

Phase 3: Proposal Development

DEVELOPING PROPOSALS LESSON PLAN

OBJECTIVE: The Steering Committee reviews and categorizes the ideas that have been shared by the school population and evaluates which ideas will be researched and developed into project proposals to be approved by school and/or district leaders for the ballot.

SUPPORTING MATERIALS:

- Proposal Development Guide
- Proposal Development Score Card

TIMELINE: It is recommended to use this lesson plan throughout the Proposal Development Phase.

APPROXIMATE LESSON LENGTH: 7-10 Steering Committee meetings

STEP	# OF STEERING COMMITTEE MEETINGS
Review & Sort Ideas	1 meeting
Prioritize Ideas	1 - 2 meetings
Research Top Ideas	3 - 4 meetings
Create Project Proposals	1 - 2 meetings
Submit Final Project Proposals	1 meeting

INSTRUCTIONS:

1. Review and Sort Ideas

- The Steering Committee will take all of the ideas collected and categorize them. It is helpful to type all of the ideas into one spreadsheet for efficiency, but not required. Divide the Steering Committee members into small groups of 4-5 to divvy up the ideas.
- Ask the Steering Committees to place the ideas into the main categories.
 - Main categories might include:
 1. School beautification
 2. Recreation
 3. Environment and Sustainability
 4. Technology
 5. Health and Wellness

- If some ideas are outside of those categories, the groups can make new categories as they sort all of the ideas.

2. Prioritize Ideas

- Once all ideas have been categorized, the Steering Committee will evaluate the ideas based on the project parameters determined during the Design the Process Phase.
 - Below are typical project parameters to consider. Is the idea . . .
 - Feasible within your school's budget
 - Most needed at your school
 - Beneficial to a large group of students
 - Referenced by more than one student
 - Beneficial to a small group of students who are in high need and currently underserved
 - Sustainable over time
 - The Steering Committee can use the Proposal Development Score Card to prioritize the ideas based on the above parameters for eligibility and feasibility. If desired, SPB Sponsors might create a digital score card like the example below.

The image shows a digital interface for an "Idea Collection vote". At the top, there are tabs for "Questions", "Responses", and "Settings", and a "Total points: 0" indicator. Below the title, there are input fields for "Idea: Sponsor will type in Idea title" and "Idea Category: Sponsor will type in the category". The main content consists of four questions, each with two radio button options: "Yes -1 pt." and "No- 0 pt.". The questions are: "You can do the project within budget?", "The project will benefit a large group of students?", "The project will benefit a small group of students who are in high need and currently underserved?", and "The project is clearly addressing an urgent need?". A vertical toolbar on the right side of the form contains icons for adding, deleting, and other actions.

3. Prioritize Ideas: Primary Vote

- SPB Sponsors can set up an online or paper survey (see below) to conduct a primary vote to increase opportunities for shared decision-making, deliberation, and dialogue throughout the SPB process among students outside of the steering committee. This idea is based on promising practices for increasing inclusivity in a pilot process with Carson Jr. High. See Primary Vote SPB Activity for more information.

4. Researching Top Ideas and Completing Project Proposal Forms

- Over the next 3-4 weeks, the Steering Committee will research the top ideas selected by the student body during the primary vote to be developed into project proposals.
 - The Steering Committee will research the cost estimates, location, and all the logistics to put this idea on the ballot for voting.
 - Use the SPB Proposal Development Guide for more information on how to transform top ideas into detailed project proposals.
- SPB Sponsors might decide to create subcommittees to conduct research for this step.
 - **Explain** to the steering committee that subcommittees will work on one proposal to **complete steps 3-5** of the Proposal Development Checklist. Subcommittees are responsible for:
 1. Conducting research
 2. Working with campus administration and district staff
 3. Creating a project proposal
 4. Pitching the project proposal to school & district leadership
 5. Refining the project proposal based on feedback
 6. Submitting the project proposal to the district
 - **You might divide the steering committee** into subcommittees by:
 1. Interest or self-selection
 2. Lottery or randomization
 3. Other creative ways!



Example SPB Primary Vote Ballot

Pick your top three favorite projects. Put a number one next to your top favorite, a number two next to your second favorite, and a number three next to your third favorite.

PROJECTS	RANKING
More filtered water fountains	
Outdoor play equipment to use during lunch and PE	
More books for the library and repair damaged books in the library	
Locker room improvements	
Campus landscaping, gardening, and trees for shade	
More murals and outdoor artwork on school buildings	
Bathroom improvements	
More and improved outdoor seating (benches and tables)	
Buy an updated vending machine to stock food ourselves	
Better sports jerseys for various sports teams	
Better music between bells (no Kids Bop)	
Better classroom desks/chairs (one classroom at a time)	
More and better art supplies	
School AV system for video announcements	
More trash cans throughout campus	
A school therapy dog for students to visit with and use to destress	