

POLICY RELATING TO EDUCATION

INDIVIDUAL OR SCHOOL ORGANIZATION PROGRAM INITIATIVES

The Wachusett Regional School Committee supports and encourages services to the community using school facilities. The purpose of this policy is to promote educational entrepreneurial school-based initiatives by school employees and/or organizations, e.g., teachers, PTA'S, etc., that provide unique after-school, summer, or vacation programming for all members of the community that financially compensates District employees. Therefore, the School Committee establishes this policy as a guide for the development and implementation of such District-sponsored programs:

1. Individuals interested in conducting such programs must contact the building Principal and present a proposal detailing the proposed program. Administrative staff of the District are encouraged to promote and to participate in any program so long as such promotion or participation would not interfere with the administrator's role and responsibility and so long as the administrator does not financially benefit.
2. The net proceeds are to be distributed in a manner approved by the District as part of the initial approval process detailed below. However, the District shall ensure that no less than 50% of the net proceeds shall revert to site-based funds to promote the education of the children in the school. The Superintendent shall have the authority to waive all or part of the site-based contribution as deemed appropriate in order to stimulate participation.
3. When the Principal, with input from the School Council, recommends sponsorship of the program, he/she shall present a detailed proposal to the Superintendent that includes the following:
 - A. A full description of the proposed program(s) to include parameters and goals, such as:
 1. Activities;
 2. Schedule of events to include dates, times, and locations;
 3. Goals/anticipated outcomes; and
 4. Eligibility.
 - B. Revenue source(s) to include any proposed fees, charges for admission, and any additional revenue sources (e.g., grants, independent fund raising, proceeds from sale(s) of goods or advertisements, etc.);

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- C. Expense budget to include fixed costs, contracts, personnel costs, purchases or rentals of supplies, materials, and equipment, travel expenses, and any cost to be incurred by the program in order to conduct the program in District facilities;
 - D. Cash flow projections of revenues and expenses to ensure that the project is self-sustaining;
 - E. Method of financial/budgetary administration and reporting. The financial management structures shall comply with District established accounting and budgetary policies and procedures. The District shall be designated as the fiscal agent for all such programs;
 - F. Detailed description of anticipated District support. A description of the needs of the program regarding such support as use of specific facilities, District staff support, and/or other goods/services provided by the District (Please see item 4 below); and,
 - G. Designated program facilitator who shall assume responsibility for all activities of the program.
4. All funds for any initiative shall be generated by the activity and shall not include any District general funds unless specifically appropriated by the School Committee for said purpose.
 5. All initiatives must comply with the financial management, purchasing, and payroll requirements as well as all personnel policies and procedures of the District.
 6. The Superintendent is responsible for determining the appropriateness of all programs. The Superintendent must approve or disapprove and authorize all programs.

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7. The Superintendent will provide periodic reports to the School Committee on the status of any programs initiated and conducted pursuant to this policy.

First Reading: 12/18/95

Second Reading: 01/11/96

Amendment First Reading: 04/13/98

Amendment Second Reading: 04/27/98

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