

CONDUCTING A COMPREHENSIVE NEEDS ASSESSMENT

School Support/School Improvement



What is a comprehensive needs assessment?

- A comprehensive needs assessment is the beginning of the initial year-long planning process, which will determine the needs of the school and the direction the school needs to go in order to improve student achievement.



Why must a school conduct a comprehensive needs assessment?

- A school must conduct a comprehensive needs assessment annually, in order to determine the best course of action to improve student achievement.

April 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

How does a school begin the process of conducting a comprehensive needs assessment?



- Step 1: Establish a planning team
- Step 2: Discuss the vision for reform
- Step 3: Create a school profile
- Step 4: Identify data sources to utilize for the needs assessment
- Step 5: Planning team analyzes the data and determines the strengths, weakness, and areas of critical need

School Profile

- The school profile serves as a data driven snapshot of the current status of the school. The profile will help illustrate the gap between where the school is now and where the school wants to be according to the vision for reform.
 1. Student needs
 2. Curriculum and instruction
 3. Professional development, family and community involvement, and
 4. School context and organization

What tools are available to assist schools/district?

- What Works in Oklahoma Schools (WWIOS) surveys
- WISE Performance Indicators aligned with the Oklahoma Nine Essential Elements
- School Data which may include Oklahoma Core Curriculum Tests, benchmarks, attendance, discipline, dropout, graduation, and parent surveys.



What are the What Works in Oklahoma Schools surveys?

- A toolkit was created that can be used by Oklahoma principals and teachers to determine the best courses of action for their schools and classrooms.



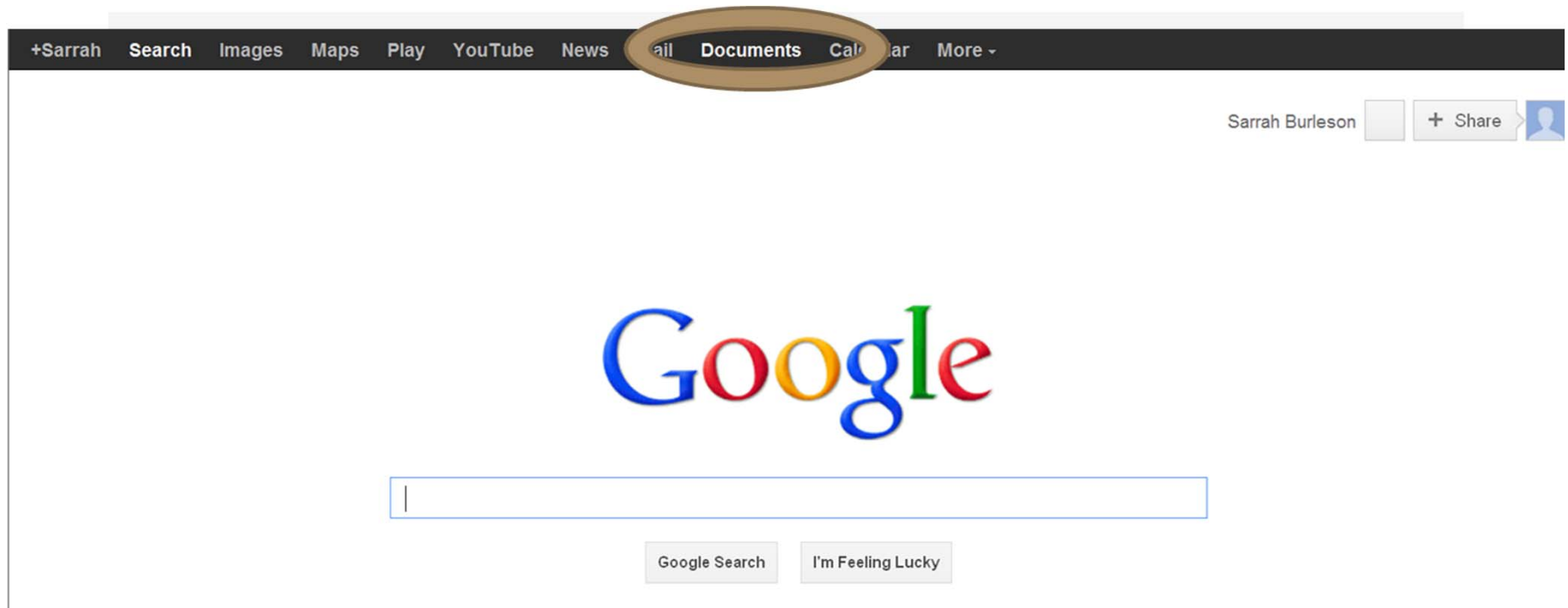
How can a school utilize the surveys?

