

District/LEA Name:

School Name:



The Needs and Assets Assessment (NAA) is an inclusive and systematic process for listening to and learning from students, staff, families, and community members. Developing an actionable plan is essential to successfully engage all interest-holder groups in the NAA and to provide a more accurate assessment of their experiences.

With a representative NAA team, use this template to capture planning details including specific goals and strategies to engage a disaggregated supermajority of all interest holders to build a shared vision and identify collective priorities for bringing that vision to life.

Components of this NAA Plan Template include:

1. Needs and Assets Assessment Team
2. What We Know and What We Want to Learn
3. NAA Training and Support
4. Data Collection and Visualization
5. Student NAA Engagement Plan
6. School Staff NAA Engagement Plan
7. Family/Caregiver NAA Engagement Plan
8. Community NAA Engagement Plan
9. Halfway Point: NAA Reflection and Check In Guide

Needs and Assets Assessment Team

Community Agreements	Roles & Responsibilities	Meeting Schedule

What We Know and What We Want to Learn

Initiating NAA processes help ground our team’s work by allowing us to begin constructing meaning. Importantly, these processes can also be used to support our engagement and listening goals by:

- Revealing gaps in understanding which can inform questions to ask interest holders (*example: 10% of elementary school students attend on-campus after-school tutoring support yet 30% of students are proficient on reading assessments*)
- Identifying assets to strategically leverage to reach and deeply engage interest-holders (*example: an existing community fair might be a productive avenue for engaging families and community members*).

As a team, review and reflect on the information captured from each NAA process below.

Team Mapping	Leadership Identification	Resource Mapping (Internal & External)	Existing Data Analysis, Including Data re: Student Supports
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Therefore, what else do we need to learn to build a shared vision and to identify collective priorities for our community school?

NAA Training and Support

Planning and executing the NAA requires team members to have a variety of skills and competencies. *(example: leadership development, training to complete one-one-one interviews).*

Note, for sites with a Community School Coordinator in place, they will need to have the ability to 1) facilitate collaborative processes and 2) support students, staff, families, and community members to lead the NAA.

What skills do students, staff, families, and community members need to successfully plan and execute the NAA? What training and support can we provide to sharpen those skills?

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Data Collection and Visualization

What is your plan to track who has been engaged? The only way to know whether you have achieved your engagement goals is to track exactly who has been engaged.

It is important to visually display your emerging quantitative and qualitative data. For example, some schools use a bulletin board to track these emerging themes using colored stickers while others may use an electronic data wall. How are you going to visually display your emerging data so that interest holders can see emerging themes?

How will the data display be kept up-to-date? Who will do that and how often?

Student NAA Engagement Plan

How will we engage students on the NAA team to develop and execute the NAA plan? How often will we meet? How will we hold ourselves accountable to our goals?

Work with students and other interest holders to co-develop this plan.

What is our plan to engage 75 to 100% of all students in our school NAA? How will we ensure that our focal students and those students who are most impacted or whose voices are rarely heard are engaged in the NAA?

Specific Engagement Goals	Avenues for Engagement to Reach Focal Groups	Methods of Engagement for Each Avenue	Who & When

School Staff NAA Engagement Plan

How will we engage school staff on the NAA team to develop and execute the NAA plan? How often will we meet? How will we hold ourselves accountable to our goals?

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Work with school staff and other interest holders to co-develop this plan.

What is our plan to engage 75 to 100% of all staff - including but not limited to teachers, student services, administrators, office staff, paraeducators, custodial staff, and bus drivers - in our school NAA?

Specific Engagement Goals	Avenues for Engagement to Reach Groups of Staff	Methods of Engagement for Each Avenue	Who & When

Family NAA Engagement Plan

How will we engage families on the NAA team to develop and execute the NAA plan? How often will we meet? How will we hold ourselves accountable to our goals?

Work with families and other interest holders to co-develop this plan. Ideally, this process is led by parents/caregivers.

What is our plan to engage 75 to 100% of all families/caregivers in our school NAA? How will we ensure that the parents/caregivers of our focal students as well as those families who are most impacted or whose voices are rarely heard are engaged in the NAA?

Specific Engagement Goals	Avenues for Engagement to Reach Groups of Staff	Methods of Engagement for Each Avenue	Who & When

Community NAA Engagement Plan

Define what it means to deeply engage the community. This answer should be developed with students, staff, families, and community members.

For example, you could say that it means having conversations with 75 to 100% of community partners and inviting all local residents/businesses within 3 blocks of schools to community meetings.

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How will we engage community members on the NAA team to develop and execute the NAA plan? How often will we meet? How will we hold ourselves accountable to our goals?

Work with community members and other interest holders to co-develop this plan. Ideally, this process is led by community members.

What is our plan to engage 75 to 100% of community members, as we have defined, in our school NAA?

Specific Engagement Goals	Avenues for Engagement to Reach Groups of Staff	Methods of Engagement for Each Avenue	Who & When

Halfway Point: NAA Reflection and Check In Guide

Many school teams find it helpful to “tier” their NAA engagement plan into rounds of outreach and listening based on progress towards goals for each interest holder group. These teams often use a tool, such as a monthly work plan, for regular planning and progress monitoring of the NAA execution.

At minimum, teams should check in halfway through the NAA to ensure that their planned engagement avenues and methods are producing the depth and quality of input that they are seeking, and that the students, staff, families, and community members who are most impacted or whose voices are rarely heard are centered in the listening process.

Effective Engagement Avenues and Methods	Ineffective Engagement Avenues and Methods

What modifications to our NAA engagement plan do we need to make based on our learning so far?

Student Engagement	Staff Engagement	Family Engagement	Community Engagement