

National Title I Conference

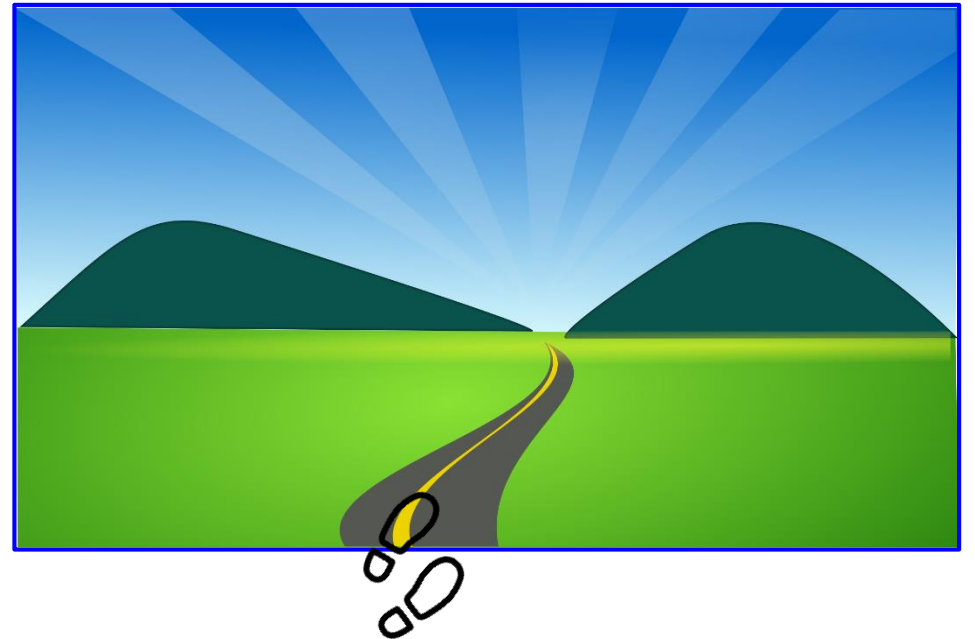
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Follow the CNA Road...to Academic Success!

Presenters:

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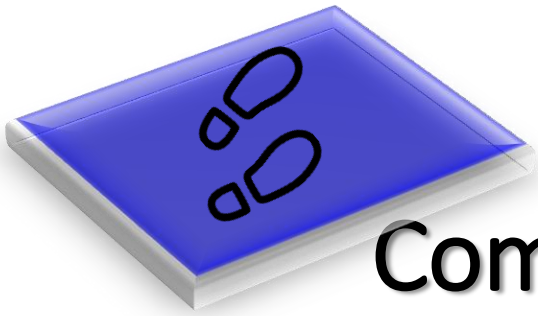
SESSION EXPECTATIONS



When we are finished today, we EXPECT you to leave with:

- 1) A smile on your face
- 2) Strengthened understanding of the Comprehensive Needs Assessment Process
- 3) Confirmation that in ESSA “Needs Rule”
- 4) Tools to help you conduct your Comprehensive Needs Assessment process
- 5) Tools to help you develop a plan that helps ensure student academic success.
- 6) A new “or old” song to sing





Square #1

Comprehensive Needs Assessment (CNA)

A Comprehensive needs assessment is a process or procedure that is used to identify and address factors between

current situations

and

desired situations.

Comprehensive Needs Assessment Process

The assessment process is typically used to enhance better understanding about the needs of individuals, educational systems, organizations, communities, etc.

The process includes the steps needed to help identify the **current situation** and then identify what is needed to attain the **desired situation**.

In ESSA, “NEEDS RULE!”

ESSA places a major emphasis on the need for SEAs and LEAs to develop State, District, and Building plans **based upon needs**.



Sec.1008. SCHOOLWIDE PROGRAM PLAN

“(b) SCHOOLWIDE PROGRAM PLAN.—An eligible school operating a schoolwide program shall develop a comprehensive plan (or amend a plan for such a program that was in existence on the day before the date of the enactment of the Every Student Succeeds Act) that— section 1111(d);

- “(6) is based on a comprehensive needs assessment of the entire school that takes into account information on the academic achievement of children in relation to the challenging State academic standards, particularly the needs of those children who are failing, or are at-risk of failing, to meet the challenging State academic standards and any other factors as determined by the local educational agency

Find it in ESSA! “NEEDS RULE!”... (Just a few examples...)

- School Support and Improvement activities... Goals and plans based upon **needs**
- Local Education Agency plans.....Meeting the academic **needs** of all students
- Local Education Agency plans..... Providing well rounded program of instruction to meet the academic **needs** of all students
- Homeless Children and Youth... Funds reserved based a **needs** assessment of homeless children and youths in the local educational agency.
- English Learners...Improving teaching skills in meeting the diverse **needs** of English learners including how to implement effective programs and curricula on teaching English learners.



The Comprehensive Needs Assessment guides....