- The WWIOS Toolkit provides survey questions aligned with Oklahoma's Nine Essential Elements. The survey questions have been created in Google Docs and are easy to use. The surveys and instructions are available on our Website at: <http://ok.gov/sde/school-improvement>



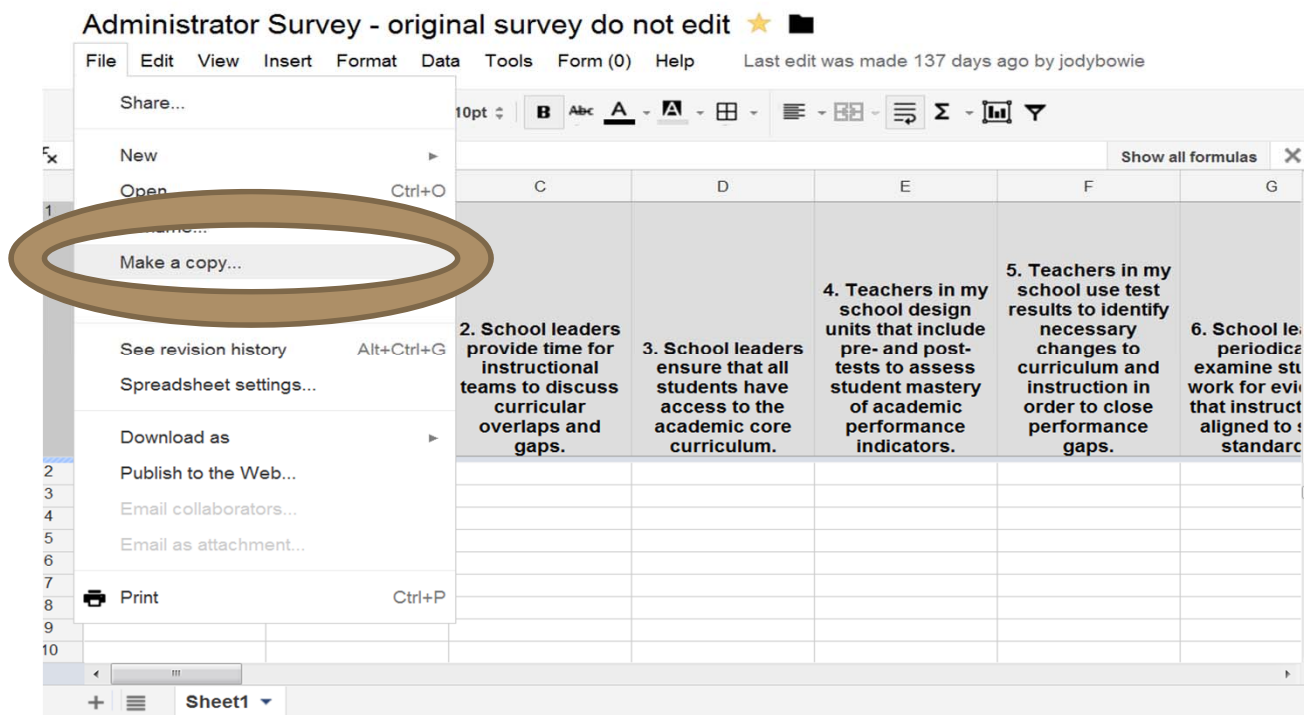
Create an account.

- If you already have a Google account, sign in.
- If you do not have a Google account, create one.
 - Please note that this login will be how you edit the surveys, distribute the surveys, and look at the data collected.
 - After you have logged in go to Google Docs.



Utilizing links and copies.

- Using the links on the OSDE-School Support/School Improvement website, you will need to make a copy and rename the copy.



Make changes to the form.

- If you wish to change/edit the survey questions, please utilize the “edit form” from the form menu.

