

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Federal, State and Local Funded Special Projects

Series: D02

Reference:

Issued: August 14, 1975

Revised: August 18, 1978

Revision Number: 1

The Office of Federal, State and Local Programs will serve as a clearinghouse for submission of all federal, state and local funded special projects. Likewise project status information will be filed in this office, and will be available for inspection at all times.

The following procedures have been established to provide a more efficient flow for the proposal development and implementation. They will serve to acquaint all professional staff members with the processes required for project development, including implementation, continuation, expansion, modification, and/or termination. The end result should be greater understanding among professional staff members and a continued sharing of ideas for improved instructional programs.

In order to facilitate this procedure, the following steps shall be followed in submitting project applications:

1. Proposals may originate with any member of the Kanawha County School System: teachers, principals, county staff, or non-profit organizations. Those presenting projects for funding should note carefully time-lines, funding sources, constraints, guidelines, budget and monitoring procedures, evaluation, and proposal formats for their particular application.
2. An initial meeting shall be set up with the Office of Federal, State and Local Programs to discuss the proposed project and program objectives. Approval must be granted through appropriate department and division heads before the proposal is developed.
3. As project facilitators, personnel in the various departments will provide aid in proposal development.
4. As required by proposal regulations for each particular application, citizens' advisory committees to advise in the development and review of the proposal will be established.
5. After the proposal is developed, it shall be submitted for administrative review by the Office of Federal, State and Local Programs. The proposed project shall be reviewed by a committee of administrative staff members.

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This committee will consist of representatives from the Superintendent's Office, Department of Research and Evaluation, Department of Elementary/Secondary Schools, Department of Budget and Finance, and Department of Special Services, and the Division of Curriculum and Instruction. This administrative review must be completed prior to submission to the Board of Education.

6. All new project proposals must be reviewed and approved by the Board of Education prior to submission to the funding agency. Abstracts are forwarded to Board members for their approval. Copies of the project being submitted must be available in the Office of Federal, State and Local Programs for review by Board members upon request. Proposals submitted by Kanawha County Schools which are funded must be returned to the Board for review, recommendation, and final action to accept or reject the funding.

7. When Board meeting dates and project proposal deadlines are not congruent, it is the discretion of the Superintendent to poll Board members for their approval prior to submission of said proposal.