



STATE TRANSFORMATIONAL ASSISTANCE CENTER FOR COMMUNITY SCHOOLS

Needs and Assets Assessment Kick Off Meeting Planning Checklist

To begin the planning process for the needs and assets assessment, it is important to have a kick off meeting with a representative group of interest holders. This group will help set specific goals for how you plan to engage 75 to 100% of students, staff, families, and community members in the needs and assets assessment. Use this checklist to ensure the meeting is productive and that there is equitable engagement of members in the planning process.

✓	For our Kick Off Meeting, we have a plan for:
	Sufficient Time Schedule a meeting several hours in length. A half or whole-day is preferable with a Saturday or non-school day being most conducive.
	Valued Participants Ensure participants are valued for their time. Consider getting a meal donated from a local restaurant, use Title I funds to compensate staff for extra hours, etc.
	Collaboration Space Set up your meeting room in a way that is conducive to group brainstorming. A circle or u-shape is best as it allows all members to see and engage with each other.
	Community Agreements and Meeting Norms Consider co-creating community agreements and meeting norms at the beginning of the session. Include multiple ways in which team members can reflect, learn, and share their ideas and thoughts.
	Note Taking Ensure that there is a system for taking notes at this meeting. Consider projecting notes (live noting), and consider having someone assigned to note taking.
	Community Building Create a meeting agenda that includes ample time for introductions and community building amongst team members.
	Background Information Assemble packets of background materials for the group, including a Needs and Assets Assessment Plan template, sample, and existing data.