

# **SCHOOL ADVISORY COUNCIL TRAINING**

## **MODULE 4**

### **SCHOOL IMPROVEMENT PLANNING CYCLE & NEEDS ASSESSMENT**

#### **Objectives:**

1. Define needs assessment.
2. Recognize the steps of effective planning.
3. Describe the needs assessment process.
4. Identify sources of existing data.
5. Recognize when it is important to gather additional data.
6. Participate in hands-on data analysis.

## THE NEEDS ASSESSMENT PROCESS

1. A comprehensive needs assessment is a systematic effort to acquire an accurate and thorough picture of strengths and weaknesses of an entire school community.
2. A needs assessment is conducted:
  - to determine strengths and weaknesses of programs
  - to identify unmet program and student needs
  - to serve as a basis for establishing priorities
  - to make recommendations for the (re)allocation of educational resources.
3. A need is the gap between what is and what should be.
4. A needs assessment is defined as:
  - the formal identification of the gaps
  - the placement of the gaps in priority order, and
  - the selection of the gaps in highest priority for action and resolution

# SCHOOL IMPROVEMENT CALENDAR

|   |  |  |
|---|--|--|
| <p style="text-align: center;"><b>AUGUST</b></p> <p>Reorganize continuing School Advisory Council and plan for election of new members (51% parent community)</p> <p>Implement new School Improvement Plan (SIP)</p> <p>Staff Development</p>   | <p style="text-align: center;"><b>SEPTEMBER</b></p> <p>Implement current SIP</p> <p>Hold election of new SAC members</p> <p>Confirm 51% of the team is parent community</p> <p>Submit names of new team members to district for staff review and School Board approval</p> <p>Provide training for new members</p> | <p style="text-align: center;"><b>OCTOBER</b></p> <p>Monitor current SIP</p> <p>Receive &amp; review SAC Report</p> <p>Review disaggregated data for needs assessment</p> <p>Prepare local supplemental data</p> <p>Schools submit Public Accountability</p> <p>Report to Print Shop</p> |
| <p style="text-align: center;"><b>NOVEMBER</b></p> <p>Monitor current SIP</p> <p>Do preliminary needs assessment from SAC Report</p> <p>Schools receive reports from Print Shop</p> <p>Distribute School Public Accountability Reports to parents</p>   | <p style="text-align: center;"><b>DECEMBER</b></p> <p>Monitor current SIP</p> <p>Conduct climate survey</p>  | <p style="text-align: center;"><b>JANUARY</b></p> <p>Monitor current SIP</p> <p>Conduct mid-year review of SIP</p>   |
| <p style="text-align: center;"><b>FEBRUARY</b></p> <p>Staff Development</p> <p>Review climate survey results</p> <p>Continue analysis of student achievement and other data and conduct comprehensive needs assessment</p> <p>Begin developing next year's plan</p>   | <p style="text-align: center;"><b>MARCH</b></p> <p>Monitor current SIP</p> <p>Monitor on-going staff development</p> <p>Complete draft of next year's plan</p> <p>Secure faculty approval of SIP in formal vote</p> <p>Hold town meeting for public review of and input to SIP</p>                                 | <p style="text-align: center;"><b>APRIL</b></p> <p>Monitor current SIP</p> <p>Submit draft of next year's School Improvement Plan for district staff review</p>  |
| <p style="text-align: center;"><b>MAY</b></p> <p>Plan in-service training necessary for next year's SIP</p> <p>District staff review of next year's SIP and return to schools for final corrections</p> <p>Schools submit final copy of next year's SIP</p> <p>Submit Adequate Progress Reports for current SIP</p> | <p style="text-align: center;"><b>JUNE</b></p> <p>Staff development</p> <p>School Board approval of new SIP</p>  | <p style="text-align: center;"><b>JULY</b></p> <p>Prepare for the new school year</p>  |

# KNOW YOUR SCHOOL

## CATEGORIES FOR ANALYSIS

This list is meant to identify broad areas for analysis by SACS. While it is not meant to be all-inclusive, some suggestions in certain categories have been made for SAC consideration. The final decisions as to what specific data should be collected and analyzed is the responsibility of each individual SAC.

### SCHOOL SPECIFIC DATA

1. Attendance, Grade and Behavioral Data
  - a. Promotion rates
  - b. Graduates by diploma type
  - c. Follow-up data
  - d. Discipline data
  - e. Dropout rates
  - f. Pupil/teacher ratios
2. Budget
3. Demographics
  - a. Ethnic groups
  - b. Free & reduced
  - c. Special needs
  - d. Parent involvement
  - e. Birth trends
  - f. Population trends
  - g. Business, commerce and industry
4. Faculty Demographics
  - a. Type of support staff available
  - b. Teacher experiences/training
  - c. Teacher attrition
5. Discipline Referrals
6. Instructional Materials
  - a. Textbooks and workbooks
  - b. Equipment -- TV, VCR, disc, maps, globes, overheads, etc.
  - c. Computers
  - d. PE, art, and music materials
7. Instructional Program(s)
  - a. Basic programs
  - b. ESE programs
  - c. Vocational programs
  - d. ESOL programs
  - e. Dropout prevention programs
  - f. Chapter I & migrant programs
8. Physical Plant
9. Recognition/Awards
10. Student and Faculty Handbook (Policies and Practices)
11. Test Scores
12. Traditions and Taboos
13. Community and District Data
14. Stakeholder Survey Results
15. Focus Group Results
16. Interview Results
17. Suggestion Box Comments