

WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

ADMINISTRATIVE REGULATION

PROPOSAL FOR SUMMER CURRICULUM DEVELOPMENT ACTIVITY

DIRECTIONS/GUIDELINES

PURPOSE:

The Proposal for Curriculum Development Activity form (attached) should be used for proposing curriculum development activities that are planned for summer work. The types of activities that should be proposed are those that relate to the BOCES Planning Areas, Curriculum Initiatives, the goals in the BOCES Professional Development Plan or the goals in the Comprehensive System of Personnel Development (CSPD).

PROCEDURE FOR CURRICULUM DEVELOPMENT ACTIVITY REVIEW AND APPROVAL:

Forms/procedures distributed to Division Director's by the Assistant Superintendent for Instructional and School Support Services By 4/15 of each year

Completed forms submitted to Assistant Superintendent for Instructional and School Support Services by Division Director By 5/20 of each year

Program requests submitted to District Superintendent By 6/1 of each year

**WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

PROPOSAL FOR CURRICULUM DEVELOPMENT ACTIVITY

This request is for: _____
Title

Submitted: _____
Administrator Division Date

Staff involved in planning this proposal: _____

1. DESCRIPTION OF PROPOSED CURRICULUM DEVELOPMENT ACTIVITY (and its relation to BOCES Planning Areas, Curriculum Initiative, Professional Development Plan or Comprehensive System of Personnel Development)

2. OBJECTIVES:

3. PARTICIPANTS (List by name, if possible) _____

4. Proposed dates of work: _____

5. ESTIMATED BUDGET*

	<u>Amount</u>
Personnel: Teaching	_____
Non-Teaching	_____
Supplies	_____
Equipment	_____
Other Expenses	_____
TOTAL	_____

* Please attach budget details for each category as appropriate

DESCRIPTION:

1. Please attach any supportive materials you feel appropriate.
2. Proposals **must** be typed on this form.
3. In the space below, describe any additional supportive information you feel appropriate.

Submitting Administrator's Signature

Date

Division Director's Signature

Date

Assistant Superintendent's Signature

Date

District Superintendent's Signature

Date