

Georgia's Systems of Continuous Improvement

The Friday Webinar Series

Conducting a Single Comprehensive Needs Assessment – Planning and Preparation

February 17, 2017

Presenters

Carly Ambler

Title II, Part A – Program Manager

John Wight

Director, Federal Programs

Agenda

- Audience:
 - LEA and School Leadership Teams
- Topics:
 - Project Management: Procedures & Processes
 - Identifying Internal and External Stakeholders
 - Engaging Stakeholders
 - Resources

Georgia's Systems of Continuous Improvement



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Planning & Preparation

CNA Participating Programs

- IDEA (Special Education) - Student Success: Imagine the Possibilities (SSIP)
- School and District Effectiveness
- Title I, Part A - Improving the Academic Achievement of the Disadvantaged
- Title I, Part A - Foster Care Program
- Title I, Part A - Parent Engagement Program
- Title I, Part C - Education of Migratory Children
- Title I, Part D - Programs for Neglected or Delinquent Children
- Title II, Part A - Improving Teacher Quality
- Title III, Part A - Language Instruction for Limited English Proficient and Immigrant Students
- Title IV, Part A - Student Support and Academic Enrichment
- Title IV, Part B - 21st Century Community Learning Centers
- Title V, Part B - Rural Education Initiative
- Title IX, Part A - McKinney-Vento Homeless Assistance Act

CNA Tool

Georgia Department of Education Comprehensive Needs Assessment

	PAGE	STATUS
1. Planning and Preparation	X	
1.1 Internal Team Members		
1.2 External Team Members		
1.3 Project Plan	X	Not complete
2. Data Collection and Analysis	X	
2.1 Coherent Instructional System	X	Not complete
2.2 Effective Leadership	X	Not complete
2.3 Professional Capacity	X	Not complete
2.4 Family and Community Engagement	X	Not complete
2.5 Supportive Learning Environment	X	Not complete
2.6 Demographic and Financial	X	Not complete
2.7 Student Achievement	X	Not complete
2.8 Program-Specific Data	X	Not complete
3. Identification and Prioritization of Needs	X	
3.1 Trends and Patterns	X	Not complete
3.2 Identification of Needs	X	Not complete
3.3 Prioritization of Needs	X	Not complete



Planning & Preparation - Procedures

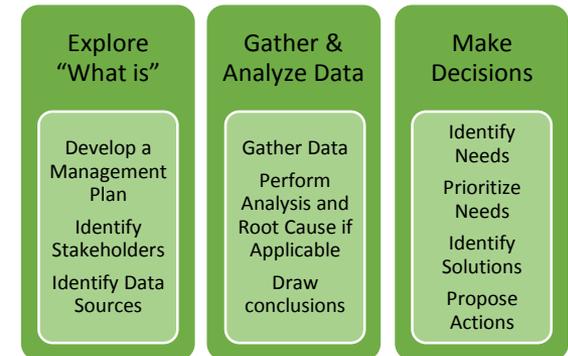
Does the LEA have an existing procedure or process for conducting a comprehensive needs assessment?

1. Planning and Preparation

1.1 Internal Team Members

1.2 External Team Members

1.3 Project Plan



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2. Data Collection and Analysis	X	

Planning & Preparation - Plan & Prepare with the End in Mind

- **Planning and Preparation Phase:**
 - Establish the logistics of the LEA's needs assessment process (person(s) responsible, timeline, methodology-meetings/surveys/interviews, stakeholders, resources, etc.)
 - Consider how to engage stakeholders so that they gain a sense of commitment to the needs assessment at all levels of the LEA; and
 - Design collaborative sessions in a way that encourages decision makers to follow-up (i.e., use) on the results of the CNA with appropriate and timely action.

Planning & Preparation - Plan & Prepare with the End in Mind

- **Data Collection and Analysis Phase:**
 - Document the status, the “what is” of the concerns/issues,
 - Compare the status with the vision of “what should be,”
 - Determine the magnitude of the needs and their causes.
 - The major output from this phase is a set of needs statements in tentative order of priority, based on the criticality of the need, and its causes.
- **Identification and Prioritization of Needs Phase:**
 - Provide a bridge from analysis action
 - Answers important questions: What needs are the most critical? What are some possible solutions? Which solutions are best?

A needs assessment is not complete unless plans are made to use the information in a practical way.

