

PILOT PROJECTS

In order to qualify as a pilot program or course, a proposed program or course must be reviewed and approved by the pilot program review committee. In order to be considered for implementation, pilot program/course proposals must contain the following components.

1. Rationale or justification

A statement of the rationale for the proposed pilot program or course including:

- a. The educational need addressed by the program/course including the target student group and number of students to be served
- b. Documentation of evidence that the need exists in the district. The evidence may be based on results of a research study, literature review or popular demand by parents and/or teachers.

2. Program/course description

A detailed description of the program/course to include answers to questions of what the course/program will do for students including the subject matter focus, how the program/course will be accomplished, who will be responsible and when the proposed program/course will take place including the duration of the pilot and a schedule of significant activities or events.

3. Costs and proposed funding sources

A multi-year comprehensive budget proposal for the time period specified (one, two or three years). Costs should include at a minimum personnel costs (salary and benefits for all proposed personnel), all equipment and materials and facilities required and any other costs required for pilot implementation. The sources of funding and other cost factors unique to the proposal should be identified.

4. Evaluation plan

An evaluation plan approved by the pilot program review committee. The plan as a minimum must address the purpose of the program/course and the expected outcomes including how they will be measured. An evaluation reporting schedule also must be established for the pilot program/course.

The pilot program review committee will be appointed by the deputy superintendent. It will be comprised of at least one representative from each of the following: teachers from the appropriate level and discipline, principals from the appropriate level, instructional specialists, the division of business services, the Department of Assessment, Research and Evaluation and other representatives as may be appropriate given the purpose and content of the proposed pilot.

Approved June 1994
Reviewed January 2010