

Needs Assessment: Conducting, Completing and Aligning with the Budget

November 9, 2015

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Today's Agenda

- ★ Needs Assessment Overview
- ★ Needs Assessment Requirements
- ★ Worcester Public School's Needs Assessment Process
- ★ Title IIA Resources
- ★ Questions



Needs Assessment

- ★ The District Needs Assessment (NA):
 - ★ The NA should be conducted prior to the start of the current fiscal year, based on district data, including educator evaluation data
 - ★ Federal regulations state that teachers, paraprofessionals, principals, other relevant school personnel, and parents need to collaborate during the NA



Needs Assessment Cont.

- ★ All activities, including dates, which are part of the NA, must be documented and kept on file
- ★ The NA concludes by identifying district-wide priority needs
- ★ Prior to determining Title IIA funding for the priority needs, confirm if activities are allowable (consult the TIIA Quick Reference Guide)



Worcester Public Schools Title II-A Grant Development

November 9, 2015

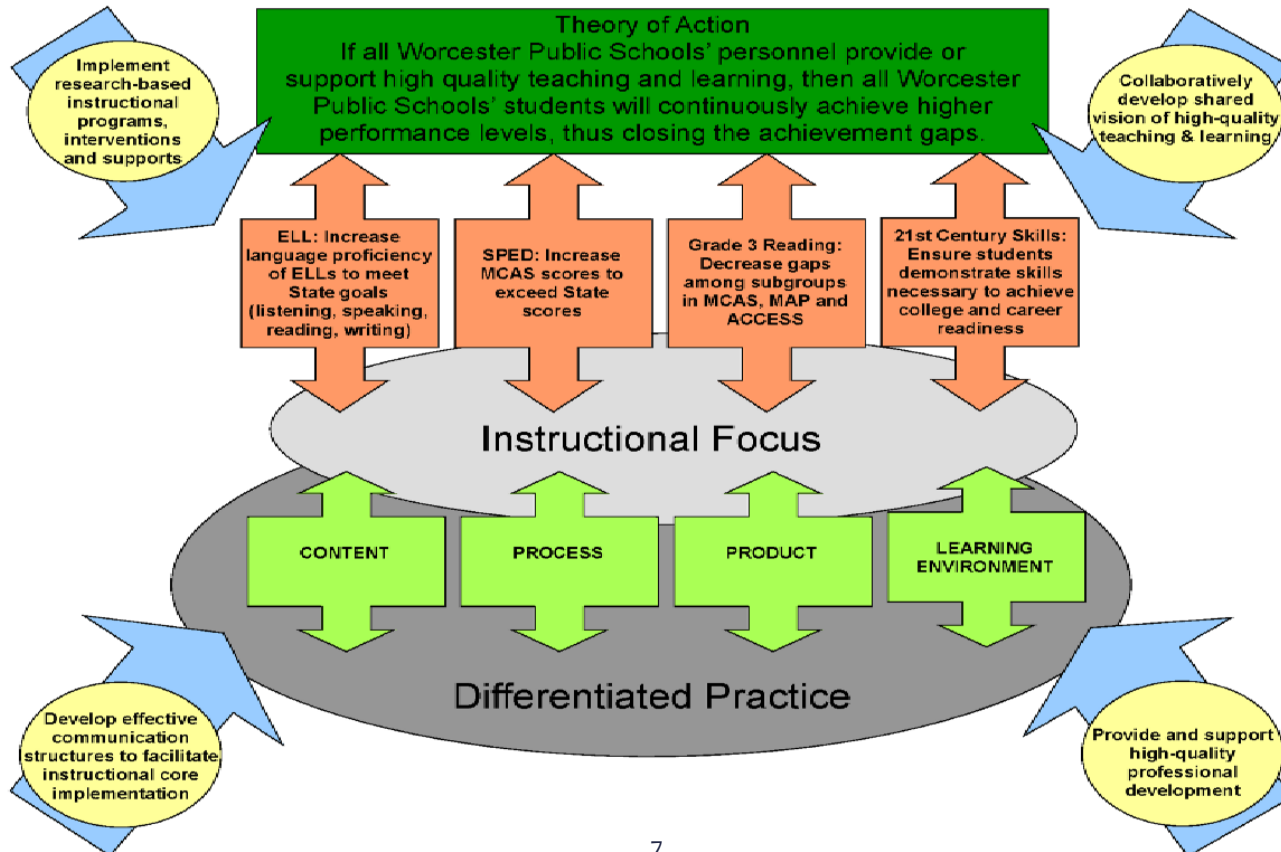
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Worcester Public Schools Title II Needs Assessment

- * The Professional Learning Team, under the coordination of the district's academic leadership conducted the FY 15 professional development Needs Assessment that forms the basis for our Title IIA grant proposal.
- * Marco C. Rodrigues, Ed.D., Chief Academic Officer (CAO) oversees the district's educational leadership team (DELTA), consisting of the managers who are responsible for the implementation of the district's academic initiatives.
- * The DELTA team includes the CAO, Quadrant Managers, Manager of Special Education and Intervention Services, Manager of English Language Learners and Student Support Services, Manager of Professional Learning, Early Childhood Coordinator, Communication and School Support Coordinator, Director of Career and Technical Education, and Manager of Grant Resources. This team meets regularly to coordinate initiatives and assess school and district progress.

