

The Keene Board of Education is grateful for the annual grants of the Keene Academy Fund, and urges all high school faculty members to apply for such grants, always keeping in mind the best interests of the students at Keene High School and the criteria for awarding grants as set forth by the Academy Fund.

Approved: K-12/14/93

ADMINISTRATIVE PROCEDURE TO ACCOMPANY POLICY CAF,  
KEENE ACADEMY FUND

Proposals for the Academy Fund shall be submitted in accordance with the following procedure:

1. The principal of Keene High School shall appoint him or herself or an assistant principal at Keene High School to be the Academy Fund Coordinator (the coordinator). The coordinator shall notify all faculty at Keene High School (faculty) of their opportunity to submit a proposal for Academy Fund grants (proposals) by January 15th of each year. At the request of any faculty member, the coordinator shall provide a copy of the criteria that the Academy Fund uses to determine whether or not grants shall be funded, a timeline, and a format for proposals. The format shall be established by the coordinator after consultation with the president of the Board of Trustees of the Keene Academy Fund (the president).
2. All proposals shall be submitted to the appropriate faculty member's department head by February 1st of each year. If a faculty member has no department head, or if the faculty member making the proposal is a department head, the proposal shall be submitted directly to the coordinator. Those proposals which are submitted to department heads shall be forwarded to the coordinator by February 15th of each year. Proposals involving additions or alterations to the physical plant shall submit a copy of the proposal to the Director of Buildings and Grounds for consideration and feedback.
3. The coordinator, after consulting with the appropriate department head and any other person he or she deems appropriate, shall make recommendations as to the advisability of funding each proposal, as well as their relative priorities.
4. On or before March 15th of each year, the coordinator shall submit all proposals, regardless of the administration's recommendations, including current criteria as established by the Academy Fund in a bound packet, to the following:
  - a. Superintendent of Schools;
  - b. Curriculum Director;
  - c. President of the Board of Trustees of the Academy Fund;
  - d. Keene Board of Education.

At the request of the president of the Academy Fund, the coordinator shall supply the president with additional copies of the proposals.

5. At the March meeting, the Education Committee shall consider the educational merit and value of each proposal.

6. At its April meeting, the Finance Committee shall consider the financial ramifications of each proposal, especially the cost of maintenance, upkeep, and the necessity of purchasing ancillary equipment (such as software for a computer).
7. At its April meeting, the Board shall act upon the recommendations of the Education and Finance Committees and forward the Board's recommendations and comments to the president of the Academy Fund by May 1st of each year.
8. It is understood that the Academy Fund retains complete authority to fund or not fund any proposal as it sees fit, and that the recommendations of the administration and the Board are merely advisory.
9. The Board shall act to accept or reject the grants which are awarded by the Academy Fund at the first regular Board meeting, or a special meeting called for this purpose, following notification of grants by the Academy Fund. The Chair of the Board of Education shall promptly notify the president of the Academy Fund and the coordinator of its decisions.
10. Following notification to the coordinator, the coordinator shall notify the principal of Keene High School and all faculty members who submitted Academy Fund proposals. For proposals that have been funded, the coordinator shall oversee purchasing procedures in accordance with standard school board policies in this area.
11. In the event that funds awarded by the Academy Fund are greater than necessary to fund a particular proposal, the coordinator shall see that any excess funds are either not expended or returned to the Academy Fund.
12. The coordinator is specifically granted permission to discuss the procedures hereunder with the president of the Academy Fund as well as with the Keene Board of Education, shall have authority to designate additional administrative policies as may be necessary to implement this procedure, and shall make recommendations, as necessary, for modifications to the policy and procedure established by the Board in this matter.

Approved: K-12/14/93

Revised: 5/3/11

Approved KBE: 5/10/11