Planning & Preparation

Procedures (Update as Needed)

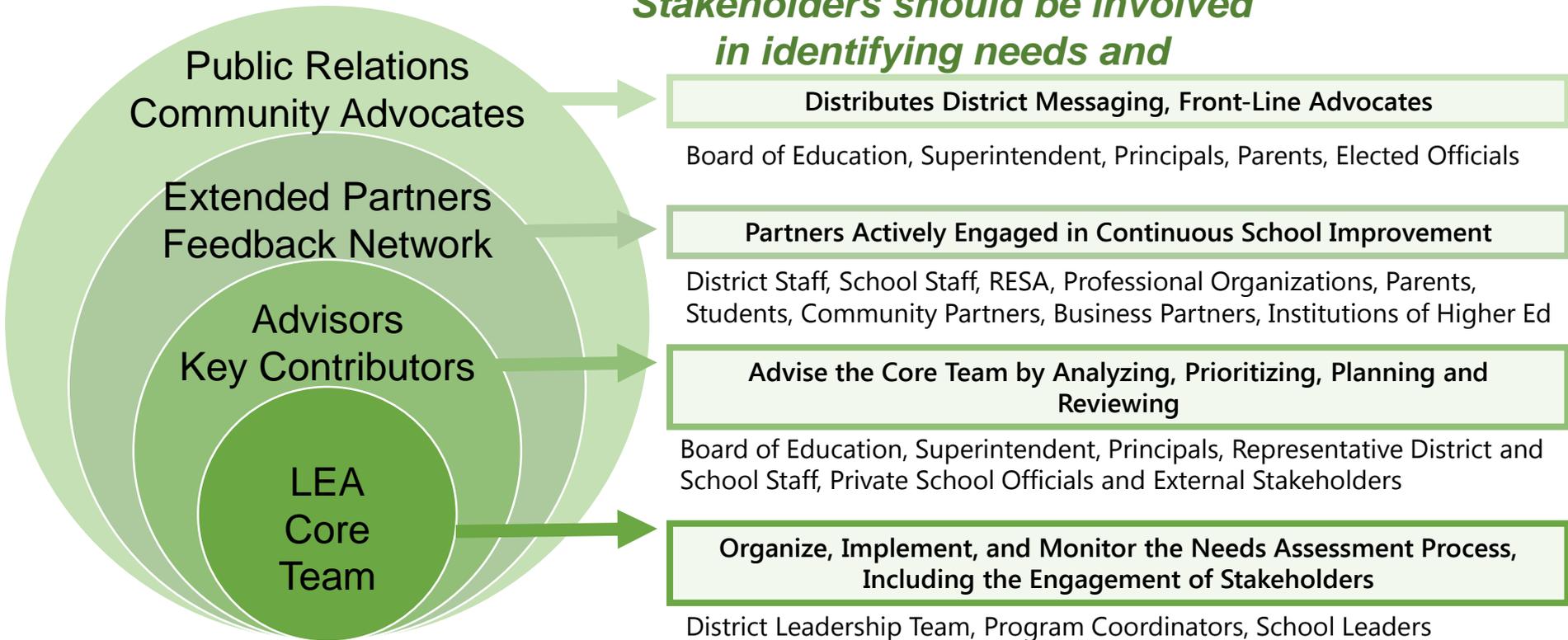
- How does the LEA determine who/ which position is responsible for initiating and overseeing the collaborative needs assessment process?
- What is the timeframe for formal preparation (CNA Tool and Plans)? What processes are embedded to ensure needs assessment is a continuous process?
- How are internal and external stakeholders engaged?
- How are the CNA phases implemented?

Project Management (Update Annually)

- Who will be responsible for organizing and running meetings? How will the meetings be organized and run?
- How frequently will the team meet? When will the team meet?
- How will the team organize and coordinate the work that occurs between meetings?
- What norms will govern meetings?

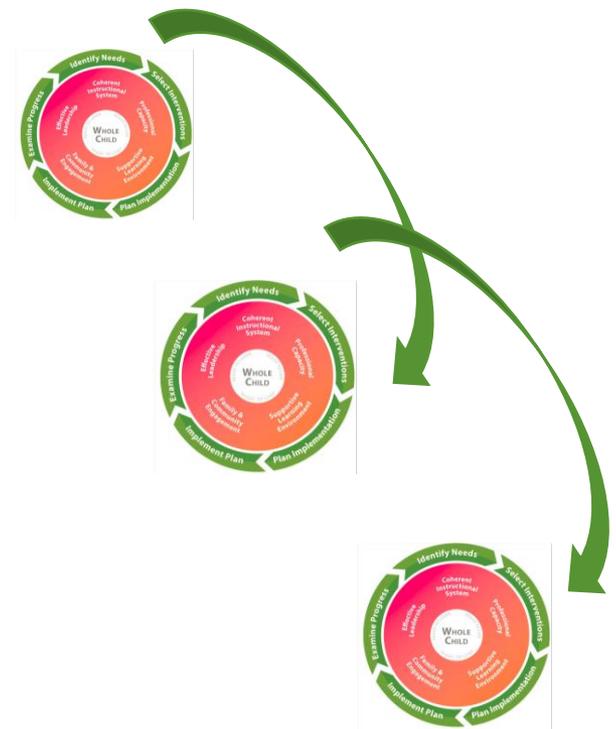
1.1 and 1.2 Planning & Preparation - Internal and External Stakeholder Roles

