

The Gilmer County Charter Schools Board of Education ("Board") shall take advantage of programs funded by the federal government as it deems appropriate and in the best interest of the Gilmer County School District ("District").

The Superintendent or his/her designee shall be authorized to submit grant applications for federal programs approved by the Board and to establish and maintain a system for administering federal funds awarded to the District. The Superintendent or his/her designee shall develop procedures

to ensure that the following requirements are met:

1. The financial management system establishes control over, and accountability for, all funds, property, and other assets acquired through federal funds. Safeguards are in place to assure that all assets are used solely for authorized purposes.
 2. All program expenditures, including travel costs, are reviewed to ensure that federal funds are expended only for allowable activities and in accordance with applicable cost principles.
 3. Procurement activities are conducted in compliance with federal procurement standards, including written standards covering conflict of interest for employees engaged in the selection, award, and administration of contracts supported by federal funds. No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest.
 4. Internal controls over federal funds awarded to the District are established and maintained in compliance with state and federal laws, regulations, and the terms and conditions of the federal award.
-

**Policy FGAD: Architect Responsibilities in Facilities
Projects**

Gilmer County Board of Education

Original Adopted Date: 04/11/1988 | **Last Revised Date:** 05/24/2018 | **Last Reviewed Date:** 04/23/2018

Status: ADOPTED

The Board shall authorize the employment of an architect for any renovation project or new construction being considered by the Board.

Policy GCRH: Classified Personnel Vacations**Gilmer County Board of Education****Original Adopted Date:** 12/10/1986 | **Last Revised Date:** 05/24/2018 | **Last Reviewed Date:** 04/23/2018**Status:** ADOPTED

Twelve month classified employees regularly working in a full-time position (100%) will earn an annual leave of ten(10) working days. Classified employees regularly working less than (100%) but at least 50% will earn annual leave prorated for the percentage of time regularly worked. Classified employees working less than 50% will not earn any annual leave. Classified staff having completed twenty-five (25) years of successful service with the Gilmer County School System will earn an additional five (5) days of vacation leave per year.

All accrued unused vacation leave time must be used within three years.

The annual leave schedule shall be arranged so that each school and department can maintain effective service levels. Leave may be taken only after approval by the Superintendent, or appropriate designee and immediate supervisor.

Personal and vacation leave will not be granted the day before or immediately following specific holidays unless approved specifically by the Superintendent.

When a classified employee leaves Gilmer County School System, he/she will be paid for all unused vacation credit due at the time of completion of service or retirement.

Classified employees will be paid for accrued leave at their daily rate of pay.

Classified employees who are terminated will not receive payment for vacation credit.