The screenshot shows the Google Forms editor interface. At the top, there is a blue header bar with a '+ Add item' button, a 'Theme: Grayscale' dropdown, and several action buttons: 'Share', 'Email this form', 'See responses', 'More actions', and 'Save'. Below the header, the form title 'Administrator Survey' is displayed. The main content area contains the following text: 'Please rate your agreement with the following statements on a scale of 1-5', 'I do not agree (1).....I strongly agree (5)', and 'Please note: there are 55 questions in this portion of the survey.' A yellow highlighted area is used for editing a question. The 'Question Title' is '1. Instructional teams in my school ensure alignment of classroom curriculum with state academic content and process standards.' The 'Question Type' is set to 'Scale'. The 'Scale' is configured from '1' to '5'. There are input fields for 'Labels' with '1: I do not agree' and '5: I strongly agree'. A 'Done' button and a checkbox for 'Make this a required question' are also visible. Below the highlighted area, two more questions are partially visible: '2. School leaders provide time for instructional teams to discuss curricular overlaps and gaps.' and '3. School leaders ensure that all students have access to the academic core curriculum.' At the bottom, a URL is provided: 'You can view the published form here: <https://docs.google.com/spreadsheet/viewform?formkey=dE5TaVZhTl0XOU3WWdIU5pbDdTM1E6MA>'.

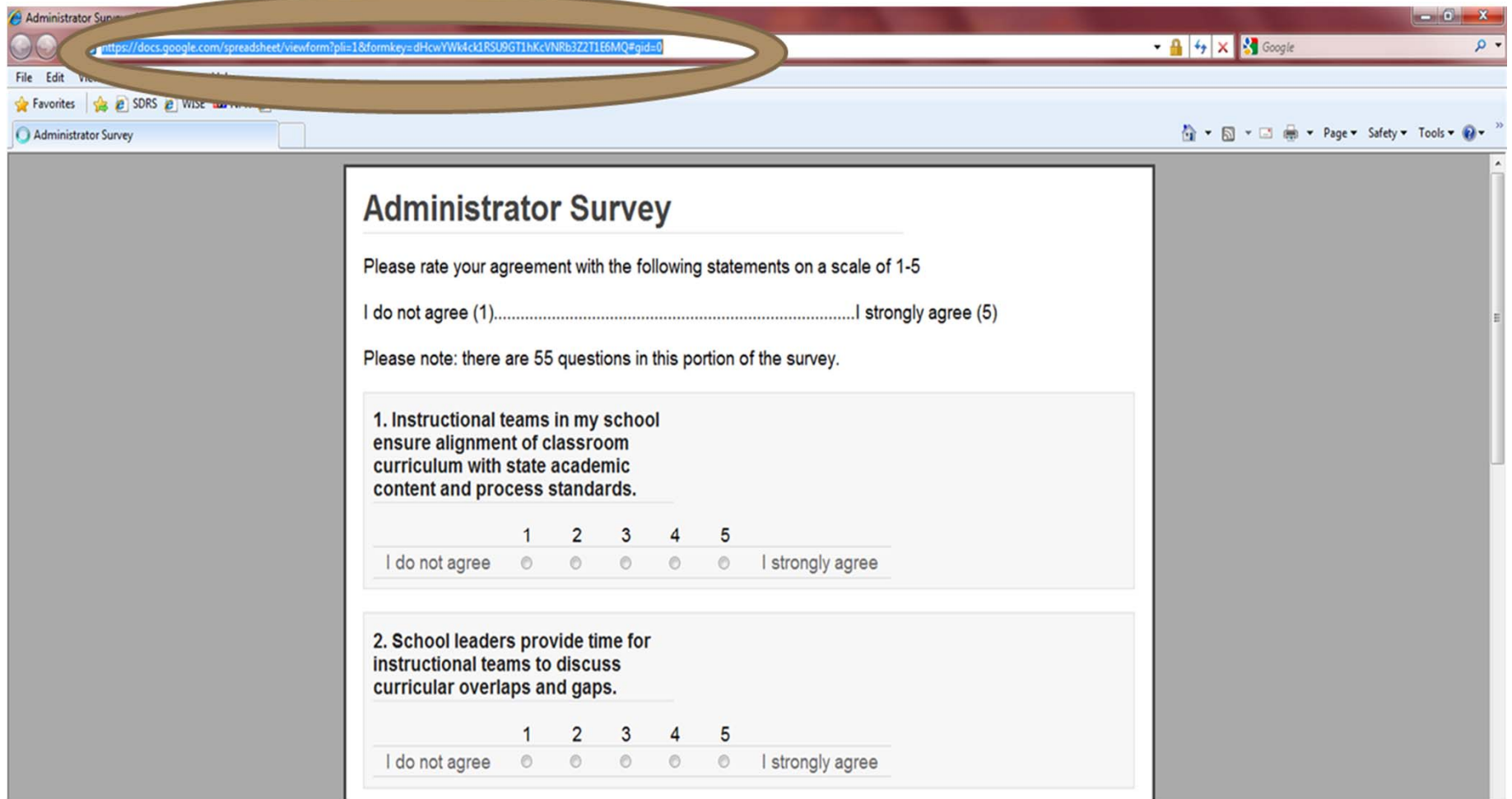
Share the form.