The CNA is a process that helps guide the identification of “**needs.**”

It then can guide the development of the district and school improvement plans.



The Comprehensive Needs Assessment

It **helps identify** benchmarks for implementation and evaluation. It is based upon:

- Demographic Data
- Programs and Process Data
- Perception Data
- Academic Student Achievement Data
- Other pertinent data or factors impacting student achievement





Comprehensive Needs Assessments in our SCHOOLS...in our DISTRICTS

- Many of our schools and districts are faced with a disconnect between their desired situations and the current situation.
- The CNA is the process –through data collection– that they use to identify where they are now or their “Current Situation.”
- The CNA is the process they use to identify where they want to be or their “Desired Situation.”
- The CNA is the process they use to identify what they need to do to get from the current situation to the desired end.



Turn and Chat

Many of our schools and districts are faced with a disconnect between their desired situations and the current situation.

Task: Think of ONE area in which there is a disconnect in your school or district. “Elbow” or “table” share.



Comprehensive Needs Assessment (CNA) RUBRIC

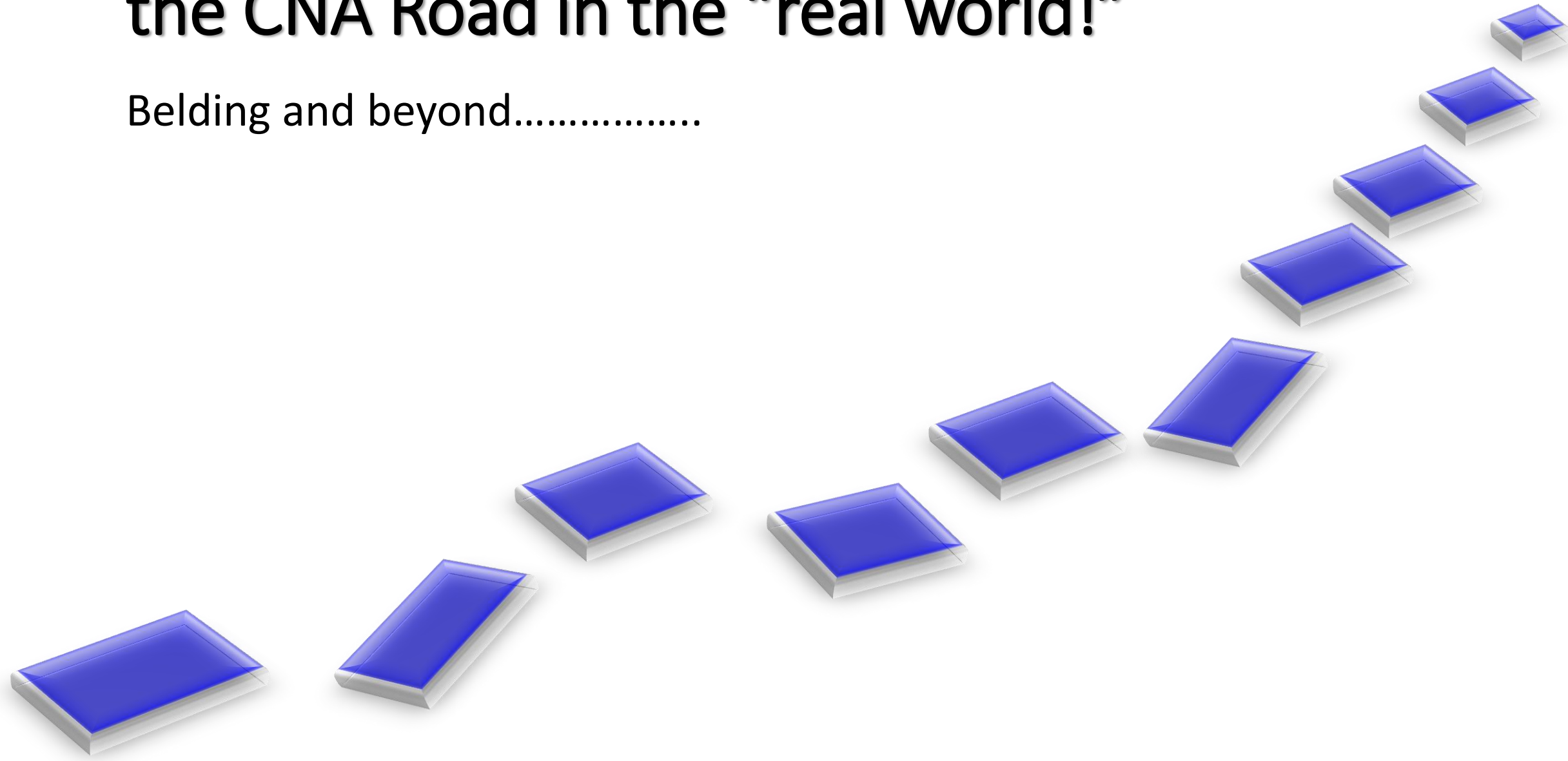


The CNA Rubric is designed to assist schools and districts as a “self-evaluation” of the quality of their **needs assessment process**. Data from the CNA should be used to write the district and school improvement plans and drive all decisions related to:

- identifying goals,
- objectives,
- strategies,
- activities,
- Staffing needs,
- professional development,
- parental engagement, and
- budget development.

