

## VENTURA COUNTY BOARD OF EDUCATION

**BOARD POLICY NO. 3290**

**ADOPTED: 2/24/97**

**CLASSIFICATION: Business and Noninstructional Operations**

**REVISED:**

**SUBJECT: Special Projects, Grants, and Other Entitlements**

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The Board recognizes that the Office is a local public agency mainly supported by the revenues prescribed by law and payable through state apportionments and local tax collections. It is the intent of the Board and the Superintendent to pursue additional sources of income from external sources, including governmental agencies, private foundations, and corporations. Such applications shall be consistent with the mission and goals of the Office.

Special projects, grants, and other entitlements are categorized as follows:

1. New Special Projects and Grants

These applications must be approved by the Board prior to submission of the application or request to the funding agency, and the Board must accept funding if granted by the funding agency prior to implementation of the new special project by the Superintendent. If the Superintendent wishes to submit an application for a new special project or grant, or put a newly funded special project into effect including the expenditure of funds prior to the next available meeting of the Board, the Board President is authorized to give tentative approval to permit application or implementation prior to formal action by the Board. New projects or grants shall be brought to the Board for approval as soon as possible.

2. Continuing Special Projects and Grants

These are for programs that were provided in the previous year and will continue in the new year with either additional funding or carryover funds. The Superintendent is authorized to apply for, receive, and expend funds for continuing special projects and grants and to include them in a detailed Special Projects Budget for Board approval, to be brought to the Board as soon as possible.

All special projects and grants, both new and continuing, will be identified in preliminary budget workshops presented for Board review and comment.

### 3. Income Driven Cost Recovery Accounts

These are special accounts that are created periodically for a specific purpose such as conferences, workshops, and special events. They are complete cost recovery accounts, and funding could come from a variety of sources including participant fees from workshops and/or special events, donations, and bequests. The Superintendent is authorized to create these administrative accounts as necessary, providing they are consistent with the budget approved by the Board. Employees shall obtain prior authorization from the Superintendent or his/her division assistant superintendent to represent the Board, Superintendent, or the Office for the purpose of generating revenue through special projects and grants.

The Superintendent will develop an administrative regulation that prescribed guidelines to be followed in the development and implementation of such special projects, grants, or other entitlements.

### FEDERALLY FUNDED SPECIAL PROJECTS AND GRANTS

Pursuant to Education Code section 12400 the Superintendent is authorized to perform all acts necessary to receive benefits and expend funds for special projects and grants funded by the federal government. Board approval as specified above is required if the special project and/or grant includes nonfederal funds.

Legal Reference:

EDUCATION CODE

12400 Participation in federal programs

California School Accounting Manual