

## **PROGRAM ANALYSIS AND EVALUATION**

### I. Statement of Purpose

The Berlin Central School District Board of Education affirms that it will assure quality education for all students served by the District and operate effectively within the fiscal constraints imposed by the finite resources of local taxpayers. In furtherance of this objective, the District will schedule up to three program analyses and evaluations during each fiscal year. If at any time, the Board of Education or the Superintendent of Schools determines a need to analyze and evaluate a program, that analysis and evaluation will go forward even if the District has reached the aforesaid number of three evaluations per fiscal year.

### II. Identification of Programs for Examination

The Superintendent of Schools shall propose annually to the Board the programs to be analyzed and evaluated. Final determination of the programs submitted to analysis and evaluation shall rest with the Board. Other factors, including but not limited to, pass/fail rates and teacher/student attendance rates; will trigger a program analysis and evaluation.

### III. Material and Reports to be Submitted to the Board

The program analyses and evaluations shall be in-depth studies by the Board of the programs under consideration. Material and reports for review by the Board shall be provided by the Superintendent of Schools. Said material and reports shall include, but not be limited to:

- A. Basic goals and objectives of the program;
- B. Progress in achieving stated goals;
- C. Identification of factors that contribute to or deter from meeting those goals;
- D. Complete information about staffing, budget, and source(s) of funding for the program;
- E. Where appropriate, cost per student enrolled or served in the program;
- F. Future goals of the program, stated in measurable terms or outcomes;
- G. A schedule for meeting the future goals of the program; and
- H. Specific recommendations for improvement or change, where called for.

IV. Subsequent Annual Reports

The annual reports submitted by the Superintendent to the Board shall address progress achieved by the District in any program reviewed previously under this policy, and shall state such progress in terms of goals that have been established previously for the program.

V. When program analysis and evaluation is unfavorable, the following will occur:

- A plan for immediate assessment of student's progress and deficiencies.
- A plan for immediate support of teacher and students for successful completion of program course materials
- Feed back to the superintendent, following completion and testing of program course material, with test results
- Recommended program changes or actions to correct deficiencies
- Mandatory analysis and evaluation of the program the following year

VI. When program analysis and evaluation is favorable, but testing yields unfavorable results:

- Analysis of program course material, periodic test scores and relevance of test questions, and final test/state scores must be done to determine weakness with recommended corrective measures.
- Mandatory analysis and evaluation of the program the following year
- Review of the policy (Program Analysis and Evaluation) to determine the effectiveness of the policy