Worcester Compass

Worcester Public Schools Improvement Strategy



Needs Assessment Activities and Timeline

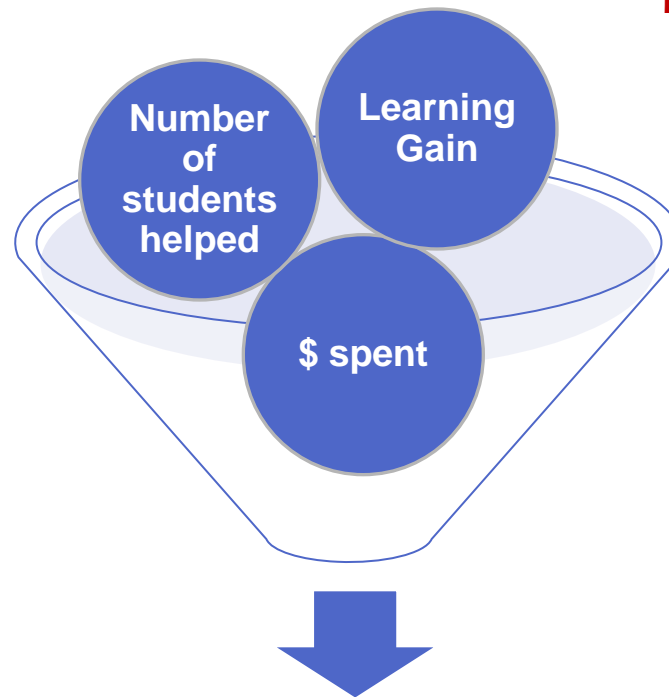
Activity/Stakeholders	When/Frequency
<p>(1) Every spring all departments and each school is required to undergo an assessment and improvement process. This process involves parents and teachers. It is communicated through an annual accountability plan that sets forth improvement goals, linkage to strategic goals background analysis, key measures of success, approach (methodology), deployment (activities), and data collection requirements. Information from these plans were analyzed as part of our needs assessment.</p>	<p>Work starts in the May and June of the school year for data collection and initial reporting of findings.</p> <p>Plans are worked on the subsequent months, with “end of year” reflections for schools due in mid-September.</p> <p>Final revisions to the plans for schools are due in late October.</p>
<p>(2) Our needs assessment is informed by the work of the Professional Development Council. The council meets on a regular basis.</p>	<p>Starting in September and ongoing.</p>

Needs Assessment Activities and Timeline

Activity/Stakeholders	When/Frequency
<p>(3) In April/May of each year, staff surveys are also used to collect data from teachers and para-professionals. The survey asks about both professional development and instructional practices.</p>	<p>Late April through early May surveys are sent out. Results are compiled and readied by early August for review.</p>
<p>(4) Evaluation of professional development opportunities are ongoing and are conducted after each professional development session.</p>	<p>Professional development sessions are held continuously throughout the year. All activities are organized and include sign-in sheets, agendas and evaluation afterward in order to assist with the orderly evaluation of all of our efforts. These materials collected and reviewed continuously with results being compiled and reported to the Professional Learning team.</p>

Assess Academic Return on Investment

$$\text{Academic Return on Investment} = \frac{(\text{Learning Gain}) * (\# \text{ of Students Helped})}{\text{Total \$ Spent}}$$



Think of program and services as **"investments"**.
Distinguish between smarter investments and weaker ones.

Budget Priorities and Alignment

WPS Seven Point Financial Plan

Uses Instructional Compass as its model

1. Long Term Budget Planning
2. Annual Budget Review: scrutiny and prioritization
3. Transparent Budget Process: frequent presentations
4. Quarterly Financial Planning
5. Supplemental & Sustainable Programs
6. Cap Administrative Spending
7. Target on New Revenues: instruction, safety, operations

Annual Budget Development Process

Zero-Based Budgeting

- Bottom-up approach
- Principals actively engaged
- Built on district goals rather than history
- Has resulted in millions in cost savings

Annual Budget Development Process

- **School Resource Allocation Meetings**
- **Community Engagement**
- **Public Hearings**

All are used to develop budget recommendations for the School Committee

Summary

- Grant Needs Assessment is part of the overall district improvement strategy and Worcester Compass
- The grant budget is aligned to the overall district budget, which is also driven by the Worcester Compass
- Questions?

Title IIA Resources

- ★ Title IIA web page:

<http://www.doe.mass.edu/educators/title-ia/>

- ★ Federal Non-Regulatory Title IIA Guidance

- ★ Federal Non-Regulatory Guidance on Equitable Services for Private Schools

- ★ Materials from today will be posted soon, including all presentations and the Title IIA Quick Reference Guide

- ★ Title IIA Grant Application Materials:

<http://www.doe.mass.edu/grants/2016/140/>



Questions

