

Business and Operations

FACILITIES AND SERVICES

SP 3510.00

The County Superintendent assigns responsibility for the development and implementation of maintenance and operation procedures to the Assistant Superintendent of Business Services. Services shall include, but not be limited to, the following:

- custodial/maintenance;
- bidding/lease agreements;
- copy paper supply
- UPS processing.
- inventory tracking

It is the intent of the County Superintendent that selected services be made available to program, districts and other agencies. Such services are provided to help ensure the smooth and efficient operation of the County Office and the districts served.

Classrooms

The County Superintendent directs that students in County Office programs shall be educated in the least restrictive environment and as close to their homes as possible. A sufficient number of classroom facilities shall be made available to ensure that a continuum of physical settings are provided.

The Directors of Special Education, ROP and Community schools are responsible for ensuring adequate classroom space for the classes operated by the County Office. Instructional arrangements for special education classes shall be made as specified in the SELPA master plan.

MENDOCINO COUNTY OFFICE OF EDUCATION

Date Adopted: 03/01/2003

Date Revised: