

Guidelines/Procedures for Unit Proposals

All unit proposals will be signed by the appropriate administrator using the Unit Proposal Approval Form. **If the unit proposal comes from the negotiated proposals in the red folder, the principal will sign the Unit Proposal Approval Form with the unit description.** If an individual or team of content area teachers writes a proposal (not listed in the red folder) the following administrators will sign the form:

- Elementary: **Kerry Duersteler** will sign for:

Hoover	Madison
Lincoln	Mitchell
Longfellow	Walker

- **Mary Gottinger** will sign for:

Franklin	Mann
Irving	Pershing
Jefferson	Wilson

- Middle School: **Deb Beyer** will sign at both buildings
- High School: **Ron Simonis** will sign at Hale
Jerry Braun will sign at Central

Professional development proposals from a school or IMC: Chris Vento-Bente, the Director of Instruction will sign the approval form.

Mentoring proposals: Joanne Burke Butler will sign the proposals form.

Pupil Services: Kaleen Morkin will sign the approval form.

Special Education: Kathi Shepardson will sign the approval form.

The Unit Proposal Approval Form will be submitted by all employees working on units and the appropriate administrator will review the form. When an individual, a team, or a school writes a proposal, it must be written on the Unit Proposal Approval Form. Teachers are encouraged to use the checklist/guide form. The Checklist/Guide form is available to assist the individual(s) in including all the components necessary to the proposal. The checklist/guide form may be submitted with the proposal. This checklist will be used by the administrator in the approval process and will be returned with feedback so that if a proposal is not accepted, the author can resubmit a proposal to include the elements noted on the returned Checklist/Guide Form.

Upon completion of the approved unit plan, a copy of the initial unit proposal and the product/artifacts should be submitted to the respective administrator. Upon completion of the units, the respective administrator will verify units earned by signing the Final Record of Units Earned For Advancement on the Salary Schedule Form. **Teachers are responsible for maintaining all forms and recordkeeping.**

Questions and appeals of instructional unit proposals will go to the Director of Instruction. Questions/appeals of Pupil Services proposals should be sent to the Director of Pupil Services.