</u>	<u>N.J.S.A.</u> 2C:30-4	Disbursement of public moneys, incurrence of obligations in excess of appropriation
	<u>N.J.S.A.</u> 18A:4-14	Uniform system of bookkeeping for school districts
	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:17-14.1through -14.3	

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	Appointment of school BA; duties; subcontracting; tenure acquisition
<u>N.J.S.A.</u> 18A:17-24.1	Sharing of CSA, school BA; procedure
<u>N.J.S.A.</u> 18A:18A-1 <u>et seq.</u>	Public School Contracts Law
<u>N.J.S.A.</u> 18A:20-1 <u>et seq.</u>	Acquisition and Disposition of Property
<u>N.J.S.A.</u> 18A:33-1 <u>et seq.</u>	Facilities in general
<u>N.J.S.A.</u> 18A:39-1 <u>et seq.</u>	Transportation to and from schools
<u>N.J.S.A.</u> 40:8A-1 <u>et seq.</u>	Interlocal Services Act
<u>N.J.A.C.</u> 2:36-1.1 <u>et seq.</u>	Child Nutrition Programs
<u>N.J.A.C.</u> 6A:9-12.1 <u>et. seq.</u>	Requirements for administrative certification
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:9-12.1, -12.2,-12.3(d), -12.7	
<u>N.J.A.C.</u> 6A:23-1.1 <u>et seq.</u>	Finance and Business Services
<u>N.J.A.C.</u> 6A:26-1.1 <u>et seq.</u>	Educational Facilities
<u>N.J.A.C.</u> 6A:27-1.1 <u>et seq.</u>	Student Transportation

Possible

<u>Cross References:</u>	*3100	Budget planning, preparation and adoption
	3200 series	Income
	3300 series	Expenditures/expending authority
	3400 series	Accounts
	3500	Noninstructional operations
	*3510	Operation and maintenance of plant
	3530	Insurance management
	3541 series	Transportation
	3542 series	Food service
	3452.1	Local Wellness
	3543 series	Office services
	3570 series	District records and reports
	3600	Evaluation of business and noninstructional operations
	*7110	Long-range facilities planning
	9123/9124	Appointment of board secretary; appointment of business official

*Indicates policy is included in the Critical Policy Reference Manual.

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