School:
Date:
Time:

2023-2024 FEDERAL PROGRAMS PLANNING MEETING

Internal Planning Team

Minutes #1 – Comprehensive Needs Assessment

Phase 1 - Plan and Phase 2 - Collect & Organize Data

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. **Comprehensive Needs Assessment – see note taking guide on last page**
   - Identify focus areas that are most essential to school reform and the factors that impact student achievement in each of the following areas:
     a. Student Achievement (Math, ELA, Science, Social Studies/History)
     b. Teacher and Administrator Quality (Recruitment, Retention, Effectiveness of Teachers and Administrators)
     c. Parent and Family Engagement
     d. Social Emotional Learning

e. Safe and Healthy Schools
f. Technology

- Identify data sources related to the areas listed above.
    a. Assign areas of focus for gathering data. (Who has access to what data? They may not be on the team and will need to be asked to help.)
    b. Establish a timeline for collection and organization.
    c. Consider the feasibility of extended school year, before and after school programs, summer programs.
        i.

5. Other Agenda Items

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Focus Area	Data Source(s)	Person(s) Responsible for Gathering Data	Person(s) Who Can Access Data	Deadline to Gather Data
Student Achievement				
Teacher and Administrator Quality				
Parent and Family Engagement				
Social Emotional Learning				
Safe and Healthy Schools				
Technology				

Due in Epicenter May 15th
Located under Federal Programs – Federal Programs Planning Meeting Documentation