*Stakeholders should be involved
in identifying needs and*



Planning & Preparation - Communication is Ongoing

- Engagement does not end when LEAs move from the initial input phase into the planning stage of the needs assessment process.
- Continuous feedback is essential to creating buy-in from stakeholders.
- As LEAs hold public meetings, draft policies and plans, and ultimately make decisions about how they will support the LEA towards continuous improvement, it is beneficial to provide updates to stakeholders.
- LEAs should consider developing a communications plan that identifies who needs to be informed, at what stages, and how they are best reached.
- USDE encourages LEAs to communicate with stakeholders early and often.
- A robust communications plan leverages relationships with stakeholder groups and their members to reach a broader audience.



Planning & Preparation - Stakeholder Engagement



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Getting Started	Engagement Best Practices	Sustaining Engagement
<ul style="list-style-type: none"> • Do stakeholders know why they are being engaged? Have stakeholders been asked how they wish to be involved? Will they be able to provide substantive input? • How can the LEA ensure stakeholders come prepared? • Has the LEA ensured required stakeholders are involved? • How will the LEA ensure diversity of stakeholder groups? Will there be different perspectives and solutions? • Has the LEA leveraged existing partnerships? 	<ul style="list-style-type: none"> • Has the LEA identified ambassadors to (internal) and from (external) each stakeholder group? How will the LEA partner with internal and external ambassadors to ensure and assess effectiveness of engagement? • Has the LEA established communication protocols for engaging with stakeholders? Have internal stakeholders been giving training or guidance prior to working with external groups? 	<ul style="list-style-type: none"> • Do stakeholders know how to access materials and where to direct questions? • Has the LEA developed talking points for community advocates and LEA staff? • Has the LEA ensured that engagement strategies are useful and, if past engagement strategies were unsuccessful, what new opportunities will be created to build ongoing, meaningful collaboration?

1.3 Project Management

PLANNING and PREPARATION											
1.3 PROJECT MANAGEMENT											
<i>1.3.1 TIMELINE</i>											
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Complete											
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Complete											
<i>1.3.2 MANAGING THE TEAM'S WORK</i>											
Who will be responsible for organizing and running meetings? How will the meetings be organized and run?											
How frequently will the team meet? When will the team meet?											
How will the team organize and coordinate the work that occurs between meetings?											

Planning & Preparation - Collect CNA Materials

Determine what data each stakeholder group requires:

- LEA Board of Education and Staff
District and School Comprehensive Needs Assessment Data Profiles, Perception Data, Laws, Regulations, Guidance, Policies and Procedures
- School Staff
School Comprehensive Needs Assessment Data Profiles, Perception Data, Laws, Regulations, Guidance, Policies and Procedures
- External Stakeholders
Summaries of Academic Data, Perception Data, Discipline Data, Program Performance, Operational Data

Planning & Preparation - Sample Meeting Agenda



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- Sign-In and Materials Pick-Up
- Welcome and Introductions
- Establish Purpose
- Review LEA/School Data
 - Small Groups and Full Group
- Discuss Successes and Challenges
 - Program Specific Groups
- Identify Resources and Determine Solutions
 - Program Specific Groups – Full Group
- Establish Next Steps



Chief Council of State School Officers

Planning & Preparation Resources



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Additional Resources

- **United States Department of Education – ESSA Resources**
- **Council of Chief State School Officers – ESSA Resources**
- **American Institutes for Research – ESSA Resources**
- **Center on Great Teachers and Leaders – Equitable Access Supports**

Resources Referenced

- **June 2016 CCSSO Stakeholder Engagement Guide**
Let's Get This Conversation Started: Strategies, Tools, Examples and Resources to Help States Engage with Stakeholders to Develop and Implement their ESSA Plans
- **June 2016 USDE Dear Colleague Letter ESSA and Stakeholder Engagement**
- **December 2012 Reform Support Network**
From "Inform" to "Inspire": A Framework for Communications and Engagement
- **2001 USDE Migrant Education Guidance New Directors Orientation**

Professional Development: Georgia's Systems of Continuous Improvement

Friday Webinar Series	Date
Georgia's Systems of Continuous Improvement Overview; Needs Assessment Overview; Tool Overview	February 10
Planning and Preparation	February 17
Coherent Instructional System	February 24
Effective Leadership	March 3
Professional Capacity	March 10
Family & Community Engagement	March 17
Supportive Learning Environment	March 24
Identifying Need: Root Causes, Drawing Conclusions, and Prioritizing	March 31
Problem Solving Process; Selecting Interventions	April 7
Improvement Planning – Systems and Processes	April 21
Planning – Budgeting	April 28
Submitting the Comprehensive LEA Improvement Plan (CLIP)	May 5

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Questions?

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