**Chapter 74 Programming Submission**

Instructions –Submit the following information to the MSBA assigned Project Coordinator (“PC”) **at least 10 weeks prior to submittal of the District’s Preliminary Design Program (“PDP”)**. The MSBA will review for completeness and if there are no questions the MSBA will confer with the Massachusetts Department of Elementary and Secondary Education (“DESE”). The District should reference this material in the body of its educational program regarding Chapter 74 programming and append this submission to the Educational Program that is submitted with the PDP and PSR (updated as applicable). If you have any questions please contact the MSBA assigned Project Coordinator (“PC”).

**Local Authorizations**

Providea certified copy of the school committee meeting minutes, which includes the specific language of the vote and the number of votes in favor, opposed and abstained regarding continuation of the existing chapter 74 programming and proposed Chapter 74 adjustments (additions, expansions, contractions and discontinuations). If multiple meetings are conducted provide certified copies of all applicable meeting and votes.

Provide a description of the status of communications with the DESE regarding Chapter 74 Programming , including relevant information that informs the District’s intentions and potentially the proposed (insert school/project name) school project.

**Educational Vision for Chapter 74 Programming**

Provide a description of the District’s vision for its education delivery methodology for Chapter 74 Programming.

**Programs to be Included in the Proposed Project**

| **Chapter 74 Program Offerings** | **Current Enrollment** | **Proposed Capacity** | **Comment** |
| --- | --- | --- | --- |
|  |  |  | Existing Program |
|  |  |  | New Program |
|  |  |  | To be discontinued |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** |  |  |  |

Confirm the following for all of the unchanged programs listed in the table above:

* A Program Advisory Committee is in place
* The decision to continue with these programs was planned in consultation with its advisory committee based on adequate and timely information regarding student, workforce, and job development demands or job market trends;
* A planned budget for the existing programs are in place.

Instructions – Using Narratives and/or tables provide the following by program for all programs that are to be continued unchanged. Supplement the information with attachments as appropriate

**(Insert Program Name)**

* Description of deficiencies in the existing program and
* Description of how deficiencies will be addressed

**Programs to be Expanded or Contracted**

| Program | Current Enrollment | Approved Capacity | Proposed Capacity |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total |  |  |  |

Instructions – Using Narratives and/or tables provide the following by program for all programs that are to be added, expanded, or contracted. Supplement the information with attachments as appropriate

**(Insert Program Name)**

* Description of deficiencies in the existing program (if applicable);
* Description of how deficiencies will be addressed (if applicable);
* Rationale for adding, expanding, contracting or discontinuing;
* Evidence that a Program Advisory Committee is in place for new or modified programs;
* Documentation that the proposed program adjustments and additions were planned in consultation with its advisory committee based on adequate and timely information regarding student, workforce, and job development demands or job market trends; and
* Planned budget for updated program offering;

**Programs to be Discontinued**

Instructions – Using Narratives and/or tables provide the following by program for all programs that are to be discontinued. Supplement the information with attachments as appropriate

* Current enrollment and approved capacity
* Rationale for discontinuing;
* Timetable for program closure;
* Information outreach to affected students and their parents/guardians; and
* Options for students to complete the vocational technical education program;

**New Programs to be Added**

Attach the following for each proposed new program from DESE’s Application Package for Vocational Technical Education New Program Approval M.G.L.c.74:

* Completed School District and Program Information Page,
* Completed Statement of Assurances and Signature Block,
* District’s responses to criteria 1, 2, and 8 on the Chapter 74 Vocational Technical Education Proposed Program Application Checklist.

Confirm that the District understands that this submittal documents the District’s desire to investigate potential changes to existing Chapter 74 programming as part of its Feasibility Study only, does not commit the District or the MSBA to any particular Chapter 74 Program offerings at the [insert school/project name] school project, all local decisions and approvals regarding Chapter 74 programming offerings are to be finalized prior to the District submitting its Preferred Schematic Report to the MSBA, and that

DESE review and acknowledgement of the District’s proposed additions, expansions, contractions, and/or discontinuations to its current Chapter 74 program offerings must be provided with the District Preferred Schematic Report.

Confirm that the District further understands that, among other things, program area associated with Chapter 74 programming and total square footage of the [insert school/project name] school project shall be subject to the approval of the MSBA’s Board and that the final approval of a Proposed Project at the [insert school/project name] school project shall be within the sole discretion of the MSBA’s Board.