- Once you have the form ready for distribution, you will need to share the form.
- Options:
 - Share the URL
 - Send form by email



Share the form.

- Share the URL



The image shows a screenshot of a web browser displaying a Google Forms survey. The browser's address bar contains the URL: <https://docs.google.com/spreadsheet/viewform?pli=1&formkey=dHcwYWk4ck1RSU9GT1hKcVNrb3Z2T1E6MQ#gid=0>. This URL is circled in brown. The survey title is "Administrator Survey". Below the title, it asks the respondent to rate their agreement with statements on a scale of 1-5, where 1 is "I do not agree" and 5 is "I strongly agree". A note states: "Please note: there are 55 questions in this portion of the survey." Two sample questions are shown:

1. Instructional teams in my school ensure alignment of classroom curriculum with state academic content and process standards.

I do not agree (1) I strongly agree (5)

1 2 3 4 5

2. School leaders provide time for instructional teams to discuss curricular overlaps and gaps.

1 2 3 4 5

Share the form.

- Share the form by distributing by e-mail.

The image shows a composite screenshot of a Google Docs sharing settings window. On the left, a portion of a spreadsheet is visible with a column header 'Timestamp' and a cell containing 'Timestamp'. The main area is the 'Sharing settings' dialog. It includes a 'Link to share' field with a long URL, social media sharing options for Google+, Gmail, Facebook, and Twitter, and a list of users with their access levels. A large brown oval highlights the 'Add people' section, which contains a search box, a 'Can edit' dropdown, a checked 'Notify people via email' option, and 'Share & save' and 'Cancel' buttons. On the right, a 'Share' button is visible above a black notification box that says 'can access. No sign-in'. Below this, a snippet of text from a document is visible, starting with '8. Teachers in school use instruction strategies and activities aligned to student learning objectives'. At the bottom, a 'Timestamp' label is visible.

Sharing settings

Link to share
<https://docs.google.com/spreadsheet/ccc?key=0ApErxdE8nSqtHcwYWk4ck1RSU9GT1h>

Share link via: [Google+](#) [Gmail](#) [Facebook](#) [Twitter](#)

Who has access

	Sarrah Burleson (you) sarrah_burleson@sde...	Can edit	✕
	Jody Bowie jody_bowie@cox.net	Is owner	
	Jody Bowie jbowie@mail.snu.edu	Can edit	✕
	Jody Bowie jodybowie@gmail.com	Can edit	✕
	...@okstate.edu	Can	✕

Add people: [Choose from contacts](#)

Can edit

Notify people via email - [Add message](#)

Send a copy to myself

[Share & save](#) [Cancel](#)

