

To: Dr. Scott Woods, Superintendent of Rantoul City Schools #137
Fr: Dr. Scott Kuffel, Consultant
Re: Response to Needs Assessment Request
Da: **February 7, 2026** (Revised per Zoom, and subsequent clarifying email)

During a review of the 2025-26 Rantoul City Schools #137 District Improvement Plan, Dr. Woods pointed to a desire to complete a needs assessment for Priority 5 of the plan. It reads as follows:

Priority Area 5: Programs and Services

Vision: Enhance curricular and extra-curricular opportunities at all grade levels.

Goals: a. Identify the needs of students, staff, and the community.
b. Allocate resources to meet needs

During the discovery conversation, it was agreed that the following would tentatively comprise the scope of work with the consultant.

- a. A community-wide engagement meeting will be held in order to complete an environmental scan relative to curricular and extracurricular opportunities in all grades of the district. The meeting will be held in a location so that participants may sit at tables of 4-6 people. Each participant will be provided a template to record his/her own contributions, but we will also engage in mini-consensus workshops where the table will reach agreement in each of the areas of inquiry. All individual contributions and table consensus compilations will be documented for next steps in the district's process. This meeting should be scheduled for a minimum of 90 minutes, but often districts schedule 2 hours. The meeting is open to the entire CUSD 137 community. **This meeting is intended for parents, and interested community members.** It is expected the meeting will be held at the junior high school.
- b. Prior to the community meeting, to begin at approximately 4 p.m., a separate session will be held for district staff to contribute to the environmental scanning information. This will also be held at the junior high school.
- c. The type of environmental scan will be built on the K.I.S.S. framework. This can be defined as follows:
 - a. K= What the district should KEEP doing, as it relates to curricular and extra-curricular opportunities. In other words, these are initiatives and programs that are fine as they are currently and should be sustained moving forward where feasible.
 - b. I= What the district is doing, but may need to IMPROVE the quality or the coverage of the opportunities.
 - c. S= What the district should STOP doing. These are programs, initiatives, interventions that are not currently serving students in appropriate ways. Perhaps they are not cost-effective, they are not reaching the intended audience, they are logistically too cumbersome, or for another reason that would cause a person or persons to wish to discontinue them.

- d. S= What the district should START doing. These are new programs, initiatives, opportunities that the district should consider implementing because they predict success and may be considered within the district’s control and/or influence. Generally, we would look for some type of commensurate “STOPS” to balance any new “STARTs”.
- d. Following the engagement meetings, the consultant will type up all of the notes, both individual and table consensus notes, and provide a brief analysis to help prepare for a consensus workshop with a leadership team organized and scheduled by the Superintendent.
- e. A consensus workshop meeting will then occur with a team to review the contributions of the participants to identify any significant themes that emerged from the first meeting. This meeting should occur no sooner than 2 weeks after the community meeting and no later than 4 weeks after the community meeting.

Once key themes from each of the 4 areas of the K.I.S.S. have been evaluated, a focused conversation will be initiated with the team to answer the following questions:

- 1. What do we see as key components of the contributions that surface for further consideration?
- 2. What, if any, were compelling emotions or feelings that were observed at the meeting, or contained in the contributions?
- 3. What was learned from reviewing the data, and what are possible options for the team, and subsequently the Board of Education, to address in the next phase?
- 4. What is the very next action or set of actions that should be taken? This could be follow up surveys, communication and further inquiry with the Board of Education, etc.
- f. The results of the consensus workshop, that includes discussion and construction of key themes and next step comments, will be codified by the consultant. This report will be delivered to the Superintendent, who may at that point present to the Board of Education or request that the consultant make the presentation. Either the consensus report or the presentation to the Board of Education would conclude the scope of work of the consultant.

Items Requested from Superintendent

- 1. Commitment to scheduling the engagement meeting, inviting the community, preparing the space with tables that would seat 4-6 people, assistance in copying the templates to be provided by the consultant, and creating an inventory of curricular and extra-curricular opportunities to be shared both in advance, and at the meeting itself.
- 2. Organizing a team to participate in the consensus workshop following the community engagement/contribution meeting, inviting them to the consensus workshop and providing them with the documentation that will be provided by the consultant.

Deliverables and Draft Budget

- 1. Preparation of materials, delivery of environmental scan at a community meeting in Spring of 2026, as well as a separate staff meeting prior to the evening meeting, typing and delivery of



- notes and analysis: \$1,900 (Mileage and travel costs not included). Estimated total including mileage = \$2,111.70
2. Conduct consensus workshop with Superintendent Team, preparation of materials, follow-up notes, and preparation of materials to share with BOE: \$1,000 (Mileage and travel costs not included). Estimated total including mileage = \$1,211.70
 3. If requested to present to BOE at meeting: \$300, plus mileage costs. Estimated total including mileage = \$511.70
 4. *Estimated total for all deliverables = \$3,835.10*

Note: Mileage will be paid at 2026 IRS rate- \$0.725/mile. Distance to Rantoul City Schools = 146 miles one-way. Total for roundtrip = \$211.70

Respectfully submitted for review,

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