Series 3000 – Business **SP 3000**

TITLE: Concepts and Roles	
Approved by: Rob Gregor *Rob Gregor, Superintendent of Schools*	Series: **Business** Version: **1** Effective Date: **10/20/2026** Previous Policy Date: **None** Revised By: **Committee** Policy Number: **SP 3000**

The Superintendent recognizes that the business and other noninstructional operations of the Yuba County Office of Education (YCOE) support the educational program by maximizing and prioritizing resources and providing a safe and healthy environment for students and staff. The Superintendent or Chief Business Official (CBO) shall ensure that YCOE's business and noninstructional operations are efficient and responsive to the needs of students, parents/guardians, staff, and the community.

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

In the development of a county budget, the Board and the Superintendent or CBO 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 CBO 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 YCOE's vision and goals and enables the YCOE to meet its fiscal obligations.

The Board expects sound fiscal management from the administration. The Superintendent or CBO 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 YCOE's fiscal integrity and accountability to the community. The Superintendent or CBO shall complete all required financial reports, facilitate the independent audit process, recommend financial plans for meeting program needs, and keep the Board informed about YCOE's fiscal and noninstructional operations.