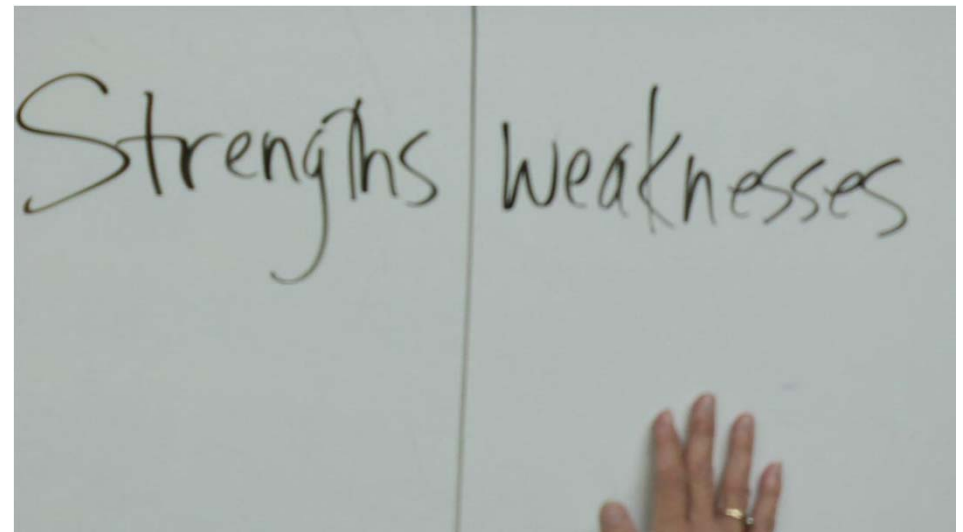
Editors will be able to add people and change the permissions.

8. Teachers in school use instruction strategies and activities aligned to student learning objectives

Timestamp

When should administrators and teachers take the survey?

- Many schools choose to use the survey at the end of the school year to examine practices. Strengths, weaknesses, and critical areas of need can be prioritized for the next school year.



How can the information from the surveys be utilized?

- Reviewing all survey responses from teachers and administrators can determine if administrators and teachers have a sense of agreement or disagreement about how well a school is performing with regard to each of the Oklahoma Nine Essential Elements.



What are the WISE Performance Indicators?

- The WISE Performance Indicators are the same as the Oklahoma Nine Essential Elements Performance Indicators. Schools must assess the required indicators in the WISE tool.



How should they be utilized?

- Examine the WISE Performance Indicators to determine priority scores. Strategically prioritize indicators that need to be addressed.

Goals



1. _____

2. _____

3. _____

Step 4: Assess School Indicators

Oklahoma Ways to Improve School Effectiveness (WISE)
Main Menu

Resources and Reports

Plan Your Meeting

Coaching Comments

School of Hard Rocks School Leadership Team CI
Oklahoma Test District, OK

Where are we now?

Hints

Help

Set Up School	Tutorials	Started	Last Update	
Step 1 - Register School <i>please keep current</i>	VIDEO	04/16/10	03/13/12	
Step 2 - Provide School Information		09/21/10	02/01/12	
- Provide School Assessment Scores		03/09/11	02/01/12	
Step 3 - Form School Team <i>please keep current</i>		03/25/11	10/05/11	14 (count)

Assess - Create - Monitor	Tutorials	Started	Last Update	Progress
Step 4 - Assess School Indicators	VIDEO	08/30/11	02/06/12	53 of 90
Step 5 - Create School Plan	VIDEO	08/30/11	03/05/12	17 of 42
Step 6 - Monitor School Plan	VIDEO	09/09/09	03/02/12	4 of 17

Coaches & Leaders	Name	Position	Phone	Email
Consultant to School	Mrs. Kerri White		123-456-7890	kerriwhite@school.com
Principal	Mr. Bill Smart		405-587-6800	email@email.com
Process Manager	Dr. Sharon Sikes		405-347-2210	

For technical questions concerning this tool contact us at Indistar@adi.org

Oklahoma

Assess School Indicators

School Process Main

Hints Help

School of Hard Rocks

Tab 1 – Select Indicators by Section – select your indicator to assess by section or choose to display all Indicators

Tab 2 – List of Indicators to Assess – choose indicator to assess

Tab 3 – List of Indicators Assessed – choose indicator to edit assessment information

Tab 4 – Assess Indicator – enter this tab only by selecting an indicator in tab 2 or 3

- 1. Select Indicators
- 2. List of Indicators to Assess
- 3. List of Indicators Assessed
- 4. Assess Indicator

To view Indicators, choose a section below or [display all Indicators as list](#)

