

MEMORANDUM

January 9, 2013

TO: Members of the MVSEC Executive Advisory Board

FROM: Carla Cumblad, Executive Director

RE: Annual Multi-District Needs Assessment

According to the IDEA Part B Grant Application Instructions issued by ISBE, the following section pertains to the needs assessment process:

An annual comprehensive needs assessment is required for the entire special education programs, including the underlying participating districts. All project grant activities and expenditures must be based upon this comprehensive needs assessment. Documentation of the needs assessment process, a compilation and analysis of the results, and justification for all grant activities and expenditures must be on file and available for review by the Illinois State Board of Education.

Documentation should indicate the scope of the needs assessment, the assessment instruments used, and the groups/organizations that participated in the needs assessment process. All needs assessment data is to be maintained on file with the applicant for purposes of verification.

Attached to this memo is a copy of the Multi-District Needs Assessment that has been reviewed at revised by Mid-Valley Administration and the Administrative Liaisons. The staff survey questions are very similar to those that have been asked for the past two years. The parent survey is the same as the one distributed for the last two years.

If the Board is in agreement with this document, it will be sent to the districts on January 15<sup>th</sup> for distribution at the discretion of each district. The staff survey is intended to be sent to general and special educators and administrators. The window will be open for one month. Both the staff and parent surveys are to be administered electronically via SurveyMonkey. There is a link available to add the survey to the district web-site if so desired.

The results will be shared with the liaisons at the February meeting and with the Board at the March Advisory Board meeting.