

## **REGULATION #3601.1**

### **INDEPENDENT PROGRAMS SUPPORTED BY FEDERAL GRANTS**

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#### **PROPOSALS**

Proposals for programs outlined in board [Policy #3601 – Independent Programs Supported by Federal Grants](#) shall be submitted to the superintendent of schools for initial approval prior to any commitment being made. Such proposals shall include details of the following:

- a) The nature of the service to be offered.
- b) Benefits to students of the school district.
- c) Probable duration of the program.
- d) How the program will be conducted.
- e) The type and number of personnel that would be involved.
- f) The names of key persons that will be responsible for forming a society (if not already formed) and presenting proposals to government bodies.
- g) Estimated expenses and source of funding.
- h) The manner in which the school district would be expected to participate in the program(s).
- i) The probable structure of the society, (i.e. board-staff relationships).

#### **APPROVAL**

The superintendent shall have the discretion to approve or reject any proposal submitted. Upon approval, the superintendent shall designate a school district official to be responsible for overseeing the project including development of an appropriate agreement.

#### **AGREEMENT**

The agreement required by board [Policy #3601](#) shall be formal, detailing the service to be provided, and any other obligations by the society or the board. The agreement shall include such terms as may be appropriate concerning assignment of personnel, administration and supervision.

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#### **LIAISON**

To ensure that the best results are achieved from programs conducted under board [Policy #3601](#) and these regulations, a staff liaison committee will be appointed for the purpose of writing and implementing procedures and resolving inter-organization problems that may arise from time to time. It is expected that an equal number of liaison committee members will be appointed by the board and the society. The board official who has been appointed by the superintendent to have overall responsibility for the program shall appoint school district staff to the liaison committee. It is preferable to have both management and staff represented on the liaison committee.

#### **EVALUATION**

The board official responsible for the program shall ensure that the superintendent is provided with an annual report on the operation of the program and its accomplishments together with prospects for the ensuing period.

*Revised:* 2015-06-05

*X-Ref:* [Policy #3601](#)