Category	Section	Subsection I	Subsection II	Assessed
Academic Learning and Performance	Essential Element 1 - Curriculum			7 of 7
	Essential Element 2 - Classroom Evaluation and Assessment			9 of 9
	Essential Element 3 - Instruction			9 of 9
Professional Learning Environment-Effective Teachers	Essential Element 4 - School Culture			4 of 11
	Essential Element 5 - Student, Family, and Community Support			6 of 8
	Essential Element 6 - Professional Growth, Development, Evaluation			12 of 13
Collaborative Leadership-Effective Leaders	Essential Element 7 - Leadership			3 of 14
	Essential Element 8 - Organizational Structure and Resources			2 of 10
	Essential Element 9- Comprehensive and Effective Planning			1 of 9

Oklahoma

Assess School Indicators

School Process Main

Hints Help

School of Rock

- Tab 1 - Select Indicators by Section - select your indicator to assess by section or choose to display all Indicators
- Tab 2 - List of Indicators to Assess - choose indicator to assess
- Tab 3 - List of Indicators Assessed - choose indicator to edit assessment information
- Tab 4 - Assess Indicator - enter this tab only by selecting an indicator in tab 2 or 3

Category: *Academic Learning and Performance*
Section: *Essential Element 1 - Curriculum*

- 1. Select Indicators
- 2. List of Indicators to Assess
- 3. List of Indicators Assessed
- 4. Assess Indicator

[Wise Ways®](#) Rubric

EEIA-1.05 Instructional teams ensure curriculum provides effective links to career, postsecondary education, and life options. (237)

- Insert your rubric score for this Indicator (1 - 3).

1. Choose your level of Development or Implementation for this Indicator.

- No development or Implementation
- Limited Development or Implementation
- Full Implementation * required field

* Please complete required fields

Save this Indicator

http://www.centerii.org/SchoolRestructuring/wiseways/237.pdf - Windows Internet Explorer

http://www.centerii.org/SchoolRestructuring/wiseways/237.pdf

Convert Select

Favorites SSI login Oklahoma State Departm... Weekly Video Blog Digital Learning Day Home Visual-Learner Books Suggested Sites Iva 21st Century Learning Lab Upgrade Your Browser

http://www.centerii.org/SchoolRestructuring/wis...

Collaborate Sign Find

Wise Ways® / Center on Innovation & Improvement

Indicator: Instructional teams ensure curriculum provides effective links to career, postsecondary education, and life options. (237)

Evidence Review:

All the schools in the case studies used data to set instructional goals. (Conzemius, 2000; Duke, n.d.; Duke et al., 2005; Johnson & Asera, 1999; Lachat & Smith, 2005; Picucci et al., 2002a, 2002b; Tung & Ouimette, 2007; Whiteside, 2006; Zargarpour, 2005). Data included school average student test scores, but went beyond that. In 3 of the 10 case studies, researchers note that the schools collected and analyzed a range of data in addition to achievement test results (Conzemius, 2000; Lachat & Smith, 2005; Zargarpour, 2005). In 1 study of an elementary school, the principal and teachers collected and analyzed data on the school's climate, its sense of community, and its curriculum and instruction (Conzemius, 2000).

In addition to looking at diverse types of data, turnaround schools considered data at three levels: at the school level to focus on areas that needed schoolwide improvement to meet adequate yearly progress, at the classroom level to focus on teachers' instructional strengths and weaknesses, and at the student level to focus on instructional needs of individual students.

At the school level, data were used to identify instructional areas that needed schoolwide improvement. The turnaround schools consistently used data on student achievement to identify gaps in student learning (Conzemius, 2000). In one study of 7 middle schools, every one of the schools used school performance data to determine areas of teaching and learning that needed

School Indicators - Windows Internet Explorer

http://www.centerii.org/

Convert Select

School Indicators

Oklahoma

Assess School Indicators

- School of Rock
- Tab 1 - Select Indicators to Assess
 - Tab 2 - List of Indicators to Assess
 - Tab 3 - List of Indicators to Assess
 - Tab 4 - Assess Indicators

Category: **Academic Learning**
 Section: **Essential Elements**

1. Select Indicators 2.

[Wise Ways®](#)

EEIA-1.05 Instructional teams ensure curriculum provides effective links to career, postsecondary education, life options. (237)

