



Evaluation/Follow-Up

Once approved, the pilot begins and the proposer is responsible for providing evidence regarding the predetermined criteria as indicated in the original proposal to brittany_upton@bismarckschools.org. The T&L or SBMH committee reviews the evaluation evidence and explores continuation and/or expansion of the pilot with the necessary parties.



Notification

The Director of Professional Learning will notify the proposer and other necessary parties of approval status.



Presentation

Proposer(s) appear before the appropriate committee and present the pilot proposal.

The committee examines the application components as well as the correlation to district policy and mission, and attempts to reach approval consensus. The committee provides recommendations to the superintendents and appropriate directors to proceed with final approval or alternative proceedings.



Proposal Review

Completed Applications are reviewed by the District Teaching & Learning (T&L) Team (Directors of Special Ed, Technology, & Professional Learning, Assistant Superintendents, & Superintendent) and other ad hoc individuals as needed/appropriate. Mental Health related pilot requests will be reviewed by the School Based Mental Health Committee. Proposer is scheduled to present before the appropriate review team to further answer questions or provide more information.



Application



Proposer completes the "Request for Curriculum Action" proposal **cover sheet** AND **Form B** (located on BPS Apps or contact Brittany Upton).

Required application components include but are not limited to the following:

- Pilot description
- Rationale
- Statement on impact
- Evaluation plan
- Criteria for Success
- Timeline
- Communication Plan
- Budget/Cost information

PILOT Proposal

An experimental trial of educational innovation with intent to scale or further implement within the district.



Submission



Completed applications and accompanying documents are sent to brittany_upton@bismarckschools.org to be reviewed by the District Teaching & Learning Team and/ OR the School Based Mental Health Committee.