**Comprehensive Local Needs Assessment (CLNA)**

**Team Member & Stakeholder Worksheet**

## Section 1: Groundwork for the Comprehensive Local Needs Assessment (CLNA) Process

### **Identify Team Members (October & November)**

| **Required Team Member** | **Name/Title** | **How else can you involve these team members?** | **Which topics are these team members likely to be the most interested in?** |
| --- | --- | --- | --- |
| **Superintendent/Assistant Superintendent** |  |  |  |
| **School Administrator(s)** |  |  |  |
| **CTAE Director** |  |  |  |
| **Title I, Title II, Title III, and Title IV Director(s)** |  |  |  |

| **Required Team Member** | **Name/Title** | **How else can you involve these team members?** | **Which topics are these team members likely to be the most interested in?** |
| --- | --- | --- | --- |
| **Homeless Liaison, Neglected & Delinquent Coordinator, Foster Care Point of Contact** |  |  |  |
| **Rural Education Initiative Coordinator** |  |  |  |
| **Special Education Director** |  |  |  |
| **School Counselor(s)** |  |  |  |

| **Required Team Member** | **Name/Title** | **How else can you involve these team members?** | **Which topics are these team members likely to be the most interested in?** |
| --- | --- | --- | --- |
| **CTAE Teachers** |  |  |  |
| **Specialized Instructional Support Personnel & paraprofessionals** |  |  |  |
| **Work-Based Learning Coordinator(s)** |  |  |  |
| **Other Team Members** |  |  |  |

### **Identify stakeholders (October and November)**

| **Required groups** | **Specific people/groups** | **How are you already reaching these stakeholders?** | **How else can you involve these stakeholders?** | **Which topics are these stakeholders likely to be the most interested in?** |
| --- | --- | --- | --- | --- |
| **Representatives of career and technical education programs at postsecondary educational Institutions, including faculty and administrators** |  |  |  |  |
| **Business Representatives** |  |  |  |  |
| **Industries Representatives** |  |  |  |  |
| **Representatives of state board or local workforce boards** |  |  |  |  |
| **CTAE Parents** |  |  |  |  |
| **CTAE Students** |  |  |  |  |
| **Representatives of Special Populations** |  |  |  |  |
| **Representatives of Teacher Prep Programs** |  |  |  |  |
| **Other Stakeholders** |  |  |  |  |

## Section 2: Comprehensive Needs Assessment Requirements

### **Student Indicator Performance (February & March)**

|  |  |
| --- | --- |
| **Which questions resonate the most? What additional questions do you have?** | |
|  | |
| **What existing data sources can you pull from?** | |
|  | |
| **What additional info is needed? How can you get this info?** | |
| **Need:** | **Source:** |
| **Which stakeholders need to be consulted?** | |
|  | |

1. **Labor Market Alignment for all CTAE Programs (November – January)**

|  |  |
| --- | --- |
| **Which questions resonate the most? What additional questions do you have?** | |
|  | |
| **What existing data sources can you pull from?** | |
|  | |
| **What additional info is needed? How can you get this info?** | |
| **Need:** | **Source:** |
| **Which stakeholders need to be consulted?** | |
|  | |

### **Size, Scope and Quality of all CTAE Programs (November – January)**

|  |  |
| --- | --- |
| **Which questions resonate the most? What additional questions do you have?** | |
|  | |
| **What existing data sources can you pull from?** | |
|  | |
| **What additional info is needed? How can you get this info?** | |
| **Need:** | **Source:** |
| **Which stakeholders need to be consulted?** | |
|  | |

### **Career Pathway Programs of Study Implementation (January – February)**

|  |  |
| --- | --- |
| **Which questions resonate the most? What additional questions do you have?** | |
|  | |
| **What existing data sources can you pull from?** | |
|  | |
| **What additional info is needed? How can you get this info?** | |
| **Need:** | **Source:** |
| **Which stakeholders need to be consulted?** | |
|  | |

### **Recruitment, Retention, and Professional Learning (January – February)**

|  |  |
| --- | --- |
| **Which questions resonate the most? What additional questions do you have?** | |
|  | |
| **What existing data sources can you pull from?** | |
|  | |
| **What additional info is needed? How can you get this info?** | |
| **Need:** | **Source:** |
| **Which stakeholders need to be consulted?** | |
|  | |

### **Equity and Access (February & March)**

|  |  |
| --- | --- |
| **Which questions resonate the most? What additional questions do you have?** | |
|  | |
| **What existing data sources can you pull from?** | |
|  | |
| **What additional info is needed? How can you get this info?** | |
| **Need:** | **Source:** |
| **Which stakeholders need to be consulted?** | |
|  | |

## Section 3: Action Plan

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| --- |
| **Immediate Next Steps (What do you need to do in the next few weeks to get this process started?)** |
|  |
| **Process Questions (What information do you need to create the most effective process – i.e., dates of key events, stakeholder contacts, space availability, etc?)** |
|  |
| **Longer-term Timeline** |
|  |