

Description of Example LEA’s Comprehensive Needs Assessment Process

Each spring, the Example LEA invites teachers, principals, paraprofessionals, parents, students, and other appropriate LEA staff to participate in planning for the upcoming school year. The LEA conducts surveys to gain input on a variety of issues. Participants also have the opportunity to sign up for various committees:

1. Student Performance
2. Highly Qualified Teacher Recruitment/Retention
3. School Climate and Safety
4. Technology
5. Professional Development
6. Parent/Community Involvement
7. Policy
8. Finance

Each committee holds meetings to review and analyze data, determine the LEA’s strengths and needs, and recommend strategies and activities to address the needs identified. All the committees then come together in a District Task Force meeting to review the committee reports, prioritize needs, coordinate programs, and review budgets. The LEA’s district improvement plan shows clear alignment between the LEA’s identified needs and the activities described in the plan.

Identify the key points in the CNA process that should produce documentation, and list the documentation that you would expect to see:

Key Points in CNA Process	Documentation Produced
Meeting Invitation	
Agendas	
Minutes	
Surveys	
Assessments	
CNA	
DIP/CIP addressing needs	