

Instruction

Criteria for New or Expanded Programs

1. An existing program may not be increased in either staff or cost by administrative action unless such program meets one of the following exceptions:
 - a) an increase or decrease in enrollment in the program.
 - b) the change is mandated by State or Federal law.

2. Proposals to the Board of Education must include information on the following questions to provide measurement for new and expanded programs.
 - a) Has the program been "cleared" through the appropriate administrative decisions?
 - b) Does it require increase in staff or administrators?
 - c) Is the program mandated by law? Please state federal or state regulation or law by proper number. Does it meet minimum law mandated or go beyond?
 - d) Is the action precedent setting?
 - e) Does the program have any legal ramifications? Have they been reviewed by the in-house counsel and an opinion obtained?
 - f) Does the program have any labor-management ramifications?
 - g) What are all the negative aspects of the program?
 - h) Does this program duplicate any other program?
 - i) Does this program affect or alter existing curriculum time schedules?
 - j) Does this program have stated measurable goals/objectives? How do they relate to the approved District educational goals?
 - k) Does this program have stated components? Please list and arrange them in priority order.
 - l) Does this program have any reasonable alternatives?
 - m) Does this program have any procedures and timetables for measurement of achievement of goals?
 - n) What other District function or programs can be deleted if this program is approved?
 - o) Does the program have a "sunset" provision? Should it have such a provision?
 - p) What will this program contribute to the student's ability to function as an adult?
 - q) What is the total per pupil cost? District funds and federal/state, if any. What is funding source? What effect will this have on budget cost controls? Does the program require new materials, textbooks, supplemental materials, teacher aides, etc.?
 - r) What are the transportation requirements?

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3. Requests or requirements added to the proposal by Board action.
 - a) Any requests or requirements added to a proposal or program by the Board which will result in time or material cost increase shall not be approved until a projection of those costs are made available to the Board.
 - b) This does not exclude approval of the presented proposal or program, but rather may apply only to the added requirement.
4. All proposals being presented to the Board of Education must include a "fiscal note" as part of the cover page. This fiscal note must include the total cost of the program, the amount and source of non-District funds (if appropriate) and the amount and source of District funds. If there is no cost to the District, the fiscal note should indicate this fact.
5. The Superintendent of Schools shall approve utilization of funds when the source of funding is outside of the department requesting a new or expanded program.
6. If the new or expanded program requires funding in the current fiscal year after Board of Education acceptance of a budget for borrowing purposes, the fiscal note should indicate the source of funds. If the new or expanded program is for a future fiscal year, consideration for funding will be identified in the budget development calendar.
7. Proposals for new or expanded programs require review and authorization by the Superintendent of Schools prior to presentation to the Board of Education.

Legal Reference:

Policy adopted: October 9, 1978
Policy revised: December 18, 1995
Policy revised: August 19, 1996
Policy revised: January 11, 1999
Policy reviewed: August 21, 2000
Administrative Regulation revised: July 16, 2018