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

Approved/Revised: 8/11/03
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*

   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