



DATE: March 5, 2025

TO: Board of Education

FROM: Mrs. Kerstin Kramer, Superintendent Chief Learning Officer

SUBJECT: Approve Proposed Revisions to Board Policy and Administrative Regulation 3400 Management of District Assets/Accounts

PRESENTED BY: Todd Rivera, Assistant Superintendent Chief Business Officer

ACTION REQUESTED

Approve proposed revisions to Board Policy and Administrative Regulation 3400 Management of District Assets/Accounts.

BACKGROUND INFORMATION

Policy updated to reflect NEW LAW (SB 1439, 2022) related to conflict of interest from campaign contributions and existing conflict of interest provisions by providing that Governing Board members and district employees involved in the making of contracts on behalf of the district comply with the district's conflict of interest policy as specified in Board Bylaw 9270 - Conflict of Interest. Policy also updated to direct the Superintendent to submit reports of the district's financial status to the Board, in accordance with Board Policy and Administrative Regulation 3460 - Financial Reports and Accountability, and develop additional internal controls to strengthen fraud prevention.

Regulation updated to reference Governmental Accounting Standards Board's (GASB) Statement #87 regarding lease accounting and GASB Statement #96 regarding subscription-based information technology agreements. Regulation also updated to clarify that the district should utilize the California Department of Education's standardized account code structure software to develop financial reports, and that the district's accounting system should comply with generally accepted accounting principles prescribed by GASB and meet other state and federal reporting guidelines. Additionally, regulation updated to expand the list of actions that constitute fraud, financial improprieties or irregularities; separate out district and county office of education investigations; clarify that the district cooperate with the County Superintendent of Schools, Fiscal Crisis and Management Assistance Team, law enforcement, or other governmental entities that conduct a fraud investigation; and, consult legal when discussing or disclosing the result of any fraud investigation.

The proposed revisions to Board Policy and Administrative Regulation 3400 Management of District Assets/Accounts are being presented to the Board for approval as recommended by the model provided by CSBA. These revisions were reviewed by the Board on February 19, 2025.

RESOURCES REQUIRED: N/A

PREPARED BY: Laura Rowe, Business Services Coordinator, for Todd Rivera, Assistant Superintendent Chief Business Officer

Attachments: Compared Board Policy and Administrative Regulation 3400 Management of District Assets/Accounts