

School:

Date:

Time:

2023-2024 FEDERAL PROGRAMS PLANNING MEETING

Internal Planning Team

Minutes #2 – Comprehensive Needs Assessment

Phase 3 – Interpret Information and Phase 4 – Determine Priorities

1. Welcome

2. Member sign-in

- Purpose: Our school may receive additional funding to help improve the educational experience for all students. This planning team oversees the action steps to plan, implement, and/or evaluate activities related to federal funds.
- Requirements: As a result of receiving federal funds, the school is required to:
 - annually perform a Comprehensive Needs Assessment,
 - use that data to effectively supplement the regular programs offered at the school to increase the academic achievement of students,
 - provide opportunities for parents to be actively engaged in their students' education, and
 - annually evaluate the effectiveness of the programs offered through federal funding.

3. Establish Roles (timekeeper, recorder of minutes, etc.)

- Timekeeper:
- Recorder:

4. Analyze data collected – see notetaking guide on last page

- What are the strengths of the current school program in each of the following areas:
 - Student Achievement
 - Teacher and Administrator Quality
 - Parent and Family Engagement
 - Social Emotional Learning
 - Safe and Healthy Schools

Due in Epicenter May 15th

Located under Federal Programs – Federal Programs Planning Meeting Documentation

- o Technology
- What are the challenges of the current school program in each of the following areas:
 - o Student Achievement
 - o Teacher and Administrator Quality
 - o Parent and Family Engagement
 - o Social Emotional Learning
 - o Safe and Healthy Schools
 - o Technology
- Does the evidence gathered support staff assumptions about strengths and challenges?
 - o
- Are there gaps in information, data needs, student achievement, sub-groups?
 - o
- What are next steps based on gaps in information?
 - o
- Review current activities supported by federal programs
 - o Does the data reflect that the activities had an impact on student achievement?
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 - o Use supporting data to determine whether the academic achievement of all students, particularly low-achieving students, improved.
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 - o Determine if activities need to continue, be modified, or eliminated.
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5. Determine Priorities

- What priorities does the data suggest?
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- What potential activities could address the school's most urgent needs in each of the areas?
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6. Other Agenda Items

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Analyze Data - Notes

Focus Area	Strengths	Challenges
Student Achievement		
Teacher and Administrator Quality		
Parent and Family Engagement		
Social Emotional Learning		
Safe and Healthy Schools		
Technology		