Member-Initiated LU Proposal & Approval Process

City Schools PSASA Joint Governing Panel (JGP) is seeking to streamline and make more transparent the LU application and submission process. In doing so, the group has established a 5-step process that takes a PSASA member from idea submission through presentation of findings and LU award. The JGP will pilot this process during the 15-16 school year.

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<th>Step</th>
<th>Process Description</th>
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| 1 - Idea Generation | • Submit your idea through the online submission form  
  • The JGP is notified with each submission  
  • All ideas are vetted by the JGP as a group and, if agreed to approve the idea for the proposal stage, 3 JGP Members are assigned to manage that proposal  
  • Proposals are reviewed weekly. JGP will respond in 10 days |
| 2 - Developing the Proposal | • Approval of idea is awarded or denied  
  • Applicant has 3 weeks to submit full-form proposal  
  • If the final proposal submission window is missed, applicant must wait for review until the following month’s cycle  
  • Submit all applications to: psasa_jgp@bcps.k12.md.us |
| 3 - Present the Proposal | • Upon receipt of proposal, JGP schedules a "Proposal Pitch"  
  • Pitches occur 1x per month during the first 30 minutes of JGP convenings.  
  • Each pitch is presented before 3 JGP Members for questions and comment |
| 4 - Implementing the Proposal | • Within 10 days of the pitch, JGP confirms to approve or deny proposal  
  • Those who receive JGP approval are permitted to pursue their proposal |
| 5 - Reporting Out | • All completed work is submitted for review  
  • Each submittor will present the findings and next steps  
  • Proposals can be implemented between September and March.  
  • All who want to receive LUs must submit findings by April 1st  
  • Presentations will be scheduled in May with LUs awarded in June |