

SPECIAL PROGRAMS ADMINISTRATION

All programs funded by sources from outside the district will require Board approval.

All personnel to be paid a salary will be appointed by the Board.

Before any such program is started, a detailed budget must be submitted covering at least the following categories of expenses:

- Individual salaries
- Field trips, special events
- Educational materials
- Consumable educational supplies
- Travel
- Telephone
- Other expenses not listed above

Program objectives and detailed outline of course content must accompany the detailed budget.

Overall control and supervision of all special programs will be maintained by the superintendent and direct control and supervision will be assigned to an administrator.

If a program involves two or more schools, the assigned administrator will work with the principals in developing common criteria to ensure a consistent program approach.

The assigned administrator of special programs will submit such periodic reports outlining program progress as required by the superintendent. He will submit all reports required by the funding agency.

The superintendent and building principals will assess course content periodically to ensure compliance with program objectives.

All expenditures will require the approval of the assigned administrator. Purchase orders will be issued by the designated business administrator.

Adopted August 3, 1988