- Insert your rubric score

1. Choose your level of Development

No development or Implementation

** Please complete required fields*



Rubric - Windows Internet Explorer

http://www.centerii.org/SchoolRestructuring/Rubric.aspx

Oklahoma

Ways to Improve School Effectiveness (WISE)

EEIA-1.05 Instructional teams ensure curriculum provides effective links to career, postsecondary education, life options. (237)

Score	Rubric
1	<p>(1) Little or no development and implementation</p> <ul style="list-style-type: none"> The curriculum does not provide connections to post secondary education and/or career options. The curriculum does not include opportunities for application of skills, knowledge or processes that prepare students to be self-sufficient and productive citizens. Students do not have a written graduation plan (Grades 8-12).
2	<p>(2) Limited development or partial implementation</p> <ul style="list-style-type: none"> The curriculum provides some connections that present post secondary education and career options. The curriculum includes some opportunities for application of skills, knowledge and processes that will prepare student self-sufficient and productive citizens. Some students (Grades 8-12) have a written graduation plan.
3	<p>(3) Fully functioning at operational level of development and implementation</p> <ul style="list-style-type: none"> The curriculum provides intentional connections (e.g., dual credit courses, post secondary partnerships, early college courses) to familiarize all students with a variety of post secondary education and career options. The curriculum integrates opportunities for application of skills, knowledge, processes and life skills (e.g., budgeting, problem solving, consensus building) that will prepare all students to be self-sufficient and productive citizens. Each student (Grades 8-12) has a written graduation plan. <p>(3+) Exemplary level of development and implementation</p> <ul style="list-style-type: none"> The curriculum consistently emphasizes connections and provides experiences (e.g., advisor/advisee, internships, career planning fair, college fair, and career majors) that present a variety of post secondary education and career options. The curriculum integrates and expands learning opportunities in school and within the community (e.g., mentoring, self-learning, shadowing, school-based enterprises, co-op programs) for students to apply skills, knowledge and processes to prepare all students to be self-sufficient and productive citizens. Each student (Grades 8-12) collaboratively develops a written graduation plan with parents and advisors that is reviewed annually.

Note: If your team has chosen a Rubric Score of 3, you will be asked to provide evidence that this indicator has been fully and effectively implemented. Please add the phrase "Full Implementation" or "Exemplary Implementation" to the beginning of your evidence to show where the team has assessed this indicator.

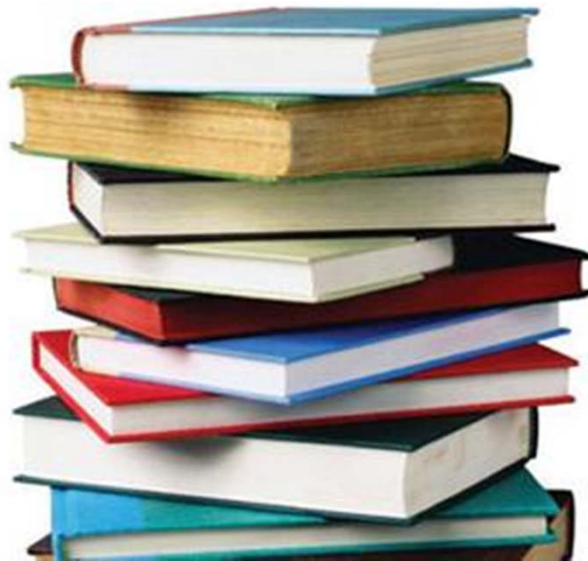
Example:

Please provide evidence that this indicator has been fully and effectively implemented.

Full Implementation-.....

What type of school data should be analyzed?

- Oklahoma Core Curriculum Tests, benchmarks, attendance, discipline, dropout, graduation rate, parent surveys and other relevant data



What are the next steps after conducting a comprehensive needs assessment?

- Create a document that includes the following summary analysis statements:
 - Summary of WWIOS Surveys (include strengths and weaknesses and prioritize areas of improvement)
 - Summary of assessment of WISE Indicators (include strengths and weaknesses and prioritize areas of improvement)
 - Summary of School Data (include strengths and weaknesses and prioritize areas of improvement)

Conclusion

- Establish team
- Utilize data sources
- Utilize available tools
- Write formal needs assessment statements
- Prioritize needs for budgeting and planning
- Begin plan



Questions or Comments



Contact Information

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