

## **NEW PROGRAMS: REVIEW AND ADOPTION**

### I. Statement of Intent

The Berlin Central School District Board of Education hereby affirms that it is important to review and update educational programs to keep pace with the changing needs of the community.

The process for facilitating such review or the adoption of new programs should be orderly and well planned.

### II. Definitions and Scope of Policy

- A. A "new program" shall be one that supplants or compliments an existing program or one that is currently not part of the district's educational offerings.
- B. This policy shall apply to all new programs except those that are fully funded from outside sources and whose schedule for implementation will not allow for planning to proceed under the guidelines established herein.
- C. Any and all programs submitted to the Board for approval or adoption as a new program shall be presented according to the format prescribed herein. Any exception must be specifically agreed to by vote of the Board at a regular or special meeting.

### III. Rules for Review and Adoption of a New Program

- A. Proposals for new programs shall be submitted to the Board by the Superintendent of Schools.
- B. Any proposal for a new program shall include the following information:
  - 1. An abstract of the new program;
  - 2. Background information on the issues involved in the proposal;
  - 3. The rationale for the proposal;
  - 4. Objectives of the new program;
  - 5. Specific goals to be pursued in order to reach the objectives;
  - 6. Procedures for assessing student performance.
  - 7. A schedule for implementing the program proposed;
  - 8. A budget for the program proposed;
  - 9. Non-budgeted resources available;
  - 10. Funding source or sources for the proposed program; and
  - 11. An evaluation design for the proposed program.
  - 12. Such other information as the Board may request.

C. Budget information concerning the proposal (see 3.B.8, above) shall include the following information for the first year budget

1. Total personnel costs:
2. Staff subtotal
3. Consultant subtotal
4. Equipment
5. Supplies
6. Travel
7. Contractual costs
8. Other expenses.

If it is anticipated that these expenses will continue after the program 5 first year, then the budget information shall also contain this information for subsequent years.

D. The proposal's non-budgeted resources section (see 3.B.9, above) shall describe in detail those aspects of the District's existing personnel, facilities and operations that will be used to support the new plan, but that will not be directly billed against the new program. This section shall include, but not be limited to the following information:

1. Impact on existing staff; and
2. Use of existing equipment, rooms, etc.

E. The funding source section (see 3.B.10, above) shall explain the source of all funding to pay for the new program and identify who is responsible for preparing the grant application. If the new program is to be implemented using resources from the general fund, from federal grants, from special grant monies, or from any combination thereof, then this section shall be used to describe these plans in detail.

#### IV. Limitation of Requirements in Certain Cases

The Board recognizes that some program proposals, by their nature, will not need to include all the information identified in 3.B, above.