



Provo City School District
Policy Series 1000: Board of Education

Policy No. 1535

The Board-Business Administrator Relationship

The successful operation of schools requires a close, effective working relationship between the board, the superintendent, and the business administrator. The relationships must be one of trust, goodwill and candor. As the legally designated governing body, the board retains final authority within the district. The board exercises powers expressly required and implied by law. The business administrator is the board's professional advisor, to whom the board delegates responsibility, including such powers required to manage the district's finances in a manner consistent with board policy and state and federal law.

The business administrator, as chief financial officer of the board, is responsible for the administration of the district finances and other areas of responsibility as delineated under applicable laws and policies of the district. The board, in conjunction with the superintendent, delineates the duties of the business administrator and uses them as the basis for evaluating the business administrator's performance. Unless specifically limited, the business administrator may delegate to other staff the exercise of any powers and the discharge of any duties imposed by district policy or a vote of the board. The delegation of power or duty does not relieve the business administrator of responsibility for the actions taken under such a delegation.

To perform their responsibilities with effectiveness, board members must be familiar with the operations within the school district administration. The business administration will work with the board to establish communication procedures to enhance the board members' understanding of finance and other operations under the business administrator's purview.

The board expects the business administrator to discharge his or her statutory duties and to keep accurate records of all district revenues and expenditures, all meetings of the board, and all legal and fiscal obligations of the board. The board relies on the business administrator for advice and expertise on financial matters affecting the operation of the schools. The board holds the business administrator responsible for insuring the accuracy, integrity, and timely communication of such information to the board and superintendent. The business administrator is accountable to the board for his or her performance. The board will evaluate the business administrator each year.

Approved by Board of Education: August 13, 2013