

**School Board Meeting:**

**December 10, 2012**

**Subject:**

**Policy Review  
Section 700 – Noninstructional  
Operations and Business  
Services**

**Presenter:**

**Gary Kawlewski**

---

**SUGGESTED SCHOOL BOARD ACTION:**

Board action is not required for the first reading of policies.

**DESCRIPTION:**

We are adding further designation of authority.

**First Reading of a Revised Policy (No Board Action Required)**

The following revised policies are being presented to the School Board for first reading:

- Policy # 701 – Establishment and Adoption of School District Budget
  - MSBA Recommended Policy

**Brief Description:**

We have included further designation of positions authorized to prepare revenue and expenditure budgets, make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval. The financial industry has been adopting additional requirements needing further designation. This will clearly show the director of finance & operations and controller positions holding the authority for these transactions.