Step #2 and beyond... the CNA Road in the “real world!”

Belding and beyond.....



**GETTING
STARTED**



Getting Started

To start your Comprehensive Needs Assessment process you need to provide your staff training.

1. Use the Michigan Department of Education draft rubric to train your staff on conducting, analyzing, and summarizing your current needs. Then use the tool as a self-assessment with your whole staff.

2. Let's do one examples together:
 - a. The School Improvement Process (Section 1)

A Local Process...

Belding Area Schools

Goal: Having a completed Comprehensive Needs Assessment that leads to improvement plan strategies and is available to all stakeholders,.

WWW.bas-k12.org



Academics



District Curriculum and CNA



Comprehensive Needs Assessment



Training Staff and Conducting the CNA



- November 3, 2015 ~ All Administrators, certified staff members, support staff members, some high school students and Board members were invited to participate in the training.
- The Superintendent reviewed the rubric with the stakeholders for clarification on each component of the CNA. We identified our target of being Effective for all indicators on the rubric.
- The staff was divided up into four heterogeneous groups to be K-12 staff and administrators in each group.
- Each group was tasked with reviewing specific data, identifying strengths and challenges, identifying 1-2 challenges to address, and planning strategies to address them. Data was prepared ahead of time by Central Office and Administration.





The Results



- Each team had a reflection page to complete after reviewing the data.
- Once completed, the Superintendent and Administrative team reviewed all the documents before posting publically.
- The Technology Coordinator placed the documents in a Google Share Drive so the work can be updated by staff annually, and he placed the links on the website in PDF version.
- The Superintendent designed the framework for the website and the Technology Coordinator designed the actual website and it's functionality.



The Overview

Using the MDE draft Comprehensive Needs Assessment rubric, the district administrators drafted an overview describing the following processes and procedures based on the rubric indicators:

- The comprehensive needs assessment process
- The stakeholder involvement process
- Conclusions and Recommendations process
- The data collection process
- The Vision, Mission, and Belief Statements





Some Tips for Participants

Demographic Data

Things to remember when you are collecting data:

- Know where to find the data
- Know when to gather the data
- Know where to put the data
- Start with the data you have access to and get a baseline going
- Make sure you take time to analyze the data and identify needs
- Know how you will report out the results



Some More Tips for Participants

Perception Data

Things to remember:

- Include stakeholders on the design of the survey questions (video clip)
- Set a timeline to administer, analyze, and report on results
- Report results, but not comments
- Have 20 or less questions
- Find a way so parents do not have to take the same survey several times
- Use user-friendly language
- Only ask questions about areas you are willing to change



A Couple More Tips for Participants

Programs and Process Data

Things to remember:

- Set a timeline to administer, analyze, and report on results
- Set 1-2 priorities you want to address from the challenge indicators
- Review results across the district to see if there are building/district commonalities
- Review results from year to year to see if your strategies are helping improve your programs and processes



Not Done with Tips for Participants Yet

Student Achievement Data

Things to remember:

- Know where to find the State data and set up a template to just add new results each year
- Know where to find sub-group data and set up a template to just add new results each year; be able to identify the gaps; two new subgroups will be Homeless and Foster Care
- Know where to find the local data and set up a template to just add new results each year; science and social studies are tough
- Add Top to Bottom Rankings, School Score Card Status



The End of the Tips for Participants

CNA Summary

- Give each data set a heading in your summary
- Review all the data and create summary statements for each heading
- Summary statements should lead to SIP/DIP strategies
- How will you report your CNA results to stakeholders

Other Local District Samples

Several local districts have been training their staffs on conducting a Comprehensive Needs Assessment and doing their first draft.

- Lakeview Community Schools
- Reed City Area Public Schools
- Saginaw Township District Schools
- Ludington Area Schools
- Fitzgerald Public Schools



Participants' Next Steps

- Establish your CNA timeline for collecting data
- Determine to where to find all the data and who will gather it
- Set up your data templates and start with baseline data
- Set dates to analyze data
- Determine how to reports results



Participants' Last Steps

- Ensure you identify challenge areas and strategies to improve those areas and link strategies to your SIP and DIP
- Review the data annually to see if your work has made a positive impact
- Create a written procedure to be sure you can replicate the process year after year
- Use the checklist provided on the flash drive to get started



CNA.2

The Michigan Department of Education (MDE) staff in the Office of Field Services drafted the Comprehensive Needs Assessment Rubric in 2015, in an effort to assist local districts in preparing for the Every Student Succeeds Act (ESSA) requirements and understanding what the expectations.

MDE is now working to modify the current CNA and rubric to meet the needs of multiple programs in the department.





Wrap-Up



Questions?

Comments?

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