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

Coherent Instructional System

Effective Leadership

Family & Community Engagement

Supportive Learning Environment

Professional Capacity

WHOLE CHILD

Plan Implementation

Implement Plan

Examine Progress

Select Interventions

Identify Needs

2/17/2017
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

<table>
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<tr>
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<tr>
<td>1. Planning and Preparation</td>
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<tr>
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<td>2.7 Student Achievement</td>
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<td>3.2 Identification of Needs</td>
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<td>3.3 Prioritization of Needs</td>
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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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Explore “What is”
- Develop a Management Plan
- Identify Stakeholders
- Identify Data Sources

Gather & Analyze Data
- Gather Data
- Perform Analysis and Root Cause if Applicable
- Draw conclusions

Make Decisions
- Identify Needs
- Prioritize Needs
- Identify Solutions
- Propose Actions

2/17/2017
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?
Stakeholders should be involved in identifying needs and:

- **Distributes District Messaging, Front-Line Advocates**
  - Board of Education, Superintendent, Principals, Parents, Elected Officials

- **Partners Actively Engaged in Continuous School Improvement**
  - District Staff, School Staff, RESA, Professional Organizations, Parents, Students, Community Partners, Business Partners, Institutions of Higher Ed

- **Advise the Core Team by Analyzing, Prioritizing, Planning and Reviewing**
  - Board of Education, Superintendent, Principals, Representative District and School Staff, Private School Officials and External Stakeholders

- **Organize, Implement, and Monitor the Needs Assessment Process, Including the Engagement of Stakeholders**
  - District Leadership Team, Program Coordinators, School Leaders
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

Engagement Methods

• On-Site or Virtual Meetings/ Forums
• Websites and Social Media
• Newsletter and Blogs
• Surveys and Focus Groups
• Interviews, Conferences and Roundtable Discussions
• Conference Calls
• Webinars, Livestreaming
• Emails, Text Messages and Online Chat

Engagement Considerations

• Customize engagement methods to audience
• Ensure methods of engagement are accessible (translators, interpreters, physically accommodating)
• Vary dates (week and weekend) and times
• Consider providing childcare
• Schedule multiple locations
• Publish online and in print
• Ensure materials are accessible – succinct, avoid educational jargon and engaging
## Planning & Preparation - Stakeholder Engagement

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<thead>
<tr>
<th>Getting Started</th>
<th>Engagement Best Practices</th>
<th>Sustaining Engagement</th>
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<tr>
<td>• 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?</td>
<td>• 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?</td>
<td>• Do stakeholders know how to access materials and where to direct questions?</td>
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<td>• How can the LEA ensure stakeholders come prepared?</td>
<td>• Has the LEA established communication protocols for engaging with stakeholders? Have internal stakeholders been giving training or guidance prior to working with external groups?</td>
<td>• Has the LEA developed talking points for community advocates and LEA staff?</td>
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<td>• Has the LEA ensured required stakeholders are involved?</td>
<td>• Has the LEA leveraged existing partnerships?</td>
<td>• 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?</td>
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1.3 Project Management

1.3.1 Timeline

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<thead>
<tr>
<th>Planning and Preparation</th>
<th>Data Collection and Analysis</th>
<th>Identifying and Prioritizing Needs</th>
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1.3.2 Managing the Team's Work

- 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

• External Stakeholders
  Summaries of Academic Data, Perception Data, Discipline Data, Program Performance, Operational Data
Planning & Preparation - Sample Meeting Agenda

• 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
Planning & Preparation Resources

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

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

Coherent Instructional System
Effective Leadership
Supportive Learning Environment
Professional Capacity
Family & Community Engagement
Whole Child
Identify Needs
Select Interventions
Implement Plan
Examine Progress
Plan Implementation

2/17/2017
Questions?

• Carly Ambler (cambler@doe.k12.ga.us)

• John Wight (jwight@doe.k12.ga.us)

• General Questions: federalprograms@doe.k12.ga.us