

Program Development and Placement for the 2010-2011 School Year

Goals of Program Development and Placement

It is the policy of the Seattle School Board that programs be placed in support of district-wide academic goals that address systemic needs and support quality education for all students. School Board Policy F21.00 delegates to the Superintendent the authority to make all program placement decisions. It is the policy of the Seattle School Board that programs be developed, replicated, and placed in support of district-wide academic goals that address systemic needs and support quality education for all students. This process addresses the development of new programs, the replication of existing programs, as well as the closing and/or relocation of existing programs throughout the district. (*Reference: School Board Policy, Program Development and Placement, C56.00*)

In making program placement decisions, the Superintendent should endeavor to:

1. Place programs in support of district-wide academic goals
2. Place programs equitably across the district,
3. Place programs where students reside,
4. Consider input from stakeholders in the decision making process,
5. Utilize physical space effectively to assure that space needs are met across the district,
6. Ensure that fiscal resources are taken into consideration, and
7. Fully analyze the impact of any decision before it is made by using data, research and best practice.

Description of the Process

A cross-departmental committee, overseen by the Chief Academic Officer, reviews and analyzes program requests and proposals. The committee is guided in its work by the aforementioned principles and makes recommendations to the Superintendent about these requests and proposals. Anyone, including principals, managers, teachers, students and parents can make a program placement request, in the manner set forth in these administrative procedures.

Requests must be submitted by completing the request forms in the fall of the year prior to implementation. The information provided in the form assists the Superintendent and senior management in making decisions about the requests. The list of recommendations is prepared in December for the Superintendent's approval. All changes are incorporated in the Enrollment Guides that are distributed to families in January/February.

This process is to be used for requests that have an impact on one or more of the following: school or District enrollment/capacity; the change in use or modification of a facility; the assignment plan; transportation; labor relations; technology; or other issues that may have a District-wide impact.

Examples of requests include:

- A request for a new preschool or childcare **or** a request to move an existing preschool or childcare to a different room in a school.
- A request for a new program/ or to move a program that requires facility modifications (e.g. portable, therapy site).
- A request that requires student assignment or transportation support (e.g. dual language programs, Advanced Learning, Special Education).

Process Timeline

Recommendations and decisions in program placement are time-sensitive and deadline driven. The following shows the customary time sequence and deadlines for various aspects of program development and placement.

Deadlines:

- Proposals which involve facilities modifications or summer work: **November 6th, 2009**
- Proposals which require budget decisions: **November 6th, 2009**
- Proposals which include portables: **November 6th, 2009**

Timeline:

1. Requests for new programs, program moves, portables, or space changes in relation to programs:
 - ***November 6th, 2009 deadline for the following school year***
2. Coordination between principals, central office staff, and stakeholders regarding request:
 - ***Occurs from September to mid-December for the following school year***
3. Recommendations are submitted to the Superintendent regarding new programs, placement of Special Ed programs, Bilingual programs, Advanced Learning changes, Head Start changes, implementation of new programs, program moves, portables, or space changes:
 - ***Mid-December deadline for the following school year***
4. Decision by Superintendent regarding program placement recommendations:
 - ***Late December deadline for the following school year***
5. Program changes are included in the Enrollment Guides.
 - ***January***
6. Implementation of program decisions:
 - ***Occurs from January to August, in time for the following school year***
7. All program placement requests implemented:
 - ***Early September (opening of school) deadline***

Facilities modifications and portable placements are driven by other deadlines as well, including City of Seattle Department of Planning and Design guidelines and permitting requirements.

Completing the Request / Proposal Form

Thank you for taking the time to complete this form. The information you provide will assist the Program Development and Placement Committee and ultimately the Superintendent in making a decision about your request. If your request is approved, your responses will also help departments across the district in implementing your proposal.

Before you complete this form, please consult with stakeholders who are affected by this request (e.g. Principals, Instructional Directors, Facilities Department, Transportation, relevant program managers, community) to ensure that you have conducted a thorough analysis prior to submittal of the request.

The completed form should be returned to: Courtney Cameron, Special Assistant to the Chief Academic Officer, MS 32-195. Please feel free to contact her at (206) 252-0513 or e-mail her at cjcameron@seattleschools.org if you have questions. If you are unsure whether or not to use this process please contact Courtney Cameron and she can assist you in determining the appropriate next steps for your request.

Description of the Request / Proposal

Principal / Program Manager / Requestor: _____

School: _____

This proposal is a (*check one*):

- request for a new program
- request to change space in an existing program
- request for additional space, such as a portable
- other

1. Please describe the proposal/request and how it aligns with the District’s Strategic Plan “Excellence for All,” and with the recently completed reviews (e.g. Bilingual Review, Curriculum Audit, Special Education Review). How will this proposal/request help to close the education gap?

Checklist to Assist in Implementing the Proposal

Please complete answers to the questions below. If the answer is “yes,” then please explain the answer with supporting documentation about how this issue will be handled as part of the proposal. It is the requestor’s responsibility to address these items in the proposal.

1. Labor Relations

Will the proposal require a waiver or change in PASS, SEA, or 609 bargaining agreements? ___Yes ___No

Will the proposal require a change in working conditions or in the bargained terms of employment? ___Yes ___No

2. Logistics/Transportation

Will transportation changes be required to implement your proposal? ___Yes ___No

If changes are required, can the changes be supported without adversely affecting other schools? ___Yes ___No

3. Facility use

Will the proposal require any remodeling of the facility? ___Yes ___No

Will the proposal require increased costs for custodial services, heat, light, or other utilities? ___Yes ___No

Will the proposal require a change in the workload of the school’s custodial staff? ___Yes ___No

Will the proposal create building code or fire code violations? ___Yes ___No

4. Nutrition Service

Will the proposal create any violation of Board policy or federal child nutrition requirements? ___Yes ___No

Will the proposal create a revenue loss? ___Yes ___No

5. Enrollment Planning

Will the proposal affect any student assignment criteria? ___Yes ___No

Will the proposal require School Board action to change student assignment policy? ___Yes ___No

Will the program affect capacity in the cluster or region? ___Yes ___No

